

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
September 26, 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: Leslie Buggs, Benita Davis, Karen Doty, Jim Harbison, Flo Kidd, Joseph Mitchell, LaVoneia Steele, and Gwen Watson.

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

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 12:01 p.m., and acknowledged §2.68.030 Metropolitan Code of Laws.

REPORT FROM THE CHAIR

Motion: Approve August 22, 2019, meeting minutes.

Made by: Jim Harbison **Second:** Russ Pulley **Motion Passed.**

Dr. Steele appointed Mr. Joseph Mitchell as Board Secretary to replace Ms. Zulfat Suara, who was recently elected to Metro Council.

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

MAC Updates

Dr. Croom will be on vacation from October 7 – 21, 2019.

The 2Gen research project as performed by Thomas P. Miller & Associates (TPMA) is almost complete. There have been several edits to the document by both agency staff and the National Community Action Partnership (NCAP). The final 2Gen research document will be brought before the board for approval prior to release. NCAP requested to share the published document with national agencies via webinar once the report is released for publication.

The agency's Head Start outcomes compared to other Head Start programs across the nation research project is complete and will be released to the Board of Commissioners prior to distribution.

The Head Start five-year grant application is due November 12, 2019, and data from both the 2Gen and the Head Start Outcomes research projects will be included in the grant application.

As part of the grant application, Dr. Croom will propose reducing the number of slots for four-year olds in order to move Early Head Start into Metro Action buildings. This reduction of 4-year old slots will first be discussed with the Program Committee-Head Start prior to submitting to the full Board.

The agency submitted a \$2.7 million, 3-year grant application to the Tennessee Department of Human Services (DHS) 2Gen initiative to enhance our 2Gen efforts. Metro Action Commission was notified that they were selected as an awardee however our award was for \$300,000 for three years. Subsequent conversations with the state indicated the reason for the reduction in our request was due to more funds being made available to rural communities. After notification, Dr. Croom sent a letter to the state asking if 1) the award amount was negotiable, 2) it was clear what we were requesting, and, 3) given that other urban areas received millions of dollars, did our application fail to meet the Governor's or DHS's priorities. The state's response was that the award amount was not reflective of the quality of MAC's application but rather because of their emphasis on rural organizations. Given the amount of oversight and reporting requirements, as well as the inability to carry out the scope of the project based on the offered dollar amounts that would increase even greater the work load of existing staff, Dr. Croom did not feel the award should be accepted and sought the boards input on whether the agency should accept the award.

Motion: Approve the executive director's recommendation to not accept the grant award.

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

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

The July 2019 financial report shows some negative balances due to Metro government transitioning to a new accounting system that required a blackout period for all Metro departments that resulted in a delay in billing the grantors. Once the system was re-opened the grantors were billed accordingly. This issue may also occur for the month of August as the accounting system transition was an extensive process. Head Start/Early Head Start in-kind report is at 27% 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, and it was noted that one credit card purchase should have been purchased with Metro's contracted vendor. CACFP meal counts and invoices for 17 attendance days was reviewed. The meal counts only reflect Early Head Start as Head Start did not operate during the month of July.

Motion: Approve July 2019 Finance Reports.

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

ITEMS REQUIRING BOARD ACTION

Job Descriptions

The Communications Specialist job responsibilities have expanded.

Motion: Approve the revised Communications Specialist job description.

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

Grants, Contracts, Memoranda of Understanding (MOU)

Motion: Approve MOU with the Metro departments to provide internship for MAC4Jobs participants who received A+ Certification from the agency's CompTIA Program. The MOUs are with Davidson County Sheriff's Office, Information Technology Services, Justice Integration Services, Metro Nashville Public Schools and all will expire January 31, 2020.

Motion: Approve the MOUs.

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

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Program – Report attached.

Head Start/Early Head Start – No report.

Policy Council – No report.

Administrative Services and Operations – Karen Crook, Director of Administrative Services and Operations presented pictures of the newly installed playgrounds purchased with Head Start duration funding. The playgrounds are located at the Tom Joy, North, Dudley and all are handicapped-accessible.

Human Resources – Report attached.

OTHER BUSINESS – None

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary