

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
August 28, 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, Kamel Daouk, Karen Doty, Brenda Dowdle, Flo Kidd, Renee Pratt, Adinah Robertson, Cristina Smith, LaVoneia Steele, Robert Stockard, and Wendy Tucker

**Absent:** Benita Davis, Jim Harbison (Jim Thiltgen in attendance), Sara Longhini, Doug Pardue, 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 12:00pm and acknowledged § 2.68.030 of the Metropolitan Code of Laws.*

Ms. LaRhonda Magras was recognized as the Mayor's new representative to the Board.

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

**Motion:** Approve June 26, 2014, meeting minutes

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

#### **NATIONAL COMMUNITY ACTION PARTNERSHIP ANNUAL CONVENTION *as reported by Kasey Anderson***

Ms. Anderson, Mr. Marvin Cox (Community Programs Director), and Jennifer Williams (Family Development Specialist) attended the annual convention, which this year was celebrating the 50<sup>th</sup> anniversary of the signing of the Economic Opportunity Act of 1964 for the creation of community action agencies. Day one of the convention focused on the past, day two focused on the present, and day three focused on the future. Ms. Anderson attended board governance sessions. Ms. Anderson has a Powerpoint copy of each session she attended.

#### **EXECUTIVE DIRECTOR REPORT**

***Our New Opportunity*** – Funding Opportunity Announcement (FOA), which is expected to have a July 1, 2015, start date, has not yet been released for the submission of grant applications.

***Pre-K Expansion*** – Head Start has not been impacted by the recent opening of three Metro Schools Pre-K Hubs. Child care providers have been impacted with the Hubs drawing children from the private child care centers. Today, August 28, is the 10 day cut-off for Metro Schools to begin counting no shows as vacancies which will determine an actual enrollment count. An updated report will be provided at the next board meeting.

***Early Head Start – Child Care Providers Partnership Expansion Grant*** – A grant application to fund 80 Early Head Start slots was submitted. The Early Head Start Funding Opportunity Announcement was revised from a Head Start-Child Care Partnership initiative to open competition. The Agency's application was for 100% Head Start-Child Care Partnership.

#### **FINANCE REPORT**

Benita Davis, Treasurer, is unable to attend this month's board meeting; however, she did review, approve, and sign the finance report on August 27.

June 2014 represents closed year end figures. The fiscal year closed with \$463,000 transferred to the Before/After Care budget, which allows for carry-forward. The Admin budget transferred \$800,000 in local funds to Head Start to help fund salaries and benefits. Head Start/Early Head Start in-kind at \$2.948 million exceeds the 20% match requirement. Credit card statements were reviewed. CACFP meal counts and statements were reviewed. It was noted that CACFP was invoiced only \$565 for the snacks provided to the Head Start children as the Summer Food Services Program provided breakfasts and lunches to the Head Start children, so the Child and Adult

July 2014 represents pre-close figures. Since the budget cuts from sequestration have been restored, the Head Start in-kind requirement is slightly over \$3 million (20% of grant). The Head Start/Early Head Start in-kind is 18% / 2% (\$505,000) towards the required match, respectively. Credit card statements were reviewed. CACFP meal counts for the 170 children in the Before/After Care program and subsequent statement for \$139.40 were reviewed.

The WattAd are funds remaining from a Nashville Electric Service program that we no longer administer. The Fan/Cooling dollars will be expended with the upcoming purchase of air conditioning units.

#### ITEMS REQUIRING BOARD ACTION

**Motion:** Approve Finance Report.

**Made by:** Flo Kidd **Second:** Karen Doty **Passed unanimously.**

At this time there is no action is required for the CSBG Budget Revision.

**Motion:** Approve retitling the Special Services Coordinator position to Family Development Coordinator to keep in line with the previous retitling of Eligibility Counselors to Family Development Specialist.

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

**Motion:** Approve retitling the Literacy Instructor position to Adult Education Instructor to keep in line with the previous retitling of Self-Sufficiency Coordinator to Adult Education Coordinator.

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

**Motion:** Approve the Customer Support Representative position.

**Made by:** Adinah Robertson **Second:** Kasey Anderson

**Discussion:** At this time, two contracted staff work at the reception desk. With the approval of this position, one agency staff person will work at the front desk to ensure the agency's vision and values are represented and will be supported by one contracted staff person. This new position will be posted for applications. It was noted that there is no resolution at this time regarding the previous discussion of degreed positions requiring a degree from an accredited college/university.

**Passed unanimously.**

**Motion:** Approve the Data Entry Specialist-Community Programs position.

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

**Motion:** Approve retitling the CSBG/LIHEAP Director to Community Programs Director so as to keep consistent with the name of the division.

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

**Motion:** Approve the proposed salary adjustments.

**Made by:** Flo Kidd **Second:** Calvin Atchison

**Discussion:** In addition, the Personnel Committee will review the executive director compensation.

**Passed unanimously.**

No contracts/grants of memorandum of understanding require approval at this time.

#### PROGRAM REPORTS

**Media/Public Relations** – Agency t-shirts will be available for board members at the meeting.

**Community Program** – Report attached.

**Early Head Start** – Report submitted.

**Head Start** – Report submitted.

**Policy Council** – Report attached.

**Administrative Services and Operations** – One new bus with air-conditioning has been received. It is anticipated that the other 11 buses will be received in early 2015.

**Human Resources** – Report attached. A large new hire orientation class is scheduled for September 2. All teacher positions have been filled, except for one. Due to issues, e.g., background checks, drug screens, salary, passing the physical, and the new educational requirements, etc., it has become difficult to fill teacher assistant positions even though interviews are done weekly. For example, of the last ten offers made to individuals for a teacher assistant position, eight were unable to successfully complete the hiring process.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary, Board of Commissioners