

METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES – REVISED 10/28/21
Douglass Head Start Center
445 Cotton Lane, Nashville, TN 37211
August 26, 2021 / 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, Flo Kidd, Joseph Mitchell, Keenyatia Nicholson, Saul Solomon, LaVoneia Steele, and Kevin Warner.

Absent: Fatima Ali, Kasey Anderson, Karen Doty, Kathy Floyd-Buggs, Osman Gabure, Sharon Hurt, Renee Pratt, and Zulfat Suara,

Staff/Others: Cynthia Croom, Rickie McQueen, and Robert Wright.

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:00 p.m.

REPORT FROM THE CHAIR

Motion: Approve board motions made during the June 24, 2021, board meeting.

Made by: Flo Kidd **Second:** Keenyatia Nicholson **Motion Passed.**

The Bylaws of the Metropolitan Action Commission were noted as Attachment 2 of the board packet.

The FY22 Committee Assignments were noted as Attachment 3 of the board packet.

The FY22 Meeting Schedule was noted as Attachment 4 of the board packet.

Motion: Accept the Bylaws, Committee Assignments, and Meeting Schedule as presented.

Made by: Keenyatia **Second:** Leslie Buggs **Motion Passed.**

COMMITTEE REPORTS

Program Committee – Early Education & Youth as reported by Joseph Mitchell, committee chair. The Early Education & Youth program committee met on August 10, 2021, to review, make recommendations for revision, and approve the Head Start/Early Head Start Operational Policies & Procedures that went through a major overhaul in 2019. At that time, content area managers led committees to review of their respective content area for needed change. Some content areas experienced big changes, some experienced small changes, some changes were due to the pandemic, some were due to a change in the educational curriculum and student assessments, and some content areas required enhancement, e.g., nutrition, facilities, transportation. Lastly, some position names changed due to the July 2020 agency reorganization. All changes met program guidelines.

Motion: Approve Head Start/Early Head Start Operational Policies & Procedures.

Made by: Joseph Mitchell **Second:** Keenyatia Nicholson **Motion Passed.**

Executive Director Evaluation Ad Hoc Committee as reported by Telisha Cobb, committee chair. The Executive Director Evaluation Ad Hoc Committee met on June 14, 2021, June 18, 2021, June 24, 2021, and presented the Executive Director Evaluation for board review and approval.

Motion: Approve Executive Director Evaluation as submitted. Approve Executive Director Evaluation Ad Hoc Committee Chair Telisha Cobb to discuss executive director compensation with the Office of the Mayor.

Made by: Leslie Buggs **Second:** Flo Kidd **Motion Passed.**

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

As of Monday, August 23, \$17.5 million of the \$20.8 million in Treasury ERA 1 (Emergency Rental Assistance) funding has been expended through the agency's HOPE program. The remaining ERA 1 funds are expected to be exhausted by mid-September. Dr. Croom acknowledged the HOPE team's unwavering commitment, working 12-hour days, five days a week, and Saturdays, in their efforts to provide HOPE funds to Davidson County residents in need.

The US. Department of the Treasury invited the Metropolitan Action Commission to be a part of a national conversation as a featured organization that successfully administered Emergency Rental Assistance (ERA) funding. This invitation is the third time the agency has received national recognition for its work with ERA funding.

The agency received notice of the receipt of an additional \$24 million in Tennessee Housing Development Agency ERA 1 funding. Those funds will go before Council on September 7 for appropriation to the agency's budget. The THDA ERA 1 funds will begin to be expended once Treasury ERA 1 funds are exhausted. The addition of this \$24 million ERA funding necessitated the job descriptions that will be presented to the board for approval as several staff roles have adjusted.

The RFP for ERA 2 funds of \$9 million closed. These ERA funds will be sub-awarded to area non-profit organizations in partnership for processing and approving applications for MAC disbursement of ERA 2 funds.

Dr. Croom met with staff from the Mayor's Office to discuss Metro funds provided to area non-profits to assist households whose income is above 80% threshold of the poverty income guidelines and therefore do not qualify for the HOPE program, as well as to consider including some funding for legal assistance for undocumented households that are facing evictions.

