

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
May 28, 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: Kasey Anderson, Kamel Daouk, Brenda Dowdle, Jim Harbison, Flo Kidd, LaRhonda Magras, Adinah Robertson, Cristina Smith LaVoneia Steele, and Gwen Watson

Absent: Benita Davis, Karen Doty, Barbara Knott, Sara Longhini, Jerry Maynard, Joseph Mitchell, Renee Pratt, and Doug Pardue.

Staff/Others: Camille Baker, Karen Crook, Cynthia Croom, Phara Fondren, Josh Lee (Metro Attorney), 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

Dr. Steele congratulated Mrs. Cynthia Croom and Mrs. Phara Fondren on obtaining their Ed.D.s on May 9, 2015.

Motion: Approve March 26, 2015, meeting minutes.

Made by: Jim Harbison **Second:** Flo Kidd **Passed unanimously.**

Dr. Steele convened the following committees for reports due no later than June 30, 2015:

Nominating Committee:	Adinah Robertson (Chair), Flo Kidd, Gwen Watson
By-Laws Committee:	Brenda Dowdle (Chair), Kamel Daouk, Jim Harbison
Executive Director Evaluation Ad Hoc Committee:	Kasey Anderson (Chair), Benita Davis, Brenda Dowdle, Flo Kidd

EXECUTIVE DIRECTOR REPORT

Dr. Croom stated the agency's budget hearing before Metro Council was held May 26, 2015. She thanked Kasey Anderson, Kamel Daouk, and Dr. Lavoneia Steele for attending the budget hearing in support of the agency.

Dr. Croom continues conversation with Metro Finance, Metro Budget, and the Office of the Mayor regarding the inclusion of agency staff in the 2.5% salary increase being afforded general government employees.

A Notice of Award has not been received from the Head Start Bureau regarding the agency's Head Start/Early Head Start grant application.

Beginning July 1, 2015, within 45 days of a Head Start/Early Head Start grant award, Board members are required to complete the Governance, Leadership and Oversight Capacity Screener and then sign the accompanying certificate.

Beginning July 1, 2015, within 60 days of a Head Start/Early Head Start grant award, each center is required to complete the Health & Safety Screener Overview and then sign the accompanying certificate.

On Monday, June 1, 2015, Dr. Trea McMillian will begin employment with the agency as Chief Financial Officer.

FINANCE REPORT

Dr. Croom informed board members that newly created performance standards for the Community Services Block Grant mandate Board members are made aware of audit findings related to pass-through federal awards. To meet that requirement, the link to the audit of the Metropolitan Government of Nashville and Davidson County for year-end June 30, 2014, of which there were not findings, was provided. A hard copy of that audit was also made available upon request. For direct grants received from the federal government, the Metropolitan Government Division of Accounts submitted the reporting package to the Federal Clearinghouse.

Dr. Croom presented the Finance Report, which was reviewed by Treasurer Benita Davis to ensure accuracy. The March 2015 financials represents zero or positive balances. The Head Start required in-kind match is \$2.7 million and \$2 million has been received to date. The Early Head Start required in-kind match is \$245,000, of which \$87,000 has been received. The TN Department of Human Services overpaid the Summer Food Services Program \$371.69. Local funds were used in February 2015, to refund that amount back to the TN Department of Human Services. Credit card statements were reviewed. CACFP meal counts and statements were reviewed.

ITEMS REQUIRING BOARD ACTION

Motion: Approve Finance Report.

Made by: Kasey Anderson **Second:** Jim Harbison **Passed unanimously.**

Head Start Selection Criteria

Combined for both Head Start and Early Head Start taking into account the new federal rule on how to select Head Start eligibility while also reflecting changes in the needs of the community.

Motion: Approve Head Start / Early Head Start Selection Criteria.

Made by: Gwen Watson **Second:** Kasey Anderson

Passed unanimously.

Increase Assistance Dollars for Emergency Services

Dr. Croom asked that this agenda item be deferred pending a detailed report.

Job Descriptions

Adult Education Case Manager – new position, can be filled immediately

Workforce Development Manager - new position, can be filled immediately

General Services Supervisor – re-opened position, can be filled immediately

Motion: Approve job descriptions for Adult Education Case Manager / Workforce Development Manager / General Services Supervisor.

Made by: Jim Harbison **Second:** Flo Kidd **Passed unanimously.**

Job Descriptions

Parent, Family and Community Engagement Assistant – new position, can begin July 1, 2015

Head Start/Early Head Start Program Assistant – new position, can begin July 1, 2015

Early Childhood Center Manager – retitled from Center Manager and includes slight revisions

Early Childhood Assistant Center Manager - retitled from Assistant Center Manager and includes slight revisions

Head Start/Early Head Start Teacher - retitled from Teacher II and includes slight revisions

Parent, Family, and Community Engagement Advocate - retitled from Family Service Specialist and includes slight revisions

Motion: Approve job descriptions for Parent, Family and Community Engagement Assistant / Head Start/Early Head Start Program Assistant / Early Childhood Center Manager / Early Childhood Assistant Center Manager / Head Start/Early Head Start Teacher / Parent, Family, and Community Engagement Advocate.

Made by: Kasey Anderson **Second:** Flo Kidd **Passed unanimously.**

Grants, Contracts, MOUs

Community Services Block Grant (CSBG) FY16 submission and receipt of grant
Summer Food Services Program (SFSP) FY15/16 submission and receipt of grant
Community Services Block Grant (CSBG) FY15 amendment #1
Low Income Home Energy Assistance Program (LIHEAP) FY15 amendment #1
National Baptist Convention facility rental agreement
International Wholesale Company truck usage agreement
Anchor Bus Tours charter bus contract

Motion: Approve Grants, Contracts, and MOUs

Made by: Flo Kidd **Second:** Adinah Robertson **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – No report.

Community Program – Second day of training for the over 100 Summer Food Services Program meal sites. The program will operate June 1 – July 31.

Early Head Start – Report attached.

Head Start – Report distributed. The parent survey, which was done in multiple languages, is due back May 29, and will be used to measure parent and child satisfaction. Results of the survey will be reported back to the board.

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