

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
July 12, 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: Kasey Anderson, Monica Davila, Benita Davis, Osman Gabure, Jim Harbison (Tremecca Doss), Flo Kidd, Joseph Mitchell, LaVoneia Steele, Zulfat Suara, Nancy VanReece and Gwen Watson

Absent: Jamal Al-Sultan, Karen Doty, Laura Moore, Renee Pratt, Mary Carolyn Roberts and Lisa Wiltshire

Staff/Others: Karen Crook, Cynthia Croom, Phara Fondren, Josh Lee (Metro Attorney), Cassandra Johnson, Lisa McCrady, and Marvin Cox.

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 stated the Board Secretary position was vacant and asked for volunteers to fill the position. Ms. Zulfat Suara volunteered to serve as Board Secretary.

Motion: Approve Zulfat Suara as Board Secretary.

Made by: Kasey Anderson **Second:** Monica Davila **Passed unanimously.**

Motion: Approve June 22, 2017, meeting minutes.

Made by: Kasey Anderson **Second:** Gwen Watson **Passed unanimously.**

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

MAC Updates

The staff will receive the July 1, 2017, 2% COLA consistent with all other Metro employees. The Mayor also provided additional funding to increase the salaries of staff identified as having low salaries based upon the independent salary survey conducted by a firm in Memphis. However, the additional funding increase was reduced by the COLA funding awarded to the agency by the Office of Head Start. The following staff received additional salary increases above the 2% COLA: Community Services (3%), Teacher Assistants (6.5%-7%) and Teachers (3%).

After the diligent work of staff, Corey Harkey (agency attorney), and CAPLAW (Community Action Program Legal Services, Inc.; a national association that provides legal and financial resources to community action agencies), the agency submitted an appeal to the Office of Head Start (OHS) on Friday, July 7, 2017. The team will meet with the OHS consultant on Thursday, July 13, 2017, to review the proposed Corrective Action Plan. Agency staff as well as the board chair and policy council president have been asked to be in attendance for the meeting.

ITEMS REQUIRING BOARD ACTION

Public Records Policy

The Metro-wide policy governs how records are requested and the process for providing the requested records.

Motion: Approve the Public Records Policy as submitted

Made by: Nancy VanReece **Second:** Flo Kidd **Passed unanimously.**

Employee Handbook

Dr. Croom explained that the proposed changes to the employee handbook were to ensure that the Penalties for the Violation of the Head Start Standards of Conduct included the new Head Start Standards of Conduct.

Motion: Approve revisions to Employee Handbook as submitted.

Made by: Gwen Watson **Second:** Nancy VanReece **Passed unanimously.**

Job Description

Motion: Revise salary grade of Head Start Office Manager from a MC06 to MC08 to correct error in initial job description.

Made by: Flo Kidd **Second:** Benita Davis **Passed unanimously.**

Motion: Retitle the Compliance, Review, & Monitoring Manager to Quality Assurance and Compliance Manager to align with actual responsibilities.

Made by: Flo Kidd **Second:** Benita Davis **Passed unanimously.**

Motion: Approve job description for new position of Communications Specialist.

Made by: Flo Kidd **Second:** Benita Davis

Discussion: Dr. Croom explained that this new position will be supervised by the Special Assistant to the Executive Director, and will assist with ensuring agency services, events, opportunities, and updates are provided to the public in a timely manner through various media resources (print, television, social media, etc.). Dr. Croom further stated that the salary/benefits for this position, and the increase to the salary/benefits of the Special Assistant to the Director, will be funded in part by the transfer of \$64,800 from Community Services Assistance Program (CSAP), which is local funds, to the agency administrative budget (also local funds). After the transfer, the CSAP FY18 budget will be \$300,000. Many board members expressed their agreement that the agency needs more exposure of the services offered and of the agency and customer successes. Ms. Suara stated that the June 2017 Adult Education graduation celebration was an overwhelming success story of our students and the work of the staff, all of which should have had tremendous media coverage, and therefore is glad to see us adding the Communications Specialist position to help the agency have more exposure.

Passed unanimously.

Grants, Contracts, Memoranda of Understanding

As a point of information, Dr. Croom stated that OHS sent the FY18 Notice of Award with the wrong name on it. However, after discussion with OHS, the Notice of Award now has the correct name on it: Metropolitan Action Commission.

Motion: Approve the application submission and subsequent grant award for the FY18 Community Services Block Grant.

Made by: Kasey Anderson **Second:** Gwen Watson **Passed unanimously.**

EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE REPORT, chaired by Kasey Anderson

Dr. Croom and Staff recused themselves for this committee report, the minutes of which are provided separately.

Motion: Approve Executive Director Evaluation

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

Meeting adjourned.

Minutes submitted by:

Zulfat Suara
Board Secretary