

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
December 7, 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: Osman Gabure, Flo Kidd, Joseph Mitchell, Laura Moore, Renee Pratt, Russ Pulley, LaVoneia Steele, Zulfat Suara, and Gwen Watson

Absent: Kasey Anderson, Adrienne Bowling, Benita Davis, Karen Doty, Jim Harbison, Kathleen Murphy, 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.

REPORT FROM THE CHAIR

Motion: Approve October 26-27, 2017, meeting minutes.

Made by: Flo Kidd **Second:** Russ Pulley **Passed unanimously.**

Dr. Steele convened an Advocacy Ad Hoc Committee.

Dr. Steele convened the Personnel Committee.

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

MAC Updates

The Advocacy Ad Hoc Committee will be charged with delivering to communities a positive image of Head Start families as there have been officials who have stated they do not want a new Head Start center in their district even though data shows their districts have a high need for Head Start services. Dr. Croom asked that the Advocacy Ad Hoc Committee be comprised of Kasey Anderson (Chair), Benita Davis, Joseph Mitchell, Zulfat Suara, Gwen Watson, and Head Start parents.

The Personnel Committee, which will meet jointly with the Finance Committee, will develop a policy for how the agency can implement the Mayor's new initiative of paid FMLA for all Metro employees.

Upon request from Metro Human Resources, Dr. Steele will sign a letter stating the agency's policy for Short-Term Disability. The policy has been in effect since 2009.

The FY19 budget preparation season has begun. Within the last several years during budget meetings before the Mayor's Office, a specific request was made for an increase to the budget to help cover the cost of Metro's Internal Service Fees and Head Start employee benefits. This year, Metro's Office of Budget and Management (OMB) requested departments submit a status quo budget for FY19. For the Metropolitan Action Commission, a status quo budget may equate to an actual reduction if cost for benefits and internal service fees continue to increase.

No Head Start facilities were included in the mid-year capital. We are hoping to see the replacement of at least one Head Start building given that the Facilities Study paid for by Metro Government indicates conditions of our buildings recommends replacing three of the Head Start centers with new builds.

The agency is doing a staff survey regarding housing affordability. Many staff members have mentioned having to move out of county as they can no longer afford to live in Davidson County. We are concerned that eventually those employees will choose to work in the community they have moved to consequently staff retention could be impacted. We are also assisting and tracking how many Head Start/Early Head Start parents are moving out of county or contemplating moving out of county when they cannot find adequate housing. A report will be submitted to the Board of Commissioners and the Mayor's Office.

FINANCIAL PRESENTATION *presented by Robert Wright, CFO*

The September 2017 financial report reflects a positive or zero fund balance. Several of our programs cross fiscal years. Any remaining funds for those programs will carry over. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 30%. Mr. Wright stated that regardless to the in-kind volunteer services provided, the volunteer hours are calculated at the lowest paid salary within the agency. CACFP meal counts and invoices were reviewed. Credit cards statements were presented and reviewed. During the Summer Food Services Program (SFSP), we were informed that we would not be allowed to claim several meals due to the date applications were submitted. However, during the SFSP audit, the auditor stated that those meals should have been allowed. The agency submitted a revised billing for the increase.

The August 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with matching requirement at 28%. CACFP meal counts and invoices were reviewed noting that the number of meals counts started to increase as the Head Start/Early Head Start school year has begun. Credit cards statements were presented and reviewed

The July 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with matching requirement at 27%. CACFP meal counts and invoices were reviewed noting that the number of meals dropped was very low as only Early Head Start children are enrolled during the month of July. Credit cards statements were presented and reviewed

Motion: Approve September 2017, August 2017, and July 2017 Finance Reports.
Made by: Osman Gabure **Second:** Flo Kidd **Sustained:** Russ Pulley
Motion Passed.

ITEMS REQUIRING BOARD ACTION

Community Representatives to Head Start/Early Head Start Policy Council – withdrawn by Dr. Croom

Grants, Contracts, Memoranda of Understanding - none

PROGRAM REPORTS

Media/Public Relations – No report.

Community Program – Report attached.

Head Start/Early Head Start – A partnership with Ivanetta H. Davis Learning Center has been established for the placement of 25 Head Start children. Head Start/Early Head Start has already achieved 8% of the required 10% enrollment of children with disabilities. Scarab is the new provider of behavioral observations. Report distributed.

Policy Council – An all-day program governance training scheduled for Saturday, December 9, 2017.

Administrative Services and Operations – No report.

Human Resources – No report.

OTHER BUSINESS – none

Meeting adjourned.
Minutes submitted by:

Zulfat Suara, Board Secretary