

METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
August 22, 2019 / 12:00 noon – 1:00 pm

Attachment 1

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

Present: Kasey Anderson, Indira Dammu, Benita Davis, Karen Doty, Flo Kidd, Jim Harbison, Russ Pulley, LaVoneia Steele, Zulfat Suara, and Gwen Watson.

Absent: Leslie Buggs, Melissa Campbell, Osman Gabure, Joseph Mitchell, Kathleen Murphy, and Renee Pratt.

Staff/Others: Marvin Cox, 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 June 27, 2019, meeting minutes.

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

Dr. Steele provided committee assignments for FY20. (attached)

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

MAC Updates

As of August 21, 2019, 12 of the agency's 18 CompTIA A+ students have successfully completed the course and passed the test to become A+ certified. The next step for the students is completion of an internship within the IT field. Accordingly, MAC4Jobs staff are reaching out to Metro Nashville Public Schools, Metro Justice Integration System, Metro Information Technology Services, and other IT entities to assist the students with securing an internship.

Dr. Croom, Dr. Fondren, and Mr. Cox attended The Kresge Foundation Orientation/BBQ.

Dr. Croom reiterated how important the Board of Commissioners knowledge and understanding of how and why the programs are administered is crucial to the success of the agency.

The Head Start funding announcement is expected to be posted in September with a November grant application due date.

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

The June 2019 fiscal year-end financial report shows positive or zero fund balances. Head Start/Early Head Start in-kind report was at 121% of the required match. As of June 20, 2019, Head Start/Early Head Start completed year four of the five-year grant cycle. Credit cards statements were reviewed. CACFP meal counts and invoices for 20 attendance days was reviewed. The meal counts only reflect Early Head Start as Head Start did not operate during the month of June. The Community Services Block Grant (CSBG) Corrective Action Plan Monitoring Findings was reviewed in detail. Dr. Croom stated the \$1.9 million year-end fund balance is due to several programs crossing fiscal years along with encumbrance of funding for five shuttle buses pending delivery. Also, Share the Warmth will retain a high balance as Low Income Home Energy Assistance Program (LIHEAP) funding remains available. Dr. Croom stated LIHEAP funds remain high, not because of eligibility issues, but because the agency is not seeing the same request for assistance received historically. To address this issue, outreach efforts are maximized.

Motion: Approve May 2019 Finance Reports.

Made by: Kasey Anderson **Second:** Zulfat Suara **Motion Passed.**

ITEMS REQUIRING BOARD ACTION

The Community Services Block Grant Corrective Action Plan Monitoring Findings

Motion: Approve Community Services Block Grant Corrective Action Plan Monitoring Findings
Made by: Karen Doty **Second:** Gwen Watson **Motion Passed.**

Job Descriptions

The Agency Analytics Manager, the Customer Engagement Coordinator, and the Transformation & Innovation Director are funding through The Kresge Foundation grant funds.

Motion: Approve the Agency Analytics Manager, the Customer Engagement Coordinator, and the Transformation & Innovation Director job descriptions
Made by: Kasey Anderson **Second:** Jim Harbison **Motion Passed.**

The Parent Engagement Coordinator job description was revised to include expansion of engagement responsibilities. The Mental Health/Behavior Intervention Specialist now reflects moving the mental health component from the Disabilities Coordinator.

Motion: Approve the Head Start/Early Head Start Parent Engagement Coordinator, the Mental Health/Behavior Intervention Specialist, and the Disabilities Coordinator job descriptions
Made by: Gwen Watson **Second:** Flo Kidd **Motion Passed.**

Pay Plan

Salary increases effective July 1 raised several minimum and maximum salary rates and to correct the salary minimum/maximum formula of the Parent Engagement Coordinator.

Motion: Approve revised Pay Plan (Classification System).
Made by: Jim Harbison **Second:** Karen Doty **Motion Passed.**

Hire Above Base – D. Jones

The hire offer for the Parent Engagement Coordinator was extended to staff member D. Jones, whose current salary exceeds the minimum pay rate.

Motion: Approve D. Jones above-base starting salary.
Made by: Karen Doty **Second:** Flo Kidd **Motion Passed.**

Requests for recommendations for community representatives to the Head Start/Early Head Start Policy Council

Motion: Acknowledge request for recommendations
Made by: Kasey Anderson **Second:** Russ Pulley **Motion Passed.**

FY19 Travel Review

Motion: Board members reviewed FY19 travel requests.
Made by: Karen Doty **Second:** Flo Kidd **Motion Passed.**

Grants, Contracts, Memoranda of Understanding

Motion: Approve Low Income Home Energy Assistance Program FY20 grant application and subsequent receipt of grant to be effective October 1, 2019 through September 30, 2020. Approve the Community Services Block Grant FY19 Amendment 1 to add \$536,000 to the FY19 grant award. Approve the Community Services Block Grant FY20 grant application and subsequent receipt of grant to be effective October 1, 2019 through September 30, 2020.

Motion: Approve LIHEAP FY20 submission and receipt of grant, CSBG FY20 submission and receipt of grant, and approve CSBG FY19 grant amendment #1.

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

PROGRAM REPORTS

Media/Public Relations – Various billboards across the county are being used to inform the community about LIHEAP and Head Start/Early Head Start services. To date, 23 outreach events have been scheduled in FY20. Outreach events will be held September 7, 10, and 14 at the Tennessee State Fair with both an indoor and outdoor presence. This will be the first year the agency will have held an outreach event at the Tennessee State Fair. On Friday, August 16, staff were on-air guests at 92.1 (92Q) sharing information about services provided by the agency. On Friday, August 23, staff will be on-air guests of 102.1 (The Ville). Separately, Dr. Croom and Dr. Fondren were on-air guests of Talk of the Town.

Community Program – Report attached.

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