

**METROPOLITAN ACTION COMMISSION**  
**BOARD OF COMMISSIONERS**  
800 2<sup>nd</sup> Avenue North  
Nashville, TN 37201

**Thursday, September 24, 2015**  
**12:00 p.m. – 1:00 p.m.**

**AGENDA** – Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, notice of the Metropolitan Action Commission’s appeal procedures are hereby given. Contested case hearings before the Metropolitan Action Commission, which affect the employment status of an employee, are appealable to the Chancery Court of Davidson County pursuant to the provisions of the Uniform Administrative Procedures Act. Contested policies, rules, or regulations adopted by the Metropolitan Action Commission are appealable to the Chancery Court of Davidson County via a declaratory judgment action. For all other appeals, a common law writ of certiorari to the Chancery Court of Davidson County is the appropriate appeal process. All appeals must be filed within sixty (60) days after the entry of the Commission’s final order and/or within sixty (60) days of the final action taken by the Commission. You are advised to seek your own independent legal counsel to ensure that your appeal is filed in a timely manner and that all procedural requirements are met.

I. CALL TO ORDER LaVoneia Steele, Chair

- A. Approve June 25, 2015, meeting minutes (*Attachment 1*)
- B. Approve August 20, 2015, meeting minutes (*Attachment 2*)

II. EXECUTIVE DIRECTOR REPORT Cynthia Croom

- A. Our New Opportunity
- B. CSBG and Workforce
- C. Community Action Partnership Annual Conference

III. FINANCE REPORT Benita Davis, Treasurer

IV. ITEMS REQUIRING BOARD ACTION

- A. Job Descriptions
  - 1. Assistant Head Start Director (*Attachment 3*)
  - 2. Finance Officer III (*Attachment 4*)
- B. Health & Safety Screener
- C. Governance, Leadership, and Oversight Capacity Screener
- D. Head Start Self-Assessment
- E. Amendment Request (*Attachment 5*)
- E. Approve Grants, Contracts, Memoranda of Understanding

V. PROGRAM REPORTS

- A. Public Information
- B. Community Programs (*Attachment 6*)
- C. Head Start / Early Head Start (*Attachment 7*)
- D. Policy Council (*Attachment 8*)
- E. Administrative Services/Operations
- F. Human Resources (*Attachment 9*)

VI. OTHER BUSINESS

VII. ADJOURNMENT