

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
December 5, 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, Kathy Floyd-Buggs, Jim Harbison, Flo Kidd, Joseph Mitchell, Berthena Nabaa-McKinney, Renee Pratt, LaVoneia Steele, and Gwen Watson.

Absent: Kasey Anderson, Osman Gabure, Sharon Hurt, Jeffery Moses, and Zulfat Suara.

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Charles Jagger, Lisa McCrady, Rickie McQueen, Derrick Smith (Metro attorney), and Robert Wright. Guests: Jerry Barnes, Jack Kinney

Dr. Steele called the meeting to order at 12:04 p.m. and acknowledged §2.68.030 Metropolitan Code of Laws.

Dr. Steele acknowledged new board members Kathy Floyd-Buggs (Mayor's Office representative), Berthena Nabaa-McKinney (private representative), Joesph Moses (Policy Council chair), and Zulfat Suara (Metro Council representative), along with Metro attorney newly assigned to the agency, Derrick Smith.

REPORT FROM THE CHAIR

Motion: Approve October 26, 2019, meeting minutes.

Made by: Gwen Watson **Second:** Jim Harbison **Motion Passed.**

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

Dr. Croom introduced guests Mr. Jerry Barnes and Mr. Jack Kinney as Metro partners (Justice Integrative Systems and Information Technology Services, respectively) providing CompTIA internship for the MAC4Job parents who completed and received their A+ certification.

Metro Action was featured during the December 4 National Community Action Partnership national webinar so that Dr. Croom could share the results of the agency's 2Gen/Whole Family pilot and how moving to a 2Gen/Whole Family focus positively impacts families. To reiterate the pilot outcomes, three of the agency's Head Start/Early Head Start parents shared their experiences with the MAC4Jobs program and how their participation in the CompTIA program has made a positive impact on them and their families. Dr. Croom shared how one of the featured parents had already received two job offers as a result of his CompTIA A+ certification and is now employed by Metro Nashville Public Schools. Also, during this webinar, Mr. Barnes and Mr. McKinney shared their roles as partner agencies that provide full-time internship paying \$20/hour for parents who completed the MAC4Jobs CompTIA program and received their A+ certification

Each year, the agency receives funding from Piedmont Natural Gas Company for Share the Warmth program. This year, a request to Piedmont asking permission to transfer \$20,000 from Share the Warmth to Metro Social Services' to assist with the costs of winter warming shelters. Piedmont authorized the transfer of \$10,000. Tennessee Housing and Development Agency denied the same request regarding LIHEAP funding. Metro Social Services Executive Director Renee Pratt thanked the agency for the much-needed funding.

An offer was made to an applicant for the Transformation & Innovation Director. Awaiting response.

Dr. Croom was an invited speaker at the Leadership for a Networked World training at Harvard University in Cambridge, Massachusetts, November 13-15, 2019. As part of The Kresge Foundation grant, Dr. Croom, Dr. Fondren, and Mr. Cox attended the Academy. Additionally, in January 2020 in San Juan, Puerto Rico, Dr. Croom will present at the National Community Action Partnership Management & Leadership Institute on the agency's journey to become a 2Gen/Whole Family using the Human Service Value Curve.

The Head Start/Early Head Start five-year grant application was submitted timely. We anticipate award notification between March – June, 2020, with the program to begin July 1, 2020.

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

The issue regarding the agency's ability to draw down grant funds as a result of Metro's new accounting software, R12, has been resolved.

The September 2019 financial report reflects a positive or zero fund balance. The Kresge Foundation grant award is now included as part of the financial report (The Kresge award is \$500,000 over a two-year period; \$250,000 will be placed in the FY20 agency budget and \$250,000 will be placed in the FY21 agency budget). Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 28%. Credit cards statements were presented and reviewed with Mr. Wright reminding board members that credit card statements and supporting documentation are reviewed and signed-off by the card holder, the CFO (or designee), and the executive director. CACFP meal counts and invoices based on 20 days were reviewed.

The October 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 56%, which is double the September match as Metro's quarterly \$900,000 transfer was recently received. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 22 days were reviewed. It was noted that the pumpkin purchases were for nutrition activities, and not for carving.

Motion: Approve September 2019 and October 2019 Finance Reports.
Made by: Florence Kidd **Second:** Joseph Mitchell **Motion Passed.**

ITEMS REQUIRING BOARD ACTION

Grants, Contracts, Memoranda of Understanding (MOU)

Motion: Approve the Head Start/Early Head Start Amendment #1.

Discussion: Head Start/Early Head Start supplemental funds were received in FY19 for the purchase and installation of playground equipment. The playgrounds were purchased in FY19 yet were not installed until FY20. As governmental funding does not allow for payment of goods until such are received/installed, the funding for the playground purchase/installation was encumbered by the federal Head Start program until such time that the playground was installed - FY20. The Head Start/Early Head Start Amendment #1 is for the receipt of those encumbered funds for the purchase and installation of Head Start/Early Head Start playgrounds.

Made by: Benita Davis **Second:** Jim Harbison **Motion Passed.**

Motion: Approve the Memorandum of Understanding with Metro Parks that provides the Metropolitan Action Commission exclusive use of Dudley center as the Dudley Head Start Center.

Made by: Gwen Watson **Second:** Florence Kidd **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 –Governance training and election of officers were elected at their November meeting.

Administrative Services and Operations – No report.

Human Resources – Report attached.

OTHER BUSINESS – Dr. Croom reiterated that 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. Ms. Rickie McQueen will email potential February retreat dates for Board members to reply with their availability.

Meeting adjourned.
Minutes submitted by:

Joseph Mitchell, Board Secretary