

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
January 25, 2018 / 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, Adrienne Bowling, Benita Davis, Osman Gabure, Jim Harbison, Flo Kidd, Laura Moore, Renee Pratt, LaVoneia Steele, and Zulfat Suara.

Absent: Karen Doty, Joseph Mitchell, Kathleen Murphy, Russ Pulley, and Gwen Watson.

Staff/Others: Karen Crook, Cynthia Croom, Phara Fondren, Josh Lee (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 December 7, 2017, meeting minutes.

Made by: Jim Harbison **Second:** Flo Kidd **Passed unanimously.**

PERSONNEL/FINANCE COMMITTEES REPORT *as provided by Benita Davis, Treasurer*

The joint Personnel/Finance Committee met January 19, 2018, and January 25, 2018, to review the Executive Order stipulating that Metro departments must provide paid FMLA for staff. This Executive Order will have financial implications to the agency as Metro is not providing Metro Action Commission the funds to cover the cost of paid FMLA. As such, the Personnel and Finance Committee Report proposed three options (attached) to reduce the agency's financial liability and for the promulgation of the Executive Order. By consensus, the joint Personnel/Finance Committee recommends Option 3 should Metro Legal determine that we can establish our own rules for the paid FMLA (Metro Legal opined that while the agency is required to participate in the paid FMLA, they are researching if we can establish our own rules for the paid FMLA).

- Option 1: Employees in the pay grade 10 or higher would not be allowed to carry forward more than three weeks of vacation annually.
- Option 2: Request of the Mayor's Office a budget adjustment based upon actual dollars spent on paid FMLA.
- Option 3: Establish that for paid FMLA, staff would have to first utilize their vacation/comp time on the books, or for staff with more than three weeks of vacation time on the books to utilize that time prior to receiving paid FMLA. (Awaiting Metro Legal decision if this is a viable option)

Extensive discussion of the three options ensued resulting with the following motion.

Motion: Accept the Personnel/Finance Committee recommend for Option 3, while moving forward with Options 1 and 2, simultaneously.

Made by: Jim Harbison **Second:** Flo Kidd **Passed unanimously.**

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

MAC Updates

MAC was asked by the National Community Action Partnership (NCAP) to submit an application to be designated as a Community of Practice based on the funding they received from the Annie C. Casey Foundation to work with agencies who are implementing a 2Gen approach. Only ten of the +1,000 community action agencies from across the nation will be honored with the Community of Practice designation. MAC's 2Gen initiatives is MAC4Jobs and includes CompTIA+, CDA program, and the Youth Technology Camp. We hope to hear the results by the March board meeting.

Staff is looking to ensure all information shared during the Board Retreat regarding the Human Services Value Curve is moving throughout the agency. As such, the board will begin to see more information based on customer and community data.

Staff who were placed in a Leave Without Pay category due to several recent days of inclement weather were given the option of making up time this week and on this Saturday so as to not lose pay.

FINANCIAL PRESENTATION *presented by Robert Wright, CFO*

The October 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 57%. Credit cards statements were presented and reviewed. Credit cards stay locked in a safe onsite, and must be signed in and out by the card holder. Staff are required to first determine if a purchase order through a Metro vendor can be used before using a credit card. CACFP meal counts based on 19 days and the subsequent invoices were reviewed.

The November 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with matching requirement at 58%. CACFP meal counts based on 20 days and the subsequent invoices were reviewed. Credit cards statements were presented and reviewed

The December 2017 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with matching requirement at 59%. CACFP meal counts based on 18 days and subsequent invoices were reviewed. 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

Grants, Contracts, Memoranda of Understanding

Motion: Approve submission of the Head Start/Early Head Start grant application and subsequent receipt of grant award for the grant period of July 1, 2018 – June 30, 2019.

Made by: Laura Moore **Second:** Osman Gabure **Motion Passed.**

PROGRAM REPORTS

Media/Public Relations – During the Summer Food Services Food Summit held at Tennessee State University, officials from the federal U.S. Department of Agriculture were so impressed with our Mobile Diners that they interviewed staff from MAC and the Tennessee Department of Human Services about how we were able to implement the mobile diner concept.

Community Program – Report attached.

Head Start/Early Head Start – Report distributed.

Policy Council – No report.

Administrative Services and Operations – No report.

Human Resources – No report.

OTHER BUSINESS – none

Meeting adjourned.

Minutes submitted by:

Zulfat Suara, Board Secretary