

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
March 25, 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, Karen Doty, Sharon Hurt, Keenyatia Nicholson, Saul Solomon (Will Choppin), Zulfat Suara, and Kevin Warner.

Absent: Marjean Coddon, Kathy Floyd-Buggs, Osman Gabure Flo Kidd, Joseph Mitchell, Renee Pratt, and LaVoneia Steele,

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

Vice Chair Kasey Anderson called the meeting to order at 12:00 p.m.

**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:** Kevin Warner **Second:** Zulfat Suara **Motion Passed.**

**Motion:** Approve January 28, 2021, meeting minutes.

**Made by:** Sharon Hurt **Second:** Keenyatia Nicholson **Motion Passed.**

**Motion:** Approve February 26, 2021, meeting minutes.

**Made by:** Keenyatia Nicholson **Second:** Leslie Buggs **Motion Passed.**

Convenings of the By-Laws and Nominating Committees, and the Executive Director Evaluation Ad Hoc Committee were deferred.

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

Dr. Croom thanked board members who were able to participate in the two-day board retreat to complete the 5-Year Strategic Plan. Staff are finalizing the document, which will be sent to board members prior to the May board meeting.

The agency received \$20.8 million in funding to help eligible customers with rent payments up to 12 months in arrears and possibly three months forward. In response, the agency has initiated the MAC HOPE program for the administration of these funds. Dr. Croom gave accolades to Ms. Benita Davis, Ms. Lisa McCrady, and Ms. Karen Walker, along with Metro ITS staff, for their hard work in designing and implementing the program. As of March 24, almost 2,000 individuals have applied for assistance. In response, the agency has added almost 30 additional employees in the effort to expeditiously respond to the high demand.

The summer program structure has been adjusted in that areas (Summer Youth, Opportunity NOW) leaning more towards workforce were moved under the auspices of the agency’s Workforce Development department.

There are a myriad of program activities occurring throughout the agency that has brought the agency's budget close to \$60 million. We also anticipate additional funding in relation to stimulus dollars.

The agency was successful in its request to Metro for funding to increase staff salaries so to bring all MAC employees to a minimum wage of \$15 per hour, the same as afforded to general government employees. Agency employees who will receive the increase to \$15 per hour will receive the increase on their Friday, March 26, 2021, paycheck, retroactive to July 1, 2020.

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

The December 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 14 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.

The January 2021 and February 2021 financial reports will be submitted at the May 27, 2021, board meeting to give the Treasurer an opportunity to fully review and certify the reports.

**Motion:** Approve December 2020 Finance Report.

**Made by:** Keenyatia Nicholson **Second:** Fatima Ali **Passed unanimously.**

**ITEMS REQUIRING BOARD ACTION**

**Job Descriptions and Shifting Staff/Funding to Workforce Development**

**Motion:** Rename Emergency Rental Assistance (ERA) job descriptions to Housing, Opportunity, Partnerships, and Employment (HOPE) to reflect the program title for which the job descriptions as assigned.

**Motion:** Shift staff and funding for Workforce Investment Opportunity Act (WIOA) and Opportunity NOW from Early Education & Youth to the agency's Workforce Development department.

**Made by:** Sharon Hurt **Second:** Telisha Cobb **Passed unanimously.**

**Early Education & Youth Director and Head Start/Early Head Start Selection Criteria for FY22**

Ms. Belva Weathersby is currently serving as interim director. After advertising for the position and conducting interviews, Ms. Weathersby was the candidate selected for the position of Early Education & Youth Director.

The Head Start/Early Head Start Selection Criteria for FY22 was reviewed.

**Motion:** Approve Belva Weathersby for the position of Early Education & Youth Director.

**Motion:** Approve Head Start/Early Head Start Selection Criteria for FY22

**Made by:** Zulfat Suara **Second:** Leslie Buggs **Passed unanimously.**

**Ethics and Conflict of Interest Statement**

**Motion:** Approve Ethics and Conflict of Interest Statement as a document to be signed by all members of the Board of Commissioners.

**Made by:** Keenyatia Nicholson **Second:** Telisha Cobb **Passed unanimously.**

**Grants/Contracts/Memoranda of Understanding (MOU)**

**Motion:** Approve the Head Start/Early Head Start FY22 grant application and subsequent receipt of grant, approve the Head Start/Early Head Start FY22 supplemental grant application for 1.22% COLA and subsequent receipt of grant, approve budget revision to the Head Start CARES Act budget, and approve the Summer Food Services Program FY21/22 grant application and subsequent receipt of grant.

*Note:* The Head Start Selection Criteria and Ethics & Conflict of Interest Statement were approved earlier in the meeting.

**Made by:** Keenyatia Nicholson **Second:** Leslie Buggs **Passed unanimously.**

**PROGRAM REPORTS**

*Communications* – An interview is scheduled with Channel 5 today focusing on the discontinuation of the federal eviction moratorium. The Mayor’s Office/MAC job fair starts today at 2pm. The Opportunity NOW application portal is open for summer youth employment. Report attached.

*Family & Community Services* – Report attached.

*Housing, Opportunity, Partnerships, & Employment (HOPE)* – Report provided.

*Early Education & Youth* – Report attached.

*Policy Council* – No report.

*Workforce Development* – Report attached.

*Transformation & Innovation* – Report submitted.

*Administrative Services and Operations* – Report attached.

**OTHER BUSINESS** - none

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary