

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
January 26, 2017 / 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, Brenda Dowdle, Jim Harbison (Thiltgen), Flo Kidd, Joseph Mitchell, Renee Pratt, LaVoneia Steele, Hershell Warren, and Gwen Watson

Absent: Benita Davis, Karen Doty, Brenda Dowdle, Brandon Kennerly, Barbara Knott, Mary Carolyn Roberts, Nancy VanReece, and Lisa Wiltshire

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

Dr. Steele called the meeting to order at 12:00 p.m. and acknowledged \$2.68.030 of the Metropolitan Code of Laws.

Dr. Steele introduced Nakayla Walker, intern from Middle Tennessee State University.

REPORT FROM THE CHAIR

Motion: Approve December 1, 2016, meeting minutes.

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

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

MAC Updates

Two of the four buses we converted to mobile diners for the Summer Food Services Program have arrived. These mobile diners will serve as kids' cafes in those areas where there is a large concentration of children, but no summer food sponsor. While the exterior graphics of the buses are complete, the interior renovations and wi-fi installations are still pending. Also, because many of these children do not have other services available to them during the summer months, we will partner with Metro Public Library, Metro Health Department, and other agencies to offer services to the children. We will also hire teens through the Mayor's Summer Youth Program to serve as tutors.

The FY18 budget process is beginning as we have submitted our preliminary information to Metro.

The Facilities Assessments of our buildings has been completed by General Services. Recommendations include replacing some of our older buildings and renovation/maintenance on others. After discussions with General Services and Metro Planning, our priority is relocating the North center with a new build in the south east corridor of the county, and building a commercial kitchen. Next will be the new build of the Richland center in a geographic area to serve children from the current Richland and North center zones.

The Salary Survey is being conducted by Metro Human Resources. There is also a study that was conducted in Memphis/Shelby County by Mercer of which we are a part.

FINANCE REPORT

The October 2016 financial report reflects a positive fund balance. Head Start/Early Head Start in-kind is at 45%. Credit cards statements were reviewed. CACFP meal counts and billings were reviewed.

The November 2016 financial report reflects a positive fund balance. Head Start/Early Head Start in-kind is at 46%. Credit cards statements were reviewed. CACFP meal counts and billings were reviewed.

As the reports were not yet certified by the Treasurer, approving the Finance Report is deferred to the March board meeting.

ITEMS REQUIRING BOARD ACTION

Outgoing Commissioner of the Tennessee Department of Human Services, Dr. Raquel Hatter, is giving community action agencies an additional \$3,000 each to be added their poverty funds.

Motion: Approve receipt of \$3,000 from TN Department of Human Services to be added to existing Poverty Fund.

Made by: Brenda Dowdle. **Second:** Kasey Anderson. **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – Ms. McCrady reported that 37 people from our Head Start community attended the Tennessee Titans game as a result of the generous donation of tickets.

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