

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
January 28, 2021 / 12:00 noon – 1:00 pm**

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

Present: Fatima Ali, Kasey Anderson, Leslie Buggs, Telisha Cobb, Marjean Coddon, Karen Doty, Kathy Floyd-Buggs, Flo Kidd, Joseph Mitchell, Keenyatia Nicholson, Renee Pratt, Saul Solomon (Will Choppin), LaVoneia Steele, Zulfat Suara, and Kevin Warner.

Absent: Osman Gabure and Sharon Hurt

Staff/Others: Marvin Cox, Cynthia Croom, Benita Davis, Lisa McCrady, Rickie McQueen, Karen Walker, Belva Weathersby, and Robert Wright.

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: The items on the meeting agenda constitute essential business of this Board, meeting electronically is necessary to protect the health, safety, and welfare of Tennesseans considering the COVID-19 outbreak, and any rule that conflicts with Governor's Executive Order 16 permitting electronic meetings be suspended.

Made by: Kasey Anderson **Second:** Kathy Floyd-Buggs **Motion Passed.**

Motion: Approve September 24, 2020, meeting minutes.

Made by: Leslie Buggs **Second:** Kathy Floyd-Buggs **Motion Passed.**

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

The agency has begun the Workforce Innovation and Opportunity Act (WIOA) initiative with the hiring of three staff members who are located at the American Job Center.

The agency has received \$20.8 million from the U.S. Department of the Treasury Emergency Rental Assistance (ERA) program to help individuals/families with up to 12 months of rental arrears and potentially up to three months of forward rent payments for persons in Davidson County who have a loss of income due to COVID-19 and are below 80% of the Area Median Income (AMI).

The Board Retreat will be held Thursday, February 21, and Friday, February 22 to finalize the agency's five-year strategic plan.

FINANCIAL REPORT *as certified by Treasurer Zulfat Suara and presented by Robert Wright, CFO*

The November 2020 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. The Child and Adult Care Food Program (CACFP) invoice and meal counts for 16 days was reviewed. Meal counts are reflective of limited enrollment and virtual learning, and no snacks as before and aftercare were closed, all due to the coronavirus.

Motion: Approve November 2020 Finance Report.

Made by: Flo Kidd **Second:** Keenyatia Nicholson **Passed unaniomously.**

ITEMS REQUIRING BOARD ACTION

Job Descriptions

The proposed job descriptions are in response to the \$20.8 million funding from the U.S. Department of the Treasury Emergency Rental Assistance Program. All proposed positions are temporary as they are tied to grant funding that expires 12/31/2021.

Motion: Approve the ERA Project Director, ERA Legal Liaison, ERA Landlord Liaison, and ERA Customer Care Specialist job descriptions.

Made by: Kasey Anderson **Second:** Telisha Cobb **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding (MOU)

Motion: Approve MOU with Metro Parks for use of Dudley Park as the Dudley Head Start Center

Made by: Keenyatia Nicholson **Second:** Kathy Floyd-Buggs **Passed unanimously.**

Staff Salaries

Metro recently adjusted to a \$15 per hour minimum salary for all positions within the general government. That adjustment made by Metro was not extended to MAC employees. As there are currently approximately 85 MAC employees who are paid at a rate below \$15 per hour, MAC will ask Metro to include MAC employees in the salary adjustment. If Metro does not include MAC staff in the salary adjustment, MAC will look to fund those salary adjustments from other grant funds; however, MAC will be unable to sustain those adjustments and will require Metro to invest in the MAC employees to sustain the adjustments to \$15 per hour minimum.

Motion: Approve increasing all salary minimums to \$15 per hour pending funding.

Made by: Telisha Cobb **Second:** Joseph Mitchell **Passed unanimously.**

Federal Emergency Rental Assistance Grant - deferred

Workforce Innovations Opportunities Act Policies & Procedures

The State of Tennessee Office for Crime Victims, Victims of Crimes Act (VOCA) Policies and Procedures were revised to remove MAC's name from within the state policy and instead attach a MAC disclaimer that identifies how data will be used.

Motion: Approve revised Victims of Crimes Act (VOCA) Policies and Procedures

Made by: Fatima Ali **Second:** Flo Kidd **Passed unanimously.**

PROGRAM REPORTS

Communications – No report.

Family & Community Services – No report.

Head Start/Early Head Start/Youth Services – Richland Head Start Parent, Keenyatia Nicholson, was elected as the Policy Council Chair, and as such, is now a member of the Board of Commissioners. Report attached.

Policy Council – Report attached.

Workforce Development – Report attached.

Transformation & Innovation – No report.

Administrative Services and Operations – Report attached.

OTHER BUSINESS - none

Meeting adjourned.

Minutes submitted by Joseph Mitchell, Board Secretary