

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
May 25, 2017 / 12:00 noon – 1:00 pm**

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: Jamal Al-Sultan, Kasey Anderson, Monica Davila, Benita Davis, Karen Doty, Osman Gabure, Jim Harbison (Jim Thiltgen), Flo Kidd, Joseph Mitchell, LaVoneia Steele, Hershell Warren, and Gwen Watson

Absent: Renee Pratt, Mary Carolyn Roberts, Zulfat Suara, Nancy VanReece, and Lisa Wiltshire

Staff/Others: Jennifer Crim (Metro Attorney), Karen Crook, Cynthia Croom, Phara Fondren, Cassandra Johnson, Lisa McCrady, Rickie McQueen, and Robert Wright

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

REPORT FROM THE CHAIR

Motion: Approve April 22, 2017, meeting minutes.

Made by: Kasey Anderson **Second:** Benita Davis **Passed unanimously.**

REPORT FROM THE FINANCE AND PERSONNEL COMMITTEES JOINT MEETING *as provided by Ms. Benita Davis, Treasurer/Finance Committee Chair, and Ms. Kasey Anderson, Personnel Committee Chair*

Ms. Davis and Ms. Anderson provided board members with an update on the meeting that they, along with Dr. Croom, had with Mr. Rich Reibel, Mayor's Office Chief Operating Officer on May 5 regarding the agency budget and the potential need to reduce the number of children served through the Head Start program. Ms. Davis and Ms. Anderson then shared information regarding the follow-up meeting with Mayor Megan Barry on May 10 regarding said concern. Dr. Croom expressed her appreciation to Ms. Davis and Ms. Anderson for attending both meetings.

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

MAC Updates

Dr. Croom stated that she has been invited to speak with the Kresge Foundation (Troy, Michigan), June 8, 2017, to share how the Metropolitan Action Commission does a 2-generation (2-Gen) approach to combat poverty.

Dr. Croom, Lisa McCrady, and Danielle Luchtenburg, Head Start Office Manager, attended the Association for Talent Development Annual Convention held in Atlanta, Georgia, May 21-24, to learn the latest trends in the areas of training, development, leadership, and workforce.

Based on the Facilities Assessment, the Mayor's capital budget included \$2.5 million to address health and safety issues in all Head Start centers. Unfortunately, no funds were identified for new builds. Dr. Croom did share with Mayor Barry during the May 10 meeting that there is an intensive, ongoing effort to find a new location for the children in the North Head Start building.

The agency's budget hearing before Metro Council was held May 18, 2017. Dr. Croom expressed appreciation for board members who were able to attend the hearing.

On the federal lever, the President's budget zeros out the Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Project (LIHEAP); however, it is not expected to pass. There has been little discussion to Head Start funding. We will receive notification from the Regional Office should Head Start receive a Cost of Living Adjustment for FY18.

FINANCIAL PRESENTATION *as certified by Treasurer Benita Davis and presented by Robert Wright, CFO*

The February 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind is 74%. Credit cards statements were reviewed, with comment that blenders/utensils were purchased for cooking projects in the Head Start classrooms. CACFP meal counts and billings were reviewed. Mr. Wright explained the new category XT in the meal count report is the count for before care/aftercare meals/snacks.

The March 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind is 74%. Credit cards statements were reviewed. CACFP meal counts and billings were reviewed.

ITEMS REQUIRING BOARD ACTION

Head Start Parent Center

The Head Start Parent Center located at 1612 4th Avenue North was purchased for \$58,993 in 1999 using 100% federal funding. The building no longer meets agency needs. Permission has been requested from the Head Start Regional Office for MAC to sell the building and use the proceeds to purchase Head Start equipment, or to assist with kitchen repairs. Pending a final response, the regional office did provide the required forms and instructions for selling the building. Once board and federal approval are received, the building will be posted on Metro's e-bid for purchase.

Motion: Permission to proceed with the sale the Head Start Parent Center.

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

Public Notice of Board Meetings

Motion: Approve revised Notice of Board Meeting Agenda and Minutes Policy.

Made by: Jamal Al-Sultan **Second:** Karen Doty **Passed unanimously.**

Job Description

Motion: Approve Education and Training Manager job description

Made by: Osman Gabure **Second:** Flo Kidd **Passed unanimously.**

Grants, Contracts, Memoranda of Understanding

Motion: Approve Summer Food Services Program (SFSP) FY17/18 contract, National Baptist Convention facility rental agreement, International Wholesale Company agreement, Rocketown facility rental agreement.

Made by: Jamal Al-Sultan **Second:** Karen Doty **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – No report.

Community Program – Report attached.

Head Start/Early Head Start – No report.

Policy Council – Report attached.

Administrative Services and Operations – No report.

Human Resources – Report attached.

OTHER BUSINESS

Mr. Warren stated that Ms. Laura Moore, Senior Advisor for Education, Mayor's Office, will now serve as the Mayor's liaison to the Commission.

Meeting adjourned.

Minutes submitted by: