

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

**Thursday, December 3, 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 October 22, 2015, meeting minutes (*Attachment 1*)

II. EXECUTIVE DIRECTOR REPORT Cynthia Croom

A. Our New Opportunity

B. CSBG and Workforce

C. Tennessee Association of Community Action Annual Conference

III. FINANCE REPORT Benita Davis, Treasurer

IV. ITEMS REQUIRING BOARD ACTION

A. Revised Information Security Policy - Acceptable Use of IT Assets (*Attachment 2*)

B. Revised Information Security Policy - Information Classification (*Attachment 3*)

C. Revised Information Security Policy - Teleworking/Mobile Computing (*Attachment 4*)

D. Approve Community Representatives to Head Start/Early Head Start Policy Council

E. Approve Emergency Succession Plan

F. Approve Grants, Contracts, Memoranda of Understanding

V. PROGRAM REPORTS

A. Public Information (*Attachment 5*)

B. Community Programs (*Attachment 6*)

C. Head Start / Early Head Start (*Attachment 7*)

D. Policy Council

E. Administrative Services/Operations

F. Human Resources

VI. OTHER BUSINESS

VII. ADJOURNMENT