

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
August 24, 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, Osman Gabure, Jim Harbison (Jim Thiltgen), Flo Kidd, Joseph Mitchell, Laura Moore, Renee Pratt, Mary Carolyn Roberts, LaVoneia Steele, Zulfat Suara, Nancy VanReece, Gwen Watson, and Lisa Wiltshire

Absent: Kasey Anderson, Monica Davila, Benita Davis, and Karen Doty

Staff/Others: Marvin Cox, 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 Metropolitan Code of Laws.

REPORT FROM THE CHAIR

Motion: Approve August 24, 2017, meeting minutes.

Made by: Flo Kidd **Second:** Jamal Al-Sultan **Passed unanimously.**

Dr. Steele assigned FY18 committee chairs and members as attached.

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

MAC Updates

Correspondence from the Office of Head Start (OHS) dated August 10, 2017, stated the proposed Corrective Action Plan submitted to OHS on Friday, July 7, 2017 regarding a January 2017 self-report was accepted, and the finding was closed. Dr. Croom thanked Ms. Kidd, Mr. Mitchell, and staff including the Head Start teachers for their attendance at the federal Head Start extensive interview. Dr. Fondren stated that during the Summer Learning Institute, the teachers who participated in the interview shared their perspective with staff the details of the interview process so that all staff would know from their perspective why it is imperative that all regulations and policies are followed.

Several months ago, Dr. Croom along with Board members Anderson and Davis met with Mayor Barry to express concern that without additional local funding the agency could not fully fund the cost of employee benefits within the Head Start budget, which would result in the reduction of 220 Head Start slots over the next three years. Mayor Barry did not want the agency to reduce Head Start slots, thus providing additional funds within our local budget to address benefits and salaries. Since that time, Metro Budgets Office now requires all positions within a departmental budget be fully funded at an annual salary with full family benefits. Even after removing vacant positions from the Head Start budget, MAC is still unable to fully fund all positions. MAC staff will meet with Metro Budgets Office as soon as possible for further discussion. It was noted that should Head Start need to reduce slots to address budget concerns, currently enrolled children/families would be affected.

Mayor Barry has requested to meet with Dr. Croom on September 8, 2017, at 10:00am. Board members Anderson and Davis will again accompany Dr. Croom to her meeting with Mayor Barry.

Family Medical Leave Act (FMLA) for employees or their immediate family members draws upon an employee's sick or vacation leave balance, and once those balances are exhausted, FMLA leave

is charged to Leave Without Pay. Now, upon a proposal by Mayor Barry, the Metropolitan Council passed the paid Family Medical Leave Act (FMLA) that can be used for immediate family members. Dr. Croom stated that because it is unclear who will fund the paid FMLA, a decision regarding agency participation in the initiative will be brought back before the board once that information is known due to the agency's inability to cover the cost. So that it can be factored into her meeting with Mayor Barry, Dr. Watson asked that this information be obtained prior to that meeting.

In reference to a recent news article about a childcare shortage in Davidson County, Dr. Croom stated there is also a shortage of teacher assistants even with the Head Start regulations dropping the educational requirements from an associate's degree in early childhood education to a Child Development Associate (CDA) certification. In response, as part of the agency's MAC4Jobs program, Head Start/Early Head Start parents are provided the opportunity to participate, at no cost to the parents, in a CDA program as the Office of Head Start will allow a person to be hired as a teacher assistant if that person has child care experience and a high school diploma. The employee must complete the CDA program within a prescribed timeframe. A win for the newly hired teacher assistant who recently enrolls in the CDA program is the ability for CDA student to obtain 480 hours of classroom time required to obtain a CDA as a paid employee. Dr. Croom stated that the agency is also trying to help identify ways to assist current staff renew their CDAs as renewals must occur every three years.

Dr. Croom stated there is also a shortage of bus drivers nationally. In response, the MAC4Jobs program is helping Head Start/EHS parents obtain Commercial Driver's Licenses (CDL).

FINANCIAL PRESENTATION *presented by Robert Wright, CFO*

Treasurer Benita Davis had not certified the Finance Report, so while the May and June financial reports were presented, no action was taken.

