

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
May 23, 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: Kasey Anderson, Leslie Buggs, Benita Davis, Karen Doty, Osman Gabure, Jim Harbison, Joseph Mitchell, Russ Pulley, LaVoneia Steele, and Gwen Watson.

Absent: Melissa Campbell, Indira Dammu, Flo Kidd, Kathleen Murphy, Renee Pratt, and Zulfat Suara.

Staff/Others: Karen Crook, Cynthia Croom, Alex Dickerson (Metro attorney), 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 March 28, 2019, meeting minutes.

Made by: Gwen Watson **Second:** Kasey Anderson **Motion Passed.**

PERSONNEL COMMITTEE REPORT *as provided by Kasey Anderson, Chair, Personnel Committee*

The Personnel Committee along with Metro Attorney, Alex Dickerson, reviewed the agency's substance abuse policy and propose changes as attached to be retroactive to March 1, 2019.

Motion: Approve revision to agency's substance abuse policy within the Employee Handbook.

Made by: Zulfat Suara **Second:** Russ Pulley **Motion Passed.**

The Personnel Committee along with Metro Attorney, Alex Dickerson, discussed the addition of a Whistleblower Policy to the Employee Handbook so as to meet audit requirements.

Motion: Approve revision to Employee Handbook that adds Whistleblower Policy as attached.

Made by: Russ Pulley **Second:** Karen Doty **Motion Passed.**

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

MAC Updates

Dr. Croom thanked Dr. LaVoneia Steele and Mr. Joseph Mitchell for serving as board representatives during The Kresge Foundation virtual interview for funding. The virtual interview included board members, staff, partners, and customers. The agency is one of 14 candidates eligible for ten funding slots. Mr. Mitchell gave accolades to the staff for doing an awesome job during the interview by displaying their expertise in the area of 2Gen work.

Dr. Croom stated that the agency recently learned that our funding application to Volkswagen for new buses was not selected for funding. Dr. Croom stated that all entities funded were school districts.

The Tennessee Department of Human Services has disbursed approximately \$5 million additional Community Services Block Grant (CSBG) funding to the state's 20 community action agencies. Funds must be expended by 9/30/19.

Staff along with board member, Karen Doty, participated in the Tennessee Association of Community Action Annual Conference that was held in Knoxville, April 29 – May 1. Ms. Doty stated that many workshops were offered, and that the board already does what was recommended in the workshop regarding boards and commissions.

Contracted vendor, Thomas P. Miller & Associates have begun work on the 2Gen research study. The Head Start correlational study contract has just been signed.

Staff are gearing up for the Summer Food Services Program (SFSP) and the Youth Technology Camp. Board members are invited to volunteer to help prepare SFSP meals.

The agency's Council Budget Hearing held Tuesday, May 21 went well. We have been notified that staff are in the Metro budget for a 3% COLA increase.

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

The March 2019 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 86%. Credit cards statements were presented and reviewed noting that Ms. Rickie McQueen's credit card uses her credit card to pay for travel expenses, the majority of which are for Head Start/Early Head Start as part of mandatory training. CACFP meal counts and invoices based on 20 days were reviewed of attendance.

The April 2019 financial report reflects a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with matching requirement at 112%. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 21 days were reviewed. Mr. Wright stated that CACFP spending regulations require that a minimum of 50% of funding be for actual food costs.

Motion: Approve March 2019 and April 2019 Finance Reports.

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

ITEMS REQUIRING BOARD ACTION

Single Audit Completion and Distribution

Board members received the link to the June 30, 2018, Single Audit.

Acknowledgement of Ethical Rules

Board members were provided the Acknowledgement of Ethical Rules for their signatures.

Grants, Contracts, Memoranda of Understanding

Motion: Approve the submission of the Summer Food Services Program grant application for funding and subsequent receipt of grant.

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

Media/Public Relations – No report.

Community Program – Adult Education Graduation Ceremony is June 21, at 10am. Report distributed.

Head Start/Early Head Start –. Report attached.

Policy Council – No Report.

Administrative Services and Operations – No report.

Human Resources – Report attached.

OTHER BUSINESS - none

Meeting adjourned.

Minutes submitted by:

Zulfat Suara, Board Secretary