

METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
March 20, 2014 / 12:00 noon – 1:00 p.m. / Agency Board Room

The Promise: The Metropolitan Action Commission changes people's lives, embodies the spirit of hope, improves communities, and makes Nashville and Davidson County 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, Benita Davis, Jim Thiltgen for Jim Harbison, Flo Kidd, Doug Pardue, Renee Pratt, Cristina Smith, LaVoneia Steele, Cristina Smith, Robert Stockard, and Wendy Tucker

Absent: Fabian Bedne, Kamel Daouk, Karen Doty, Sara Longhini, Adinah Robertson

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 12:00 noon.

Motion: Approve January 23, 2014 meeting minutes

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

Motion: Approve February 6, 2014 meeting minutes

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

REPORT FROM THE CHAIR

Dr. Steele convened the following committees for reports due no later than June 30, 2014:

Nominating Committee:	Adinah Robertson (Chair), Bobby Stockard, Jim Harbison
By-Laws Committee:	Brenda Dowdle (Chair), Sara Longhini, Bobby Stockard
Head Start Committee:	Flo Kidd (Chair), Sara Longhini, Cristina Smith
Executive Director Evaluation Ad Hoc Committee:	Kasey Anderson (Chair), Calvin Atchison, Benita Davis, Brenda Dowdle

EXECUTIVE DIRECTOR REPORT

Pre-K Expansion – On Monday, March 24, 2014, Mrs. Croom will meet with a pre-k expansion committee convened by Nashville Public Schools as they look to shared planning of early childhood education within the city.

Early Head Start – Child Care Providers Partnership Expansion Grant – The US Department of Health & Human Services has made available a grant to expand Early Head Start services into childcare facilities with the local Head Start program serving as administrator of the grant. Staff are meeting with local childcare providers to gauge their interest in partnering with this grant opportunity.

FINANCE REPORT as reported by Melissa Weaver

The December 2013 report represents closed figures. The only change from the December pre-close report that was reviewed January, 23, 2014 is that all draw downs and journal entries were posting thereby changing all funds to reflect either a positive or zero fund balance. Head Start in-kind is \$1.169 million and Early Head Start in-kind is \$53,262. Credit card statements were reviewed. CACFP meal counts and statements were reviewed.

The January 2014 report represents closed figures. All funds reflect either a positive or zero fund balance. Head Start in-kind is \$1.8 million and Early Head Start in-kind is \$65,000. Credit card statements were reviewed. CACFP meal counts and statements were reviewed.

The February 2014 report represents closed figures. All funds reflect either a positive or zero fund balance. Head Start in-kind is \$1.911 million and Early Head Start in-kind is \$69,000. Credit card statements were reviewed. CACFP meal counts and statements were reviewed.

ITEMS REQUIRING BOARD ACTION

Motion: Approve December 2013, January 2014, and February 2014, finance reports.

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

Mrs. Croom reviewed a proposed Head Start / Early Head Start restructure plan that will be included with the Head Start/Early Head Start funding application.

Motion: Approve Head Start/Early Head Start proposed restructure plan.

Made by: Kasey Anderson **Second:** Calvin Atchison **Passed unanimously.**

Motion: Approve FY15 Head Start/Early Head Start grant application and subsequent Notice of Funding Award.

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

Motion: Approve FY15 Head Start/Early Head Start Training and Technical Assistance plan.

Made by: Kasey Anderson **Second:** Calvin Atchison **Passed unanimously.**

Motion: Approve FY14 Head Start/Early Head Start Self-Assessment.

Made by: Kasey Anderson **Second:** Calvin Atchison **Passed unanimously.**

Motion: Approve McNeilly Centers for Children contract for hosting Head Start and Early Head Start classrooms.

Made by: Bobby Stockard **Second:** Benita Davis **Passed unanimously.**

Motion: Approve Metropolitan Department of Health contract for a registered nurse to provide services to prenatal families through home visits.

Made by: Flo Kidd **Second:** Jim Thiltgen **Passed unanimously.**

Motion: Approve Metro Nashville Public Schools Agreement for services provided as the Lead Educational Agency.

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

Motion: Approve Tennessee Early Intervention Services MOU for the provision of early intervention services to Head Start and Early Head Start children.

Made by: Benita Davis **Second:** Kasey Anderson **Passed unanimously.**

Motion: Approve Dr. Sandria Godwin's letter agreeing to provide a nutritional review of the menus for the Early Head Start children.

Made by: Jim Thiltgen **Second:** Flo Kidd **Passed unanimously.**

Motion: Approve Anchor Bus Tours contract to transport adult education students to local colleges/universities.

Made by: Flo Kidd **Second:** Benita Davis **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – No report.

Community Program – When the LIHEAP funds are fully expended on May 28, there will be approximately 1,900 LIHEAP applications on the waiting list. CSAP and Share the Warmth funds will alleviate some of the waiting list as will a request to the TN Department of Human Services to move a portion of our current CSBG funds to the energy assistance line item. A LIHEAP amendment for additional funds is not expected until May. Metro Council and the Mayor's Office will be notified of the waiting list. Report attached.

Head Start – No report.

Early Head Start – No report.

Policy Council – Report distributed.

Administrative Services and Operations – No report.

Human Resources – Report attached.

Meeting adjourned. Minutes submitted by:

Kasey Anderson, Secretary, Board of Commissioners