

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
September 26, 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, Brenda Dowdle, Steve Glover, Flo Kidd, Adinah Robertson, LaVoneia Steele, Robert Stockard, Jim Thiltgen, Wendy Tucker and Cristina Villarreal

Absent: Davette Blalock, Karen Doty, Renita Lanier, Sara Longhini, Renee Pratt

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

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

Motion: Approve August 22, 2013 meeting minutes

Made by: Kasey Anderson **Second:** Brenda Dowdle **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

Staff Health Initiative – 93 staff participated in the Healthy You pilot project held in July that allowed staff the opportunity to participate in a healthy activity twice a week for half an hour. Feedback from staff was positive as they were happy and appreciative of the opportunity to participate in a team-building, stress-relieving healthy activity. Most locations chose a group activity. There was much discussion of the benefits to staff and customers from the Healthy You initiative.

Motion: Allow the Healthy You pilot project to be an ongoing policy for staff

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

Head Start Federal Approvals – 1) The Office of Head Start official letter of federal approval of the hiring of Phara Fondren as Head Start director has been received. Ms. Fondren will begin her employment with the agency on Monday, September 30. 2) The Office of Head Start (OHS) has approved the agency's request for a FY13 waiver of the programmatic mandate that 10% of Head Start children be enrolled for disability services. This waiver approval satisfies the corrective action required by the OHS following the triennial review. Another waiver request will be submitted for FY14 on November 15 if the 10% disability mandate is not attainable.

Board Retreat – is scheduled for Thursday, October 24, 8:00 a.m. – 4:00 p.m.

Kronos System – Metro government is moving toward an electronic timing in/out system with Kronos as the selected vendor. While staff can access the timekeeping program by computer, the agency will purchase terminal swipe machines for installation at the centers as not all center staff has ready access to a computer.

FINANCE REPORT as reported by Melissa Weaver

The July and August remain at pre-close pending Metro posting the final internal service fees. For August, all funds reflect either a positive or zero fund balance. Head Start in-kind is \$324,297 and EHS in-kind is \$12,278. The August credit card statements were reviewed. The August CACFP meal counts and billings were reviewed recognizing that effective August 1, 2013, the USDA increased the CACFP reimbursement rate 23 cents for programs that provide lunch and dinner.

Motion: Approve August 2013 financial report.

Made by: Steve Glover **Second:** Calvin Atchison. **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Staff Compensation

Mrs. Croom stated that due to the federal 2% reduction in pay for Head Start staff, they are receiving six days of administrative leave. As the agency's Community Programs are primarily funded by the State of Tennessee, the Community Program staff received the 1.5% pay increase provided to all state employees. Because administrative staff will not receive any type of compensation, Mrs. Croom requested from the Board that they approve that administrative support staff (non-leadership) receive a 1.5% pay increase to be funded from the agency's administrative budget.

Motion: Approve administrative staff receive a 1.5% pay increase effective July 1, 2013.

Made by: Benita Davis **Second:** Adinah Robertson **Passed unanimously.**

Bereavement Leave

Mrs. Croom stated that the bereavement leave policy for extended family is not clear as to when staff can take bereavement leave for an extended family member. Of note: (MAC is the only Metro department that allows bereavement leave for first cousins). She has been asked by a number of staff for an interpretation of the policy. In order to make the policy clear for staff, Mrs. Croom asked that "should the funeral be held during the employee's work shift" be added to the end of the third sentence in Employee Handbook, Section 4.6, Bereavement Leave.

Motion: Approve "should the funeral be held during the employee's work shift" be added to the end of the third sentence in Employee Handbook, Section 4.6, Bereavement Leave.

Made by: Steve Anderson **Second:** Kasey Anderson **Passed unanimously.**

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

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Services – Report attached.

Head Start – Board members received a copy of the Head Start Program Information Report (PIR), which reflects year-end statistical information on Head Start enrollees and their families. This annual report is provided to the Office of Head Start. Report attached.

Motion: Approve Head Start Program Information Report (PIR) for the FY13 school year.

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

Early Head Start – Report attached.

Policy Council – Dr. Atchison thanked the staff for their hard work in ensuring that a quorum was met at the August Policy Council meeting. During the August meeting, Policy Council members voted to table any action on Head Start terminations until Human Resources Manager Cassandra Johnson-Payne returns and can be in attendance to answer any questions. No report.

Administrative Services and Operations – Karen provided pictures of the current build status of the Douglass Head Start Center. Report attached. Ms. Kidd asked that Head Start work with Meigs Magnet School on coordinating times of bus services.

Human Resources – Report attached.

Meeting adjourned.

Minutes submitted by: