

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
December 4, 2014 / 12:00 noon – 1:00 p.m. / Board Room  
BOARD MEETING**

***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: Benita Davis, Karen Doty, Brenda Dowdle, Flo Kidd, LaRhonda Magras, Renee Pratt, Adinah Robertson, Cristina Smith, and LaVoneia Steele

Absent: Kasey Anderson, Calvin Atchison, Kamel Daouk, Jim Harbison, Sara Longhini, Jerry Maynard, Joseph Mitchell, Doug Pardue, and Robert Stockard

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 and acknowledged § 2.68.030 of the Metropolitan Code of Laws.*

## **REPORT FROM THE CHAIR**

**Motion:** Approve October 23, 2014, meeting minutes. **Made by:** Flo Kidd **Second:** Benita Davis **Passed unanimously.**

## **EXECUTIVE DIRECTOR REPORT**

***Our New Opportunity*** – the Head Start re-compete funding application was due on Monday, November 24. The application was actually submitted on Friday, November 21, at 9:39 p.m. Accolades were given to staff and board members for their efforts with completing and/or submitting the grant application. Based upon the first two re-compete rounds, the funding notice is not expected prior to May 2015, keeping in line with it being 15-18 months between funding notice and award.

## **FINANCE REPORT**

Mrs. Croom presented the Finance Report as Melissa Weaver, former Chief Financial Officer, had resigned her position with a two-week notice that was effective November 18, 2014. The first round of CFO interviews is scheduled for Tuesday, December 9. During this interim, Finance Officer II Vijay Lal, is filling in as CFO.

The September 2014 financials represents zero or positive balances. The Head Start/Early Head Start in-kind match is trending in line and matches the supporting documentation. Credit card statements were reviewed. Ms. Weaver's credit card has been cancelled, and Mrs. Lal will be assigned a credit card until such time as a CFO is hired. CACFP meal counts and statements were reviewed.

The October 2014 financials represents zero or positive balances. The Head Start/Early Head Start in-kind match continues to increase and matches supporting documentation. Credit card statements were reviewed. It was noted the recent increase in travel charges is the result of sending staff from different parts of the agency to various conferences as part of the training dollars provided by the Head Start Bureau. CACFP meal counts and statements were reviewed.

## **ITEMS REQUIRING BOARD ACTION**

**Motion:** Approve Finance Report.

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

**Motion:** Approve Head Start/Early Head Start Self-Assessment as submitted.

**Made by:** Adinah Robertson **Second:** Flo Kidd

**Discussion:** The Head Start/Early Head Start Self-Assessment was emailed to Board members a week prior to allow ample time for review. Ms. Baker explained that the annual Head Start/Early Head Start Self-Assessment is performed by representatives of the Policy Council, parents, board members, and the community with the task of measuring the agency's strengths and weaknesses, and from that information develop goals that will help the agency to continue to improve. Ms. Fondren explained that the representatives are divided in to three teams. Each team is charged with reviewing specific service areas that includes interviewing persons who may be impacted by the service area. Areas that were reviewed include, but are not limited to, 1) Communication systems showed improvement with the advent of the bi-weekly agency-wide Go-to-Meeting; 2) Child Plus, the online system that tracks services to children, continues to provide needed data; 3) Selection criteria was revised so that children with disabilities receive additional points to ensure they receive needed services; 4) Mental health service delivery. Some children have exhibited extreme behaviors. A recent relationship has been established with Centerstone and a contract is pending with Mental Health Cooperative, both to provide mental health services to children. Staff has been helping parents understand the need for their children to benefit from these services as some families are denying mental health services for their children, which in part may be due to the negative stigma attached to mental health; 5) shared governance trainings continue to held ensuring policy council and board members are adequately trained. The training manual CEO (Cooperative Effective Oversight) for Head Start & Early Head Start Decision Makers was distributed to board members; and, 6) There remains the need to further train board and staff on school readiness

**Passed unanimously.**

**Motion:** Approve Building Operations and Fleet Maintenance Manager job description

**Made by:** Karen Doty **Second:** Benita Davis

Discussion: Mrs. Croom explained that a current staff member's job description has been changed to reflect the responsibilities of a vacant position.

**Passed unanimously.**

There were no grants, contracts, or memoranda of understanding requiring board approval.

## **PROGRAM REPORTS**

**Media/Public Relations** – No report.

**Community Program** – Report attached.

**Early Head Start** – No report.

**Head Start** – Report attached.

**Policy Council** – Report attached.

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

**Human Resources** – Report attached.

## **OTHER BUSINESS**

Dr. Atchison term on the Board of Commissioners ends after today's meeting. Because he was unable to attend today's meeting, he will be asked to attend another meeting so that he can be recognized for his years of service to the Metropolitan Action Commission.

Mrs. Croom gave accolades to the Nutrition team for the food and presentation.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary  
Board of Commissioners