

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
March 24, 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: Shaleeta Allen, Kasey Anderson, Monica Davila, Benita Davis, Karen Doty, Brenda Dowdle, Jim Harbison (Jim Thiltgen), Flo Kidd, Barbara Knott, Mary Carolyn Roberts, Lavoneia Steele, Nancy VanReece, Hershell Warren, and Gwen Watson

Absent: Renee Pratt and Lisa Wiltshire

Staff/Others: Marvin Cox, Cynthia Croom, Cassandra Johnson, Corey Harkey (Metro Attorney), Rickie McQueen, and Robert Wright

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 members Ms. Monica Davila and Mr. Joseph Mitchell.

**REPORT FROM THE CHAIR**

**Motion:** Approve January 28, 2016, meeting minutes.

**Made by:** Gwen Watson **Second:** Hershell Warren **Passed unanimously.**

**EXECUTIVE DIRECTOR REPORT**

Metro Action Updates – The first episode of MAC TV aired on Friday, March 18, 2016, at 8:00 p.m. (Trailer was played.) Board members will be sent the YouTube link. We will serve as the local host for the National Head Start Association Annual Conference, May 17-20, 2016, at the Opryland Hotel. Mayor Barry will give welcoming remarks on May 17, at 4:00 p.m. As the local host agency, many members of the MAC team will be work as volunteers and in other capacities at the conference.

CSBG Workforce – The CDA classes began January 19, 2016 and will end April 14, 2016. As part of the CDA program, participants will volunteer 480 hours in one of the agency's Head Start centers. Child care has been an issue for some participants trying to complete their volunteer hours. To help participants complete their volunteer hours by the June 17, 2016, graduation ceremony, childcare costs incurred during volunteer hours can be charged to the CSBG program.

The application deadline has ended for the CompTia program. The next steps are to review the application and interview candidates.

With additional state funding, the CSBG program will purchase a new curriculum and tablets for the Head Start program. The remaining funds will be used to fully convert four buses (including installation of air conditioning and a generator) to mobile diners for children to use during the Summer Food Program. Three mobile diners will operate daily with one serving in a backup capacity. The mobile diner will fill the gaps for those communities where the closest Summer Food sponsor is too far or too dangerous (a major thoroughfare without sidewalks) for the children to walk for meals. Metro IT wants to provide Wifi for the diners, and Metro Library wants to provide books.

MAC 2.5% Increase and Supplemental Request – During the Metro FY16 budget process, a request was made for agency staff to also receive a permanent 2.5% COLA increase as was afforded general government employees. Metro granted the funding request. However, after the increases were given to staff, it was discovered the increase provided by Metro for the 2.5% COLA was short by \$104,000. A request was made to Metro for \$104,000 in order to make the agency whole.

Budget Meetings – The agency’s budget meeting with Mayor Barry was held Wednesday, March 23, 2016, at 11:00 a.m. Dr. Croom thanked Dr. Steele and Mr. Warren for attending.

**FINANCE REPORT** – reviewed by Benita Davis, Treasurer, and provided by Robert Wright, Chief Financial Officer

The November 2015, December 2015, January 2016, and February 2016, reports will be provided as the board chose not to act on them previously due to either there not being a quorum present or not being reviewed by the Treasurer.

February 2016 ended with a \$1.5 million fund balance. All grants have a zero or positive balance. CSAP, WattAds, Extended Care, and the Parent Activity Fund (PAF receives a fresh amount each fiscal year) all have a positive fund balance as is allowable. LIHEAP services are being monitored as the number of customers served is down 11%. One school of thought for the reduced numbers is the belief that families are doubling/tripling up in order to live in Davidson County, so there is less need for the service. We will continue to collect and analyze data. Currently, the LIHEAP program operates on a September 30 – September 29 funding cycle; however, the funder (THDA) is contemplating moving the LIHEAP program back to a July 1 – June 30 funding cycle. Head Start in-kind is at 66% and Early Head Start in-kind is at 15% - combinable. The board was made aware of an update to a previous in-kind report. There were no audits performed since the previous finance report. Credit card statements were reviewed. CACFP invoice and meal counts were reviewed.

January 2016 ended with a \$1.7 million fund balance. All grants have a zero or positive balance. Head Start in-kind is at 63% and Early Head Start in-kind is at 13% - combinable. Credit card statements were reviewed. CACFP invoice and meal counts were reviewed.

December 2015 ended with a \$1.3 million fund balance. All grants have a zero or positive balance. Head Start in-kind is at 51% and Early Head Start in-kind is at 16% - combinable. Credit card statements were reviewed. CACFP invoice and meal counts were reviewed.

November ended with a \$1.4 million fund balance. All grants have a zero or positive balance. Head Start in-kind is at 50% and Early Head Start in-kind is at 12% - combinable. Credit card statements were reviewed. CACFP invoice and meal counts were reviewed.

Dr. Watson appreciated the training dollars available to Head Start/ Early Head Start. Dr. Croom stated that Head Start/Early Head Start extensive training and travel follows a training plan that is required to be submitted with the Head Start/Early Head Start grant application.

#### **ITEMS REQUIRING BOARD ACTION**

**Motion:** Approve November 2015, December 2015, January 2016, and February 2016 finance reports.  
**Made by:** Karen Doty **Second:** Shaleeta Allen **Passed unanimously.**

**Motion:** Retitle the position of Human Resources Manager to Human Resources Director.  
**Made by:** Kasey Anderson **Second:** Karen Doty **Passed unanimously.**

**Motion:** Retitle the position of Head Start Education & Training Manager to Head Start/Early Head Start Education & Training Manager.  
**Made by:** Kasey Anderson **Second:** Karen Doty **Passed unanimously.**

**Motion:** Approve Data Manager job description.  
**Made by:** Jim Harbison **Second:** Flo Kidd **Passed unanimously.**

**Motion:** Approve Summer Food Service Program Coordinator - Seasonal.  
**Made by:** Kasey Anderson **Second:** Gwen Watson  
**After board members discussed the educational qualifications for the position, Ms. Anderson withdrew the motion.**

**Motion:** Approve Summer Food Service Program Coordinator – Seasonal with the educational qualifications revised from a bachelor’s degree to a minimum of two (2) years of college.  
**Made by:** Nancy VanReece **Second:** Karen Doty **Passed unanimously.**

Head Start/Early Head Start Selection Criteria were reviewed including purposes for changes.  
**Motion:** Approve Head Start/Early Head Start Selection Criteria.  
**Made by:** Gwen Watson **Second:** Karen Doty **Passed unanimously.**

The Head Start/Early Head Start Self-Assessment is a self-evaluation in which concerns are noted and strategies discussed. Dr. Watson was a board representative to the Self-Assessment Ad Hoc Committee.  
**Motion:** Approve Head Start/Early Head Start Self-Assessment Plan.  
**Made by:** Kasey Anderson **Second:** Karen Doty **Passed unanimously.**

#### **PROGRAM REPORTS**

**Media/Public Relations** – No report.  
**Community Program** – Report attached.  
**Head Start/Early Head Start** – Report attached.  
**Policy Council** – Report attached.  
**Administrative Services and Operations** – No report.  
**Human Resources** – Report attached.

Meeting adjourned.

Minutes submitted by:

Brenda Dowdle, Secretary  
Board of Commissioners