

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
June 27, 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, Indira Dammu, Flo Kidd, Jim Harbison (Will Choppin), Joseph Mitchell, Russ Pulley, LaVoneia Steele, and Gwen Watson.

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

Staff/Others: Karen Crook, Cynthia Croom, Alex Dickerson (Metro attorney), Charles Jagger, 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 May 23, 2019, meeting minutes.

Made by: Russ Pulley **Second:** Leslie Buggs **Motion Passed.**

NOMINATING COMMITTEE REPORT *as provided by Gwen Watson, Committee Member*

The Nominating Committee met on June 27, 2019, and would like to put forth for board approval the following slate of officers for FY20: Vice Chair – Kasey Anderson; Treasurer – Benita Davis; Secretary – Zulfat Suara. The Committee also determined that in order to fill the community representative vacancies in accordance to the funder’s tripartite board requirement, nominations will be solicited from customers. Nominations will be vetted. Final nominees will be submitted to customers for election.

Motion: Accept Nominating Committee Report.

Made by: Benita Davis **Second:** Leslie Buggs **Motion Passed.**

BYLAWS COMMITTEE REPORT *as provided by Will Choppin on behalf of Jim Harbison, Committee Member*

The Bylaws Committee held its final meeting on June 25, 2019, during which time the committee reviewed board member attendance for the past year along with the attendance percentage rate of each board member and of each meeting. The committee also finalized proposed updates to the Bylaws of the Metropolitan Action Commission, which are submitted for board approval.

Motion: Approve Bylaws Committee Report and changes to Bylaws as submitted.

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

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

MAC Updates

Dr. Croom informed the board that on Wednesday, June 26, the agency was notified that we were selected as one of ten available slots for funding by The Kresge Foundation. The agency will receive \$500,000 in discretionary funding over the next two years.

Dr. Croom thanked Councilman Pulley, Dr. Watson, Ms. McCrady, and Dr. Fondren for speaking on behalf of the agency during the Capital Improvement Budget joint hearing before Council.

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

The May 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 +100%. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 21 attendance days were reviewed.

Motion: Approve May 2019 Finance Reports.

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

ITEMS REQUIRING BOARD ACTION

Early Childhood Mentor Coach Job Description

Position is part of the Head Start/Early Head Start duration grant application and subsequent grant award.

Motion: Approve Early Childhood Mentor Coach Job Description.

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

Community Needs Evaluation

As mandated by the Community Services Block Grant (CSBG) Organizational Standards, board members are required to review and approve the Community Needs Evaluation. It is noted that Metro Social Services is the entity that produces the Community Needs Evaluation for the county.

Motion: Review and approve receipt of the Community Needs Evaluation for Davidson County.

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

Pay Plan

Salary increases effective July 1 raised several minimum and maximum salary rates.

Motion: Approve revised Pay Plan (Classification System).

Made by: Russ Pulley **Second:** Leslie Buggs **Motion Passed.**

Grants, Contracts, Memoranda of Understanding

Motion: Approve Memorandum of Understanding with the Service Employees International Union as submitted, effective July 1, 2019 through June 30, 2022.

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

Motion: Approve Child and Adult Food Services Program FY19/20 submission and receipt of grant.

Made by: Leslie Buggs **Second:** Joseph Mitchell **Motion Passed.**

Motion: Approve The Kresge Foundation grant award.

Made by: Leslie Buggs **Second:** Joseph Mitchell **Motion Passed.**

Media/Public Relations – A list of past and upcoming outreach activities was distributed. Board were encouraged to request an outreach activity be scheduled at their places of worship or other meeting area.

Community Program – No report.

Head Start/Early Head Start – No report.

Policy Council – No Report.

Administrative Services and Operations – No report.

Human Resources – Report attached.

EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE

The Committee, chaired by Leslie Buggs, met with Dr. Croom on May 23, June 10, and June 23. The Committee's recommended evaluation of Dr. Croom was submitted to the Board for review and approval. After discussion, Board members also recommended that Dr. Croom receive a 7% salary increase.

Motion: Approve Dr. Croom's performance evaluation and 7% salary increase effective July 1, 2019.

Made by: Leslie Buggs **Second:** Benita Davis **Motion Passed.**

When informed that she would receive a 7% salary increase, Dr. Croom asked Board members not to increase her salary above the minimum percentage increase received by staff of 5%. Based on Dr. Croom's performance review, the board chose to keep her increase at the 7% increase.

OTHER BUSINESS – None

Meeting adjourned.

Minutes submitted by:

Zulfat Suara, Board Secretary