

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
September 24, 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, Karen Doty, Kathy Floyd-Buggs, Osman Gabure, Jim Harbison, Sharon Hurt, Flo Kidd, Jeffery Moses, Renee Pratt, LaVoneia Steele, and Zulfat Suara.

Absent: Marjean Coddon, Joseph Mitchell and Renee Pratt

Staff/Others: Marvin Cox, Cynthia Croom, Benita Davis, Lisa McCrady, Rickie McQueen, Derrick Smith (Metro attorney), Karen Walker, Belva Weathersby, 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: Flo Kidd **Second:** Zulfat Suara **Motion Passed.**

Motion: Approve August 27, 2020, meeting minutes.

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

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

Tanya Evrenson, formerly of Nashville Career Advancement Center, was introduced as the agency's Workforce Development director, effective July 1, 2020.

On Monday, September 28, Head Start will begin Phase 2, reopening using a hybrid model. To ensure social distancing, some children have in-person class Monday and Tuesday and virtual class on Thursday and Friday. The other group of children attend vice versa. No children attend on Wednesday to allow for a deep clean of the classrooms, playgrounds, and facility.

To continue to move forward in building an exceptional organization, training conducted by the Association for Public Human Services Agencies was held September 2-3 for agency leaders.

Dr. Croom has been asked to provide a two-hour workshop for 23 member agencies of Community Action Kentucky to talk about the work Metro Action has done to move to a 2Gen/Whole Family concept. A \$1000 unrestricted honorarium will be provided.

Jim Harbison, executive director from MDHA has resigned effective December 3, 2020. On Monday, September 7, Dr. Croom was contacted by former Mayor Purcell and asked (with the permission of the current Mayor already secured) to lead the five person committee responsible for researching and talking with multiple people about the process the MDHA Board of Directors should undertake to find a new MDHA Executive Director. The committee report is due by the MDHA's November board meeting.

FINANCIAL REPORT *presented by Robert Wright, CFO*

The June 2020 year-end finance report was presented at the August board meeting but was not certified by the board treasurer. The June 2020 finance report has now been reviewed and certified by newly appointed Board Treasurer Zulfat Suara.

The July 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 28%. Credit cards statements were presented and reviewed. Only CFO Robert Wright had a charge and subsequent credit for email software renewal as the purchase was made through the Metro procurement system. There were no CACFP invoices as the children were not in school due to Covid-19.

Motion: Approve June 2020 and July 2020 Finance Reports.

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

ITEMS REQUIRING BOARD ACTION

Program Information Report (PIR)

Per federal Head Start requirements, the PIR is to be reviewed by the governing body. However, Head Start has issued a national memorandum (attached) stating that due to the impacts of the coronavirus disease 2019 (COVID-19), the 2019-2020 PIR will not be required this year.

Motion: Information purpose only. No board action required.

Job Descriptions

As the agency has completed its reorganization, with the restricting of program areas, two job descriptions require a change in grade levels to have continuity for managers on the classification system. Dr. Croom requests moving Transportation Manager from Grade 10D to 11A, and Facilities Manager from 10A to 11A. Also, as part of the agency reorganization and keeping in line with the department directors, the Communications Director job description was submitted for review and approval.

Motion: Approve changing the grade levels for Transportation Manager and Facilities Manager, and approve the Communications Director job description as submitted.

Made by: Flo Kidd **Second:** Kathy Floyd-Buggs **Passed unanimously.**

Grants/Contracts/Memoranda of Understanding

Motion: Approve the Low Income Home Energy Assistance Program (LIHEAP) FY21, 10/1/20 – 9/30/21; LIHEAP CARES FY21, \$1,459,928, 08/01/20 – 07/31/20; LIHEAP Supplemental Benefit Funds, \$1,639,666, 08/01/20 – 07/31/21; LIHEAP Vendor Agreement with Amerigas, Cumberland Propane Propane, Ferrell Gas, Flame Gas, Highers Propane, Nashville Electric Service, Piedmont Natural Gas, Quality Propane, Trinity Propane, no costs are associated with the agreements, 10/01/20 – 09/30/23; Community Services Block Grant (CSBG) submission and receipt of grant, \$1,399,627.82, 10/1/20 – 9/30/22; CSBG FY18 Carry-Forward, \$367,675.46; and, Metropolitan Development and Housing Agency CDBG-CV Emergency Rent/Mortgage Assistance, \$908,321.75

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

Motion: Approve the Head Start FY20 Amendment #2 that waives \$600,000 in matching funds, applicable to FY20 only; Head Start FY20 Amendment #3, \$531,946, 01/20/20 – 6/30/20; Head Start FY20 Amendment #4, \$531,946, 07/01/19 – 06/30/21; Head Start FY21, \$13,952,753.00, 07/1/20 – 6/30/21; Head Start FY21 Amendment #1 de-obligates FY21 funds (\$13,952,753) as the funder had obligated the funds to the wrong Payee EIN; Head Start FY21 Amendment #2 re-obligates FY21 funds of

\$13,952,753 to the correct Payee EIN 07/01/20 – 06/30/21; Head Start FY21 Amendment #3 Supplemental/Start-Up, \$500,000; and, Head Start FY21 Amendment #4 COLA and Quality Improvement, \$682,702.00

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

Motion: Approve Victims of Crime Act (VOCA) Amendment #3 budget revision, No additional dollars are received; The Kresge Foundation Amendment #1, \$10,000 in discretionary funding; and Community Action Kentucky honorarium to the agency for Dr. Croom’s 2-hour presentation during the association’s Fall training, \$1,000.

Made by: Kasey Anderson **Second:** Jeffery Moses **Passed unanimously.**

PROGRAM REPORTS

Communications – No report.

Family & Community Services – Report attached.

Head Start/Early Head Start/Youth Services –Report attached.

Policy Council – No report.

Workforce Development – Report attached.

Administrative Services and Operations – Report attached.

Human Resources – Report attached.

OTHER BUSINESS – None.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary