

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
January 23,2020 / 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: Benita Davis, Karen Doty, Kathy Floyd-Buggs, Jim Harbison, Sharon Hurt, Flo Kidd, Joseph Mitchell, Jeffery Moses, Berthena Nabaa-McKinney, LaVoneia Steele, and Zulfat Suara.

Absent: Kasey Anderson, Leslie Buggs, Osman Gabure, and Renee Pratt.

Staff/Others: Karen Crook, Cynthia Croom, Lisa McCrady, Rickie McQueen, Derrick Smith (Metro attorney), Sherry Watson, and Robert Wright. Guests: Councilman Russ Pulley

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 December 5, 2019, meeting minutes.

Made by: Benita Davis **Second:** Flo Kidd **Motion Passed.**

Dr. Steele reminded board members that the board retreat is scheduled for Tuesday, February 25, 2020, 8:30am – 4:00pm AND Wednesday, February 26, 2020, 8:30am – 3:00pm

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

Dr. Croom thanked former board member, Councilman Russ Pulley, for his advocacy on behalf of the agency during this tenure as a member of the Board of Commissioners. Mr. Pulley stated that he appreciated the opportunity to be a part of the “MAC family” and to be a part of this great organization. Mr. Pulley further stated that during his tenure, he learned a lot and will always be available to assist the agency in its work.

Dr. Croom stated that while she was honored to be an invited panelist at the National Community Action Partnership 2020 Management and Leadership Training Conference being held in Puerto Rico, January 10-13, 2020, once two powerful earthquakes shook the island the day before and then just hours before her departure, she cancelled her trip without incurring costs. The conference was held, but unfortunately, with diminished attendance.

On behalf of the Tennessee Association of Community Action (TACA), Dr. Croom, who is TACA’s representative to the Tennessee Department of Human Services (DHS) and TACA president met with the commissioner of DHS to discuss excess TANF and Community Services Block Grant (CSBG) funds. TACA has requested a follow-up meeting to further discuss CSBG funding and the federally prescribed administration of those funds. Additionally, TACA will submit a proposal to DHS to address spending of CSBG dollars in accordance with federal regulations.

Notification was received from the Office of Head Start that our re-funding grant application was received and that we would not receive any additional communication until such time that award notifications are made, which will be sometime this summer prior to July 1.

Dr. Croom and board members paid homage to Karen Crook, Director of Administrative Services and Operations, in response to her upcoming February 10, 2020, retirement after 21 years of dedicated service to the agency.

The offer made to an applicant for the Transformation & Innovation Director was declined. The position has been re-posted.

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

The November 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 57%. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 16 days were reviewed. It was noted that the pumpkin purchases were for nutrition activities, and not for carving.

The December 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 58%. Credit cards statements were presented and reviewed. CACFP meal counts and invoices based on 14 days were reviewed. It was noted that December included an extended holiday closure for Head Start.

Metropolitan Action Commission

Motion: Approve November 2019 and December 2019 Finance Reports.
Made by: Sharon Hurt **Second:** Flo Kidd **Motion Passed.**

ITEMS REQUIRING BOARD ACTION

Single Audit

The link for board members to access Metro Government's Single Audit Report for FY19 is provided. It is of note that there were no findings regarding federal funds.

Motion: Approve receipt of Metropolitan Government's Single Audit Report.
Made by: Zulfat Suara **Second:** Kathy Floyd-Buggs **Motion Passed.**

Grants, Contracts, Memoranda of Understanding (MOU)

Head Start / Early Head Start received Amendment #1 that provided an additional \$531,946.00 to pay for playgrounds already installed. These funds are actually carry-over from FY19 for playground purchase and installation. As installation did not occur until after fiscal year end, the funds were re-appropriated to the agency. As this award is an increase in Head Start funding, the in-kind requirement will also increase proportionately.

Motion: Approve the Head Start/Early Head Start Amendment #1.
Made by: Benita Davis **Second:** Flo Kidd **Motion Passed.**

Job Descriptions

Previously, in response to the national shortage of CDL-drivers as required to drive Head Start buses, the agency purchased five 14-passenger shuttle buses, which do not require a CDL license, but rather can be driven by persons with an "F" endorsed license. A part-time shuttle bus driver job description was created in order to run the morning and afternoon Head Start routes. However, the agency is finding it equally difficult to hire part-time shuttle bus drivers. Therefore, submitted for board approval is a Shuttle Bus Driver – full time job description for board approval.

Motion: Approve Shuttle Bus Driver job description
Made by: Kathy Buggs **Second:** Berthena Nabaa-McKinney **Motion Passed.**

PROGRAM REPORTS

Media/Public Relations – No report.

Community Program – Report attached.

Head Start/Early Head Start – No written report.

Policy Council – Report attached.

Administrative Services and Operations – No report.

Human Resources – Taking into consideration of new hires with a start date, vacancies are 30. Report attached.

OTHER BUSINESS – None.

Meeting adjourned.
Minutes submitted by:

Joseph Mitchell, Board Secretary