

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
August 23, 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, Osman Gabure, Jim Harbison, Flo Kidd, Joseph Mitchell, Laura Moore, Renee Pratt, Russ Pulley, LaVoneia Steele, Zulfat Suara, and Gwen Watson.

Absent: Benita Davis and Kathleen Murphy

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Corey Harkey, Charles Jagger, Lisa McCrady, Rickie McQueen, Brian Ward, Sherry Watson, 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 June 28, 2018, meeting minutes.

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

FY 19 committee assignments and FY19 meeting schedule was distributed. (attached)

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

MAC Updates

The DHHS Bureau of Head Start provided all Head Start agencies with a 2.6% Cost of Living Allowances (COLA) for Head Start staff. The Metropolitan government provided a supplement to that COLA amount, which enables all agency staff to receive a 3% COLA.

Due to the renovations at our Head Start centers several of our centers had a delay in opening for the school year. The renovations to the final two centers, North and Berry, are expected to be completed this week. Unfortunately, the delayed openings have had an impact on enrollment, so the team is working to get families enrolled with many team members working over the weekend so families could start Head Start on Monday. Accolades to Lisa McCrady for her work on ensuring the buildings were being prepared for the opening of the school year. Gratitude is given to Karen Crook and her team for all their work on the renovations and cleaning to ensure the buildings met the HHS Health & Safety protocol and could open for the new school year. Gratitude to Sherry Watson, Kenya Agnew, and Gerri Walker for working to ensure staffing needs were met. Thanks were given to Rickie McQueen for her assistance in reorganizing the Human Resources office files.

The two new Human Resources Business Partners (HRBP), Charles Jagger and Brian Ward, were introduced along with Sherry Watson who was promoted to the HRBP position.

We received notification from the feds that the CLASS assessment of our buildings has been rescheduled from the week of September 10 to the week of October 1.

The Tennessee Department of Human Services requested that MAC submit by October 1, 2018, a request for special projects funding for \$781,232.99 that will enable us to support our 2/GEN Whole Family work as well as purchase Head Start equipment. Funds must be spent by September 30, 2019

We are waiting on approval notification regarding our request for Head Start supplemental funding that will be used, in part, to purchase 14-passenger shuttle buses. The shuttle buses only require an F endorsement for drivers, which will help as we continue to have difficulty recruiting CDL drivers.

Dr. Croom is scheduled to attend the National Community Action Partnership Annual Convention next week and will present at the conference on how to eliminate silos within an agency.

FY18 travel data was distributed for the board's review.

Last week, Dr. Croom met with Chief of Staff for the Office of the Mayor regarding the challenges in getting a Head Start building in the southern corridor of Davidson County. Dr. Croom has provided data of where Head Start children live and how far they currently have to travel to attend a Head Start center. Board members are encouraged to talk with members of the Council and those living in the community in support of a Head Start center in the southeast corridor of Davidson County.

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

The June 2018 financial report reflects a positive or zero fund balance. It was noted that large fund balances are those funds that carry over fiscal years. CACFP and Summer Food carry over funds will purchase a new dish machine and freezer. Some of the Before/After Care carry over funds will be used to purchase shuttle buses. Once those purchases are completed, those balances will come down. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 120%. Credit cards statements were presented and reviewed. CACFP meal counts were strictly for Early Head Start children and are based on 16 days; the subsequent invoices were reviewed.

In response to Ms. Zulfat's inquiry as to why there is a balance in LIHEAP, Dr. Croom reminded board members that the number of LIHEAP customers has dwindled over the last five years as it is believed that gentrification has impacted our customer base. The agency has worked with Nashville Electric Service to track those customers who have left the county. In an effort to increase the LIHEAP customer base, there has been intentional outreach to the local colleges/universities. During a meeting with TN DHS and TACA agencies (statewide network of community action agencies), it was revealed that the decrease in LIHEAP services is a statewide concern. In response, TN DHS may reallocate more of the funding from LIHEAP to Weatherization, which in Davidson County is managed by the Metropolitan Development and Housing Agency. The TACA agencies have asked the state to review if the statewide decline in LIHEAP services ties back to when the state changed the process for people to apply for LIHEAP. TACA also asked the state to lift the ban on the use of online LIHEAP applications.

Motion: Approve June 2018 Finance Report.

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

ITEMS REQUIRING BOARD ACTION

Job Descriptions

Human Resources Business Partner – As part of the restructuring of the Human Resources department, the positions of Human Resources Manager and Human Resources Analyst were eliminated. Instead, the department will be managed by Human Resource Business Partners who will be responsible for providing human resource services to assigned locations.

Part Time Bus Drivers - 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.

Motion: Approve Human Resources Business Partner job description.

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

Hire Above Base – T. Pillow-Thompson was promoted to Early Childhood Education Center Manager. Due to tenure, her previous salary was above the baseline for the promotional position.

Motion: Approve T. Pillow-Thompson starting salary at 12.55% above base.

Made by: Zulfat Suara **Second:** Kasey Anderson **Motion Passed.**

2.6% COLA from HHS Head Start and 3% COLA for all staff – The DHHS Bureau of Head Start provided all Head Start agencies with a 2.6% Cost of Living Allowances (COLA) for Head Start staff. The Metropolitan government provided a supplement to that COLA amount, which enables all agency staff to receive a 3% COLA.

Motion: Approve receipt of HHS COLA funding and approve all staff receiving a 3% COLA
Made by: Kasey Anderson **Second:** Karen Doty
Motion Passed.

Grants, Contracts, Memoranda of Understanding - none

PROGRAM REPORTS

Media/Public Relations – No report.

Community Program – No report.

Head Start/Early Head Start – No report.

Policy Council – No report. Meeting scheduled for this evening.

Administrative Services and Operations – All buildings are open although several renovations remain pending.

Human Resources – No report.

OTHER BUSINESS

Mr. Harbison stated that while attending a resident meeting at Tony Sudekom Public Housing, housing residents praised the services their children received from Metro Action Commission Head Start.

Meeting adjourned.
Minutes submitted by:

Zulfat Suara
Board Secretary