

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
October 22, 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: Kasey Anderson, Leslie Buggs, Telisha Cobb, Marjean Coddon, Karen Doty, Kathy Floyd-Buggs, Osman Gabure, Jim Harbison, Sharon Hurt, Flo Kidd, Joseph Mitchell, LaVoneia Steele, Zulfat Suara, and Kevin Warner.

Absent: Jim Harbison, Jeffery Moses, and Renee Pratt

Staff/Others: Marvin Cox, Cynthia Croom, Benita Davis, Lisa McCrady, Rickie McQueen, Karen Walker, Belva Weathersby, 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: Kasey Anderson **Second:** Kathy Floyd-Buggs **Motion Passed.**

Motion: Approve September 24, 2020, meeting minutes.

Made by: Kasey Anderson **Second:** Joseph Mitchell **Motion Passed.**

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

The agency has submitted a grant proposal for Workforce Innovation and Opportunity Act funding through Middle Tennessee Region of the Local Workforce Development Board.

Ascend at the Aspen Institute requested permission to post our 2019 research document regarding our 2Gen work and to use the document as part of a national tool kit to train other community action agencies on 2Gen work and to help policy makers understand the importance of continuing 2Gen work.

In response to Covid-19 federal funding, we have received a substantial increase in funding earmarked for specifically to address the financial impact of Covid-19. As such, our current budget is substantially more than what we projected in March 2020 when the Metro FY21 budget was developed. Additionally, the agency experienced a full agency reorganization that took effect July 1, 2020, so the organizational chart in Metro’s budget book that was developed March 2020 does not reflect the agency’s current structure.

Historically, the board retreat was held during the month of October. However, as of last year it was moved to February to better accommodate board members’ schedules. As such, Ms. McQueen will survey board members for their availability for a two-day board retreat to be held in February 2021. The February 2020 board retreat began developing the agency’s five-year strategic plan and will continue that focus at the 2021 retreat.

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

The August 2020 financial report reflects a positive or zero fund balance. All new funding is 100% grant funding with no match requirements. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 29%. Credit cards statements were presented and reviewed.

The Child and Adult Care Food Program (CACFP) invoice and meal counts for 13 days was reviewed. Meal counts are reflective of limited enrollment and virtual learning, both due to the coronavirus.

The September 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 30%. Credit cards statements were presented and reviewed. As Head Start classes were virtual with no before and after care, there were no CACFP expenses.

Motion: Approve August 2020 and September 2020 Finance Reports.

Made by: Kasey Anderson **Second:** Kathy Floyd-Buggs

Discussion: New board member Mr. Warner requested for the finance report to be sent prior to the board meeting. Treasurer Suara stated that prior to board meetings, she reviews the finance report in detail and then certifies the finance report for board approval. Dr. Croom stated that the finance report can be sent to any board member in advance, but that it may not necessarily have been certified by the board treasurer. Ms. Anderson responded that she was uncomfortable for board members to review numbers prior to being certified by the treasurer. Dr. Croom reminded board members that it is a federal requirement that board members review all financial reports, which is why the full finance report is provided at board meetings to all board members once certified by the board treasurer.

Passed unaniomously.

ITEMS REQUIRING BOARD ACTION

Job Descriptions -none

Grants/Contracts/Memoranda of Understanding

Motion: Approve grant submission and subsequent grant contract, if awarded, of \$500,000 from Nashville Electric Service to assist person up to 300% of the poverty guideline. Currently, LIHEAP poverty guideline is at 200%. Approve grant submission and subsequent grant contract, if awarded, of \$800,000 from Workforce Innovation and Opportunity Act funding through Middle Tennessee Region of the Local Workforce Development Board

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

PROGRAM REPORTS

Communications – Report attached.

Family & Community Services – Report attached.

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

Policy Council – No report.

Workforce Development – Report attached.

Transformation & Innovation – No report.

Administrative Services and Operations – Report attached.

Human Resources – Report attached.

OTHER BUSINESS

Dr. Croom stated that at the next board meeting, she will provide a report of the impact of the coronavirus on the agency and how the agency is providing services.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary