

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
August 22, 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, Davette Blalock, Kamel Daouk, Benita Davis, Karen Doty, Brenda Dowdle, Steve Glover, Flo Kidd, Sara Longhini, Adinah Robertson, LaVoneia Steele, Robert Stockard, and Cristina Villarreal

Absent: Renita Lanier, Renee Pratt, Jim Thiltgen, and Wendy Tucker

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

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

Motion: Approve June 27, 2013 meeting minutes

Made by: Steve Glover **Seconded:** Flo Kidd **Passed unanimously.**

PERSONNEL COMMITTEE REPORT, chaired by Kasey Anderson

The Personnel Committee met on June 5, 2013 to hear E. Saad's appeal of Mrs. Croom's decision to uphold E. Saad's termination of employment. After hearing all evidence, the Personnel Committee voted to uphold the termination. **Motion:** Approve Personnel Committee's decision to uphold termination of E. Saad **Made by:** Steve Glover **Seconded:** Davette Blalock **Passed unanimously.**

The Personnel Committee met on June 10, 2013 to hear P. Sloss' appeal of Mrs. Croom's decision to uphold P. Sloss' termination of employment. P. Sloss did not attend the appeal hearing, and it could not be verified if P. Sloss received notification of the hearing. Therefore, the Personnel Committee voted to dismiss the current appeal and to send a letter to P. Sloss stating the termination. **Motion:** Approve Personnel Committee's decision to dismiss current appeal and send letter to P. Sloss **Made by:** Steve Glover **Seconded:** Davette Blalock **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

Mrs. Croom was out of office on bereavement leave. Mr. Cox stated that there was no update on sequestration. However, next week, he and Mrs. Croom will attend the National Community Action Partnership Annual Convention where they hope to receive updated information. Metro provided \$500,000 in capital funds for the new kitchen with an additional \$500,000 to possibly be appropriated in the Spring of 2014. Ninety-six staff participated in the Healthy You Summer Pilot with feedback still being received so as to determine the next step.

FINANCE REPORT as reported by Melissa Weaver

The June 2013 report represents fiscal year-end figures. All funds closed the month with either a positive or zero fund balance. MAC Admin transferred \$630,000 to the Head Start budget in order to cover the cost of fringe for Head Start staff. The remaining MAC Admin funds were transferred to the Child and Adult Care Food Program and the Before and After Care Program. Head Start/EHS in-kind closed at over \$3 million, meeting the 20% match requirement. June credit card statements were reviewed. June CACFP meal counts (12,783) and billings (\$28,315.07) were reviewed. It was noted that the lower than average figures are due to fewer students attending once Metro Schools dismiss for the summer.

July 2013 represents pre-close figures pending Metro posting funds for FY14. All funds closed the month with either a positive or zero fund balance. \$704,000 was transferred to MAC Admin from carry-forward funds. Due to the 5.27% reduction in funding, Head Start 20% match requirement is reduced to \$2.8 million for FY14. July CACFP meal counts (64) and billings (\$112.24) were reviewed. These figures represent Head Start students in the aftercare program as the regular program closes in July each year so that staff can receive federally-mandated training.

ITEMS REQUIRING BOARD ACTION

Finance Report

Motion: Approve June 2013 and July 2013 financial reports. **Made by:** Bobby Stockard **Second:** Flo Kidd **Discussion:** Mr. Daouk requested staff provide a report to the board regarding the cost per child and how it compares locally and nationally. It was also mentioned that as food prices increase, a discussion of food buying patterns should be reviewed and discussed. **Passed unanimously.**

Head Start Director Position

Dr. Steele informed the board that four candidates were invited for second interviews. Subsequently, Dr. Steele, Mrs. Croom, the Personnel Committee, representative from policy council, the Senior Leadership Team, Head Start Center Managers and administrative staff interviewed the final two candidates in separate group interviews. Dr. Steele stated that based upon input from all interview panels and a final interview with Mrs. Croom, Mrs. Croom recommends Phara Fondren to fill the position of Head Start director. Dr. Steele asked members of the Personnel Committee if they had any comments to add. As there were no additional comments, Dr. Steele asked for a motion to approve Mrs. Croom's recommendation of Phara Fondren as Head Start director. **Motion:** Approve the selection of Phara Fondren as Head Start director. **Made by:** Steve Glover **Second:** Adinah Robertson **Passed unanimously.**

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

Governance, Leadership, and Oversight Capacity Screener - deferred

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Services – The final total for Summer Food Services meals is 226,636. Report attached.

Head Start – Report attached.

Early Head Start – Report attached.

Policy Council – No report.

Administrative Services and Operations – Construction has begun on the Douglass Head Start Center rebuild. Report attached.

Human Resources – Report attached.

Meeting adjourned.
Minutes submitted by:

Kasey Anderson, Secretary
Board of Commissioners