

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
December 6, 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, Benita Davis, Karen Doty, Osman Gabure, Jim Harbison, Flo Kidd, Joseph Mitchell, Renee Pratt, Russ Pulley, LaVoneia Steele, and Gwen Watson.

Absent: Indira Dammu, Kathleen Murphy, Melissa Phillips, and Zulfat Suara.

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Alex Dickerson (Metro attorney), Phara Fondren, Corey Harkey, Lisa McCrady, Rickie McQueen, Sherry Watson, and Robert Wright.

Dr. Steele called the meeting to order at 12:15 p.m. and acknowledged §2.68.030 Metropolitan Code of Laws.

**REPORT FROM THE CHAIR**

**Motion:** Approve October 25, 2018, meeting minutes.

**Made by:** Kasey Anderson **Second:** Jim Harbison **Motion Passed.**

Dr. Steele thanked Sharon Suggs and the Nutrition Team for preparing the meal.

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

MAC Updates

The Request for Proposal will soon close for the 2GEN evidence-based research project. Dr. Watson asked who would make the final decision on awarding the contract. Dr. Croom replied that she and other agency staff work with Metro Purchasing through the entire bid process to include reviewing the bids, and that the agency would have the final decision on to whom to award the contract. Dr. Croom further stated that she is hopeful that an entity familiar with 2GEN will submit a bid.

Dr. Croom is an invited panelist at the National Community Action Partnership Annual Management & Leadership Conference in New Orleans, January 9-12. Dr. Croom will speak to how agencies can use the 2GEN/Whole Family Approach to move families out of poverty. Additionally, today Dr. Croom was invited to serve as a presenter during the Public CAP Webinar Series on February 21, 2019, at 4pm ET, during which time information about the whole family approach and integrated services as its key foundation and ways that Public CAPs can apply the whole family approach lens to their work will be shared.

We received an amendment to our Low Income Home Energy Assistance Program grant that bringing grant award to \$12,473,186.00, which must be expended by September 30, 2019. To assist with expending the funds, we will bring in more partners, along with hosting larger and more outreach projects as the LIHEAP is now over three times the usual award amount.

The Head Start Class Assessment was held in October 2018. The results were recently received, and show to be an improvement over the previous Class Assessment. Dr. Croom asked to convene the Board's Program Committee-Head Start to review the results and make a presentation to the full Board.

Head Start enrollment remains a concern as the centers are not located in the areas of need. As a result of the difficulty with achieving full enrollment, we requested to the Head Start Bureau permission to increase the income guideline from 100% of poverty to 130% of poverty, which is allowed by the Head Start Act. Since receiving approval to raise the income guideline level and with increased outreach, we are closer to being fully enrolled at the two centers of concern: Susan Gray Head Start Center, and Berry Head Start Center. Dr. Croom reiterated the need for a center to be located in the southeastern area of the county so as to reach more families who need the service but are unable to transport their children to other centers a distance from their homes.

Dr. Croom stated that MAC will partner with the Mayor's new initiative, Nashville GRAD Program to Close Equity Gaps and Increase Economic Opportunity, due to the work we already do with families. A meeting with the Mayor's Office for further discussion is scheduled for mid-January 2019.

Dr. Croom stated that the Board Retreat will need to be rescheduled according to Board consensus as historically the October date did not always attain quorum. After a slight discussion, it was determined Ms. McQueen will poll Board members for availability for a 2-day retreat in February 2019, to include a half-day meeting for the Executive Committee.

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

The October 2018 financial report reflects a positive or zero fund balance. LIHEAP now has a \$12 million budget that crosses fiscal years by three months. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 55%. Credit cards statements were presented and reviewed (duplicate page was noted to be in Mr. Wright's credit card statement). Mr. Wright stated that some credits are the state sales tax refunds received when purchases are erroneously charged state sales tax. CACFP meal counts and invoices based on 22 days were reviewed. Mr. Wright stated that all grants are pass-through funding with the exception of the Head Start grant, which is direct funding.

**Motion:** Approve October 2018 Finance Reports.

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

**ITEMS REQUIRING BOARD ACTION**

**Head Start/Early Head Start Program Information Report for FY18**

Dr. Fondren stated that for the FY19 school year, there is an increase in the number of hours for service providers to work with children with social/emotional needs.

**Motion:** Approve Head Start/Early Head Start Program Information Report.

**Made by:** Kasey Anderson **Second:** Benita Davis **Motion Passed.**

**Grants, Contracts, Memoranda of Understanding**

Head Start is applying for supplemental funding to increase the hours of Head Start services provided to enrolled children. Currently, MAC provides Head Start services for six hours per day that includes time the children spend on the bus being transported to and from school. The supplemental funding will allow MAC to increase for 45% of the enrolled children the hours of Head Start services. While a funding application has been written, today the Head Start Bureau announced the extension of the grant application period. Therefore, the agency will re-submit its proposal to include a Head Start playground.

**Motion:** Approve staff to submit application for Head Start supplemental funding with appropriate documentation required by funder.

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

An amendment has been received increasing the Low Income Home Energy Assistance Program to \$12,473,186.00.

**Motion:** Approve the Low Income Home Energy Assistance Program Amendment of \$12,473,186.00

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

## **PROGRAM REPORTS**

**Media/Public Relations** – LIHEAP Outreach was at two Head Start Centers on Saturday, December 1. Another LIHEAP Outreach is scheduled for Saturday, December 8, at the Berry Head Start Center and will include the opportunity for families to enroll their children in Head Start. Also, on Saturday, December 15, a LIHEAP Outreach/Head Start Enrollment Outreach will be held at the Susan Gray Head Start Center. A PDF flyer for each Outreach will be emailed to Board members with the request that they post the flyers on their social media. This evening, Thursday, December 6, Mr. Cox is attending a community event hosted by Councilmember Lee, District 33, to offer LIHEAP Outreach. Additionally, Mr. Cox and Ms. McCrady are scheduled to meet with the property managers of four tax-credit apartment complexes to determine if a LIHEAP Outreach can be held onsite. The college LIHEAP Outreach will be held closer to Spring Break 2019. Ms. McCrady asked Board members that should they be aware of any events, meetings, gatherings, etc. to let her know and the agency's Communications Department will try to secure an Outreach team to attend.

**Community Program** – On Tuesday, November 27, 2018, at their regularly scheduled meeting, the Metro Nashville School Board provided a certificate of recognition to the agency for our efforts to offer summer reading opportunities on our mobile diners during the Summer Food Services Program. Report attached.

**Head Start/Early Head Start** – (the PIR was the Head Start/Early Head Start report).

**Policy Council** – The Policy Council has received their scheduled training and has also elected officers.

**Administrative Services and Operations** – No report.

**Human Resources** – Two teacher assistants started employment on December 3, so the total number of agency vacancies decreased to 40. Report attached.

## **OTHER BUSINESS**

Dr. Croom recognized and offered sincere thanks to Metro Attorney Corey Harkey for her years of service as Metro's legal representative to the agency. Ms. Harkey has been assigned full-time to serve as Metro's legal representative to the School Board. Mr. Alex Dickerson will now serve as Metro's legal representative to the agency.

Meeting adjourned.  
Minutes submitted by:

Zulfat Suara  
Board Secretary