

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
June 22, 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: Monica Davila, Benita Davis, Karen Doty, Osman Gabure, Jim Harbison (Jim Thiltgen), Flo Kidd, Joseph Mitchell, Laura Moore, Mary Carolyn Roberts, LaVoneia Steele, Zulfat Suara, and Gwen Watson

Absent: Jamal Al-Sultan, Kasey Anderson, Renee Pratt, Nancy VanReece, and Lisa Wiltshire

Staff/Others: Karen Crook, Cynthia Croom, Phara Fondren, Corey Harkey (Metro Attorney), 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

Dr. Steele commended the staff on the June 16, 2017, adult education graduation ceremony.

Motion: Approve May 25, 2017, meeting minutes.

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

REPORT FROM THE BYLAWS COMMITTEE *as provided by Jim Thiltgen on behalf of Jim Harbison, Committee Chair.*

The Bylaws Committee met on June 22, 2017, at 9am. Upon review of the previous meetings from FY17, the average attendance rate is 68%. There was one additional meeting in FY17, and one meeting cancelled due to a lack of quorum. Dr. Steele, Dr. Watson, and Mr. Harbison were noted for a 100% attendance rate. Committee recommends staff send an electronic meeting invite two weeks prior to the board meeting so as to assist getting the meeting date/time on board members' calendars. Committee also recommends that it perform a periodic review of the Bylaws over the next fiscal year.

REPORT FROM THE NOMINATING COMMITTEE *as provided by Flo Kidd, Committee Chair.*

The Nominating Committee met on June 22, 2017, at 11am. After an extended discussion of the ongoing attempt to identify someone to serve as a community representative to the board who meets income and tripartite requirements, it was decided that the agency will hold a public election. Three individuals who meet the income guidelines will be placed on a public ballot to be voted on by MAC's customer base. Once the election is complete and a winner declared, that individual must still receive approval from the Mayor, and from Metro Council.

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

MAC Updates

Dr. Croom thanked the staff for their work with preparing the mobile diners for a formal roll-out on June 5, 2017, with Mayor Barry and Nashville Predator Ryan Johansen in attendance. The Youth Technology Camp, Opportunity Now, and Summer Food Service Program (SFSP) all kicked off in early June, which meant a busy start to the summer in addition to a fantastic graduation ceremony. Dr. Croom thanked Dr. Steele, Dr. Watson, and Ms. Suara for their attendance at graduation.

The Facilities Assessment included the need for repairs in all Head Start buildings. The FY18 capital budget included \$2.5 million to help address the repair needs.

Metro's final FY18 budget passed with no change to MAC's budget

The President's budget is not expected to be approved as submitted. Currently, there are no concerns that LIHEAP nor CSBG will be zeroed out. There is expectation that the Head Start budget will receive flat funding.

The agency just received federal notice regarding a January 2017 incident in one of the Head Start classrooms that was deemed corporal punishment. Dr. Croom shared the contents of the letter with the board in detail and noted the possible outcomes if the corrective action is not taken. She also discussed possible impact to the continuation grant at the end of five year grant cycle. In addition to the corrective action plan, Dr. Croom, et.al., will work with Corey Harkey, Metro attorney, to draft a letter of appeal.

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

The April 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind is 97%. Credit cards statements were reviewed. CACFP meal counts, garnered from the Head Start ChildPlus database, and billings were reviewed.

Dr. Croom and Mr. Wright shared with board members that a CACFP audit of one Head Start center had four findings requiring a repayment of \$1,133.53: 1) incorrect meal count reported, 2) menus did not list bread component, 3) August 2016 supplements menu did not contain month and date, and 4) menu did not have specific names of components. The agency appealed findings 2 and 4. CACFP ruled in favor of the agency citing that for #2, the listing of wrap, wedge sandwich, or grilled cheese on the menu can be considered a bread component, and for #4, the listing of the specific type of juice is a recommendation, not a requirement. As a result of the favorable appeal, based upon a \$978,000 budget, the revised repayment is \$336.76.

Motion: Approve April 2017 finance report and the \$336.76 reimbursement to CACFP.

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

ITEMS REQUIRING BOARD ACTION

Head Start Parent Center

No further action required at this time. Update – Metro has stated that an appraisal will take several months. Once the appraisal is received, the board will determine a sale price. A formal request will be made to federal Head Start that proceeds from the sale be made available to the agency.

Head Start Cost of Living Allowance (COLA)

Federal Head Start has sent notification that MAC can request to receive \$122,413 for a 1% COLA salary increase for Head Start staff. These funds are proposed to be used to increase the salary for teachers, teacher assistants, and health/disabilities services. This decision is based on the salary study requested by the Mayor and carried out by the board to determine whether the pay of our staff was in line with the market and Metro government. The remaining staff will receive COLA and additional funds through the Metro Government of Nashville. Teachers and Teacher Assistants will also receive Metro funds to try to bring their salaries in line with the market.

Motion: Approve submission of the request to the federal Head Start for a 1% COLA increase and any subsequent Notice of Award.

Made by: Benita Davis **Second:** Karen Doty **Passed unanimously.**

Employee Handbook - deferred

Job Description

Dr. Croom requested the Public Information Representative job title be changed to Special Assistant to the Director to better fit the actual duties being performed and will include supervising a new position, communications specialist, who will manage the public/social media relations.

Motion: Approve retitle Public Information Representative to Special Assistant to the Director, effective July 1, 2017.

Made by: Flo Kidd **Second:** Joseph Mitchell **Passed unanimously.**

Grants, Contracts, Memoranda of Understanding - none

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Program – Mr. Cox thanked the board for their support at the adult education graduation ceremony. Ms. Suara stated it was a privilege to attend the ceremony and encourages all board members to attend next year's celebration. Report attached.

Head Start/Early Head Start – Report distributed.

Policy Council – No report.

Administrative Services and Operations – No report.

Human Resources – No report.

EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE REPORT

Dr. Croom stated that Metro requests that any evaluation/salary adjustment for department heads be submitted by June 30. Unfortunately, committee chair, Kasey Anderson, was unable to complete the evaluation and attend today's board meeting. Because the board is not set to meet again until August 24, 2017, board members determined it was prudent to have a July called-board meeting.

Motion: Approve convening a July board meeting on a date/time to be determined after board members are polled for availability.

Made by: Zulfat Suara **Second:** Monica Davila **Passed unanimously.**

OTHER BUSINESS

Dr. Croom requested the convening of the Head Start Program Committee of the Board to address Head Start issues to include the relocation of North Head Start and to address enrollment challenges and plans.

Meeting adjourned.

Minutes submitted by:

LaVoneia C. Steele, Chair
Board of Commissioners