

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
June 25, 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, Karen Doty, Brenda Dowdle, Jim Harbison, Flo Kidd, LaRhonda Magras, Adinah Robertson, Cristina Smith and Gwen Watson

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

Staff/Others: Camille Baker, Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Corey Harkey (Metro Attorney), Lisa McCrady, Trea McMillian, and Rickie McQueen

Kasey Anderson called the meeting to order at 12:00pm and acknowledged \$2.68.030 of the Metropolitan Code of Laws.

**REPORT FROM THE VICE-CHAIR**

Ms. Enriqueta Akboyun and Mr. John MacQuiddy were introduced as the 2015 Adult Education valedictorian and salutatorian, respectively. The Adult Education graduation ceremony was held Friday, June 19, with 34 students receiving their High School Equivalency degree.

The agency's three summer interns through the Mayor's Internship Program, Mr. Unas Ali (Glencliff High School), Miss Shontoria Blackburn (Antioch High School) and Miss Nancy Manan (Martin Luther King High School) were introduced. They began their internship with Metro Action on June 1, and will conclude on June 26.

**Motion:** Approve March 26, 2015, meeting minutes.

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

**BYLAWS COMMITTEE REPORT**, chaired by Brenda Dowdle

The By-Laws Committee met on June 25, 2015 and has no recommended changes to the By-Laws at this time. The Committee may reconvene should the federal government implement changes based upon re-competition. Based upon attendance, no Board member is recommended for removal. The committee gave accolades to Flo Kidd, LaRhonda Magras, LaVoneia Steele, and Gwen Watson for a 100% attendance rate.

**Motion:** Accept By-Laws Committee report.

**Made by:** LaRhonda Magras **Second:** Karen Doty **Passed unanimously.**

**NOMINATING COMMITTEE REPORT**, chaired by Adinah Robertson

The Nominating Committee met on June 25, 2015 and recommended the following slate of officers:

Vice Chair – Kasey Anderson / Treasurer – Benita Davis / Secretary – Brenda Dowdle

The Board Chair is appointed by the Mayor

**Motion:** Approve the slate of officers as recommended by the Nominating Committee

**Made by:** LaRhonda Magras **Second:** Karen Doty **Passed unanimously.**

**EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE REPORT**, chaired by Kasey Anderson

**Motion:** Approve Executive Director Evaluation

**Made by:** Brenda Dowdle **Seconded:** Flo Kidd **Passed unanimously.**

## EXECUTIVE DIRECTOR REPORT

While we have received verbal and email confirmation that we have been awarded the Head Start grant effective July 1, 2015, and have been in negotiation for the award amount, the actual Notice of Award has yet to be received. However, we were notified that in addition to the Head Start/Early Head Start grant, an additional \$250,000 in EHS start-up funds will be provided to assist with getting EHS playgrounds and classrooms fully functional.

In response to an official request to the Mayor's Office and the Metro Department of Finance, agency staff is now included in Metro's 2.5% salary increase to be effective July 1. Accordingly, a supplemental funding request will go before Council in July.

**Motion:** Approve 2.5% salary increase for all agency staff  
**Made by:** Gwen Watson **Seconded:** Karen Doty **Passed unanimously.**

HHS Head Start Bureau is proposing changes to the Performance Standards so as to match the law passed with the 2007 federal reauthorization. (The Performance Standards were last revised in 1998) There is a 90-day comment period. There are no proposed changes to the DRS structure/process and no opportunity to comment on the DRS.

Dr. Croom introduced Dr. Trea McMillian, newly hired Chief Financial Officer.

**FINANCE REPORT** as provided by Dr. Trea McMillian, Chief Financial Officer.

The previous report for February 2015 reflected pre-close figures. This report reflects closed figures and shows that 60% of revenue had been received with expenses at 58%. Head Start in-kind was at \$1.9 million and EHS in-kind was at \$83,000. The Summer Food Services Program refunded \$371 to DHS as a result of an over-payment discovered during the program audit.

The April financials represents zero or positive balances. Revenue is at 76% with the last quarterly draw-down from Metro received. Credit card statements were reviewed. It was noted that Rickie McQueen's credit card was compromised as several disputed charges were reversed, and the credit card replaced to prevent future fraudulent charges. CACFP meal counts and statements were reviewed.

## ITEMS REQUIRING BOARD ACTION

**Motion:** Approve Finance Report.  
**Made by:** Flo Kidd **Second:** Joseph Mitchell **Passed unanimously.**

**Head Start Child Outcomes** – deferred.

### **Job Descriptions**

Program Assistant, Human Resources – new position. Now, all staff who report to a department director are at the same grade and salary.

**Motion:** Approve Program Assistant – Human Resources job description.  
**Made by:** Karen Doty **Second:** Adinah Robertson **Passed unanimously.**

### **Job Descriptions**

Dr. Croom asked the board for the authority to revise or approve job descriptions prior to board meetings.

**Motion:** Authorize Dr. Croom to revise or approve job descriptions prior to board approval.

**Made by:** Adinah Robertson **Second:** Karen Doty

**Discussion:** Dr. Croom informed the board that there can be instances where there are federal changes that would require job descriptions to be revised or approved prior to a board meeting. For example, board members may approve job descriptions, yet soon after, staff can learn of needed changes to job descriptions based upon specific federal changes to the program.

**Passed unanimously.**

**Grants, Contracts, MOUs**

Community Services Block Grant (CSBG) FY16 submission and receipt of grant

**Motion:** Approve Grants, Contracts, and MOUs

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

**PROGRAM REPORTS**

**Media/Public Relations** – Report attached.

**Community Program** – Report attached.

**Early Head Start** – Report attached.

**Head Start** – Report distributed. Head Start is 50 years old, which will be celebrated at the centers.

**Policy Council** – Dr. Croom attended the May Policy Council meeting to provide an update on the agency reorganization.

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

**Human Resources** – Report attached.

Meeting adjourned.

Minutes submitted by:

Brenda Dowdle, Secretary  
Board of Commissioners