

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
March 23, 2017 / 12:00 noon**

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, Monica Davila, Karen Doty, Osman Gabure, Jim Harbison, Joseph Mitchell, Renee Pratt, LaVoneia Steele, Zulfat Suara, Nancy VanReece, Hershell Warren, and Gwen Watson

Absent: Benita Davis, Brandon Kennerly, Flo Kidd, Mary Carolyn Roberts, and Lisa Wiltshire

Staff/Others: Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Cassandra Johnson, Corey Harkey (Metro Attorney), Lisa McCrady, Rickie McQueen, and Robert Wright

Dr. Steele called the meeting to order at 12:00 p.m. and acknowledged \$2.68.030 of the Metropolitan Code of Laws.

REPORT FROM THE CHAIR

Motion: Approve January 26, 2016, meeting minutes.

Made by: Kasey Anderson **Second:** Joseph Mitchell **Passed unanimously.**

Motion: Convene an April 27, 2017 meeting of the Board of Commissioners

Made by: Kasey Anderson **Second:** Karen Doty **Passed unanimously.**

Dr. Steele convened the Nominating Committee to fill the community representative board vacancy and to propose a FY18 slate of officers for board approval. Flo Kidd, Chair, and members: Mary Carolyn Roberts, Gwen Watson

PERSONNEL COMMITTEE REPORT *as provided by Kasey Anderson, Committee Chair*

The Personnel Committee met on March 16, 2017, at which time the progress of the salary survey process was reviewed. The next step is for MAC Human Resources and MAC fiscal to review their specific team job descriptions to ensure they match with what is being compared for the survey. Once that step is complete, the survey will then be sent back to Metro Human Resources, who will compile the spreadsheet with survey data, and then meet with the executive director and personnel committee to develop a revised pay plan to present to the board..

The Personnel Committee also reviewed the Employee Handbook for changes needed in order to meet the Head Start Standards of Conduct. A document listing the recommended changes was distributed. Discussion was made of the language leading into the listing of the Standards of Conduct with Nancy VanReece suggesting the word "or" be capitalized to reflect both action and inaction of compliance.

Motion: Approve Employee Handbook revisions as recommended by the Personnel Committee, as corrected with a capitalized "OR."

Made by: Nancy VanReece **Second:** Kasey Anderson **Passed unanimously.**

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

MAC Updates

The Facilities Assessment is completed. The request for a new building and building upgrades will be included with the agency's FY18 budget submission to the Mayor. The Facilities Plan will be made public.

The Mayor's budget hearing went well during which time Dr. Croom expressed concern for the increased costs for IT services and building maintenance. Dr. Croom stated some Metro departments offset by receiving additional funds through the general government, and the income bearing departments can offset their increases by increasing fees for services. Dr. Croom stated that she will share this concern during the Council budget hearing

Dr. Croom stated the president's federal budget zeroes out CSBG and LIHEAP; however, the network does not anticipate full elimination of these programs although a 10% budget reduction may be experienced. There has been no official notification of proposed changes to the federal Head Start budget.

A Stay Survey is being conducted with all agency staff to garner information in hopes of increasing tenure.

FINANCE REPORT *as reviewed and certified by Benita Davis, Treasurer, and reported by Robert Wright, CFO*

A report of the October 2016, November 2016, and December 2016 financial reports was provided at the January 26, 2017, board meeting. The January 2017 report reflects a positive fund balance. Head Start/Early Head Start in-kind is at 73%. Credit cards statements were reviewed. CACFP meal counts and billings were reviewed.

Motion: Approve October 2016, November 2016, December 2016, and January 2017 finance reports

Made by: Kasey Anderson **Second:** Nancy VanReece **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Dr. Croom requested that the agenda be amended to include the Head Start Selection Criteria, the Head Start School Readiness Plan, and the Head Start Training and Technical Assistance Plan, as the federal government requires all three to have board approval as part of the Head Start grant application.

Motion: Approve amending the agenda to include the Head Start Selection Criteria, the Head Start School Readiness Plan, and the Head Start Training and Technical Assistance Plan.

Made by: Kasey Anderson **Second:** Jim Harbison **Passed unanimously.**

Out of Class Pay

Motion: Approve Out-of-Class Pay 18% above base for teacher assistant A. Harris, who is working in a teacher capacity.

Made by: Karen Doty **Second:** Kasey Anderson **Passed unanimously.**

Job Descriptions

Dr. Croom stated the agency has budgeted through the CSBG and Summer Food Services Program 44 positions in support of the Mayor's Opportunity Now initiative, which looks to employ 10,000 youth locally. The following job descriptions are part of those 44 youth positions.

Youth Food Prep will help to prepare meals for the Summer Food Program.

Youth Bus Monitor will help to monitor the meals/services on the agency's Summer Food Program bus diners.

Youth Technology Camp Assistant will assist with this second year camp, which we are now hiring directly rather than contracting for services.

The following job descriptions also require board approval.

Youth Technology Camp Coordinator will coordinator/supervise activities of this second year camp.

Office Manager – Head Start will be a change to the current program assistant – Head Start position.

ERSEA Coordinator is a name change from the previous PFCE Coordinator and duties will focus on ERSEA. The other half of the PFCE coordinator duties will be met by the soon-to-be-filled Parent Involvement Coordinator position.

Motion: Approve the Youth Food Prep, Youth Technology Camp Assistant, Youth Bus Monitor, Youth Technology Camp Coordinator, Office Manager-Head Start, and ERSEA Coordinator job descriptions.

Made by: Kasey Anderson **Second:** Karen Doty **Passed unanimously.**

Head Start Continuation Grant

Motion: Approve the submission and receipt of the FY18 Head Start Continuation Grant Application/Award.

Made by: Gwen Watson **Second:** Nancy VanReece **Passed unanimously.**

Head Start Selection Criteria

Children's points are based on community needs. The FY18 selection criteria increases the points for pregnant moms, increases points regarding the children's ages, two parent household points are now changed to teen parent points, and 75 points are given to a child who experiences traumatic events, which will be listed. Dr. Watson requested that a statement be added that ACES will be referenced when determining traumatic event.

Motion: Approve the FY18 Head Start Selection Criteria adding ACES will be referenced.

Made by: Gwen Watson **Second:** Nancy VanReece **Passed unanimously.**

Head Start School Readiness Goals

There are five national goals that we must assure the children are achieving. The Head Start curriculum, TNELDS, and the MNPS Pre-K standards are currently cross-walked to help ensure Head Start children are being prepared for kindergarten.

Motion: Approve the FY18 Head Start School Readiness Goals.

Made by: Karen Doty **Second:** Joseph Mitchell **Passed unanimously.**

Head Start Training & Technical Assistance Plan (T&TA)

A training and technical assistance plan is to accompany the continuation grant application.

Motion: Approve the FY18 T&TA Plan.

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

PROGRAM REPORTS

Media/Public Relations – Ms. McCrady reported the agency-wide wellness day was held March 17, 2017, and was very well received by staff, who were able to enjoy activities of their choosing at either Coleman Park, McCabe Park, Hartman Park, or the Sportsplex.

Community Program – Report attached.

Head Start/Early Head Start – Report distributed.

Policy Council – No report.

Administrative Services and Operations – No report.

Human Resources – Report attached.

OTHER BUSINESS

Board members adjourned to a governance training provided by Ellen Sheldon, grantee specialist with ICF.

Meeting adjourned.

Minutes submitted by:

Kasey Anderson, Vice Chair
Board of Commissioners