

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
January 24, 2019 / 12:00 noon – 1:00 pm**

Breaking the cycle of poverty in our community – one child, one person, one family at a time.

Present: Leslie Buggs, Benita Davis, Jim Harbison, Flo Kidd, Joseph Mitchell, Russ Pulley, LaVoneia Steele, Zulfat Suara, and Gwen Watson.

Absent: Kasey Anderson, Melissa Campbell, Indira Dammu, Karen Doty, Osman Gabure, Kathleen Murphy, and Renee Pratt.

Staff/Others: Karen Crook, Cynthia Croom, Alex Dickerson (Metro attorney), Phara Fondren, Charles Jagger, Lisa McCrady, Rickie McQueen, and Robert Wright.

Dr. Steele called the meeting to order at 12:07 p.m., acknowledged §2.68.030 Metropolitan Code of Laws, and welcomed board members to 2019.

Due to the lack of a quorum, the meeting began with program reports:

Media/Public Relations – LIHEAP Outreach continues with yesterday’s effort the most successful to date as 40 LIHEAP applications were completed and accepted onsite. The outreach efforts will continue at area churches, community centers, housing complexes, etc. A social media blitz is also being used to get inform the community about the available LIHEAP funding. At this year’s Summer Food Regional Summit, we were again asked to display our Mobile Diners.

Community Program – Mr. Cox is attending today’s Summer Food Regional Summit. Report attached.

Head Start/Early Head Start – Report attached.

Policy Council – Report attached.

Administrative Services and Operations – Office manager hired two weeks ago. One year ago in an attempt to resolve the shortage of CDL drivers, the purchase of three 14-passenger buses was put out to bid. The available buses were then sold to another buyer. The purchase will again have to be put out to bid, a process that takes six months. Because the availability of funds for this purchase is limited, staff is working with Metro Fleet to ensure buses identified for purchase do not get sold to another buyer during the process.

Human Resources – There has been a decrease in vacancies, and an even greater decrease is expected as eleven new hires will soon start their employment. Report attached.

Board members arrived to the meeting and a quorum was established.

REPORT FROM THE CHAIR

Motion: Approve December 6, 2018, meeting minutes.

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

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

MAC Updates

Dr. Croom received notice from The Kresge Foundation of an opportunity to submit a proposal for our 2Gen initiative. The proposal is due on Monday, December 10. From that proposal we will learn if we will be asked to submit a grant application.

The State of the Agency Breakfast is Friday, January 4, 2019, at the Millennial Maxwell Hotel.

On December 17, 2018, we received a letter from the federal Office of Head Start (OHS) regarding the under-enrollment in Early Head Start (EHS) due to the vendors who were awarded the two bids withdrawing from the bid process and the agency not having space available to enroll the children in a MAC building. In response to the enrollment numbers, OHS proposed reducing our enrollment numbers, which affect our funding. We requested an appeal hearing as the Head Start Act states that other considerations can be made for under-enrollment. Additionally, we will share during the hearing that under-enrollment was temporary as the portable at the Tom Joy Head Start Center has been repurposed for Early Head Start and will open once the new furniture is received and the TN Department of Human Services has completed a walk through for licensing.

Concern remains about our ability to provide transportation for Head Start services as our centers are located far from where Head Start-eligible children live combined with the scarcity of CDL drivers.

In response to the increase in our Low Income Home Energy Assistance Program funding, approximately 30,000 households would need to be served to fully expend the dollars by September 30, 2019. Councilman Pulley stated that as the agency provides a lot of outreach opportunities for constituents to receive LIHEAP services, Metro Council members as a whole appreciate being kept in the loop about outreach opportunities in their respective council districts.

At this time, we do not anticipate an impact from the shutdown of the federal government as HHS funding (CSBG, LIHEAP, Head Start) has already been approved. CACFP funding through the Department of Agriculture will be unaffected through March 2019. However, we recognize that many furloughed federal workers may be experiencing financial difficulties, however, the agency is unable to alter program requirements for CSBG and/or LIHEAP to provide assistance to the furloughed workers. Local CSAP funds do not have such restrictions and program requirements can be revised, particularly income eligibility, pending board approval. For FY19, there remains \$126,000 in CSAP funds.

Motion: \$50,000 in CSAP funding be dedicated to federally-furloughed workers with Dr. Croom authorized to determine the appropriate income eligibility and other program requirements.

Made by: Russ Pulley **Second:** Joseph Mitchell **Motion Passed.**

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

The November 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 56%. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 19 days were reviewed of attendance.

The December 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 57%. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 14 days were reviewed. Mr. Wright stated CACFP is a reimbursement program based upon the Head Start children's consumption of meals.

Motion: Approve November 2018 and December 2018 Finance Reports.

Made by: Russ Pulley **Second:** Gwen Watson **Motion Passed.**

ITEMS REQUIRING BOARD ACTION

Personnel Committee Report as presented by Benita Davis, Personnel Committee member

The Personnel Committee met on January 24, 2019, to review and discuss Metro's Domestic Violence Policy. The Committee recommends the policy be adopted as written.

Motion: Approve Metro's Domestic Violence Policy as written.

Made by: Gwen Watson **Second:** Russ Pulley **Motion Passed.**

Board Retreat and Executive Committee

Motion: Approve the Board Retreat for Friday, February 22, 2019, 8:30 a.m. – 4:00 p.m., and the Board Executive Committee for Thursday, February 21, 2019, 9:00 a.m. – 1:00 p.m.

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

Grants, Contracts, Memoranda of Understanding

Motion: Approve the Memorandum of Understanding with Metro Parks for the use of Dudley Park as the Dudley Head Start Center.

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

OTHER BUSINESS

An executive session was held to discuss procurement spending authority and the use of Head Start vendors for challenging behaviors. No board action was taken or required.

Meeting adjourned.
Minutes submitted by:

Zulfat Suara
Board Secretary