

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
June 28, 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, Leslie Buggs, 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: Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Corey Harkey, 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 May 24, 2018, meeting minutes.

Made by: Russ Pulley **Second:** Kasey Anderson **Motion Passed.**

COMMITTEE REPORTS

By-Laws Committee – deferred to the August 2018 meeting

Nominating Committee – The Nominating Committee, chaired by Florence Kidd, met on May 24, 2018, and June 28, 2018, and would like to put forth for board approval the following slate of officers for FY 19: Vice Chair – Kasey Anderson; Treasurer – Benita Davis; Secretary – Zulfat Suara

Motion: Approve slate of officers for FY19 as recommended by Nominating Committee.

Made by: Gwen Watson **Second:** Karen Doty **Motion Passed.**

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

MAC Updates

A couple of recent tragic events have deeply affected the adult education staff and students. In response, a talking/listening session was held with staff, which also included a discussion about how to identify/provide support and resources for our adult education students who are experiencing life struggles.

It was a fantastic visit with Dr. Bergeron, Director of the HHS Bureau of Head Start and Captain Robert Bialas, HHS Region IV Director, which included a tour of the Susan Gray and Frederick Douglass Head Start Centers. We were able to share with Dr. Bergeron and Captain Bialas for their contemplation the difficulty of meeting the standards as it relates to replacing Early Head Start teaching staff. The visit concluded with Dr. Bergeron asking us to submit a request for supplemental funding and for us to attend the national meeting to share how we leverage CSBG dollars to support the Head Start program.

Accolades were given to Karen Crook, director of operations, and her team for their continued work on the Richland, North, Tom Joy and Berry Head Start centers as part of the \$3.5 million capital budget for renovations. All renovations should be completed by the start of the new school year.

As Board members have been informed over the last +seven years, data reflects the replacement for the North Head Start center should be located in the southeast area of Davidson County, which has a high population of families who qualify for Head Start services. However, during the June 8, 2018,

meeting of the Metropolitan Council, Amendment No. 8 to Ordinance No. BI2018-1196 (Capital Improvement Budget) was passed that stipulated the North Head Start Replacement Center can only be located in either Council District 31 or Council District 17, both of which are not in the area of high need for Head Start services.

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

The May 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 115%. Credit cards statements were presented and reviewed.

Board members expressed appreciation for the details noted on the credit card statements. CACFP meal counts are based on 22 days and the subsequent invoices were reviewed.

Motion: Approve May 2018 Finance Report.
Made by: Karen Doty **Second:** Flo Kidd **Motion Passed.**

ITEMS REQUIRING BOARD ACTION

Job Descriptions

Driver – Part-Time – Due to a national shortage, it remains difficult to employ CDL drivers. In response, the Transportation Department plans to institute 14-passenger shuttle buses, which only requires an F endorsement.

Behavior Intervention Specialist – This position will increase the agency’s ability to provide support to teachers as they work with children with challenging behaviors.

Motion: Approve Driver-Part Time and Behavior Intervention Specialist job description.
Made by: Karen Doty **Second:** Russ Pulley **Motion Passed.**

Employee Handbook - The proposed revisions removes the dual violation as it relates to tardies.

Motion: Approve revision to Employee Handbook, as submitted.
Made by: Kasey Anderson **Second:** Flo Kidd **Motion Passed.**

Pay Plan –Head Start FY19 supplemental funding for COLA salary increase, had many tenured staff exceed the maximum salary range for their classifications. Request to increase by 10% the maximum salary rate for all positions, except for teacher assistants as that request is to increase the maximum salary rate by 25%.

Motion: Approve increasing the maximum salary rate by 10% for all position, except teacher assistants, which will be increased by 25%.

Made by: Kasey Anderson **Second:** Flo Kidd

Discussion: There was concern if the Board retained its fiduciary responsibility by approving a blanket increase. It was determined that increasing the range sets the parameter and does not constitute an actual increase to employees’ salaries.

Motion Passed.

Service Employees International Union (SEIU) Memorandum of Understanding (MOU) Extension

Motion: Approve extending the SEIU MOU to June 30, 2019.

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

Grants, Contracts, Memoranda of Understanding

The Child and Adult Care Food Program - Head Start / NAZA to provide meals to Head Start children and meals to middle school children in afterschool program.

The Bureau of Head Start encouraged the agency to submit a request for supplemental funding. The request will include defibrillators at every site, a new playground for the North Head Start center, one portable for the Tom Joy Head Start Center, and new 14-passenger shuttle buses.

Motion: Approve submission and subsequent receipt of Child and Adult Care Food Program - Head Start / NAZA. Approve submission and subsequent receipt of Head Start Supplement Funding

Made by: Gwen Watson **Second:** Karen Doty **Motion Passed.**

PROGRAM REPORTS

Media/Public Relations – Thank you to the board members who attended the Adult Education Graduation & Celebration Ceremony on Friday, June 15, 2018. Beginning June 30, the ceremony will air on Metro Nashville Network.

Community Program – Report attached.

Head Start/Early Head Start – Report attached.

Policy Council – Report attached.

Administrative Services and Operations – No report.

Human Resources – First round of interviews for the Human Resources Manager has concluded. Second interviews are scheduled for July 12 and July 13.

EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE

The Committee, chaired by Kasey Anderson, met with Dr. Croom on June 19, and June 28. The Committee's recommended evaluation of Dr. Croom was submitted to the Board for review and approval.

Motion: Approve Committee's recommended evaluation of Dr. Croom.

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

Meeting adjourned.

Minutes submitted by:

Zulfat Suara
Board Secretary