

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 3720`
January 28, 2016 / 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, Brenda Dowdle, Jim Harbison, Flo Kidd, Mary Carolyn Roberts, Renee Pratt, Lavoneia Steele, Nancy VanReece, Hershell Warren, and Gwen Watson

Absent: Shaleeta Allen, Kasey Anderson, Benita Davis, Karen Doty, Barbara Knott, and Adinah Robertson.

Staff/Others: Cynthia Croom, Phara Fondren, Cassandra Johnson, Lisa McCrady, Corey Harkey (Metro Attorney), and Rickie McQueen

Dr. Steele called the meeting to order at 12:00 noon and acknowledged \$2.68.030 of the Metropolitan Code of Laws.

Dr. Steele introduced new board member Hershell Warren, representative from the Mayor's Office.

REPORT FROM THE CHAIR

Motion: Approve December 3, 2015, meeting minutes.

Made by: Flo Kidd **Second:** Jim Harbison **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

Metro Action Updates – We have begun the process for a correlation study with statisticians from Trevecca University, who will determine how Head Start teachers' educational levels, institutions of study, CLASS scores, and parent participation correlates to child outcomes initially using the children's DRDP assessment scores. Results from the study will assist with programmatic decisions. Three Active Shooter training sessions provided by staff from the Metro Sheriff Department were held for staff at the Clifford Allen Building and staff of Metro Social Services. One more session will be scheduled. The Head Start centers received training via webinar. Onsite training will be held when the children are not in session.

CSBG Workforce – We are moving forward with a series of trainings for our Head Start parents and adult education students made available through our Community Services Block Grant as approved by our grantor, the Tennessee Department of Human Services. These three pilot programs available to our Head Start parents and adult education students include a Child Development Associate (CDA) Fast Track initiative that began January 19 with 17 students (will also assist with our recruitment efforts for Head Start teacher assistants); a CompTIA (Computing Technology Industry Association) initiative in which we are in the process of obtaining bids for the class provider; and, a Technology initiative for youth ages 15-17 years that is set to begin in the summer. These three initiatives serve as part of our multi-generational approach towards reducing poverty.

The newly hired Chief Financial Officer is scheduled to begin employment on February 15, 2016.

The attached letter from Metro Finance Director Talia Lomax-O'dneal and Metro Human Resources Director explains to Metro boards and commissions the process to use for requesting a department head salary adjustment.

Per directive from Mayor Barry, Metro government was closed on January 22, 2016, due to severe inclement weather. On some of the other severe inclement weather days, while Head Start and aftercare remained open, before-care was closed to allow staff time to safely arrive at their work locations, and bus service was not operational for weather safety concerns. On other inclement weather days, while the centers were closed to the children, all staff were required to report to work (provided grace period), or were welcomed to use either vacation or comp time without prejudice.

FINANCE REPORT – deferred as the Treasurer had not certified the report

ITEMS REQUIRING BOARD ACTION

Motion: Retitle the position of Head Start Director to Head Start/Early Head Start Director.

Made by: Gwen Watson **Second:** Jim Harbison **Passed unanimously.**

Head Start, 45 CFR Part 75 was deferred.

Motion: Approve the Memorandum of Understanding with Metro Parks for continued use of Dudley Park as the Dudley Head Start Center.

Made by: Jim Harbison **Second:** Flo Kidd **Passed unanimously.**

Motion: Approve Head Start Program Information Report and Early Head Start Program Information Report.

Made by: Mary Carolyn Roberts **Second:** Nancy VanReece **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – No report. As a trial period during the month of February, the Community Services division will be open on Saturdays from 10:00am to 2:00pm

Community Program – Report attached. Dr. Croom mentioned that after a trend of fewer people applying for energy assistance, currently there is a 19% increase (prior to the snow days) over last year's numbers.

Head Start/Early Head Start – Report provided. Plans remain to open six Early Head Start classrooms. Two classrooms (ratio of 4 children/1 adult) will open in the spring at the Douglass Head Start Center. The Berry and Richland Head Start Centers recently received DHS approval for location. Next, the playground vendor will begin construction and renovations will be placed out for bid.

Policy Council – No report.

Administrative Services and Operations – No report.

Human Resources – Report attached.

OTHER BUSINESS

Mr. Harbison thanked Dr. Croom for joining Envision Cayce.

Dr. Watson stated that she is excited about the correlation study.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary
Board of Commissioners