

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
October 25, 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, Osman Gabure, Jim Harbison, Flo Kidd, Joseph Mitchell, Renee Pratt, Russ Pulley, LaVoneia Steele, Zulfat Suara, and Gwen Watson.

Absent: Indira Dammu, Benita Davis, Karen Doty, and Kathleen Murphy.

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Corey Harkey, Lisa McCrady, Rickie McQueen, 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 September 27, 2018, meeting minutes.

Made by: Gwen Watson **Second:** Flo Kidd **Motion Passed.**

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

MAC Updates

We have received the Department of Human Services, Community Services Block Grant-Special Projects contract in the amount of \$781,232.99 for the enhancement of our 2Gen/Whole Family work in helping families achieve self-sufficiency. The Special Project is funded through 9/30/19. Projects include purchase of Head Start equipment, a Youth Coordinator position for our Youth Tech Camp, a 2Gen/Whole Family outcomes research project, and a Head Start child outcomes research project, which will be awarded through a soon to be released Request for Proposal (RFP)

Dr. Croom is invited to present at the national Community Action Partnership Annual Management & Leadership Training Conference being held in New Orleans, January 15-19, 2019. Dr. Croom will share how MAC successfully eliminated agency silos, which helps to implement a 2/GEN whole family process using the Human Services Value Curve as a framework.

The TN Department of Human Services child care licensing rules state Head Start children/classrooms and TN Department of Education children/classrooms cannot use shared spaces. This ruling affects the many Head Start programs in Tennessee that partner with their local school system. On behalf of the Tennessee Association of Community Action (TACA), Dr. Croom is scheduled to meet with the TN Department of Human Services Assistant Commissioner on October 29 to discuss this concern.

We received notification that the Head Start Region IV representative is resigning effective January 2019. We hope the new representative is equally receptive to Head Start agencies.

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

The August 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 27%. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 15 days were reviewed.

The September 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 28%. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 19 days were reviewed.

Motion: Approve August 2018 and September 2018 Finance Reports.
Made by: Russ Pulley **Second:** Kasey Anderson **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: Kasey Anderson **Second:** Zulfat Suara **Motion Passed.**

Metro Public Health Department Memorandum of Understanding – to provide dental services to Head Start children who lack dental insurance.

Motion: Metro Public Health Department / Metro Action Commission Memorandum of Understanding
Made by: Gwen Watson **Second:** Flo Kidd **Motion Passed.**

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Program – The fourth CDA cohort started with 17 parents. The ESL class for beginners is being held on Tuesdays at the Susan Gray Head Start Center. The intermediate class is held on Thursdays. Report distributed.

Head Start/Early Head Start – The program has already reached 8% of the required 10% of enrolled children with disabilities. Report distributed.

Policy Council – In the process of seating this year's Policy Council and electing a chair.

Administrative Services and Operations – No report.

Human Resources – Dr. Croom reminded board members that the agency's three Human Services Business Partners fully support staff and managers at assigned locations. Ms. Watson stated that applications are being accepted for the newly created Head Start Shuttle Bus Driver position. Ms. Harkey, Metro attorney assigned to MAC, encouraged that as the agency moves forward with hiring F-endorsement drivers, that the agency continues to pursue CDL drivers. Report distributed.

OTHER BUSINESS

Councilman Pulley stated MAC was returned to the city's FY20 Capital Improvement Budget (CIB). Dr. Croom stated that MAC was not included on the city's FY19 Capital Spending Plan, thereby impacting Head Start enrollment due to the location of our buildings in comparison to the location of the families eligible for Head Start services, coupled with the shortage of CDL drivers. Dr. Croom stated that the absence of affordable housing is causing many of our team members to move out of county with Clarksville being the primary location to where many team members have moved.

Meeting adjourned.
Minutes submitted by:

Zulfat Suara
Board Secretary