The May 2017 financial report reflects a positive or zero fund balance. The CACFP \$336.76 repayment will remain on the balance sheet until the program's fiscal year ends on September 30, 2017. Head Start/Early Head Start in-kind report was reviewed with matching requirement at 108%. CACFP meal counts and invoices were reviewed. Credit cards statements were presented and reviewed.

The June 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with matching requirement at 107%. CACFP meal counts and invoices were reviewed noting that the number of meals dropped as Metro schools had dismissed for the summer, which impacts our enrollment as well. Credit cards statements were presented and reviewed

ITEMS REQUIRING BOARD ACTION

Job Descriptions

Dr. Croom reminded board members that the board authorized her to approve job descriptions if approval was needed prior to a scheduled board meeting as long as she brought the approved job description to the board for final approval.

The substitute teacher pool was eliminated as part of the recent corrective action plan. In place, the Bus Monitor position was developed so that teacher assistants can remain in the classrooms as much as possible. The Content Area Manager position will provide oversight of the Health, Disabilities/Mental Health, and ERSEA coordinators. The Parent Involvement Coordinator (PIC) was promoted to this new position and will also retain the responsibilities of parent involvement. The compliance manager requested to return working as a center manager, so that position was renamed Quality Assurance & Compliance Coordinator and placed under a lower pay grade as the job responsibilities were revised. **Motion:** Approve the Bus Monitor, Content Area Manager, and Quality Assurance & Compliance Coordinator job descriptions.

Made by: Osman Gabure **Second:** Mary Carolyn Roberts **Passed unanimously.**

Above Base Promotion

The employee promoted to Communications Specialist previous rate of pay was near the base rate for the promotional position. Therefore, Dr. Croom authorized the employee's promotional pay rate to be 9.16% above the base rate. Dr. Croom reminded the board they authorized her to approve staff being hired or promoted up to 8% above base (if needed) before bringing the matter before the board for approval.

Motion: Approve Communications Specialist's promotional pay rate to be 9.16% above the base rate.
Made by: Flo Kidd **Second:** Joseph Mitchell **Passed unanimously.**

Grants, Contracts, Memoranda of Understanding

Motion: Approve submittal of CACFP-Head Start/Early Head Start and CACFP-NAZA application and subsequent Provider Agreement for the provision of Head Start/Early Head Start meals and snacks, and meals and snacks for two after-school programs; approve receipt of \$25,050 in direct appropriation from the Tennessee Department of Human Services to be placed in the agency's Poverty Fund; approve Conference Rental USA contract for the use of head phone translation equipment during the two-day Head Start/Early Head Start Parent Orientation.

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

PROGRAM REPORTS

Media/Public Relations – Ms. McCrady showed a PowerPoint presentation of staff participating in the agency's Solarbration during the eclipse. A video was also emailed to board members previously on the day of the eclipse (August 21, 2017).

Community Program – Report attached.

Head Start/Early Head Start – Report distributed.

Policy Council – Report distributed.

Administrative Services and Operations – Ms. Crook reported that a \$2.5 million renovations project for repairs to our Head Start centers was approved in Metro's 4% budget. The consultant from Metro General Services is currently touring all centers to determine needed repairs. No report.

Human Resources – No report.

OTHER BUSINESS

Ms. Moore invited board members to join Mayor Barry and Director of Schools Dr. Joseph for an announcement on "High-quality Start for All," which is a comprehensive five-year education roadmap for improving quality and access of Pre-K throughout Nashville. The announcement will take place on Tuesday, August 29, 2017, at Casa Azafran (2195 Nolensville Pike) from 11:30-12:30. Ms. Moore also stated that Dr. Croom's leadership on the committee has been crucial to getting Nashville to this point.

Dr. Croom noted that Councilwoman Roberts' and Councilwoman VanReece' term on the Commission expires August 31, 2017. Dr. Croom thanked the councilwomen for their attendance at board meetings and their support of the work being done by the agency.

Meeting adjourned.
Minutes submitted by:

Zulfat Suara, Board Secretary