

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
March 22, 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, Karen Doty, Jim Harbison, Flo Kidd, Joseph Mitchell, Laura Moore, Russ Pulley, LaVoneia Steele, Zulfat Suara, and Gwen Watson.

Absent: Benita Davis, Osman Gabure, Kathleen Murphy, and Renee Pratt.

Staff/Others: Karen Crook, Cynthia Croom, Phara Fondren, Corey Harkey, 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 January 25, 2018, meeting minutes.

**Made by:** Gwen Watson **Second:** Flo Kidd **Motion Passed.**

Dr. Steele convened the following Committees with reports due no later than June 30, 2018:

By-Laws Committee: Osman Gabure (Chair), Karen Doty, Jim Harbison

Nominating Committee: Flo Kidd (Chair), Adrienne Bowling, Laura Moore, Gwen Watson

Executive Director Evaluation: Kasey Anderson (Chair), Benita Davis, Joseph Mitchell, Gwen Watson

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

MAC Updates

The agency's budget hearing before Mayor Briley is today, Thursday, March 22, at 3:45pm.

MAC was one of ten agencies nationwide designated by the National Community Action Partnership (NCAP) as a Community of Practice to receive technical assistance (funded by the Annie C. Casey Foundation) and serve as an example to the +1,000 community action agencies from across the nation. MAC was selected based upon our MAC4Jobs 2Gen/Whole Family initiatives that include CompTIA+, CDA program, and the Youth Technology Camp.

The TN Department of Human Services is moving CSBG funding to the federal fiscal year. The current contract will now end April 30, 2018. An abridged contract will run April 1, 2018, through September 30, 2018, with future contracts effective October 1 – September 30. Funds not expended from the current or abridged contracts will carry forward to the October 1 contract and available for the purchase of kitchen updates, Head Start/Early Head Start classroom furniture, data consultants, etc.

Previously, DHHS had changed the reporting requirement so that Head Start agencies were required to self-report all incidents affecting the health and safety of the children. That changed resulted in an unexpected consequence in that the significant increase in self-reporting moved many Head Start programs into a deficiency status. In response, DHHS sent Head Start agencies a memorandum dated January 3, 2018 (attached), in which it states that agencies are to submit to DHHS the types of incidents that will be self-reported while still maintaining zero tolerance for situations that place children in harm's way. In response, MAC Head Start/Early Head Start developed for its Head Start Policies and Procedures a Self-Reporting Policy (attached).

**Motion:** Approve Head Start/Early Head Start Policy for Self-Reporting to the Office of Head Start.

**Made by:** Jim Harbison **Second:** Kasey Anderson

**Revisions:** Under Operational Procedure, correct the title of Special Assistant to the Executive Director by adding the word "Special." Also under Operational Procedure, add the word "Tennessee" in front of Department of Human Services so as to not confuse with the US Department of Health and Human Services.

**Motion Passed with requested revisions.**

A previous partnership with an area child care center to provide Head Start services fell through after the provider raised the cost at the time the contract was to be signed has resulted in Head Start being under enrolled. Since that time, another partnership with a different child care center was established however the parents at that center were unwilling to provide financial information as required for Head Start services. In response, as we have been under-enrolled for a year, Region IV Office of Head Start has agreed that we can temporarily switch to a home-based option for 20 Head Start children. One HS teacher and one advocate will be hired to do home visits so as to work with the parents and children. As we continue to work on a long-range plan, we are looking at purchasing portables for either the Tom Joy or Susan Gray sites for Head Start services to begin at the 2018/2019 school year.

**FINANCIAL PRESENTATION** *presented by Robert Wright, CFO*

The January 2018 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 85%. Credit cards statements were presented and reviewed. CACFP meal counts based on 14 days and the subsequent invoices were reviewed.

**Motion:** Approve January 2018 Finance Report.

**Made by:** Joseph Mitchell **Second:** Karen Doty **Motion Passed.**

The February 2018 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with matching requirement at 86%. CACFP meal counts based on 19 days and the subsequent invoices were reviewed. Credit cards statements were presented and reviewed. As the Treasurer has yet to certify the February 2018 financial report, action to approve is deferred to the May 2018 meeting.

**ITEMS REQUIRING BOARD ACTION**

**Audit Report**

The program audit report is based upon an anonymous complaint that the agency is out of compliance with federal regulations. To determine ERSEA compliance, Metro auditors requested to review the income tax records of Head Start/Early Head Start families. As the law prohibits the third-party review of tax records, the request was denied. In response, Metro attorneys contacted the Internal Revenue Service and was informed the same information that third-party review of tax records is not permissible by law. In follow-up, the auditors looked at other compliance monitoring processes and recognizing that checks and balances were in place to monitor compliance, the program audit findings determined that the allegation that the agency is not in compliance with federal regulations could not be substantiated or unsubstantiated.

**Motion:** Accept the program audit report.

**Made by:** Gwen Watson **Second:** Joseph Mitchell **Motion Passed.**

**Job Descriptions**

The Summer Food Service Program Driver and Summer Food Service Program Mobile Diner Driver are both seasonal positions that were previously held by Head Start bus drivers after the end of the school year. However, many Head Start bus drivers did not want to transfer to the Summer Food Program, preferring a summer layoff. In response, job descriptions were written specific to the Summer Food Service Program. As the positions will be posted, Head Start bus drivers who do not want a summer layoff can apply for a position.

**Motion:** Approve the Summer Food Service Program Driver job description.

**Made by:** Kasey Anderson **Second:** Adrienne Bowling **Motion Passed.**

**Motion:** Approve the Summer Food Service Program Mobile Diner Driver job description.

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

**Employee Handbook** - deferred

**Head Start/Early Head Start Selection Criteria and Head Start/Early Head Start Self-Assessment**

Dr. Fondren stated that each year the Selection Criteria is updated based on the needs of the community, what is learned from parents and advocates throughout the year, and current trends, e.g., opioid crisis. This year, terms and definitions were added to help parents understand how points are assigned.

Dr. Fondren stated the Head Start/Early Head Start Self-Assessment is an annual process. This year, in addition to the parents, policy council, board members, and staff, a consultant was hired to facilitate the self-assessment process and to assist with analyzing data and providing recommendations. Program goals will be shared at the next board meeting based on changes made to the program based on the recommendations.

**Motion:** Approve Head Start/Early Head Start Selection Criteria for the 2018/2019 school year and the Head Start/Early Head Start 2017/2018 Self-Assessment

**Made by:** Gwen Watson **Second:** Joseph Mitchell **Motion Passed.**

**Grants, Contracts, Memoranda of Understanding**

**Motion:** Approve April 1 – September 30, 2018, CSBG contract.

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

**Motion:** Approve LIHEAP Vendor Agreements.

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

**PROGRAM REPORTS**

**Media/Public Relations** – Major League Soccer donated 100 tickets to the game on Saturday, March 24, 2018. Those tickets will be given to Head Start families.

**Community Program** – Report attached.

**Head Start/Early Head Start** – Report attached.

**Policy Council** – Report attached.

**Administrative Services and Operations** – Metro has provided \$2.5 million for major renovations/repairs to our Head Start centers.

**Human Resources** – No report.

**OTHER BUSINESS** – Dr. Croom stated that last year, as the cost of employee benefits increased along with an increase to internal service fees, in order to end the year with a zero fund balance, 30 staff positions remained unfilled. This year, we will request \$350,000 for our actual benefits costs in hopes that we can be afforded the same offset received by other departments that experience an increase in benefit costs and internal service fees

Meeting adjourned.

Minutes submitted by:

Zulfat Suara, Board Secretary