

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
May 24, 2018 / 12:00 noon – 1:00 pm**

Breaking the cycle of poverty in our community – one child, one person, one family at a time.

Present: Kasey Anderson, Adrienne Bowling, Leslie Buggs, Benita Davis, Karen Doty, Osman Gabure, Jim Harbison, Flo Kidd, Joseph Mitchell, Laura Moore, Kathleen Murphy, Renee Pratt, Russ Pulley, LaVoneia Steele, and Gwen Watson.

Absent: Zulfat Suara

Staff/Others: Marvin Cox, 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 March 22, 2018, meeting minutes.

Made by: Kasey Anderson **Second:** Karen Doty **Motion Passed.**

Dr. Steele welcomed new board member, Ms. Leslie Buggs.

Dr. Steele announced that board member Laura Moore is moving to Boston and this will be her last meeting.

Dr. Steele acknowledged Cassandra Johnson has resigned her position of human resources manager and thanked her for her 16 years of service to the agency.

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

MAC Updates

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. In follow-up, Dr. Croom, Mr. Marvin Cox, and Ms. Lisa McCrady traveled to Arlington, Virginia, May 30 – June 1, for training around the 2Gen/Whole Family approach to poverty.

MAC staff presented two workshops at the Tennessee Association of Community Action statewide conference held in Chattanooga, April 30 – May 2. Dr. Croom presented on removing agency silos by using the Human Service Value Curve and a 2Gen/Whole Family approach to poverty; Ms. McCrady and Ms. Stephanie Mosley, Communications Specialist, presented on the use of social media for messaging. MAC conference attendees were Dr. Croom, Mr. Cox, Ms. McCrady, Ms. Mosley, and Board member, Gwen Watson, who stated she received good information from presenter, CAPLAW, regarding board requirements. Dr. Watson also stated that it was evident to her that MAC is viewed as leading agency in the network doing stellar work; that the agency is a leader in its field. Dr. Watson also gave accolades to Head Start for its use of data.

Effective May 1, 2018, the TN Department of Human Services is moving CSBG funding to the federal fiscal year, October 1, 2018 through September 30, 2019. An abridged contract will run from May 1, 2018, through September 30, 2018, with future contracts effective October 1 – September 30. Funds not expended from the current or abridged contracts will be available for the purchase of kitchen updates, Head Start/Early Head Start classroom furniture, data consultants, etc. with unexpended funds carried forward to the October 1 contract year.

The agency will apply for Head Start funds to provide a 2.6% Cost of Living Increase Allowance (COLA) to Head Start/Early Head Start staff. The grant application is due June 18, 2018. We have not received information from the Tennessee Department of Human Services regarding salary increase for community programs staff. We are also waiting for Metro Council to finalize Metro's budget to know if it will remain that Metro employees will not receive a COLA for FY 19.

Upon recommendation by the federal Head Start Region IV Office and by regional trainers, MAC's Head Start/Early Head Start program was selected as the Region IV agency for Dr. Deborah Bergeron, the newly

appointed director of the Office of Head Start, and Captain Robert Bialas, regional program manager of Region IV Office of Head Start to conduct a site visit. Dr. Bergeron and Captain Bob will visit the Susan Gray and Frederick Douglass Head Start Centers.

Region IV Office of Head Start invited the agency to apply for supplemental Health & Safety funds, which will be used for camera updates, mobile classrooms, and other Head Start needs.

Board members were invited to a gathering on Tuesday, May 29, 2:00pm – 3:30pm to celebrate the incredible work of Ms. Cassandra Johnson over the past 16 years.

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 *as affirmed by Benita Davis, Treasurer, and presented by Robert Wright, CFO*

The February 2018 financial report was reviewed at the March board meeting. The March 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 88%. Credit cards statements were presented and reviewed. Dr. Croom informed board members that upon request, they can review travel details. CACFP meal counts based on 19 days and the subsequent invoices were reviewed. The April 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 89%. Credit cards statements were presented and reviewed. CACFP meal counts based on 21 days and the subsequent invoices were reviewed.

Motion: Approve February 2018, March 2018, and April 2018 Finance Reports.

Made by: Karen Doty **Second:** Russ Pulley **Motion Passed.**

ITEMS REQUIRING BOARD ACTION

Job Descriptions

The Data Specialist is to be funded by the Community Services Block Grant to focus on data. This is a promotional opportunity only. The Data Coordinator is simply a title change from Data Manager with that position remaining in Head Start.

Motion: Approve Data Specialist job description.

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

Motion: Approve changing job title of Data Manager to Data Coordinator.

Made by: Karen Doty **Second:** Benita Davis **Motion Passed.**

The vacant Facilities Manager job responsibilities were split between the General Services Manager, the Lead Custodian (both of whom received a pay increase for such), and the Office Assistant position, which is restructured to Office Manager – Operations Support position to provide office and facility support to the Director of Administrative Services and Operations, and as such, includes a higher salary base.

Motion: Approve Office Manager – Operations job description.

Made by: Karen Doty **Second:** Benita Davis **Motion Passed.**

With the departure of Ms. Johnson, the Human Resources Director job title will revert back to the Human Resources Manager job title.

Motion: Approve changing job title of Human Resources Director to Human Resources Manager.

Made by: Karen Doty **Second:** Adrienne Bowling **Motion Passed.**

Employee Handbook - deferred

The Metropolitan Government Single Audit – is available at <http://www.nashville.gov/Finance/Reports.aspx>

Acknowledgement of Ethical Rules (Conflict of Interest)

Copies of the Acknowledgement of Ethical Rules was distributed for board members to review and sign as federal funders require the governing body to sign a conflict of interest statement.

Grants, Contracts, Memoranda of Understanding

Motion: Approve American Baptist College Facility Usage Agreement; Approve Baptist World Center Facility Usage Agreement; Approve International Wholesale Company Trailer Agreement; Approve Summer Food Services grant application and award for FY19

Made by: Gwen Watson **Second:** Benita Davis **Motion Passed.**

Motion: Approve Head Start/Early Head Start FY19 COLA Funding application and subsequent award; Approve FY19 Head Start Supplemental Funding grant application and subsequent award including training and technical assistance funding.

Made by: Flo Kidd **Second:** Laura Moore **Motion Passed.**

PROGRAM REPORTS

Media/Public Relations – Channel 4 will feature the Summer Food Services mobile diners on Tuesday, May 29. We have been asked by the Mayor’s Office to provide more information about the Summer Food program as the Mayor’s Office wants to publicize the program.

Community Program – Report attached.

Head Start/Early Head Start – The Head Start/Early Head Start continuation grant was submitted by the April 1, 2018, deadline. A difference with this grant is the emphasis of our use of the 2Gen Approach. The mobile diners were used April 17-18 to recruit and enroll families. Report distributed.

Policy Council – Report attached.

Administrative Services and Operations – The General Services team of Metro government has done incredible work to our buildings in preparation for our review providing \$2.5 million for major renovations/repairs to our Head Start centers.

Human Resources – Report attached.

Meeting adjourned.

Minutes submitted by:

Zulfat Suara
Board Secretary