

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
May 22, 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, Fabian Bedne, Kamel Daouk, Karen Doty, Brenda Dowdle, Jim Thiltgen for Jim Harbison, Flo Kidd, Adinah Robertson Cristina Smith, LaVoneia Steele, Robert Stockard, and Wendy Tucker

**Absent:** Benita Davis, Sara Longhini, Doug Pardue, Renee Pratt, and Misty Stevenson

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

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

Mr. Cox introduced Ms. Jessica Thomas, who received her GED in 2010 through the agency's Adult Education Program. Ms. Thomas recently graduated from Tennessee State University with a bachelor's degree in social work with plans to pursue a master's degree, also in social work. Ms. Thomas is a parent of two children.

#### **REPORT FROM THE CHAIR**

**Motion:** Approve March 20, 2014, meeting minutes

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

#### **EXECUTIVE DIRECTOR REPORT**

**Head Start Grant** – A grant writer has been procured and has started preliminary work in anticipation of the grant Funding Opportunity Announcement (FOA) that should be released within the next few months.

**Pre-K Expansion** – Mrs. Croom met with representatives from the Mayor's Office of Children and Youth and Metro Nashville Public Schools (MNPS) at which time she was asked to serve on the MNPS Pre-K Steering Committee. There has been discussion regarding MNPS expanding Pre-K services in the southeast corridor and the need to coordinate with the Metropolitan Action Commission as Head Start has three centers in that area. There has also been conversation regarding shared training for Pre-K/Head Start teachers.

**Early Head Start – Child Care Providers Partnership Expansion Grant** – The grant FOA has not yet been released; however, staff continues to meet with area childcare providers who have expressed an interest in partnering with Head Start. A consultant with Western Kentucky University/Training & Technical Assistance toured those childcare centers to provide them with information about what changes would be required at their centers in order to meet the Early Head Start facility standards.

#### **FINANCE REPORT**

Mrs. Croom asked for the Finance Report to be deferred as the Treasurer was unable to attend the board meeting and the Chief Financial Officer was attending an out-of-state training.

**Motion:** Defer Finance Report.

**Made by:** Kasey Anderson **Second:** Bobby Stockard **Passed unanimously.**

#### **ITEMS REQUIRING BOARD ACTION**

As part of Our New Opportunity, in response to the decrease in request for Head Start services in the West Nashville area and the increase of requests for Early Head Start services, Mrs. Croom stated that the program would benefit from converting 40 Head Start slots to 16 Early Head Start slots.

**Motion:** Approve a separate request to the Department of Health & Human Services, Head Start Bureau to convert 40 Head Start slots to 16 Early Head Start slots.

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

Mrs. Croom asked the Board's review of the Head Start Self-Assessment for FY12/13 be deferred to the June meeting.

**Motion:** Defer Self-Assessment.

**Made by:** Kasey Anderson **Second:** Bobby Stockard **Passed unanimously.**

**Motion:** Approve Parent, Family, and Community Engagement Coordinator job description and the Education & Training Assistant job description.

**Made by:** Bobby Stockard **Second:** Kasey Anderson

**Discussion:** Mrs. Croom stated that Parent, Family, and Community Engagement Coordinator position is the result of combining the Parent Involvement Coordinator and the Family Services Coordinator positions into one position. Mrs. Croom further stated that the board already approved the Education & Training Assistant job description, and that this request is for slight revisions there will be three additional persons hired. It was noted the Education & Training Assistant be classified as 10(a), and that \$44,000 is the starting point for the salary range of both positions. Councilman Bedne stated that job descriptions that require a degree from a regionally accredited college or university denies the immigrant population the opportunity to apply.

**Passed unanimously.**

**Motion:** Approve Human Resources Analyst II job description.

**Made by:** Calvin Atchison **Second:** Brenda Dowdle

**Discussion:** Mrs. Croom stated that this position will be second in command in the Human Resources office to back up the Human Resources Manager and to be responsible for the office in the Human Resources Manager absence. A Human Resources Analyst I currently within the Human Resources Office has been identified for promotion to the HR Analyst II position. There was further discussion about job descriptions that require a degree from a regionally accredited college or university and that the agency may be missing the opportunity to hire qualified workers simply because if their degrees were obtained in their country of origin, the degrees are not recognized as being regionally accredited. Councilman Bedne suggested the agency look at the degree requirement for all job descriptions.

**Passed. One abstention.**

**Motion:** Approve FY14 LIHEAP Amendment #3.

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

**Motion:** Approve FY14 Summer Food Services Program.

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

**Motion:** Approve Memorandum of Understanding with World Baptist Center.

**Made by:** Adinah Robertson **Second:** Flo Kidd **Passed unanimously.**

**Motion:** Approve Memorandum of Understanding with International Wholesale Company.

**Made by:** Kasey Anderson **Second:** Fabian Bedne **Passed unanimously.**

**Motion:** Approve FY15 CSBG contract.

**Made by:** Fabian Bedne **Second:** Kasey Anderson **Passed unanimously.**

#### **PROGRAM REPORTS**

**Media/Public Relations** – An interview at the new Frederick Douglass Head Start Center regarding the Summer Food Services Program can be seen on Channel 2 News. Report attached.

**Community Program** – Report attached.

**Head Start** – Report attached.

**Early Head Start** – Report attached.

**Policy Council** – No report.

**Administrative Services and Operations** – No report.

**Human Resources** – Mrs. Croom stated that the Mayor's budget as submitted to Metro Council did not show a reduction to our Metro funding. Mrs. Croom reminded the board that during her budget hearing before the Mayor, she had asked that the Mayor include agency staff in Metro's across the board salary increase for civil service employees, and a request for additional monies to be applied to the agency's employee benefit line item. The status of those requests is pending. Report attached.

Meeting adjourned. Minutes submitted by:

Kasey Anderson, Secretary, Board of Commissioners