

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

Absent: Melissa Campbell, Osman Gabure, 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 September 26, 2019, meeting minutes.

Made by: Benita Davis **Second:** Flo Kidd

Discussion: Benita Davis asked the April 8, 2019, Policy Council minutes to be corrected from \$530,00.00 to \$530,000.00.

Motion Passed with Correction.

Dr. Steele introduced Councilwoman Sharon Hurt as the newly appointed Council representative to the Board.

HEAD START COMMITTEE REPORT *as provided by Dr. Gwen Watson, Committee Chair*

The Committee met on Tuesday, October 24, 2019, with the charge to review the recently conducted research and impact study outcomes to identify any issues and/or concerns that should be addressed prior to the study becoming public. The Committee determined that the study appeared to be thorough, conclusive, inclusive, and the results lined up with the research of how children learn. The study was very inclusive involving staff from all areas. The agency appears to be purposeful, intentional and focused on those goals as were outlined by program staff. The recommendations in the study reflect the data and the needs that were identified and aligned with the goals of the program. One of the key takeaways is that performance gaps between subgroups either faded or were greatly reduced as a result of participation in the program. Program implementation indicated that both the length of enrollment and classroom organization were positive contributors on child outcomes. Child outcomes had a positive impact on the language, literacy, social/emotional, physical, cognitive, and math development of the children. In line with research, the findings were that the higher level of parent education and parent engagement resulted in higher level of outcomes for children. Both female and older students tend to score higher. Dual-language learners also made significant gains. The committee commends the agency and its leadership for having a non-bias, third-party entity conduct the study and that the findings should leave the Board of Commissioners in good position to feel good about what this agency is doing for the students, parents, and staff.

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

Board members toured one of the five new Head Start shuttle buses and were reminded the shuttles were purchased due to the national shortage of CDL drivers and that shuttle buses only requires a driver to have an F endorsement license (an F-endorsed license does not require additional training and is easy to obtain). The shuttles will help with enrollment by providing transportation to children who live in areas that are either too far or too close to our centers to be included in the bus routes. The shuttles, equipped with child safety harnesses, can transport 14-passengers, which includes one monitor and 13 children.

As the agency is in the fifth year of its strategic plan, it is critical for the February strategic planning meeting to be well attended. Board members will be surveyed for their available dates including a possible Saturday (at the request of a board member). The February strategic planning session will identify the priorities that will govern the agency over the next five years.

Dr. Croom is reviewing applications received for three positions funded by The Kresge Foundation.

Board members will soon receive the three-year 2Gen/Whole Family study that was performed by an independent researcher. As a result of the agency's 2Gen/Whole Family work captured in the study, the National Community Action Partnership has requested MAC provide a national webinar presentation to share with the national community action network the work we have been doing around 2Gen/Whole Family and our accomplishments. The webinar is scheduled for Wednesday, December 4 at 1:00pm CST.

Additional recognition of the agency's 2Gen/Whole Family work, Dr. Croom is presenting next month at Harvard University for Leadership for a Networked World / The Kresge Foundation Leadership Institute about the process the agency went through to become a 2Gen/Whole Family organization. Dr. Fondren and Mr. Cox will also attend the institute. Further recognition of the agency's 2Gen/Whole Family work, Dr. Croom has been invited to present at the National Community Action Partnership Management & Leadership Institute in Puerto Rico, January 7-10, 2020.

Currently, 18 of the 24 students in the second CompTIA cohort have received their A+ certification with 16 of those 18 are doing their internships in various Metro IT departments. The internship is paying the students \$20 per hour through CSBG funding. Once internships are completed, starting salaries for IT jobs can range between \$46,000 - \$48,000 per year.

Head Start/Early Head Start 5-year grant application is due November 12, 2019.

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

While fund balances should be either zero or positive, as with the July report, the August 2019 financial report also shows some negative balances. Again, this relates to Metro government transitioning to R12 (Metro's new accounting system) that required a blackout period for all Metro departments even though expenses were still being posted by Metro. This blackout period resulted in the inability to bill grantors and in payroll not posting to the general ledger. Dr. Croom stated that that a negative fund balance should never occur with grant dollars, which is why it is important that a detailed explanation is noted at the bottom of the finance report. Dr. Croom stated that should this situation occur with the September financials, the agency will request that Metro Finance Department provide a written explanation about how the government's conversion to R12 has affected the agency's ability to post revenue and expenses to the general ledger. Dr. Croom reiterated that specifically, these negative fund balances are the temporary result of Metro's conversion to R12, not because the agency doesn't have dollars available to draw down from the grantors. While all Metro departments are dealing with this issue, it does have a greater impact to grant funded departments.

Head Start/Early Head Start in-kind report is at 28% of the required match. Credit cards statements were reviewed, and Board members were reminded that travel expense is a separate line item of funding provided by Head Start/Early Head Start or another specific funding with a specific travel plan, hence, Ms. McQueen's credit card will always reflect purchases related to travel. CACFP meal counts and invoices for breakfasts, lunches, and snacks for 16 attendance days were reviewed.

Motion: Approve August 2019 Finance Reports.

Made by: Leslie Buggs **Second:** Gwen Watson **Motion Passed.**

ITEMS REQUIRING BOARD ACTION

Job Descriptions

For all job descriptions, replace *Valid Tennessee Class D Driver's License* with simply *Valid driver's license*.

Motion: Approve revising all job descriptions to state the requirement of "Valid driver's license."

Made by: Kasey Anderson **Second:** Karen Doty

Grants, Contracts, Memoranda of Understanding (MOU)

Head Start/Early Head Start 5-year grant application will be submitted at a reduction of 120 slots from the Head Start group (3-5 years old) so that the 120 Early Head Start slots (birth to 3 year old) can be moved into MAC's buildings. Once a south Nashville Head Start center is opened, the agency can then ramp back up the slots for 3-5 year olds possibly using a different funding source, particularly the Child Care Development Block Grant (CCDBG), which would allow us to serve children/families up to 200% of the poverty rate.

Motion: Approve submission of the Head Start/Early Head Start 5-year grant application to include a reduction of 120 Head Start slots so the 120 Early Head Start slots can be housed in the agency's buildings.

Made by: Gwen Watson **Second:** Karen Doty **Motion Passed.**

Due to additional funding received for the Low Income Home Energy Assistance Program, the funder recognized that agencies required an extension to the contract period to allow for additional time to expend the funding.

Motion: Approve the Low Income Home Energy Assistance Program Amendment No. 2 that extends the original contract period to June 30, 2020.

Motion: Approve the Low Income Home Energy Assistance Program Amendment No. 2.

Made by: Kasey Anderson **Second:** Karen Doty

Discussion: Councilwoman Hurt asked if LIHEAP funds could be used for roofing, to which Dr. Croom replied that currently LIHEAP funds are authorized only for direct payment energy assistance, however, Tennessee's community action agencies have made request to Tennessee Housing Development Agency (LIHEAP funder) to expand the scope of services that can be used with LIHEAP funding.

Motion Passed.

PROGRAM REPORTS

Media/Public Relations – Report attached.

Community Program – Report attached.

Head Start/Early Head Start – Report attached.

Policy Council as reported by Joseph Mitchell, board liaison to Policy Council – New Policy Council members were seated on the Council last week. Governance training and election of officers will occur at their November meeting. Report attached.

Administrative Services and Operations – No report.

Human Resources – Report attached.

OTHER BUSINESS – None

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary