

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
June 26, 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, Karen Doty, Brenda Dowdle, Flo Kidd, Sara Longhini, Adinah Robertson, LaVoneia Steele, Robert Stockard, and Wendy Tucker

Absent: Fabian Bedne, Kamel Daouk, Jim Harbison (Jim Thiltgen in attendance), Doug Pardue, Renee Pratt, Cristina Smith, 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.

Ms. McCrady introduced three high school interns from the Mayor's Scholars program as provided by the Nashville Career Advancement Center: Kara Cobb (Hume Fogg), Araceli Crescencio (Cane Ridge), and David Velasquez (Glenclyff). GPAs range from 3.9-4.2.

REPORT FROM THE CHAIR

Motion: Approve May 22, 2014, meeting minutes

Made by: Brenda Dowdle **Second:** Flo Kidd **Passed unanimously.**

COMMITTEE REPORT

By-Laws Committee – as reported by Brenda Dowdle, Committee Chair. The Committee met on June 19, 2014, to review the By-Laws for proposed changes. Most changes made were confirm existing practices, and the Nominating Committee was added as a standing committee.

Motion: Approve revised By-Laws as submitted.

Made by: Calvin Atchison **Second:** Karen Doty **Passed unanimously.**

Nominating Committee – as reported by Adinah Robertson, Committee Chair. The Committee met on June 12, 2014, to determine a slate of officers to recommend for FY14/15. As such, recommendation for board officers is: Vice Chair – Kasey Anderson / Secretary – Brenda Dowdle / Treasurer – Benita Davis. Ms. Robertson reminded board members that the Mayor is charged with appointing the Board Chair.

Motion: Approve FY14/15 slate of officers as submitted.

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

EXECUTIVE DIRECTOR REPORT

Our New Opportunity – Funding Opportunity Announcement (FOA) has not been released.

Pre-K Expansion – Mrs. Croom has met with representatives from the Mayor's Office and Metro Nashville Public Schools (MNPS) regarding Pre-K expansion. MNPS has selected three directors for their three new hubs. We anticipate developing a cooperative relationship with each hub

Early Head Start – Child Care Providers Partnership Expansion Grant – We were previously informed the FOA would not allow for expansion funding, only partnership funding. The FOA has since been released appropriating \$9,715,000 for Tennessee allowing for both partnership and expansion funding. The application is due August 20. We continue to meet with child care providers as we will apply for partnership funding targeting zip codes 37208 and 37210 as those were the two listed in the FOA as being high-priorities areas. The grant requires that 25% of children receive child care certificates, and extra points are given if 40% receive the certificates, and even more points are given if 100% receive certificates. Minimum number of slots for which an entity can apply is 72.

FINANCE REPORT

Benita Davis, Treasurer, stated she has reviewed the reports and supporting documents in great detail prior to the Board meeting and approves their submission to the Board for review as presented by Ms. Weaver, Chief Financial Officer.

April 2014 report represents zero or positive balances. Head Start/Early Head Start in-kind is \$2.6 million (93%) Credit card statements were reviewed. It was noted that Metro has transferred its financial activity to 5/3 Bank, so the statements have a new format (Metro transfers its financial activities to a different financial institution every few years). During this transfer time, the only staff who had credit cards were Rickie McQueen and Tim Winn. Accordingly, for this period, Mr. Winn used his card to purchase food, and Rickie McQueen used her card for travel and all other expenses. (Mrs. Croom and Ms. Weaver have since received their agency credit cards). CACFP meal counts and statements were reviewed.

May 2014 represents pre-close figures for LIHEAP, CSBG, CACFP. Head Start/Early Head Start in-kind is \$2.8 million (98%) Credit card statements were reviewed. CACFP meal counts and statements were reviewed.

ITEMS REQUIRING BOARD ACTION

Motion: Approve Finance Report.

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

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

Made by: Karen Doty **Second:** Flo Kidd

Passed unanimously.

Motion: Approve FY14/15 Head Start/Early Head Start Selection Criteria. Applicants are scored so that the neediest families are placed at the top of the wait list.

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

Passed unanimously.

Motion: Submission of Early Head Start – Child Care Partnership grant application.

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

Motion: Approve extending the Memorandum of Understanding with the Service Employees International Union through June 30, 2015.

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

Motion: Approve Executive Director Evaluation as submitted by the Evaluation Ad Hoc Committee, chaired by Kasey Anderson.

Made by: Benita Davis **Second:** Karen Doty **Passed unanimously.**

Motion: Approve extending the Memorandum of Understanding with the Service Employees International Union

PROGRAM REPORTS

Media/Public Relations – The annual retirement celebration for staff is Friday, June 27, 2014. All board members are invited. Report attached.

Community Program – Report provided.

Early Head Start – Report attached.

Head Start – Report attached.

Policy Council – Report attached.

Administrative Services and Operations – No report.

Human Resources – Report attached.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary, Board of Commissioners