

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
June 25,2020 / 12:00 noon – 1:00 pm**

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

Present: Kasey Anderson, Leslie Buggs, Telisha Cobb, Benita Davis, Karen Doty, Osman Gabure, Jim Harbison, Sharon Hurt, Flo Kidd, Joseph Mitchell, Jeffery Moses, Berthena Nabaa-McKinney, LaVoneia Steele, and Zulfat Suara.

Absent: Kathy Floyd-Buggs, Renee Pratt

Staff/Others: Marvin Cox, Cynthia Croom, Phara Fondren, Lisa McCrady, Rickie McQueen, Derrick Smith (Metro attorney), Sherry Watson, and Robert Wright.

Dr. Steele called the meeting to order at 12:05 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:** Jim Harbison **Second:** Sharon Hurt **Motion Passed.**

**Motion:** Approve May 28, 2020, meeting minutes.

**Made by:** Flo Kidd **Second:** Jeffery Moses **Motion Passed.**

Dr. Steele appointed board committees for FY21 as attached.

By-Laws Committee: report deferred to August 27, 2020, board meeting

Nominating Committee: report deferred to August 27, 2020, board meeting

Personnel Committee: Ms. Anderson, committee chair, stated the committee met, reviewed, and approved the agency organizational restructure. Dr. Croom informed the board the Metro Ordinance passed Metro Council Third Reading, which abolishes the Nashville Career Advancement Center effective July 1, 2020. A portion of NCAC programming and funding will transfer to Metro Action. Accordingly, some of Metro Action’s reorganization reflects the incoming programs and funding. Dr. Croom presented a PowerPoint that highlighted changes to the executive leadership team and showed a breakdown of functions within each departmental unit. Of note, the position of Special Assistant to the Executive Director was eliminated; a Communications department was created. Additionally, the Transformation & Innovation department was created and is funded by The Kresge Foundation.

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

The reorganizational changes will begin on July 8, at which time staff from NCAC will report to Metro Action.

The Head Start/Early Head Start Notice of Award has yet to be received. It is expected before or on July 1. The Early Head Start classrooms previously housed at the McNeilly Center are now within various Head Start centers.

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

At the May 28, 2020, board meeting, the April 2020 Child and Adult Care Food Program (CACFP) was pending reconciliation as the off-site meal counts were not yet final. As now submitted for board review, the April 2020 CACFP report shows that no Head Start center meals were served, and instead COVID-19 meal counts were reported. The COVID-19 CACFP meal count reflects off-site meal distribution to Head Start students, their siblings, and children from Metro/Nashville Public Schools to be reimbursed at \$96,848.49.

The May 2020 financial report reflects a positive or zero fund balance. The request to the federal Office of Head Start for waiver of a portion of the required match for FY20 was approved and as such \$600,000 designated for the Head Start match will be returned to Metro. Subsequently, the Head Start/Early Head Start in-kind report was reviewed and the matching requirement is now at 101%. A LIHEAP fiscal audit for June 30, 2015, through December 31, 2019, was completed with no deficiencies or findings. Credit cards statements were presented and reviewed. The only charges were from the Chief Financial Officer for the purchase of thermometers. CACFP meal count for off-site meal distribution and invoice were reviewed for \$45,266.39 reimbursement. Dr. Croom stated the difference between the April and May reimbursement amount is that initially meals were provided for five days and distributed Monday through Friday. However, once the agency entered a partnership with Second Harvest Food Bank, meals were provided for 7-days, but to reduce staff's direct contact with individuals, meal distribution occurred Tuesdays, Wednesdays, and Thursdays with a 5-day meal supply distributed on Thursdays and supplemented by Second Harvest Food Bank.

**Motion:** Approve April 2020 CACFP Report and May 2020 Finance Reports.

**Made by:** Jeffery Moses **Second:** Leslie Buggs **Motion Passed.**

**ITEMS REQUIRING BOARD ACTION**

**Job Descriptions**

As part of the organizational restructure and revised based upon job activities, the following job descriptions were submitted for board review and approval: Director of Workforce Development, Program Manager – Early Education, Assistant Director of Youth Services (recommend increasing salary maximum range to \$99,904.32 to remain consistent with other like positions), Facilities Manager, Health & Nutrition Coordinator, Special Projects Coordinator, Customer Engagement Coordinator, Learning & Development Coordinator, and Youth Specialist.

**Motion:** Approve job descriptions as submitted.

**Made by:** Sharon Hurt **Second:** Joseph Mitchell

**Discussion:** Council Lady Hurt asked if the job descriptions and pay plan align with the Metro government pay plan. Dr. Croom responded that the Metro Action pay plan is separate from Metro government and that new hire salaries are brought in out of line with Metro Action's structure. Dr. Croom acknowledged that primarily due to tenure, some job descriptions need their maximum salary range amount increased, however, the Personnel Committee would have to meet and review the agency's pay plan for recommended changes prior to any board action. Council Lady Hurt encouraged the Personnel Committee to review the agency's pay plan.

**Motion Passed.**

Dr. Croom requested that should other job descriptions or revisions to current job descriptions become necessary prior to the August board meeting, the board grant either the Personnel Committee or the Executive Committee permission to approve the job description with said job descriptions brought before the full board for their approval at the August board meeting.

**Motion:** Approve the Executive Committee to approve any job descriptions that may become necessary and bring said job descriptions to the full board at the August board meeting those job descriptions specifically related to the new structure of the organization not an overall statement related to their approval of job descriptions prior to the board meeting. (See 6/25/15 board minutes)

**Made by:** Flo Kidd **Second:** Kasey Anderson **Motion Passed.**

**Community Needs Assessment**

Community Needs Assessment is used as part of the Community Services Block Grant (CSBG) funding request.

**Motion:** Approve using the Community Needs Assessment when submitting the CSBG application for funding.

**Made by:** Benita Davis **Second:** Kasey Anderson **Motion Passed**

**Employee Handbook - deferred**

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

**Motion:** Approve Cities for Financial Empowerment funding of \$40,000 as part of shifting NCAC grant funding to Metro Action.

**Made by:** Leslie Buggs **Second:** Benita Davis **Motion Passed.**

**PROGRAM REPORTS**

**Media/Public Relations** – No report.

**Community Program** – Report attached.

**Head Start/Early Head Start** – A committee has convened to work on plans for restarting Head Start/Early Head Start in response to COVID-19. A webinar with the federal Office of Head Start is scheduled for next week at which time we will learn what they expect from grantees about bringing children back into the buildings. Metro Action will not finalize its plans until full guidance is received from the Office of Head Start. Several Head Start classrooms are being adjusted to accommodate the youngest of our Early Head Start children: infants starting at six weeks. No written report.

**Policy Council** – Reports attached.

**Administrative Services and Operations** – No report.

**Human Resources** – Report attached.

**OTHER BUSINESS** – None.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary