

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
2500 Charlotte Avenue, Nashville, TN 37203
October 22, 2015 / 8:30 a.m.**

The Promise: The Metropolitan Action Commission changes people's lives, embodies the spirit of hope, improves communities, and makes Nashville and Davidson County a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.

Present: Kasey Anderson, Kamel Daouk, Benita Davis, Karen Doty, Brenda Dowdle, Jim Harbison, Flo Kidd, Adinah Robertson, Lavoneia Steele, and Gwen Watson

Absent: Barbara Knott, Renee Pratt

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Cassandra Johnson-Payne, Lisa McCrady, Trea McMillian, Metro Attorney, and Rickie McQueen

Dr. Steele called the meeting to order at 8:46am and acknowledged §2.68.030 of the Metropolitan Code of Laws.

REPORT FROM THE CHAIR

Motion: Approve August 20, 2015, meeting minutes.

Made by: Kasey Anderson **Second:** Flo Kidd **Passed unanimously.**

FINANCE REPORT reviewed by Benita Davis, Treasurer, and provided by Dr. Trea McMillian, Chief Financial Officer. The September 2015 financial report reflects zero or positive fund balances. The CSBG account has a one cent error (may be rounding issue) and will be corrected. In-kind is at \$529,000 (details attached). The September report concludes the LIHEAP and CACFP programs, which operate on an Oct-Sept fiscal year. The Head Start Before/After Care is not earning revenue as it had in previous years, but is instead being supplemented by admin funds due to, in part, degreed teachers temporarily filling vacancies. Before/After Care staff must meet state guidelines, not Head Start; therefore, non-degreed teachers and/or assistants can fill the vacancies. In response, Human Resources maintain an open position announcement for the Before/After Care position. It was noted that the before/after care rates cannot be raised this program year as parents have already signed up for a specific fee. Staff is analyzing the program for a viable solution and will keep the board abreast of its findings. Credit card statements were reviewed with supporting documentation and discussed. CACFP meal counts and billing were reviewed with supporting documentation.

Motion: Approve September 2015, finance report

Made by: Kasey Anderson **Second:** Brenda Dowdle
Passed unanimously.

GOVERNANCE TRAINING/LOCAL PRIORITIES

Board members viewed a history of community action video, https://www.youtube.com/watch?v=eelJu0_Z-ZU, which was followed by a discussion of poverty, the conditions and causes of poverty, and that Metropolitan Action Commission must be a part of the solution. The LIHEAP and CSBG trends were reviewed as it reflected how the city demographics are shifting. Board members were informed of current and pending outreach activities. Staff will continue to analyze community data. After much discussion, board members defined three areas of agency focus along with revising the agency mission. Agency focus: 1) Advocacy that is a voice, 2) Augmenting collaboration between local agencies, and 3) Become identified as a central location where problems are solved. Mission: Breaking the Cycle of Poverty, One Child, One Person, One Family at a Time.

ITEMS REQUIRING BOARD ACTION

Motion: Revise agency mission: Breaking the Cycle of Poverty in Our Community One Child, One Person, One Family at a Time.

Made by: Kasey Anderson **Second:** Jim Harbison

Passed unanimously.

STRATEGIC PLAN

As part of a strategic plan, the board discussed an Emergency Succession Plan. It was determined that Dr. Steele, Ms. Anderson, Ms. Dowdle, and Dr. Watson would form an ad hoc committee to develop an Emergency Succession Plan to be submitted to the full board for approval.

PROGRAM REPORTS

Media/Public Relations – No report.

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.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary
Board of Commissioners