

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
September 24, 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: Benita Davis, Karen Doty, Brenda Dowdle, Jim Harbison (T.Doss), Renee Pratt, Adinah Robertson, Lavoneia Steele, and Gwen Watson

Absent: Kasey Anderson, Kamel Daouk, Flo Kidd, and Barbara Knott

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.

Mrs. Candace Rhodman, Adult Education Coordinator, informed the board it was nationally recognized Adult Education and Family Literacy Week and as such, two of the agency's adult education students, Mr. Ray McKell, and Mr. Reginald Williamson, shared their experiences with the program.

REPORT FROM THE CHAIR

Motion: Approve June 25, 2015, meeting minutes.

Made by: Adinah Robertson **Second:** Karen Doty **Passed unanimously.**

Motion: Approve August 20, 2015, meeting minutes.

Made by: Gwen Watson **Second:** Brenda Dowdle **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

Dr. Croom, Mrs. Harkey, Mr. Fred Adom (Metro OMB), and Ms. Vaughn Wilson (Metro Grants) participated in a conference call with Ms. Nadine Roth of the Head Start Bureau regional office regarding the FY16 Head Start grant award erroneously naming the Metropolitan Health Department as the award recipient. Ms. Roth was unable to offer resolution stating the situation is the result of newly purchased software. Dr. Croom will continue to work on resolving this issue, or at the minimum, request the Metropolitan Government of Nashville and Davidson County be named as the grant award recipient. Funds for the Head Start program are in the correct account as we continue to draw down funds.

Dr. Croom shared two very exciting training opportunities the agency is offering through its MAC4Jobs. The first opportunity involves a partnership with Nashville State Community College (NSCC) WorkForce and Community Development Comp-Tia program, an eight-week course after which students test for certification that enables them to work in a field similar to Metro's HelpDesk, a high need position within the Nashville area with starting salaries ranging from \$28,000 - \$35,000 annum. Metro IT has offered internship opportunities to MAC4Job students enrolled in the program. We hope to begin this training program in the Winter of 2016, with a cohort of 25 students. The second training opportunity is a Child Development Associate (CDA) degree Fast Track, which will enable Head Start parents an opportunity to work as teacher assistants. Staff has already identified six parents who qualify for the program once the parents receive help in having their educational transcripts translated.

Dr. Croom and Mr. Cox returned from the National Community Action Partnership Annual Conference held in San Francisco. Dr. Croom stated that the conference was helpful as it allowed her the opportunity to learn more about national trends.

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

The July 2015 financial report reflects fund balances that are zero or positive with \$1,541,552.53 as the overall fund balance. The agency recently performed its first quarterly drawdown. A Summer Food Services Program (SFSP) invoice was paid in September, which will reduce the fund balance by \$22,000. Head Start/EHS in-kind is trending on point. Credit card statements were reviewed and discussed. CACFP meal counts and billing were reviewed and noted to be minimal as the SFSP program was operational.

Motion: Approve June 2015, finance report and approve July 2015, finance report

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

Discussion: Dr. Croom stated that \$627,000 was transferred from the administrative budget to the Head Start budget in order to cover the cost of employee benefits. As the federal cap for the benefits is at 30%, the Metro benefit rate is higher than 30%, and with 70% of agency staff are paid with Head Start funds, every year administrative dollars will have to be transferred to Head Start to cover benefit costs. Metro government finance and budget staff are aware that Head Start does not fully cover staff benefit costs.

Passed unanimously.

ITEMS REQUIRING BOARD ACTION

As there is no longer a separate Early Head Start grant (the agency is now awarded one Head Start grant for 0-5 year olds), instead of hiring an Early Head Start Director, the program will hire an assistant director to work primarily with Early Head Start yet still assist with Head Start.

Motion: Approve Assistant Head Start/Early Head Start Director job description.

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

Passed unanimously.

Motion: Approve Health & Safety Screener and Certification

Made by: Gwen Watson **Second:** Karen Doty

Discussion: Dr. Watson stated it was an enlightened opportunity to serve on the committee. She appreciated participating in the screener and knowing that by doing so the agency is able to get in front of any potential risks. Dr. Croom requested to meet with the Health & Safety Screening Committee. Ms. McQueen will schedule.

Passed unanimously.

Motion: Approve Governance, Leadership, and Oversight Capacity Screener and Certification

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

Discussion: Committee members state it was enlightening to review what the board has done as leadership and how we are fulfilling the board responsibilities.

Passed unanimously.

Ms. McQueen will send both Screening documents to board members.

Head Start Self-Assessment is deferred.

Dr. Croom explained that the Head Start Bureau has added an additional requirement for Head Start entities regarding the Standards of Conduct specific to Head Start staff. Accordingly, the proposed language in attachment #5 addresses the course of action for any staff who knowingly and intentionally enrolls a child in Head Start who is ineligible for the program.

Motion: Approve Amendment to Standards of Conduct

Made by: Gwen Watson **Second:** Adinah Robertson

Discussion: The Parent, Family, and Community Engagement Advocates are required to have documentation of the family income in the files. If the Advocate intentionally enrolls an ineligible child, the child is dismissed from the program, the Advocate is dismissed from employment, and the agency will have to pay back any funds that were applied to services received by the child.

Passed unanimously.

Motion: Approve the Child and Adult Care Food Program Head Start application and subsequent grant. Approve the Child and Adult Care Food Program NAZA application and subsequent grant.

Made by: Karen Doty **Second:** Benita Davis

Passed unanimously.

Motion: Approve Memorandum of Understanding with the Metro Health Department.

Made by: Gwen Watson **Second:** Karen Doty

Passed unanimously.

Motion: Approve Low Income Home Energy Assistance Program (LIHEAP) application and subsequent grant. Approve LIHEAP Vendor MOUs with Amerigas, Ferrell Gas, Flame Gas, Highers Propane, Kimbro Oil, Nashville Electric Service, Piedmont Natural Gas, Suburban Propane, and Trinity Gas

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

Passed unanimously.

PROGRAM REPORTS

Media/Public Relations – An agency job fair was held September 16, 5-7pm, with 94 participants who had an opportunity for an immediate employment screening. Subsequent job fairs will be October 13, and October 30. The LIHEAP program was open for customers on Saturday, September 19. Five agency staff will serve as event staff for the Mayor's Inauguration. Board retreat is Thursday, October 22, 8:30am – 4:00pm, and Friday, October 23, 8:30am – 12:00 noon.

Community Program – Report attached.

Head Start/Early Head Start – Dr. Fondren will travel to Washington, DC, on September 27 to attend the National Head Start Association Fall Conference as programs will be provided the opportunity to give input on the Designated Renewal System (DRS).

Policy Council – Report attached

Administrative Services and Operations – No report.

Human Resources – Report attached. Correction: General Maintenance Supervisor position is not filled.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary
Board of Commissioners