

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
May 28, 2020 / 12:00 noon – 1:00 pm**

***Attachment 1***

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

Present: Leslie Buggs, Telisha Cobb, Benita Davis, Karen Doty, Kathy Floyd-Buggs, Osman Gabure, Jim Harbison, Flo Kidd, Joseph Mitchell, and LaVoneia Steele.

Absent: Kasey Anderson, Sharon Hurt, Jeffery Moses, Berthena Nabaa-McKinney, Renee Pratt, and Zulfat Suara.

Staff/Others: Marvin Cox, Cynthia Croom, Phara Fondren, Lisa McCrady, Rickie McQueen, Derrick Smith (Metro attorney), Brian Ward, 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:** Benita Davis **Second:** Kathy Floyd-Buggs **Motion Passed.**

**Motion:** Approve April 23, 2020, meeting minutes.

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

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

The ordinance to dissolve Nashville Career Advancement Center effective July 1, 2020 and move the NCAC functions into Metro Action has passed the Metro Council First Reading. Once NCAC is dissolved, seven NCAC staff will transition to Metro Action. Additionally, the NCAC budget is proposed for a \$2 million reduction, so not all NCAC programs that transfer to Metro Action will be administered in entirety. Dr. Croom stated she will attend next week’s Second Reading.

Dr. Croom requested a joint meeting with the Personnel and Finance Committees to discuss the organizational restructure as absorbing NCAC programs bring larger workforce and youth components. Realigning internal divisions will allow an enhanced contribution to the agency’s 2Gen initiatives while offering greater service delivery to not only our Head Start/Early Head Start families, but to all individuals and families who live within 200% of the federal poverty level. As a result of the restructure, Dr. Croom stated the agency staff size will expand. Additional data licenses will have to be purchased to accommodate the incoming youth programs. Dr. Croom said she expects several job descriptions to be brought forth at the June board meeting.

Dr. Croom stated that both Metro Action and Metro Social Services have been notified that they will have to move out from the Clifford Allen Building. A move out date and new location have not been confirmed. The move is expected to be temporary until a permanent space adequate to accommodate both Metro Action and Metro Social Services.

As a result of Covid-19, CSBG is receiving CSBG CARES funds that has a December 29, 2022, end date. It is anticipated that additional funds from LIHEAP and Head Start are forthcoming resulting from COVID-19.

Dr. Croom thanked the agency team for feeding Nashville’s children and their families each Tuesday, Wednesday, and Thursday (on Thursdays, enough meals were provided to last until the following Tuesday).

The Summer Food Services Program begins on June 1. This year, the program is beginning with fewer sites as many sites expressed concerns about COVID-19, or simply chose not to open.

The Opportunity NOW summer youth program will be coordinated through Metro Action, expecting to provide employment opportunities to 400 youth. This figure is down from the usual 1,000 youth as many employment partners have decided not to participate this year due to COVID-19.

The agency’s Youth Technology Camp designed a hybrid model that combines an in-person and virtual opportunity for youth to participate in the summer programming.

**FINANCIAL REPORT** *as affirmed by Benita Davis, Treasurer, and presented by Robert Wright, CFO*

The April 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 84%. Credit cards statements were presented and reviewed. Due to COVID-19, Ms. McQueen’s credit card was the only one that sustained transactions, which were

reimbursements for travel expenses that were cancelled due to COVID-19. Mr. Wright stated that at the April 2020 board meeting, the March CACFP report was not available due to COVID-19. Accordingly, the March CACFP meal count and invoices based on 21 days is now provided noting that the CACFP reimbursement for March was initially based upon the normal reimbursement method for Head Start. However, once the Safer-at-Home mandate was put in effect, the state granted permission for agencies to be reimbursed for meals provided to Head Start families at meal sites. The COVID-19 reimbursements are listed on the CACFP Monthly Meal Report as such. The April CACFP meal count is pending due to meal site reconciliations of onsite meals provided to children and adults.

**Motion:** Approve March 2020 CACFP report and April 2020 Finance Report.

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

## ITEMS REQUIRING BOARD ACTION

### Single Audit Completion and Distribution

As part of the Community Services Block Grant Act, the governing body is required to be informed of and have access to the agency's audit, which is provided in and a part of Metro's Single Audit. A link to the Single Audit is provided, and a hard copy is available upon request.

**Motion:** Approve receipt of Metro's Single Audit.

**Made by:** Benita Davis **Second:** Telisha Cobb **Motion Passed.**

### Grants, Contracts, Memoranda of Understanding (MOU)

**Motion:** Approve the CSBG Cares grant, \$1,870,794.01, June 15, 2020 – December 29, 2022; Victim of Crimes Act (VOCA) (transferred from NCAC to MAC), \$625,000, July 1, 2020 – June 30, 2021; Summer Food Services Program (SFSP) grant submission, reimbursement, June 1, 2020 – July 31, 2020; International Food Wholesaler agreement to provide refrigerated trucks at no cost for SFSP.

**Made by:** Karen Doty **Second:** Flo Kidd **Motion Passed.**

### Job Descriptions

As part of the agency restructure and additional funding being received, Dr. Croom a major component of the agency restructure is combining the agency's education program with youth programs coming from NCAC. As such, the job description for a Director of Early Education and Youth, a senior level position within the agency, is being submitted for board approval. Additionally, with the influx of programs and funding, Dr. Croom also requests data specialist staffing be increased by one, and the parent involvement staffing be increased by two

**Motion:** Approve Director of Early Education and Youth job description.

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

**Motion:** Approve one additional data specialist staff member and two additional parent involvement staff members.

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

## PROGRAM REPORTS

*Media/Public Relations* – Report attached.

*Community Program* – Report attached.

*Head Start/Early Head Start* – Report attached.

*Policy Council* – No report.

*Administrative Services and Operations* – No report.

*Human Resources* – Report attached.

**OTHER BUSINESS – None.**

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary