

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
August 20, 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, Jim Harbison, LaRhonda Magras, Joseph Mitchell, Lavoneia Steele, and Gwen Watson

Absent: Kasey Anderson, Karen Doty, Flo Kidd, Barbara Knott, Jerry Maynard, Renee Pratt, Doug Pardue, Renee Pratt, and Adinah Robertson

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

Dr. Steele called the meeting to order at 12:00pm and acknowledged \$2.68.030 of the Metropolitan Code of Laws. Dr. Steele noted that a quorum was not present.

REPORT FROM THE CHAIR

Dr. Steele appointed the following committee assignments:

Personnel Committee: Kasey Anderson (Chair), Adinah Robertson, Benita Davis

Program – Head Start: Flo Kidd (Chair), Gwen Watson, LaRhonda Magras

Program – Self-Sufficiency: Kamel Daouk (Chair), Renee Pratt

Dr. Steele appointed the Personnel Committee to perform the Governance, Leadership, and Oversight Capacity Screener and Certification. Dr. Steele also appointed the Program-Head Start Committee to review and certify the Health & Safety Screener.

The June 25, 2015, meeting minutes were reviewed.

EXECUTIVE DIRECTOR REPORT

The Head Start Notice of Award was received; however, the Metropolitan Department of Health was listed as the grantee. Agency staff working with Metro's grant unit have been in communication with the federal Regional Office and grants.gov staff in an attempt to have the grantee name changed to Metropolitan Action Commission. Funds for the Head Start program are in the correct account as we are able to draw down funds.

Head Start Proposed Performance Standards Open Comment Period – the Office of Head Start is currently in an open comment period with the exception of comments regarding the Designated Renewal System.

CSBG and Workforce – scheduled to interview several candidates for the Workforce Development Manager position. Department of Human Services Commissioner Raquel Hatter asked Dr. Croom to serve on the DHS Summer Food Services Program panel to talk about the challenges and opportunities of being a SFSP grantee.

FINANCE REPORT reviewed by Benita Davis, Treasurer, and provided by Dr. Trea McMillian, Chief Financial Officer.

Figures reflect FY 15 pre-close. Pre-close figures show that of a \$29,359 annual budget, \$27.8 million have been expended. LIHEAP, Early Head Start, and CSBG will carry-forward funds to FY16. Dr. Croom mentioned that over the past three years the request for rent/mortgage assistance has decreased. Accordingly, the FY16 budget will reflect a decrease in the rent/mortgage line item and an increase in the workforce line item. Dr. Croom also mentioned that since the national change from a GED test to the HiSet Test (high school equivalency test) there has been a decrease not only in the number of adult education students who have passed the test locally, but a decrease nationally. Admin dollars will assist the Head Start budget, specifically the cost of employee benefits. The Head Start/Early Head Start in-kind ended at \$3.06 million, which exceed the required \$3.04 million. Credit card statements were reviewed. As Mr. Winn is no longer employed with the agency, his credit card was canceled and a card was provided to Ms. Sharon Suggs, Nutrition Services Manager. Ms. Dowdle requested clarification regarding the purchase from the Oriental Trading Company. It was shared that materials were purchased for parents to take home at year-end so as to have activities to work on with their children during the summer months. CACFP meal counts and billing were reviewed.

ITEMS REQUIRING BOARD ACTION – the items below were deferred

All action items were deferred to the next board meeting due to a quorum not being present.

PROGRAM REPORTS

Media/Public Relations – There have been a lot of outreach activities. The agency will participate in Celebrate Nashville on October 3. There was media coverage regarding the 50 year celebration of Head Start and Davidson County Head Start was selected as School of the Day. Staff participated on Morning Line fielding a lot of questions regarding agency services. An Op-Ed article is planned for The Tennessean in October. Report attached

Community Program – Report attached.

Early Head Start – Report attached.

Head Start – Report distributed including the Head Start Core Values

Policy Council – Report attached

Administrative Services and Operations – Transportation has operated smoothly this first week of school

Human Resources – Report distributed.

Meeting adjourned.

Minutes submitted by:

Brenda Dowdle, Secretary
Board of Commissioners