

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
September 27, 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: Benita Davis, Leslie Buggs, Karen Doty, Jim Harbison, Flo Kidd, Joseph Mitchell, Russ Pulley, LaVoneia Steele, and Gwen Watson.

Absent: Kasey Anderson, Osman Gabure, Kathleen Murphy, Renee Pratt, and Zulfat Suara.

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Corey Harkey, Charles Jagger, Lisa McCrady, Rickie McQueen, Brian Ward, Sherry Watson, and Robert Wright.

Dr. Steele called the meeting to order at 12:07 p.m. and acknowledged §2.68.030 Metropolitan Code of Laws.

REPORT FROM THE CHAIR

Motion: Approve August 23, 2018, meeting minutes.

Made by: Jim Harbison **Second:** Russ Pulley **Motion Passed.**

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

MAC Updates

In addition to the \$1,295,900 CSBG grant, we have been approved for a \$781,232.99 CSBG-Special Projects grant for the enhancement of our 2Gen/Whole family work in helping families achieve self-sufficiency. The CSBG Special Project funds have to be expended by 9/30/19.

The federal onsite CLASS assessment begins on Monday, October 1, 2018, with a team of four reviewers.

There was only one entity that bid on our Request for Bids (RFB) for providing Early Head Start (EHS) services. Even though the bid was higher than expected, after the bid closed, the entity requested the opportunity to raise their bid even more. As the bid was beyond the federal funding amount received for EHS services, we withdrew the RFB. While this delay impacts our EHS enrollment numbers, the federal Head Start regional office is aware of the situation and is working with us for a solution. As such, the regional office has given us permission to do EHS outreach in homes until such time we open two EHS classrooms in our centers.

An unfortunate impact from the difficulty in hiring CDL drivers, our Head Start enrollment numbers are down. We hope to see an increase in enrollment once we implement the shuttle buses. However for those children enrolled in the program the average daily attendance has remained above the 85% attendance rate.

Dr. Croom is scheduled to be a panelist at the National Community Action Partnership Annual Conference, August 28 – 30, in Denver, Colorado. Dr. Croom will speak to how the elimination of agency silos helps an organization implement a 2/GEN whole family process using the Human Services Value Curve as a framework.

The League of Cities requested Dr. Croom's assistance with a peer city in how to administer and establish a public Head Start program.

Dr. Croom expressed concern about how the pending changes to the Nashville Career Advancement Center will impact the community, and she will request a meeting with NCAC leadership to determine if MAC can partner with NCAC during the time of transition.

Dr. Croom requested the convening of the Executive and Personnel Committees to discuss a succession herself as well as members of the senior leadership team and the board chair as it is critical for the board to have institutional knowledge.

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

The July 2018 financial report reflects a positive or zero fund balance. Positive fund balances will be used to purchase shuttle buses and equipment. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 26%. Credit cards statements were presented and reviewed. Dr. Croom informed the Board that Metro's preferred policy for credit cards is that the holder is to carry the credit card on their person. However, MAC's policy is that credit cards are kept in a locked safe in the Accounting Office and are signed in and out by the holder and a member of the Accounting team. As Board members believed the agency's policy to be more restrictive than Metro's policy, Board members gave their full support to MAC's policy. There were no meals for CACFP counts as the Head Start/Early Head Start children were out for the month of July.

Motion: Approve July 2018 Finance Report.

Made by: Russ Pulley **Second:** Jim Harbison **Motion Passed.**

ITEMS REQUIRING BOARD ACTION

Head Start/Early Head Start Program Information Report - deferred

Grants, Contracts, Memoranda of Understanding

CSBG – Special Projects grant for \$781,232.99, October 1, 2018 – September 30, 2019.

Motion: Approve Community Services Block Grant – Special Projects.

Made by: Gwen Watson **Second:** Jim Harbison **Motion Passed.**

Dr. Sandria Godwin Letter of Acknowledgement – to provide in-kind nutritional services/information for Head Start/Early Head Start children.

Motion: Approve Dr. Sandria Godwin's letter of acknowledgement.

Made by: Benita Davis **Second:** Flo Kidd **Motion Passed.**

PROGRAM REPORTS

Media/Public Relations – The agency will provide outreach in the following events: African-American Street Festival (the mobile diner and staff will be in the children's area), Edgehill Community Day, Celebrate Nashville, Juvenile Court Halloween Festival, and the TN Department of Human Services Walk for Hunger (9/28/18).

Community Program – No report.

Head Start/Early Head Start – No report.

Policy Council – No report.

Administrative Services and Operations – Staff are preparing the facilities for the CLASS assessment.

Human Resources – Report distributed.

Meeting adjourned.

Minutes submitted by:

Zulfat Suara
Board Secretary