

Metropolitan Action Commission
Board of Commissioners Meeting
December 3, 2020

Meeting was called to order by Chairman L. Steele at 12noon via WebEx platform.

Motion was made by Kathy Buggs and 2nd by Flo Kidd to conduct meeting virtually. Motion passed by voice vote.

Present: Leslie Buggs, Talisha Cobb, Marjean Coddon, Karen Doty, Kathy Floyd-Buggs, Flo Kidd, Joseph Mitchell, Zulfat Suara, Kevin Warner, Fatimah Ali, LaVoneia Steele, Will Choppin (Jim Harbison, MDHA)

The roll was called, and a quorum was not established. Chairman Steele announced that any voting items will be deferred until such time as a quorum is established or until next meeting.

Executive Director's Report by Dr. Cynthia Croom

- Announcement that, due to increase in COVID numbers, many staff are teleworking from home while services continue in Family and Community Services and Early Education (Head Start/Early Head Start). All will telework after December 21 through January 4. See other content in report.

Quorum was established. Motion to approve minutes of last meeting was made by Flo Kidd and 2nd by Kevin Warner as amended with the addition of Fatimah Ali present. Motion passed by roll call vote.

Financial Report was certified by Board Treasurer Zulfat Suara and presented by CFO Robert Wright

- October financial report was reviewed with funds in good standing.
- Announcement was made that Metro provided a review of financials and commented that internal controls were in place. Findings noted in review included efforts to seek grant reimbursement and failure to adhere to timeliness of quarterly reporting. This was as noted also on State audit report.
- Reports of credit card reconciliation and CACFP meal counts.
- Motion was made by Marjean Coddon and 2nd by Kathy Buggs to approve financial report. Motion passed with roll call vote.

Items Requiring Board Action

- Job Descriptions for Youth Ambassador and Youth Employment Coaches (3) was presented. These are new positions being funded by new workforce grant, WIOA.
- Motion was made to approve proposed job descriptions by Leslie Buggs and seconded by Joseph Mitchell. Motion passed by roll call vote.
- No new Grants/Contracts/Memoranda of Understanding
- Policies and Procedures for WIOA were presented with amendment under Frequency of Data Validation. Motion to approve the proposed new policies and procedures was made by Zulfat Suara and seconded by Kathy Buggs. Motion passed with roll call vote.

Program Reports

- Reports were provided in packet.
- Mr. Cox, Director, Family and Community Services provided an addendum to report as follows:
 - Supplements are available to families of \$325.00 with 7,285 prospective families eligible.

Other Business- None

Meeting was adjourned at 12:40pm

Submitted by:

Joseph Mitchell, Board Secretary
bkw12.3.20