

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
August 25, 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, Mary Carolyn Roberts, LaVoneia Steele, Nancy VanReece, and Gwen Watson

Absent: Shaleeta Allen, Benita Davis, Barbara Knott, Renee Pratt, Hershell Warren and Lisa Wiltshire

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Cassandra Johnson, Corey Harkey (Metro Attorney), Lisa McCrady, 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 June 23, 2016, meeting minutes.

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

EXECUTIVE DIRECTOR REPORT

MAC Updates

Dr. Croom thanked the staff who worked on the Early Head Start (EHS) Expansion Grant that was due at 11:59pm on August 24, 2016, but was actually submitted at 1:20am on August 23, 2016, bringing the number of MAC EHS slots to 192. Dr. Croom noted that Tennessee State University applied for 80 expansion slots bringing Davidson County's total of EHS slots to 352 if funded in a county that is down 7,000 slots.

Dr. Croom met with the Executive Committee on August 4, 2016, to discuss strategy and next steps in anticipation of her August 10, 2016, meeting with Mayor Barry, the Mayor's Chief Operating Officer, Rich Reibeling, and Talia Lomax-O'dneal, Metro Finance Director, to discuss further compensation beyond the 3.1% COLA provided by Metro. This additional compensation would bring MAC more in line with the rest of Metro government staff. Dr. Croom hopes to be able to inform Mayor Barry upon her return to town next week whether the agency received funding notification regarding the 1.8%.

Since the beginning of the new fiscal year, there have been a substantial number of resignations with many staff going to other divisions in Metro as they are able to offer a higher salary. For example, while bus drivers have received a 3.1% salary increase, should a MAC driver transfer to Metro Schools, they are given a salary comparable to their tenure, which would mean that a MAC bus driver with 20 years of experience would earn \$40,000 driving for Metro Schools. For the current base rate for a driver, MAC does pay 27 cents more than MNPS with similar working hours. MAC drivers, however, are given the opportunity to transfer to the MAC Summer Food Program so they can continue to earn their same salary during the summer months.

CSBG & Workforce

The Head Start-Early Head Start parents have completed the CDA program offered by the CSBG Workforce initiative with a majority of the CDA graduates hired as teacher assistants within the agency. Several of the CompTIA+ graduates have secured employment paying \$15 - \$18 per hour.

Supplemental Requests

The federal Head Start Bureau has informed us that they will notify us by September 15, 2016, if our request of a 1.8% COLA increase for Head Start/Early Head Start non-teaching staff will be funded.

Early Head Start Expansion

The grant application for Early Head Start Expansion that was submitted August 24, 2016, for 72 additional slots that equates to nine additional classrooms targeted for the South Nashville area.

FINANCE REPORT

Treasurer Benita Davis was unable to attend the board meeting due to a death in the family and also unable to certify the finance reports. Board members discussed whether to accept the finance report without board treasurer certification.

Motion: Chief Finance Officer Robert Wright will review the finance report with the board yet defer board approval of the finance reports until they can be certified by the board treasurer.

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

The June 2016 financial report reflects a positive or zero fund balance. The Head Start/Early Head Start in-kind requirement has been met. Credit cards statements were reviewed. CACFP meal counts and billing were reviewed. The CACFP audit findings for the review period of October 2014 through February 2015 resulted in the agency reimbursing the Tennessee Department of Human Services for overpayment of \$2,099.79, which is less than .22% of the \$972,000 budget totals. Corrective action has been implemented. The CSBG audit finds for the review period July 1, 2014, through February 28, 2015 resulted in the agency reimbursing the Tennessee Department of Human Services \$852.41, which is less than .07% of the \$1.25million budget. Corrective action has been implemented.

ITEMS REQUIRING BOARD ACTION

Grants, Contracts, MOUs

Motion: Approve Early Head Start Expansion grant application and subsequent Notice of Award for an additional 72 Early Head Start slots.

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

Motion: Approve Child and Adult Care Food Program (CACFP) – Head Start grant application and subsequent contract, October 1, 2016 – September 30, 2017.

Made by: Mary Carolyn Roberts **Second:** Kasey Anderson **Passed unanimously.**

Motion: Approve Child and Adult Care Food Program (CACFP) – NAZA grant application and subsequent contract, October 1, 2016 – September 30, 2017.

Made by: Mary Carolyn Roberts **Second:** Kasey Anderson **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – No report.

Community Program – Report attached.

Head Start/Early Head Start – Report distributed.

Policy Council – Report distributed.

Administrative Services and Operations – No report.

Human Resources – Report attached.

OTHER BUSINESS

Dr. Croom requested the Program Committee – Head Start be reconvened to review the Head Start/Early Head Start data report prior to submission to the board. Dr. Croom also requested the Executive Director Evaluation Committee be reconvened to discuss staff compensation.

Nancy VanReece asked if services provided by the agency differed for those constituents residing in the urban services area versus those constituents who reside in the general services area, to which Dr. Croom replied there is no difference in services provided. All services are provided equally to eligible customers who reside within Davidson County.

Meeting adjourned.

Minutes submitted by:

Brenda Dowdle, Secretary
Board of Commissioners