

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
December 5, 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, Karen Doty, Jim Harbison, Flo Kidd, Renee Pratt, Adinah Robertson, LaVoneia Steele, Cristina Smith, Robert Stockard, and Wendy Tucker

Absent: Fabian Bedne, Benita Davis, Brenda Dowdle, Renita Lanier, Sara Longhini, Doug Pardue, and Wendy Tucker

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 October 24, 2013 meeting minutes
Made by: Bobby Stockard **Second:** Flo Kidd **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

Dudley Head Start Center – A second ECERS review has been scheduled for December 17, 2013.

Summer Food Services Program – A program/fiscal audit findings were unallowable costs. The request to appeal the finding was submitted.

Douglass Head Start Center – The occupancy date has been moved to December 30.

TACA Conference – The conference was well received. The president of the National Community Action Partnership and the director of the National Community Action Foundation were guest speakers along with DHS Commissioner Raquel Hatter. The Metropolitan Action Commission was the host agency. Thanks were given to board members who were able to attend the conference. TACA advocates on behalf of the state's community action agencies.

FINANCE REPORT as reported by Melissa Weaver

The October report is for closed figures. All funds reflect either a positive or zero fund balance. The LIHEAP audit resulted in a finding that program staff erroneously entered \$600 into the LIHEAP time sheet cost column instead of the CSBG time sheet cost column. As a result, the agency has instituted a new policy that two accounting staff will verify that the time sheets cost columns for Community Programs staff are entered correctly. Credit card statements were reviewed. CACFP meal counts and billings were reviewed. Approval of Finance Report deferred until Treasurer can review.

ITEMS REQUIRING BOARD ACTION - none

PROGRAM REPORTS

Media/Public Relations – No report

Community Program – Report attached

Head Start – No report

Early Head Start – No report

Policy Council – Report attached

Administrative Services and Operations – No report

Human Resources – Report attached.

Meeting adjourned. Minutes submitted by:

Kasey Anderson, Secretary, Board of Commissioners