



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Cynthia L. Croom, Ed.D.
Executive Director

METROPOLITAN ACTION COMMISSION

800 2nd Avenue North, Nashville, Tennessee 37201
P.O. Box 196300, Nashville, TN 37219-6300
Phone (615) 862-8860 / Fax (615) 862-8881

MEMORANDUM

TO: Metropolitan Council of Nashville and Davidson County
FROM: Cynthia Croom, Executive Director
DATE: September 28, 2018
SUBJECT: Bill No. BL2008-248

In accordance with Bill No BL2008-248 requiring that all Metropolitan Government departments submit an annual report to the Council regarding actions taken to reduce paper consumption and postage expenses, please be advised of the actions taken within the Metropolitan Action Commission to reduce paper consumption and postage expenses:

- ◆ Employee evaluations are now completed online and uploaded into the agency's ChildPlus system.
- ◆ Grants are submitted online.
- ◆ Contracts are scanned to partners for signatures.
- ◆ Agency-wide webcast meetings are held bi-weekly to disseminate information.
- ◆ Standard documents and forms are redesigned or re-formatted to reduce the number of pages needed for the document or form.
- ◆ Staff traveling in-state are not provided printed directions, but are encouraged to use their cell phone's GPS whenever possible.
- ◆ In-house documents are printed on the back of previously printed paper.
- ◆ Signed purchase requests are scanned and then emailed back to the requestor.
- ◆ Email is a key method to the reduction of both paper consumption and postage expense as electronic messages sent and received are considered official documentation, whenever possible. Specifically, we continue to email board meeting packets to the Board of Commissioners and Council Reports to the Metropolitan Council instead of sending a hard copy through the postal mail.
- ◆ Quarterly Council Report Codes List is no longer used. Instead, the program service name is listed on the actual report, which is now emailed to Council.
- ◆ All employees have a Metro email account and computer kiosks are available to employees as agency information is disseminated by email.
- ◆ The Agency website is used to disseminate information to external customers.
- ◆ Email distribution lists are created and stored so that agency information can be emailed to external customers.
- ◆ Office recycling of paper is used at each agency center.
- ◆ Reports to funders are completed online whenever possible.
- ◆ Network printers with the capability of scanning and printing front/back have been installed in order to reduce paper and printer cartridge costs.

CLC



The community action agency for Nashville and Davidson County

Breaking the cycle of poverty in our community – one child, one person, one family at a time.

