

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
December 1, 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: Monica Davila, Karen Doty, Jim Harbison, Brandon Kennerly, Flo Kidd, Mary Carolyn Roberts, LaVoneia Steele, Nancy VanReece, Hershell Warren, and Gwen Watson

Absent: Kasey Anderson, Benita Davis, Brenda Dowdle, Barbara Knott, Joseph Mitchell, Renee Pratt, and Lisa Wiltshire

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Cassandra Johnson, Corey Harkey (Metro Attorney), Lisa McCrady, and Rickie McQueen

Dr. Steele called the meeting to order at 12:02 p.m. and acknowledged \$2,68,030 of the Metropolitan Code of Laws.

**REPORT FROM THE CHAIR**

**Motion:** Approve September 22, 2016, meeting minutes.

**Made by:** Jim Harbison **Second:** Mary Carolyn Roberts **Passed unanimously.**

Dr. Steele convened the Nominating Committee to address the February 2017 to review pending board vacancies.

**PERSONNEL COMMITTEE REPORT – Kasey Anderson, Committee Chair**

The Committee met on November 29, 2016, regarding the revised Head Start/Early Head Start Performance Standards, most of which became effective November 1, 2016, the others will be made effective gradually. One specific revision involves the Head Start Policy Council. Previously, the 1998 Head Start Reauthorization required Head Start Policy Council approval for Head Start hires and terminations. Subsequently, this step for new hire and termination was required to be included in the agency Employee Handbook. The new Head Start/Early Head Start Act no longer requires Policy Council approval for the hiring/termination of Head Start staff. However, the Head Start Policy Council is still required to approve the policy that governs the hiring and termination of Head Start and key staff.

**Motion:** Approve changes to Chapter 3.4 of the Employee Handbook as outlined in the attachment.

**Made by:** Gwen Watson **Second:** Jim Harbison **Passed unanimously.**

**NOMINATING COMMITTEE REPORT - Flo Kidd, Committee Chair**

The Committee met on December 1, 2016, to review the three names submitted for consideration as community representatives to the Head Start Policy Council. It was determined that one of the nominees is an employee of metropolitan government of Nashville.

**Motion:** Approve Luma Abdul Shaheed and Farrance Williamson as community representatives to the Head Start Policy Council

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

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

MAC Updates

The October 27-28, 2016, board retreat was cancelled due to a lack of quorum. As such, the board retreat will be rescheduled.

Metro audited travel credit card expenses for travel from 2012 – 2015. Out of MAC's 1,299 charges equaling \$365,000, the only audit comment was the agency failing to have \$54.99 in state taxes removed.

The Facilities Assessment is almost complete pending General Services completing the Executive Summary.

When approving FY17 salary adjustments for agency staff, Mayor Barry recommended the agency complete a salary study. Dr. Croom met with the Personnel Committee and received approval to invoke a study. Next, Dr. Croom will meet with the Metro Human Resources Director to discuss the process for the study.

**FINANCE REPORT** *certified by Treasurer Benita Davis and reported by Cynthia Croom, Executive Director*

The October financials are not closed due to CACFP program year ending 9/30/16.

The September 2016 financial report reflects a \$1.2 million fund balance. Dr. Croom reminded board members that the administrative budget generally has the largest fund balance as it receives Metro funds, which are then transferred to agency programs. Credit card statements were reviewed. CACFP meal counts and billings were reviewed.

The August 2016 financial report reflects a \$1.4 million fund balance, \$278,000 of which is in the administration line item. The CACFP and Before/After Care fund balances already received admin funds in preparation for their 9/30/16, program end date. Credit card statements were reviewed. It was noted that some credit card expenses normally made by Vijay Lal were made by Rickie McQueen in Mrs. Lal's out-of-country absence. CACFP meal counts and billings were reviewed.

**Motion:** Approve the August 2016 and the September 2016 finance reports

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

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

The Metropolitan Government has deemed Veterans Day as an official Metro holiday. Board approval is required to comply with Head Start.

**Motion:** Approve Veterans' Day as an official agency holiday for all staff of the Metropolitan Action Commission, and subsequently revise the Employee Handbook to include the Veteran Day Holiday.

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

The Head Start Performance Standards require that 10% of enrollment be children with disabilities. If an agency is unable to meet that require, the agency is required to submit a request for a disabilities waiver.

**Motion:** Approve the receipt of the disabilities waiver for the FY15 school year.

**Made by:** Jim Harbison. **Second:** Flo Kidd. **Passed unanimously.**

Head Start/Early Head Start Education/Training Content Area Manager combines the duties of the Head Start Assistant Director and the Education Coordinator so as to raise the baseline of the salary to be marketable.

**Motion:** Approve the Head Start/Early Head Start Education/Training Content Area Manager job description.

**Made by:** Gwen Watson. **Second:** Jim Harbison. **Passed unanimously.**

Early Head Start Education Coordinator is a newly created position responsible all EHS educational-related services

**Motion:** Approve the Early Head Start Education Coordinator job description.

**Made by:** Jim Harbison. **Second:** Flo Kidd. **Passed unanimously.**

The Memorandum of Understanding between MAC and Metro Parks is for usage of the Dudley Head Start Center.

**Motion:** Approve the MAC/Metro Parks Memorandum of Understanding.

**Made by:** Jim Harbison. **Second:** Karen Doty. **Passed unanimously.**

The Adult Education students will tour local colleges and universities as part of their curriculum. Anchor Tours provides the bus for the tour.

**Motion:** Approve the Anchor Tour contract.

**Made by:** Karen Doty. **Second:** Jim Harbison. **Passed unanimously.**

Recently a limited number of Tennessee Titans game tickets were donated to Head Start parents. The agency determined a manner specific to the donation in which to disburse the tickets to the parents. As other donations may be received, the legal department advised that a policy should be established.

**Motion:** The agency can receive non-specific donations intended for customers, and using reasonable judgment regarding the specifics of the donations, disburse the donations to customers.

**Made by:** Gwen Watson. **Second:** Mary Carolyn Roberts. **Passed unanimously.**

#### **PROGRAM REPORTS**

**Media/Public Relations** – Channel 5 covered the agency’s Community Resources Day, which was an onsite event that showcased agency services as well as a mini job fair. 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  
Board of Commissioners