

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
May 27, 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, Telisha Cobb, Sharon Hurt, Flo Kidd, Keenyatia Nicholson, LaVoneia Steele, Zulfat Suara, and Kevin Warner.

Absent: Kasey Anderson, Leslie Buggs, Marjean Coddon, Karen Doty, Kathy Floyd-Buggs, Osman Gabure, Joseph Mitchell, Renee Pratt, and Saul Solomon

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

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:15 p.m.

REPORT FROM THE CHAIR

Motion: Approve March 25, 2021, meeting minutes.

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

The following board committees were convened with reports due at the June board meeting:
By-Laws Committee – Kevin Warner (Chair), Fatima Ali, Marjean Coddon, Saul Solomon
Nominating Committee – Flo Kidd (Chair), Kathy Floyd-Buggs, and Renee Pratt
Executive Director Evaluation Ad Hoc Committee – Telisha Cobb (Chair), Kasey Anderson, Leslie Buggs, and Joseph Mitchell.

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

Since the MAC HOPE program, which received \$20.8 million in federal Treasury ERA funding to help eligible customers with rent payments up to 12 months in arrears and possibly three months forward, went live on March 9, 2021, approximately 3,000 applications have been received through the online portal. To assist landlords who have ten or more properties, landlords with ten or more properties who have submitted bulk applications have been identified and are being assisted by staff with completing the applications. This week we received notification that the agency will receive an additional \$9 million in Treasury funds (ERA II) that ends in 2025. These \$9 million in funding will come with less stringent requirements for processing. The agency has hired 30 team members to administer the HOPE program and due to the volume of applications and the work required to process applications, we are also utilizing current staff to assist with the HOPE program.

The Head Start Bureau has provided a 1.2% COLA increase for Head Start/Early Head Start staff. Our program continuation award will be received near the end of June 2021 for a July 1 start date.

The Mayor submitted his proposed FY22 budget to Metro Council. Within that budget was funding for a 2% COLA and open range increases for general government employees. I am pleased to announce the Mayor also included MAC to receive funding for a 2% COLA and open range increases for agency staff. Open range increases for staff will be based on years of service beginning with staff who have 30 years of service or higher. The Mayor also included in his budget continuation funding for the agency to maintain a \$15 per hour base pay.

Dr. Croom reminded board members that during the last meeting they approved shifting the youth services division under Workforce Development. As such, the Workforce Development director sat in on a meeting of the Workforce Innovation Opportunity Act (WIOA), who funds our WIOA youth services program. It was during this meeting the department director learned that agency staff responsible for the WIOA youth services program had not been forthcoming in the number of customers the agency has enrolled in the WIOA youth program versus the targeted number of enrollees required for the grant. Accordingly, Dr. Croom was asked to appear before the WIOA board of directors to address the under-enrollment. At the conclusion of that meeting, the agency was given until June 30, 2021, to enroll 105 individuals into the program. Dr. Croom stated she does not believe this under-enrollment is COVID-related as when applying for the grant, we were in the middle of the pandemic and the target numbers were set by the program assistant director. In follow-up, enrollment numbers are tracked weekly and other team members are assisting with enrollment. Additionally, Human Resources will conduct an investigation as to why management was not informed of the low enrollment, which has the potential of resulting in loss of funding.

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

The January 2021 financial report reflects a positive or zero fund balance with the exception of the Head Start and Early Head Start programs a couple of expenses posted after we posted our receivables. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 88%. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts for 18 days was reviewed. Under Lunch, “cash in lieu” is a small administrative fee we receive to operate the program.

The February 2021 financial report reflects that all programs are back to a positive or zero fund balance. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 89%. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts for 14 days was reviewed. Low meal counts remain reflective of the coronavirus and children being kept home by their parents to learn virtually.

The March 2021 financial report reflects positive or zero fund balances. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 90%. Credit cards statements were presented and reviewed. Mr. Wright’s credit card was used for travel/training as Ms. McQueen’s credit card had reached its monthly limit for travel/training expenditures. The Child and Adult Care Food Program (CACFP) invoice and meal counts for 18 days was reviewed. CACFP funds are drawn down as reimbursement for expenditures. Mr. Wright stated that 83% of the agency’s budget is from reimbursement funding.

Motion: Approve January 2021, February 2021, and March 2021 Finance Reports.
Made by: Sharon Hurt **Second:** Flo Kidd **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Five Year Strategic Plan

Over the past two years, the Board of Commissioners have been developing a strategic plan. The final document was distributed for board approval.

Motion: Approve Five-Year Strategic Plan for the Metropolitan Action Commission.
Made by: Kevin Warner **Second:** Flo Kidd **Passed unanimously.**

Staff Salary Exceeds Maximum Range

A staff's current salary exceeds the maximum salary range for her classification, Grade 12A. Request to increase the salary range to match the staff member's salary. Other maximum salary range increases will be presented at the June board meeting as it's expected that pending COLA and/or open range increases will affect several tenured staff.

Motion: Approve Head Start/Early Head Start Selection Criteria for FY22
Made by: Telisha Cobb **Second:** Keenyatia Nicholson **Passed unanimously.**

Job Description

The Workforce Services Coordinator job description is in response to the expanding workforce program especially with the Opportunity NOW program currently under Workforce Development.

Motion: Approve Workforce Services Coordinator job description.
Made by: Sharon Hurt **Second:** Keenyatia Nicholson **Passed unanimously.**

The Maintenance Supervisor job description was upgraded upon the retirement of the person previously in that position.

Motion: Approve Maintenance Supervisor job description.
Made by: Sharon Hurt **Second:** Flo Kidd **Passed unanimously.**

Single Audit Completion and Distribution

The federal funder requires that Board members know when the Single Audit has been performed and is made available.

Motion: Approve receipt of the Single Audit.
Made by: Keenyatia Nicholson **Second:** Telisha Cobb **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding (MOU)

Motion: Approve the Head Start Coronavirus grant, \$410,000; VOCA 2 Access to Services, \$50,000; VOCA Amendment #4, \$500,000; LIHEAP FY21, \$6,761,438.00; and IWC Trailer Agreement, inkind

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

PROGRAM REPORTS

Communications – Report attached.

Family & Community Services – It has been learned that Mosaic Apartments residents are being displaced. Mr. Cox has convened a group of agencies to include the Greater Nashville Apartment Association with assisting the residents with relocation efforts. Report attached.

Housing, Opportunity, Partnerships, & Employment (HOPE) – Report provided in Executive Director report.

Early Education & Youth – Tomorrow ends regular RISE and the summer program will begin in 4 weeks for kindergarten awareness. Report attached.

Policy Council – Report attached.

Workforce Development – Report attached.

Transformation & Innovation – Report submitted.

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Administrative Services and Operations – The Dudley Head Start Center suffered damage from the recent storm requiring the replacement of the roof and five HVAC systems. Staff met with FEMA and TEMA, who gave accolades to the agency for the quality of the report submitted. Report attached.

OTHER BUSINESS – Councilwoman Hurt thanked agency staff for their work with the HOPE program as well as the other agency work.

Meeting adjourned.
Minutes submitted by:

Joseph Mitchell, Board Secretary