

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
March 26, 2015 / 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: Kamel Daouk, Benita Davis, Brenda Dowdle, Flo Kidd, Barbara Knott, LaRhonda Magras, Joseph Mitchell, Renee Pratt, LaVoneia Steele, and Gwen Watson*

*Absent: Kasey Anderson, Karen Doty, Jim Harbison, Sara Longhini, Jerry Maynard, Doug Pardue, Adinah Robertson, and Cristina Smith.*

*Staff/Others: Camille Baker, Marvin Cox, Cynthia Croom, Phara Fondren, Corey Harkey (Metro Attorney), Vijay Lal, 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.*

**REPORT FROM THE CHAIR**

**Motion:** Approve January 22, 2015, meeting minutes with correcting Dr. Watson's name at the bottom of page two.

**Made by:** Benita Davis **Second:** Flo Kidd **Passed unanimously.**

**EXECUTIVE DIRECTOR REPORT**

Mrs. Croom introduced new board member, Barbara Knott, who will serve as a community representative. Community representatives are democratically elected through a community entity whose members are low income. Ms. Knott represents Neighborhood Housing.

Mrs. Croom introduced new board member Joseph Mitchell, Head Start/Early Head Start Policy Council President.

There still has not been a response from the Head Start Bureau regarding the agency's Head Start/Early Head Start grant application. Based upon past recompetes, it may be late April/early May before awards notices are made.

A full-day leadership training was held on Wednesday, March 18, for all agency managers and supervisors.

The agency's budget hearing before Mayor Dean is Thursday, April 2. In addition to the current local monies received, Mrs. Croom will request an additional \$200,000 in local funds to help off-set the cost of benefits and to provide support to Head Start/EHS.

Mrs. Croom submitted a capital request for a new-built Head Start center in Antioch as the county's demographics have shifted to the southeast quadrant of the county. Based upon the shifting demographics, once a new Antioch center is completed, the North center (located in Salemtown) will close and those children will be rezoned to the Richland center. There may also be discussions with Metro Schools for a shared Pre-K classroom(s).

Organizational Standards for Community Services are released (Mrs. Croom served on the national committee that wrote the Standards). These newly developed Standards were cited as the reason why, for the first time, the President's budget was submitted without any cuts to the Community Services Block Grant. Board members will receive training on the Standards as they are to be implemented in 2016. The Metropolitan Action Commission was identified by the state community programs office as already meeting the national Organizational Standards.

As part of the two severe snow/ice days experienced in middle Tennessee, one of the questions on the ConnectEd automated phone survey to Head Start parents staff was whether the family was experiencing a food crisis. From the automated survey, staff learned that many Head Start families were in need of food as they either had no

access to obtain food due to weather conditions, or with children home from school and therefore not receiving free/reduced meals, food within the homes was depleted earlier than usual. As a result of the two snow/ice days, staff mobilized efforts and delivered 440 food boxes to families who were in food crisis. Also, as a result of the two inclement weather days, the Head Start centers were closed to families and staff (administrative leave) and, as a social service agency that serves the community at-large, the main office operated with just a few staff so as to provide any needed customer service. Another result of the snow/ice days was the development of an agency-wide first-responder team and action plan.

#### **FINANCE REPORT**

Mrs. Croom stated that there have been two rounds of advertising and interviewing for the Chief Financial Officer position. Two offers of employment were declined. Now, the agency is in the third round of posting for the position. Mrs. Croom noted that as a government agency, it is difficult to compete with the salaries offered in the private sector.

Mrs. Vijay Lal presented the Finance Report, which was reviewed by Treasurer Benita Davis to ensure accuracy. The December 2014 financials represents zero or positive balances. The Head Start/Early Head Start in-kind match is at 66%. Credit card statements were reviewed. CACFP meal counts and statements were reviewed and noted that billing had decreased as there were only 15 school days in December. The January 2015 financials represents zero or positive balances. The Head Start/Early Head Start in-kind match is at 67%. Credit card statements were reviewed. CACFP meal counts and statements were reviewed and noted that billing had decreased as there were only 15 school days in December.

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

**Motion:** Approve Finance Report.

**Made by:** Flo Kidd **Second:** LaRhonda Magras

**Passed unanimously.**

Mrs. Croom requested the Transfer Policy action be deferred.

The August 27, 2015, board meeting date conflicts with the National Community Action Partnership Annual Conference, which is usually attended by Mrs. Croom, Mr. Cox, et.al., as an opportunity to learn of current and upcoming federal changes, national trends, and best practices for community action agencies.

**Motion:** Move the August 27, 2015, board meeting to Thursday, August 20, 2015.

**Made by:** Brenda Dowdle **Second:** Benita Davis

**Passed unanimously.**

#### **PROGRAM REPORTS**

**Media/Public Relations** – First Lady Haslam invited the children from the Tom Joy and Susan Gray Head Start centers to the Governor’s Mansion for the Easter Egg Roll.

**Community Program** – Report attached.

**Early Head Start** – Report attached.

**Head Start** – Report attached.

**Policy Council** – No report.

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

**Human Resources** – Report attached.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary  
Board of Commissioners