

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
June 20, 2013 12:00 noon – 1:00 p.m.
Agency Board Room**

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, Kamel Daouk, Benita Davis, Karen Doty, Brenda Dowdle, Steve Glover, Florence Kidd, Renee Pratt, Adinah Robertson, LaVoneia Steele, Robert Stockard, Jim Thiltgen, and Cristina Villarreal

Absent: Davette Blalock, Renita Lanier, Sara Longhini, Wendy Tucker

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

Dr. Steele called the meeting to order at 12:00 noon.

Motion: Approve May 23, 2013 meeting minutes

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

BYLAWS COMMITTEE REPORT, chaired by Brenda Dowdle

The By-Laws Committee met on June 20, 2013 and has no recommended changes to the By-Laws at this time. Based upon attendance, no Board member is recommended for removal. The committee gave accolades to Dr. Atchison and Ms. Kidd for a 100% attendance rate.

Motion: Accept By-Laws Committee report.

Made by: Bobby Stockard **Seconded:** Kasey Anderson **Passed unanimously.**

NOMINATING COMMITTEE REPORT, chaired by Adinah Robertson

The Nominating Committee met on May 23, 2013 and recommended the following slate of officers:
Vice Chair – Dr. Calvin Atchison / Treasurer – Benita Davis / Secretary – Kasey Anderson

The Board Chair is appointed by the Mayor

Motion: Approve the slate of officers as recommended by the Nominating Committee

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

PERSONNEL COMMITTEE REPORT, chaired by Kasey Anderson

Deferred to August 20, 2013 meeting

EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE REPORT, chaired by Kasey Anderson

Motion: Approve Executive Director Evaluation

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

EXECUTIVE DIRECTOR REPORT

Staff Compensation – Mrs. Croom distributed a memorandum addressed to the Board of Commissioners dated June 20, 2013 in which two Head Start Compensation Scenarios are outlined. The scenarios propose two options designed to compensation Head Start staff for the salary reduction they will experience effective July 1 resulting from a 5.27% reduction in Head Start funding; and to compensate all staff should they not be included in the 1.5% salary increase that will be given to civil service staff effective January 1, 2014. Scenario 1 is based upon staff being included in Metro's 1.5% salary increase: Head Start staff will receive a .5% salary reduction and given one day paid administration leave. Scenario 2 is based upon staff not being included in Metro's 1.5% salary increase: Head Start staff will receive a .5% salary reduction and given six days paid administration leave. The scheduled paid leave will be at a time when the program is shut down (except before/after care whose staff are hourly part-time employees) so as to not affect operations

Motion: Approve implementing Scenario 1 and Scenario 2 based upon whether or not Metro decides to include agency staff in the 1.5% salary increase that is effective January 1, 2014.

Made by: Bobby Stockard **Seconded:** Kasey Anderson **Passed unanimously.**

“Healthy You” Summer Pilot – Each year the agency holds a one-day inservice that focuses on staff health. The proposed Healthy You would be a workplace initiative that allows staff, as part of their workday, half an hour twice a week for some type of physical activity. This pilot would operate the month of July 2013 and would not affect operations. One advantage to healthier staff is a reduction in Injury on Duty costs.

Motion: Approve “Healthy You” Summer Pilot

Made by: Flo Kidd **Seconded:** Kaen Doty **Passed unanimously.**

FINANCE REPORT as reported by Melissa Weaver

The May 2013 report represents pre-close. All funds closed the month with either a positive or zero fund balance. Head Start in-kind is \$2.9 million and Early Head Start in-kind is \$88,000. The required 20% in-kind match has been met, and exceeded by \$19,000 as of May. May credit card statements were reviewed. May CACFP meal counts (43,350) and billings (\$96,983.80) were reviewed.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve May 2013 financial report.

Made by: Kasey Anderson **Second:** Flo Kidd **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding - None at this time

Revisions to Community Programs’ job description

Community Programs staff are working more in case management and across agency programs. Currently, the job title is Eligibility Counselor I/II. It is proposed that the job titles change to Family Development Specialist I/II. There are slight changes to the job responsibilities to reflect how staff will work with the customers.

Motion: Approve revisions to Community Programs job description.

Made by: Calvin Atchison **Second:** Benita Davis

Discussion: Both descriptions state the minimum requirement of a bachelor degree. Mrs. Croom stated FDSI requires an associate degree and FDSII requires a bachelor degree.

Motion: Approve revisions to Community Programs job description with corrections stated.

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

PROGRAM REPORTS

Media/Public Relations – The Adult Education GED Graduation Ceremony is Friday, June 21, 11:00am, at the Baptist World Center. Facilitating media coverage regarding the change in LIHEAP application period from 7/1 -6/30 to 10/1 – 9/30 resulting in the administration of LIHEAP moving from the Tennessee Department of Human Services to the Tennessee Housing & Development Agency.

Community Services – Report attached.

Head Start – Ms. Matthews is attending two Head Start trainings in Atlanta, Georgia. Report attached.

Early Head Start – Mrs. Baker is attending two Head Start trainings in Atlanta, Georgia. Report attached.

Policy Council – No report.

Administrative Services and Operations – No report.

Human Resources – Report attached.

Meeting adjourned.

Minutes submitted by: