

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
June 23, 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, Monica Davila, Benita Davis, Karen Doty, Brenda Dowdle, Jim Harbison (Jim Thiltgen), Flo Kidd, Mary Carolyn Roberts, LaVoneia Steele, Gwen Watson and Lisa Wiltshire

Absent: Kasey Anderson, Barbara Knott, Joseph Mitchell, Renee Pratt, Nancy VanReece, and Hershell Warren

Staff/Others: Marvin Cox, Cynthia Croom, Cassandra Johnson, Mark Murray (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.

REPORT FROM THE CHAIR

Motion: Approve May 26, 2016, meeting minutes.

Made by: Gwen Watson **Second:** Flo Kidd **Passed unanimously.**

BYLAWS COMMITTEE REPORT, chaired by Brenda Dowdle
The By-Laws Committee will convene in September 2016.

NOMINATING COMMITTEE REPORT, chaired by Flo Kidd
The Nominating Committee met on June 23, 2016, and recommended the following slate of officers:
Vice Chair – Kasey Anderson / Treasurer – Benita Davis / Secretary – Brenda Dowdle
The Board Chair is appointed by the Mayor

Motion: Approve the slate of officers as recommended by the Nominating Committee

Made by: Mary Carolyn Roberts **Second:** Karen Doty **Passed unanimously.**

EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE REPORT, chaired by Kasey Anderson
The Executive Director Evaluation Ad Hoc Committee met on June 3, 2016, and June 20, 2016.

Motion: Approve Executive Director Evaluation

Made by: Mary Carolyn Roberts **Seconded:** Flo Kidd **Passed unanimously.**

EXECUTIVE DIRECTOR REPORT

Dr. Croom thanked the MAC team for the exceptional adult education graduation ceremony/celebration held on Friday, June 17, 2016. This graduation was the first time including the graduates of the agency's two new educational/workforce initiatives for Head Start/Early Head Start parents. These new graduates include six students who completed their Child Development Associate training and begin work as a teacher assistant with the agency on July 11. Additionally, five graduates completed their CompTia A+ certification and Workforce staff are now assisting them with securing information technology employment. Dr. Croom thanked Dr. Steele, Dr. Watson, and Mr. Warren for the attendance at the graduation.

Supplemental Requests –a request of a 1.8% COLA increase for Head Start/Early Head Start non-teaching staff was made to the federal Head Start Bureau. A request was submitted to Metro for MAC

staff to also receive a 3.1% salary increase as is being received by non- grant funded Metro employees, as well as additional open/other range funding.

Contracts for both FY17 CSBG funding and FY17 LIHEAP funding have been received.

Mayor Barry is scheduled to attend the agency's Summer Youth Camp Presentation Ceremony on July 14, 2016, as part of the National Summer Learning Day.

Head Start buses and food trucks are being used to provide Summer Food Services Program for the Chesapeake subdivision until the mobile diners are ready. Buses/food trucks will arrive at the subdivision in the morning with breakfast for the children, who usually remain on the bus with agency staff who offer tutoring and other enhancement services until such time that lunch arrives for the children. Staff has contacted Metro Library, Metro Health Department, Metro Public Works, Metro Police, and area churches about providing activities for the children in this subdivision during the summer months.

The grant application for Early Head Start Expansion is due August 24, 2016.

FINANCE REPORT

The March 2016, April 2016, and May 2016, financial reports are certified by Treasurer Benita Davis

The March 2016 financial report reflects a positive or zero fund balance. In-Kind is at 74% for Head Start and 16% for Early Head Start (90% combined). Credit cards statements were reviewed. CACFP meal counts and billing were reviewed.

The April 2016 financial report reflects a positive or zero fund balance. In-Kind is at 97% for Head Start and 17% for Early Head Start (114% combined). Credit cards statements were reviewed. CACFP meal counts and billing were reviewed.

The May 2016 financial report reflects a positive or zero fund balance. In-Kind is at 101% for Head Start and 19% for Early Head Start (120% combined). Credit cards statements were reviewed. CACFP meal counts and billing were reviewed.

June is not yet closed as it is the end of the fiscal year. Any positive fund balances are carried over to the next fiscal year.

Motion: Approve March 2016, April 2016, and May 2016, financial reports.

Made by: Mary Carolyn Roberts **Second:** Karen Doty **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

CSBG/CSAP Payment Increases

Mortgage: Currently, the agency makes a one-time per year mortgage payment up to \$550 for eligible customers. Data over the last three years shows customers' average mortgage payment as \$759. Request mortgage payments through the CSBG and/or CSAP programs increase to \$750 per year.

NES Deposit: Previously, the deposit required by NES for new service was \$150. As part of the agency's Homeless Program, the agency would pay \$150 towards the NES deposit for homeless individuals/families who were able to secure housing. NES has increased the required deposit to \$250. Request that NES deposits made through the CSBG program be increased to \$250. Refunds will continue to be returned to the agency.

Adult Education Stipends: Currently, adult education students who attend class three out of four days receive a week \$25 stipend and a \$7 weekly gas allowance. Request the weekly stipends made through CSBG be increased to \$40 and the weekly gas allowance made through CSBG be increased to \$15. Bus passes remain available for all students.

Motion: Approve CSBG/CSAP mortgage payment increase to \$750, increase CSBG NES deposit increase to \$250, and increase CSBG stipend and gas allowance increase to \$40 and \$15, respectively.

Made by: Gwen Watson **Second:** Lisa Wiltshire **Passed unanimously.**

Audit Results – none at this time.

Grants, Contracts, MOUs

Motion: Approve Low Income Home Energy Assistance Program (LIHEAP) Grant FY17 contract, effective July 1, 2016 – June 30, 2017.

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

PROGRAM REPORTS

Media/Public Relations – Media campaign to bring attention to the change in the LIHEAP application period (July-June) has started and will include billboards, MTA bus sides, and jumble boards.

Community Program – No report.

Head Start/Early Head Start – McNeilly Nashville Childcare Center has closed, and the Head Start children from that site have been transferred to the McNeilly Main Site on Meridian Street. Report provided.

Policy Council – No report.

Administrative Services and Operations – No report.

Human Resources – No report.

Meeting adjourned.

Minutes submitted by:

Brenda Dowdle, Secretary
Board of Commissioners