

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
September 28, 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, Karen Doty, Jim Harbison (Tremecca Doss), Flo Kidd, Joseph Mitchell, Laura Moore, Russ Pulley, LaVoneia Steele, Zulfat Suara, and Gwen Watson

Absent: Kasey Anderson, Monica Davila, Benita Davis, Osman Gabure, Kathleen Murphy, Renee Pratt, and Lisa Wiltshire

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.

Lisa McCrady, Special Assistant to the Executive Director, introduced two new staff members: Robert Vickers, Trainer, and Stephanie Mosley, Communications Specialist.

REPORT FROM THE CHAIR

Motion: Approve August 24, 2017, meeting minutes.

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

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

MAC Updates

Dr. Croom reported on her September 8, 2017, meeting with Mayor Barry, which was attended by Board Vice Chair Kasey Anderson, Board Secretary, Board Secretary Zulfat Suara, Mayor's Office Chief Operating Officer Rich Reibeling, and Metro Director of Finance Talia Lomax-O'dneal. This meeting was to discuss increased benefit and other cost to the Head Start/Early Head Start program that could not continue to be absorbed without additional Metro subsidy.

Based upon the September 27, 2017 federal HHS webinar, the agency expects to receive no later than October 1, 2017, the official notification of dates of the comprehensive, on-site review. Dr. Croom reminded board members that the reviewers will interview board members. Dr. Croom and Ms. Crook, Director of Operations, met with the team from Metro General Services to prioritize and finalize the plan to complete work on the Head Start component Health & Safety concerns in the Head Start buildings. It is appreciated that General Services is comparing the agency's buildings against the federal blueprints for Head Start centers.

The Head Start Parent Center appraisal came in at \$348,000. Dr. Croom will provide the board with a proposal for submitting a request to the federal government regarding sale proceeds, which is currently 100% federal share.

Dr. Croom reminded the board that the Board Retreat is scheduled for Thursday, October 26, 9am – 4:00pm and Friday, October 27, 9am – 12:00noon.

FINANCIAL PRESENTATION *presented by Robert Wright, CFO*

The May 2017 and June 2017 Finance Reports were fully reviewed by the Board of Commissioners at its August 24, 2017, board meeting, but not certified by Board Treasurer Benita Davis. Since that time, Treasurer Davis has certified and signed both May 2017 and June 2017, Finance Reports

Motion: Approve May 2017 and June 2017 Finance Reports.

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

Dr. Croom stated that during her September 8, 2017, meeting with Mayor Barry, the trend for Community Services Assistance Program (CSAP) to end the fiscal year with a reserve was discussed as a possibility to transfer some of the reserves to help with Head Start benefits costs. Accordingly, Dr. Croom is requesting to appropriate \$100,000 from CSAP to assist with the Head Start employee benefits costs.

Motion: Approve the transfer of \$100,000 from CSAP to assist with Head Start employee benefits costs.

Made by: Zulfat Suara **Second:** Jamal al-Sultan **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Job Descriptions

To address the national shortage of CDL drivers, should a teacher assistant be willing to obtain a CDL driver's license with P&S endorsement, the staff can work in a dual role Bus Driver/Teacher Assistant.

Motion: Approve the Teacher Assistant/Driver job descriptions.

Made by: Gwen Watson **Second:** Karen Doty **Passed unanimously.**

Employee Handbook

The revised Head Start Performance Standards does not mandate that the Head Start Policy Council approve hiring and firing of Head Start staff. The revisions to the Employee Handbook are to reflect the revised Standards.

Motion: Approve revisions to Employee Handbook as attached.

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

Paid FMLA – tabled

Above Base Hire

The trainer was hired at 16% above base to match what was funded in the actual CSBG state-approved budget. This position has been difficult to fill at the base rate.

Motion: Approve Trainer pay rate to be 16% above the base rate.

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

Community Representatives to the Head Start Policy Council – deferred to give each center time to hold a parent committee meeting.

Grants, Contracts, Memoranda of Understanding

Motion: Approve the Teaching Strategies Software and Support Agreement.

Made by: Gwen Watson **Second:** Karen Doty **Passed unanimously.**

Motion: Approve the Service Employees International Union Memorandum of Understanding extension.

Made by: Gwen Watson **Second:** Karen Doty **Passed unanimously.**

PROGRAM REPORTS

Media/Public Relations – Report distributed.

Community Program – September 25-29 is national Adult Education Literacy Week. Representatives from various entities spoke to the adult education students. Report attached.

Head Start/Early Head Start – Report distributed.

Policy Council – Report attached.

Administrative Services and Operations – No report.

Human Resources – No report.

OTHER BUSINESS – none

Meeting adjourned. Minutes submitted by:

Zulfat Suara, Board Secretary