

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
12:00 noon – 1:00 p.m.
Board Room – January 24, 2013**

The Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.

Present: Kasey Anderson, Calvin Atchison, Davette Blalock, Benita Davis, Karen Doty, Brenda Dowdle, Florence Kidd, Sara Longhini, Renee Pratt, Adinah Robertson, Phil Ryan, and Robert Stockard,

Absent: Leon Berrios, Steve Glover, Renita Lanier, LaVoneia Steele, and Wendy Tucker

Staff/Others: Camille Baker, Tyronda Burgess, Karen Crook, Cynthia Croom, Corey Harkey (Metro Attorney), Cassandra Johnson-Payne, Pamela Matthews, Lisa McCrady, and Rickie McQueen

Dr. Atchison called the meeting to order at 12:00 noon and read the Metropolitan Code of Laws appeal procedures.

Motion: Approve December 6, 2012 meeting minutes

Made by: Robert Stockard **Seconded:** Florence Kidd **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

On-Site Monitoring Review Report – Mrs. Croom gave accolades to the agency staff and Board members for the positive On-Site Monitoring Review Report. The only area cited was not meeting the 10% of children with disability requirement. The agency has had difficulty over the years with meeting the 10% requirement given the vast abundance of disability services available to children in Davidson County coupled with the fact that Metro Nashville Public Schools, the entity responsible for diagnosing children as disabled (the disability must affect the child's cognitive ability, not simply a physical disability), does not readily label preschool children as disabled. Therefore, on several occasions the staff would inquire of the Head Start national and regional offices if the agency should apply for a waiver for the 10% disability requirement, to which the response would be not to apply for a waiver as the explanation for not meeting the requirement was sufficient and would not result in the agency being cited during reviews for not meeting the 10% disability, which held true until this last review. Hence, while staff were informed this citing would only warrant a desk review, the agency will immediately request a waiver of the 10% disability requirement. Once that waiver is received, the agency will submit its response to the Report within the 120 day requirement. Until such time, however, staff will continue to work to meet the 10% requirement. It must be noted that reviewers identified as an area of strength the funding and services provided by the Metropolitan Government. Also, based upon the final outcome of the review, the agency will submit a request for a 5-year funding cycle. Regretfully, the Shelby County Head Start program was on the most recent re-competition list. Lastly, there has been discussion on the federal level about shifting pre-k funding to the states, which can affect Head Start and Child Care and Education block grant funding.

Sequestration – While there is no new information at this time, sequestration has the potential to impact agency funding by approximately \$1 million, affecting direct services for community programs and reducing the number of children served by Head Start consequently reducing staff.

Metro Buy-Out – Per Metro Legal, any agency participation in a Metro Buy-Out program would require Board approval. As the Buy-Out cannot be paid with grant dollars, there does not exist enough local dollars in the admin budget to fund the Buy-Out. Additional, the Buy-Out positions are expected to be left vacant so as to recoup the cost, however, most of the staff who are interested in the Buy-Out program have child ratio-required positions that cannot be left vacant.

Motion: Due to the financial constraints of the agency, the Metropolitan Action Commission will not participate in the Metro Buy-Out program.

Made by: Phil Ryan **Seconded:** Karen Doty **Passed with one abstention (B. Stockard)**

FINANCE REPORT as reported by Tyronda Burgess

The FY13 November and December pre-close reports were reviewed.

The November pre-close report reflects all fund balances are positive or zero. The Watt Ads reflects the program not being appropriated as a result of the agency no longer receiving funds for the program, yet grant monies from previously years will continue to show in the reports as the agency continues to expend the remaining funds. Head Start in-kind is 46% and Early Head Start is 17%. These figures are combined to reach the required 20% non-federal share match. July credit card statements were reviewed and it was noted that car wash charges were to clean the agency vehicles used to transport the review team to the various Head Start centers; WIPFLI is the charge for a one-day online seminar. CACFP billings and meal counts were reviewed. The CACFP charges are understated pending invoices being entered for payment.

The December pre-close report reflects all fund balances are positive or zero. The Watt Ads reflects the program not being appropriated as a result of the agency no longer receiving funds for the program, yet grant monies from previously years will continue to show in the reports as the agency continues to expend the remaining funds. Head Start in-kind is 47% and Early Head Start is 19%. Credit card statements were reviewed. CACFP billings and meal counts were reviewed.

Mrs. Croom stated that Mrs. Burgess had extended her employment with the agency to February 1 and that her tenure with the agency ends with no findings in the fiscal content of the review. The newly hired Chief Financial Officer, Melissa Weaver, begins employment January 28.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve November 2012 and December 2012 financial report.

Made by: Kasey Anderson **Second:** Karen Doty **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding – none at this time

ITS Acceptable Use of Information Technology Assets Policy

This policy is an update to a previous Metro ITS policy that was approved by the Board.

Motion: Approved updated ITS Acceptable Use of Information Technology Assets Policy

Made by: Kasey Anderson **Second:** Benita Davis **Passed unanimously.**

June 2013 Board Meeting Date Change

Mrs. Croom requested the Thursday, June 27, 2013 Board meeting be moved to Thursday, June 20.

Motion: Approve the June 2013 Board meeting be held on June 20, 2013..

Made by: Bobby Stockard **Second:** Karen Doty **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – A celebration honoring Mrs. Burgess for her services to the agency is scheduled for February 1, 2:00pm-4:00pm at the Clifford Allen Building.

Community Services – Mr. Cox was unable to attend the Board meeting as he and Ms. Sharon Suggs, nutrition coordinator, were invited by the Tennessee Department of Human Services to participate on two panels during the DHS Summit on the Summer Food Services Program. Due to the number of sites in our program, Mr. Cox was asked to discuss how the agency maximizes participation with 110 sites. Ms. Suggs was a panelist on nutrition. Report attached.

Head Start – Report attached.

Early Head Start – Report attached.

Policy Council – No report. The Policy Council did not meet due the threat of inclement weather.

Administrative Services and Operations – Report attached.

Human Resources – Report attached.

EXECUTIVE SESSION

Mrs. Croom asked approval of the new Director of Program Design, Research, and Compliance position as a part of the Head Start succession plan.

Motion: Approve the creation of a Director of Program Design, Research and Compliance position as part of the Head Start succession plan.

Made by: Kasey Anderson **Second:** Karen Doty **Passed unanimously.**

Next meeting is Thursday, March 28, 2013

Meeting adjourned.

Minutes submitted by:

Kasey Anderson, Secretary
Board of Commissioners