

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
September 25, 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, Benita Davis, Karen Doty, Brenda Dowdle, Flo Kidd, Sara Longhini, LaRhonda Magras, Adinah Robertson, LaVoneia Steele, and Robert Stockard

Absent: Jim Harbison (William Biggs 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, Rickie McQueen, and Melissa Weaver

*Dr. Steele called the meeting to order at 12:00pm and acknowledged § 2.68.030 of the Metropolitan Code of Laws.*

**REPORT FROM THE CHAIR**

**Motion:** Approve August 28, 2014, meeting minutes

**Made by:** Flo Kidd **Second:** LaRhonda Magras **Passed unanimously.**

**EXECUTIVE DIRECTOR REPORT**

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

**Early Head Start – Child Care Providers Partnership Expansion Grant** – Status of grant application submitted to fund 80 Early Head Start slots remains pending.

**Board Retreat** – the Funding Opportunity Announcement (FOA) has not yet been released.

**FINANCE REPORT**

The July report is still pre-close as Metro continues to post expenses.

The August represents pre-close figures. Pending Metro's completion of July postings, the August billings will not be submitted until September 30. Head Start in-kind is at \$520,000, Early Head Start in-kind is at \$23,576. Credit card statements were reviewed. CACFP meal counts and statements were reviewed. A final CACFP report is being reconciled for the September 30, 2014 year-end.

**ITEMS REQUIRING BOARD ACTION**

**Motion:** Approve Finance Report.

**Made by:** Brenda Dowdle **Second:** Bobby Stockard **Passed unanimously.**

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

**Made by:** Calvin Atchison **Second:** Benita Davis

Reference to Early Head Start was added to both job descriptions to show the duties are for both Head Start and Early Head Start as the Head Start and Early Head Start job descriptions were combined and previous approved by the board as part of the agency restructure.

**Passed unanimously.**

**Motion:** Approve the Child and Adult Care Food Program application and grant for Head Start and the Child and Adult Care Food Program application and grant for the At-Risk Afterschool Program.

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

**Motion:** Approve MOU with Metro Health Department for the utilization of a registered nurse.

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

**Motion:** Approve the FY14/15 Low Income Home Energy Assistance Program grant and the subsequent vendor agreements with Amerigas, Ferrell Gas, Highers Propane, Kimbro Oil Company, Nashville Electric Service, Piedmont Natural Gas, Suburban Propane, and Trinity Gas.

**Made by:** Karen Doty **Second:** Bobby Stockard **Passed unanimously.**

## **PROGRAM REPORTS**

**Media/Public Relations** – The agency will participate in the Welcome Baby’s “Onederful” Birthday Celebration sponsored by the Metro Public Health Department scheduled for November 1. The agency participated in the Celebrate Nashville that was held October 4. Report attached.

**Community Program** – Report attached.

**Early Head Start** – Report submitted.

**Head Start** – The vision, speech, and hearing screenings are completed. A second staff person recently received certification as a CLASS Train-the-Trainer. Report submitted.

**Policy Council** – the first Policy Council meeting for the current school year is set for October 13.

**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.

## **OTHER BUSINESS**

Board members discussed staff compensation.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary, Board of Commissioners