

METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS
800 2nd Avenue North, Nashville, TN 37201
Thursday, May 24, 2018
12:00 p.m. – 1:00 p.m.

AGENDA - Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, notice of the Metropolitan Action Commission's appeal procedures are hereby given. Contested case hearings before the Metropolitan Action Commission, which affect the employment status of an employee, are appealable to the Chancery Court of Davidson County pursuant to the provisions of the Uniform Administrative Procedures Act. Contested policies, rules, or regulations adopted by the Metropolitan Action Commission are appealable to the Chancery Court of Davidson County via a declaratory judgment action. For all other appeals, a common law writ of certiorari to the Chancery Court of Davidson County is the appropriate appeal process. All appeals must be filed within sixty (60) days after the entry of the Commission's final order and/or within sixty (60) days of the final action taken by the Commission. You are advised to seek your own independent legal counsel to ensure that your appeal is filed in a timely manner and that all procedural requirements are met.

- I. CALL TO ORDER LaVoneia Steele, Chair
 - A. Approve March 22, 2018, meeting minutes (*Attachment 1*)

- II. EXECUTIVE DIRECTOR REPORT Cynthia Croom
 - A. Metropolitan Action Commission Updates
 - B. Head Start Updates

- III. FINANCE REPORT Benita Davis, Treasurer

- IV. ITEMS REQUIRING BOARD ACTION
 - A. Job Descriptions
 - Data Specialist
 - Data Manager
 - Office Manager (*Attachment 2*)
 - Human Resources Manager (*Attachment 3*)
 - B. Employee Handbook revisions
 - HS/EHS Standards of Conduct
 - Time and attendance policy
 - C. Metropolitan Government Single Audit, year ended June 30, 2017 (*Attachment 4*)
<http://www.nashville.gov/Finance/Reports.aspx>
 - D. Acknowledgement of Ethical Rules (Conflict of Interest) (*Attachment 5*)
 - E. Grants/Contracts/MOUs

- V. PROGRAM REPORTS
 - A. Public Information (*Attachment 6*)
 - B. Community Programs (*Attachment 7*)
 - C. Head Start / Early Head Start
 - D. Policy Council (*Attachment 8*)
 - E. Administrative Services/Operations
 - F. Human Resources (*Attachment 9*)

- VI. OTHER BUSINESS

- VII. ADJOURNMENT