

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
12:00 noon – 1:00 p.m.
Board Room – May 23, 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: Calvin Atchison, Kamel Daouk, Benita Davis, Karen Doty, Brenda Dowdle, Florence Kidd, Adinah Robertson, LaVoneia Steele, Robert Stockard, Jim Thiltgen, and Cristina Villarreal

Absent: Kasey Anderson, Davette Blalock, Steve Glover, Renita Lanier, Sara Longhini, Renee Pratt, Wendy Tucker

Staff/Others: Camille Baker, Marvin Cox, Karen Crook, Cynthia Croom, Corey Harkey (Metro Attorney), Pamela Matthews, Lisa McCrady, Rickie McQueen, and Melissa Weaver

Dr. Steele called the meeting to order at 12:00 noon and reminded members that the Metropolitan Code of Laws appeal procedure is written at the top of the agenda.

Motion: Approve March 28, 2013 meeting minutes

Made by: Calvin Atchison **Seconded:** Florence Kidd **Passed unanimously.**

REPORT FROM THE CHAIR

Dr. Steele welcomed and introduced Mr. Kamel Daouk and Ms. Cristina Villarreal as two new members to the board.

EXECUTIVE DIRECTOR REPORT

Sequestration and the reduction of the Head Start budget - The Office of Head Start notified the agency that the FY14 funding reduction was changed from 5% to 5.27%. So as not to reduce services or impact staff, agency management decided to reduce the indirect cost paid to the agency as no other program areas could absorb an additional reduction..

Metro Budget – On May 13, Mrs. Croom met with the Mayor Dean and Deputy Mayor Hinote to ask that agency staff be included in the Metro-funded 1.5% salary increase. Mrs. Croom also made this request to Metro Council during the agency's budget hearing on May 16.

Staff Compensation – Mrs. Croom informed the Board that should Metro not include agency staff in the 1.5% salary increase, the board will be asked to approve at the June meeting an alternate method of compensation, e.g., paid leave.

FINANCE REPORT as reported by Melissa Weaver

The March 2013 report was reviewed. All funds closed the month with either a positive or zero fund balance. Metro did a journal entry in March to correct the January \$2,200 deficit that based upon a Purchase Order that was closed for the full amount, yet only a few items were actually received. The March Head Start/Early Head Start in-kind is 69%. March credit card statements were reviewed. March CACFP billings and meal counts were reviewed. It was noted that the March CACFP billings were lower than usual due to the Metro Public Schools intercession and spring break, both of which occurred in March

The April 2013 report was reviewed. All funds closed the month with either a positive or zero fund balance. The agency admin expenses are higher than average due to a Metro invoice received for Injury on Duty actual costs and premium. Mrs. Croom has inquired of Metro why the agency is charged actual costs, yet is paying an annual IOD premium. Admin funds are starting to be used to pay down the shortfall that will be experienced by Head Start for employee benefits costs. The April Head Start/Early Head Start in-kind is 94. April credit card statements were reviewed. April CACFP billings and meal counts were reviewed with noting that the meal count has returned to its normal count.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve March 2013 and April 2013 financial reports.

Made by: Flo Kidd **Second:** Karen Doty **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding

Motion: Approve the CSBG FY14 grant application and subsequent contract, plus the admission policy for services and programs that assist families achieve Self-Sufficiency; the LIHEAP FY14 grant application subsequent contract to provide financial assistance with home heating/cooling; the FY14 Summer Food Services Program grant application and contract to provide meals during the summer months to children from low income families; and, the FY14 Share the Warmth MOU to receive and expend monies received from Piedmont Natural Gas to assist families/individuals with their gas bills.

Made by: Bobby Stockard **Second:** Flo Kidd **Passed unanimously.**

Motion: Approve the FY14 LIHEAP benefit check/voucher agreement for Nashville Electric Service, Piedmont Natural Gas, Amerigas, Dean Oil, Ferrell Gas, Flame Gas, Highers Propane, and Trinity Gas.

Made by: Bobby Stockard **Second:** Flo Kidd **Passed unanimously.**

Motion: Approve charter contract with Anchor Tours for providing bus transportation so the Adult Education students could tour various colleges and technical schools in the area.

Made by: Bobby Stockard **Second:** Flo Kidd

Passed unanimously.

Motion: Approve Compass Group USA, Inc. agreement for dietetic and nutrition interns to be provided to the Metropolitan Action Commission at no charge.

Made by: Flo Kidd **Second:** Benita Davis

Passed unanimously.

Motion: Approve Metro Water Services MOU for Stormwater Permit Compliance at properties managed by the Metropolitan Action Commission that requires the agency to ensure storm drains on agency property are kept clear of debris.

Made by: Bobby Stockard **Second:** Adinah Robertson

Passed unanimously.

Head Start Sequestration Plan

Mrs. Croom informed the board that while they did approve the Head Start sequester plan that was presented as a part of the Executive Director Report and the Finance Report during the March 28, 2013 board meeting, the sequester plan is required to be board approved specifically and separately. A document outlining the sequester plan was provided to board members for their review.

Motion: Approve Head Start Sequestration Plan as provided.

Made by: Bobbie Stockard **Second:** Calvin Atchison **Passed unanimously.**

Head Start Health /Mental Health Coordinator position description revision to a Health Coordinator position description (Attachment 2) and Head Start Disabilities Coordinator position description revision to a Disabilities/Mental Health Coordinator position description (Attachment 3)

Mrs. Croom asked that these two board action items be reviewed together. Currently, the Health/Mental Health Coordinator is responsible for the Head Start health and mental health component. This request is to shift the responsibilities for the mental health component to the Disabilities Coordinator. This shift in mental health responsibilities result in a change in both position descriptions. Salaries will not be impacted.

Motion: Shift mental health responsibilities from the Health/Mental Health Coordinator to the Disabilities Coordinator and rename the positions: Health Coordinator and Disabilities/Mental Health Coordinator.

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

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Services – GED Graduation is June 21. As a result of GED testing moving to computer-based testing beginning January 2014, the cost to the agency for GED tests will increase from \$65 for the five-part test to possibly \$125 for the five-part test. Report attached.

Head Start – Report attached.

Early Head Start – Report attached.

Policy Council – No report.

Administrative Services and Operations – Report attached.

Human Resources – Report attached.

Next meeting is Thursday, June 20, 2013

Meeting adjourned.

Minutes submitted by:

Kasey Anderson, Secretary
Board of Commissioners