

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
September 22, 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, Benita Davis, Brenda Dowdle, Jim Harbison (Jim Thiltgen), Joseph Mitchell, Renee Pratt, Mary Carolyn Roberts, LaVoneia Steele, Nancy VanReece, Hershell Warren Gwen Watson, and Lisa Wiltshire

Absent: Shaleeta Allen, Karen Doty, Flo Kidd, and Barbara Knott

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 August 25, 2016, meeting minutes.

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

EXECUTIVE DIRECTOR REPORT *as provided by Dr. Cynthia Croom, Executive Director*

MAC Updates

As a result of recent state legislation, the Tennessee Department of Human Services, Child and Adult Care Food Program (CACFP), now requires board members' personal information as part of the grant application. Upon guidance from Metro Legal, we challenged the request based upon the fact that the Metropolitan Action Commission is a government agency. The response from the state attorney's office is that cities are not exempt from the request. Therefore, board members' work/home addresses and phone numbers plus email addresses may be listed on the CACFP grant application.

Head Start/Early Head Start funders provided a 1.8% COLA supplement to be distributed among Head Start and Early Head Start staff with the exception of the teaching staff, who instead will receive two weeks of paid leave in July. The request to appropriate the COLA funds goes before Metro Council on October 18, 2016.

The federal Head Start Act was last passed by Congress in 2007. As a result of that 2007 Head Start Act, the Head Start Performance Standards were updated to reflect changes in the Act. Those updated Standards were recently released to be effective November 1, 2016 (with the exception of a few items that will be implemented over a period of time). Dr. Watson asked how are the new Standards being rolled out to staff. Dr. Croom responded that when the Head Start Act came out in 2007, the agency at that time began to implement many of the major changes and therefore have been in compliance for many years. Dr. Croom also shared that the federal government is providing trainings/and webinars and Dr. Fondren is creating an implementation plan for the agency.

The Standards have placed more emphasis on data to which the agency has been proactive with the recent purchase of tablets for center use that will assist with data collection. Dr. Croom will attend the Metro Police Department's COMSTAT meeting to determine if the agency will want to use that model for data.

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There is also concern about the Health & Safety component of the Standards given the current condition of several of our Head Start centers. Prior to the release of the new Standards, upon learning that Metro Action Commission was not included in Metro's 4% capital budget for FY17, Dr. Croom had requested Metro General Services perform a facilities audit. That audit was completed by an outside contractor, who expressed major concern with the conditions of the North, Richland, and Berry Head Start Centers, and based on the conditions, suggested an immediate vacate due to the age and continued deterioration of the buildings. The contractor also had minor concern about the Tom Joy Head Start Center. The next step is the creation of an executive summary with recommendations that will be shared with the Mayor and brought before the Board of Commissioners. Councilwoman Roberts asked if it were possible to sell the side and back lot of the Richland site and use the proceeds to help pay the cost of upgrading the Richland Head Start Center. Dr. Croom stated that she will forward that recommendation to Metro General Services.

The new Standards in an attempt to strengthen the relationship between the board of commissioners and the Head Start policy council requires that if the two bodies do not agree, they must make use a mediator, and if they still are unable to come to an agreement, to make use of an arbitrator. This policy is to ensure that governing boards do not disregard the desires of parents.

FINANCE REPORT *certified by Treasurer Benita Davis and reported by Robert Wright, Chief Financial Officer*

Mr. Wright reminded board members that during the August 25, 2016, board meeting, the June 23, 2016, finance report was shared in detail with board members, but was not approved as Treasurer Benita Davis was out of town and unable to certify the report. Since that time, Treasurer Davis has reviewed and certified the June 23, 2016, finance report.

Motion: Approve the June 2016, finance report

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

The July 2016 financial report reflects a positive or zero fund balance. The Head Start / Early Head Start combined in-kind is at 1% (\$30,102.76). Credit cards statements were reviewed. Chief Financial Officer has received a credit card to replace the card previously held by the former Accountant II. Several of the charges on Ms. McQueen's card were purchases for the Head Start Summer Learning Institute as the former Accountant II was out of the country and unable to make those purchases. CACFP meal counts and billing were reviewed. It was noted the July figures were down as only the Early Head Start program was in operation and the agency is reimbursed only for meals served.

Motion: Approve the July 2016, finance report

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

An attachment was distributed that provided the link to the Metro Single Audit. The agency had no areas of non-compliance.

ITEMS REQUIRING BOARD ACTION

Job Descriptions - none

Grants, Contracts, MOUs - none

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PROGRAM REPORTS

Media/Public Relations – Report attached.

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

Meeting adjourned.

Minutes submitted by:

Brenda Dowdle, Secretary
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