

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 3720`
December 3, 2015 / 12:00 noon**

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, Karen Doty, Jim Harbison, Flo Kidd, Mary Carolyn Roberts, Lavoneia Steele, Nancy VanReece and Gwen Watson

Absent: Kasey Anderson, Brenda Dowdle, Barbara Knott, Renee Pratt, and Adinah Robertson.

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

Dr. Steele called the meeting to order at 8:46am and acknowledged §2.68.030 of the Metropolitan Code of Laws.

Dr. Steele introduced two new board members, Councilwoman Mary Carolyn Roberts and Councilwoman Nancy VanReece

Dr. Steele gave accolades to the Nutrition team for the spectacular holiday meal and décor.

REPORT FROM THE CHAIR

Motion: Approve October 22, 2015, meeting minutes.

Made by: Karen Doty **Second:** Flo Kidd **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

New Opportunity – We were recently informed that the Review we were expecting in 2015 as part of the award of the 5-year Head Start grant has been delayed, possibly to the next fiscal year. Regretfully, the grant remains in the name of the Metro Public Health Department although the funds are correctly in the MAC's account. We have been informed that other entities throughout the country are also experiencing the same problem. Due to the possibility that this issue may not be resolved in the near future, the agency will ask Council to appropriate the additional \$250,000 provided for Early Head Start start-up and explain why the grant is in another Metro department's name.

CSBG Workforce – The Workforce Development Manager position was recently filled. A report of the CSBG Workforce activities will be provided at the January 2016 board meeting. Dr. Croom has been asked to serve on the Nashville State Community College (NSCC) Workforce and Community Development Advisory Board. As part of CSBG Workforce Development, IT training is still planned to begin Jan/Feb 2016. Also as part of CSBG Workforce Development, details are being finalized for Head Start parents to participate in a Child Development Associate (CDA) Fast Track program.

Tennessee Association of Community Action (TACA) Annual Conference was held November 2-4, in Knoxville. Attendees were Dr. Steele, Dr. Croom, Mr. Cox, Ms. McQueen, and Ms. Jennifer Williams (Community Programs staff member).

FINANCE REPORT reviewed by Benita Davis, Treasurer, and provided by Dr. Cynthia Croom, Executive Director. Dr. Croom informed the board that Dr. Trea McMillian submitted his resignation as Chief Financial Officer, effective November 30, 2015. The September 2015 finance report is closed (the report provided at the October meeting was a pre-close report) and reflects zero or positive fund balances. Extended care is a concern as there continues to be a need to get staffed up so that teachers will no longer be needed to work overtime to fill extended care vacancies. The FY16 Community Services Poverty Fund dollars (undesignated) and FY 15 Poverty Fund carry-forward funds will be used to fund the FY16 citywide Poverty Symposium and upcoming CSBG Workforce activities and travel. LIHEAP continues to be monitored as the number of applicants has decreased, partly due to good weather. In response, outreach efforts will increase. Credit card statements were reviewed with supporting documentation and discussed. CACFP meal counts and billing were reviewed with supporting documentation.

Motion: Approve September 2015, finance report

Made by: Flo Kidd **Second:** Jim Harbison

Passed unanimously.

ITEMS REQUIRING BOARD ACTION

Motion: Approve Revised Information Security Policy - Acceptable Use of IT Assets; Revised Information Security Policy - Information Classification; Revised Information Security Policy - Teleworking/Mobile Computing.

Made by: Jim Harbison **Second:** Karen Doty **Passed unanimously.**

Motion: Approve Jalesa Gibbs and James Littleton as Head Start Policy Council community representatives.

Made by: Gwen Watson **Second:** Benita Davis **Passed unanimously.**

Motion: Approve Draft Emergency Succession Plan as submitted.

Made by: Karen Doty **Second:** Flo Kidd **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Program – Report attached.

Head Start/Early Head Start – Report attached.

Policy Council – No report.

Administrative Services and Operations – No report.

Human Resources – No report.

OTHER BUSINESS

Dr. Croom stated that in response to recent events, senior leadership will revisit active shooter procedures and then share with staff during Friday, 12/4/15, agency-wide webcast. Active shooter drills will now be held monthly at each center.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary
Board of Commissioners