

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS TRAINING & RETREAT MINUTES
October 24, 2013 / 8:00 a.m. – 2:00 p.m. / Agency Training 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, Flo Kidd, Adinah Robertson, Cristina Smith, LaVoneia Steele, and Robert Stockard

Absent: Davette Blalock, Steve Glover, Renita Lanier, Sara Longhini, Renee Pratt, Jim Thiltgen, and Wendy Tucker

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

Dr. Steele called the meeting to order at 8:15 a.m.

Motion: Approve September 26, 2013 meeting minutes

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

ITEMS REQUIRING BOARD ACTION

Early Head Start Program Information Report (PIR)

Board members reviewed the Early Head Start PIR for the 2012/2013 school year.

Motion: Approve Early Head Start Program Information Report.

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

GOVERNANCE TRAINING

Phara Fondren, Head Start director, provided training on Head Start governance.

STRATEGIC PLAN

Calithea Steward, Adult Education and Training Manager provided information on One Agency and how it is being implemented across the agency, the use of social media and trainings across the agency, the status of each component, and the use of the matrix.

FINANCIAL ANALYSIS OF THE AGENCY POSITION

Melissa Weaver, chief financial officer, gave an overview on the agency's financial threats and concerns with particular emphasis on how the cost of benefits for Head Start affects the agency's budget. She also provided comparative data from other cities. Mrs. Croom shared information on funds for which the agency has applied

NATIONAL PRIORITIES

Mrs. Croom shared information on the climate of competition for program funding and the potential need to 1) shift from emergency services, and 2) review the current Head Start model so as to help off-set the high cost of benefits charged to the Head Start grant. After much discussion, it was noted that the Board Finance Committee will review various options and submit an official recommendation to the Board of Commissioners.

Meeting adjourned.

Minutes submitted by:

Kasey Anderson, Secretary
Board of Commissioners