

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
May 26, 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: Kasey Anderson, Monica Davila, Karen Doty, Brenda Dowdle, Jim Harbison (Jim Thiltgen), Flo Kidd, Joseph Mitchell, Lavoneia Steele, Nancy VanReece, Hershell Warren, and Lisa Wiltshire

Absent: Shaleeta Allen, Benita Davis, Barbara Knott, Renee Pratt, Mary Carolyn Roberts, and Gwen Watson

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 member, Lisa Wiltshire.

REPORT FROM THE CHAIR

Motion: Approve March 24, 2016, meeting minutes.

Made by: Flo Kidd **Second:** Kasey Anderson

Correction: Lisa Wilshire was not in attendance at the March 24, 2016, board meeting.

Motion: Approve March 24, 2016, meeting minutes as corrected

Made by: Kasey Anderson **Second:** Flo Kidd

Passed unanimously.

Dr. Steele convened the following committees with the Nominating Committee, By-Laws Committee, and Executive Director Evaluation Ad Hoc Committee submitting reports no later than June 30, 2016:

By-Laws: Brenda Dowdle (Chair), Jim Harbison, Nancy VanReece

Finance: Benita Davis (Chair), Renee Pratt, Hershell Warren

Nominating: Flo Kidd (Chair), Mary Carolyn Roberts, Gwen Watson

Personnel: Kasey Anderson (Chair), Benita Davis, Monica Davila

Program - Head Start: Gwen Watson (Chair) Joseph Mitchell, Flo Kidd

Board Representative to Policy Council: Kasey Anderson

Board Alternate Representative to Policy Council: Joseph Mitchell

Program - Self-Sufficiency: Karen Doty (Chair) Renee Pratt, Lisa Wiltshire

Executive Director Evaluation Ad Hoc Committee: Kasey Anderson (Chair), Benita Davis, Brenda Dowdle, Flo Kidd

EXECUTIVE DIRECTOR REPORT

Metro Action Updates – The agency was the local host for the National Head Start Association Annual Conference, May 17-20, 2016, held at the Opryland Hotel with over 4,500 conference attendees. Mayor Barry provided welcoming remarks on May 17, at 4:00 p.m. As the local host agency, 45 members of the MAC team did an exceptional job as volunteers and in other capacities at the conference.

CSBG and Workforce – Several of the 14 Head Start/Early Head Start parents in the CompTia program began their internship this week with some interning at Metro departments. (Of note, 14 Head Start/Early Head Start parents began and remain the program.) Five of 12 Head Start/Early Head Start parents have completed their CDA requirements and have made application for employment with the agency as teacher assistant. Three parents will finish their CDA requirements within the month and also make application for employment with the agency. All will have a July 1, 2016 employment start date.

Supplemental Request – Head Start agencies have been given the opportunity through the federal government to request a 1.8% COLA increase for Head Start/Early Head Start staff. The grant application is due in June 2016 with only a certain number of agencies being awarded the funding. Should the agency be awarded this 1.8% COLA funding, the monies will assist to make equity opportunities for long-term employees. Also, should the agency receive the 1.8% COLA funding, as the teaching staff will receive three weeks paid leave (two weeks in the summer/one week in December), they will not receive the additional 1.8% COLA increase.

Budget Meetings – The agency's budget meeting before Metro Council on May 10, 2016, went well. Dr. Croom thanked Council Lady VanReece for her kind words during the Council budget hearing. Council Lady VanReece stated that Council Lady Roberts had also relayed similar sentiment to Council members.

FINANCE REPORT

Treasurer Benita Davis is out of town and was unable to certify the March Finance Report. By consensus, Board members agreed to defer the report until the June board meeting.

Robert Wright, Chief Financial Officer, mentioned that the recent LIHEAP audit concluded with no findings. A CSBG audit is being performed currently.

Dr. Croom stated that Metro government is providing general government employees with a 3.1% COLA increase. She has requested that Metro government include agency staff in the 3.1% COLA.

Dr. Croom stated that Metro government is proposing a 3% open range increase. Dr. Croom is requesting the Metro government include agency staff in the 3% open range funding.

ITEMS REQUIRING BOARD ACTION

Head Start/Early Head Start 5-Year Program Goals

As part of the 5-year grant process, the agency has to establish 5-year program goals based on data. These goals were established during a 4-day intensive planning retreat that included Head Start/EHS administrative staff, program coordinators, and center management staff, and Commissioner Dr. Gwen Watson, during which time data, child assessment scores, training needs, needs assessment, and community assessment were analyzed and four program goals established as the 5-year program goals: 1) augmentation of service delivery of children with disabilities, 2) becoming a data driven culture, 3) support School Readiness, and 4) enhance human resources processes and systems. After the retreat a committee that included someone from each position classification was established to develop a plan for achieving the four program goals. With input from staff and parents, Frog Street was chosen as the new curriculum for Head Start and Early Head Start. It was noted that Frog Street has a strong emotional/social component as more children are exhibiting challenging behaviors.

Motion: Approve Head Start/Early Head Start 5-Year Program Goals.

Made by: Karen Doty **Second:** Nancy VanReece **Passed unanimously.**

Salary/COLA Increase/Open Range Plan

Should funding be received, the following salary increases will be provide to staff: all staff will receive 3.1% COLA increase from Metro government; some staff will receive a 1.8% COLA increase from federal Head Start/Early Head Start; some staff will receive 3.0% open range increase from Metro government

Motion: Approve salary increases as proposed.

Made by: Kasey Anderson **Second:** Karen Doty **Passed unanimously.**

LIHEAP Audit Results

Motion: Approve LIHEAP Audit Results (no findings).

Made by: Brenda Dowdle **Second:** Flo Kidd **Passed unanimously.**

Grants, Contracts, MOUs

Motion: Approve Head Start/Early Head Start Continuation Grant FY17 submission and receipt of grant.

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

Motion: Approve Head Start/Early Head Start Training & Technical Assistance Plan FY17 submission.

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

Motion: Approve Community Services Block Grant (CSBG) FY17 submission and receipt of grant

Made by: Joseph Mitchell **Second:** Karen Doty **Passed unanimously.**

Motion: Approve Summer Food Services Program (SFSP) FY16/17 submission and receipt of grant.

Made by: Joseph Mitchell **Second:** Karen Doty **Passed unanimously.**

Motion: Approve Child and Adult Care Food Program – NAZA (CAFP-At-Risk Afterschool Program) FY16/17 submission and receipt of grant.

Made by: Kasey Anderson **Second:** Nancy VanReece **Passed unanimously.**

Motion: Approve National Baptist Convention facility rental agreement (\$2525) for the 6/16/16, agency graduation rehearsal and the 6/17/16, agency graduation ceremony.

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

Motion: Approve International Wholesale Company agreement for the use of two refrigerated trailers at no charge other than fuel to be used during the Summer Food Services Program.

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 – No report.

Administrative Services and Operations – Report attached.

Human Resources – Report attached. The Summer Food Services program needs an Administrative Officer to assist with the food services side of the program.

Motion: Approve Administrative Officer - Summer Food Program job description, as attached.

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

OTHER BUSINESS

Dr. Croom stated that she has been asked to serve on the state's overall food program review council. At this time, there are new regulations that could prove to be costly, e.g., agencies required to be bonded in order to operate a food service program.

Meeting adjourned.

Minutes submitted by:

Brenda Dowdle, Secretary
Board of Commissioners