Dr. Croom stated that the US Treasury is rolling out ERA 2 and MAC is scheduled to received approximately \$9 million. As the HOPE program has been fully implemented through ERA 1, MAC will solicit RFPs from local non-profits to serve as HOPE partners.

The agency will rent office space in Parkway Towers located on James Robertson Parkway to place HOPE staff as staffing will expand by additional team members. The location is ideal as parking is available for staff and customers, and close to the main office.

As provided each year, the travel/training report for the prior fiscal year is provided.

Dr. Croom asked board members for recommendations for persons to serve as community representatives to the Head Start/Early Head Start Policy Council.

FINANCIAL REPORT *as certified by Treasurer Telisha Cobb and presented by Robert Wright, CFO*

The May 2021 financial report reflects positive or zero fund balances. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 91%. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts for 20 days was reviewed to include COVID meals delivered to children who remain home for virtual learning. Of note, Dudley only had one day of breakfast/lunch as the building became unusable due to storm damage and therefore the Dudley children were temporarily assigned to other centers.

The June 2021 financial report reflects positive or zero fund balances for year-end. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 103%. The agency did not expend all Early Head Start funding as teaching positions were not filled. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts for 20 days was reviewed to include COVID meals delivered to children who remain home for virtual learning. Of note, Dudley only had one day of breakfast/lunch as the building became unusable due to storm damage and therefore the Dudley children were temporarily assigned to other centers.

Motion: Approve May 2021 and June 2021 Finance Reports.

Made by: Keenyatia Nicholson **Second:** Leslie Buggs

Discussion: Ms. Weathersby stated that even with decreased staffing, Early Head Start experienced 90% attendance rate through virtual learning. Dr. Croom stated that FY21 year end fund balance of \$2.7 million is the result of several programs crossing fiscal years, and the receipt of additional grants that allowed for indirect costs, which are placed in MAC admin. A request has been made to Metro Finance to ensure the \$2.7 million year-end fund balance remains with the agency instead of placing the year-end fund balance in the general fund. Treasurer Telisha Cobb, stating that this was her first meeting since being appointed Treasurer, thanked the agency for the systems in place and the openness of financial matters

Passed unanimously.

ITEMS REQUIRING BOARD ACTION

Job Descriptions – as attached

The following job descriptions were submitted to the board for approval:

Assistant Director of Workforce – assistant director of youth role was eliminated: some duties shifted to Workforce.

Community Engagement Director – new position within the agency.

Family & Community Services Manager – replaces the supervisor position that shifted to quality assurance and compliance for the organization during the July 2020 agency reorganization.

Family Development Specialist 1 – Workforce – staff previously reported to Family & Community Services.

HOPE Housing Court Navigator – liaison between persons in the court who are being evicted and eviction courts.

HOPE Processor – expanded duties to help address influx of applications

HOPE Quality Assurance & Compliance – to ensure non-profit and MDHA grantees meet program compliance.

Speech & Language Services Coordinator – New position funded by additional COVID CARES funding.

Motion: Approve job descriptions.

Made by: Keenyatia Nicholson **Second:** Flo Kidd **Passed unanimously.**

Grants, Contracts, MOUs - as attached

Motion: Approve THDA ERA 1 grant.

Made by: Keenyatia Nicholson **Second:** Telisha Cobb **Passed unanimously.**

Motion: Approve CSBG FY22 grant, Direct Appropriation grant, Cities for Financial Empowerment grant, CSBG Cycle Impact Application and subsequent grant.

Made by: Keenyatia Nicholson **Second:** Flo Kidd **Passed unanimously.**

Motion: Approve Letter from Dr. Veronica Oates, Meharry School of Dentistry MOU, McGruder Center MOU.

Made by: Keenyatia Nicholson **Second:** Flo Kidd

Discussion: In follow-up to asking about the process to procure services from Meharry School of Dentistry and how the dollar amount from the MOU will be determined, Mr. Warner made the following motion.

Motion: Amend previous motion in order to separate approval of the Meharry School of Dentistry MOU from the motion to approve Letter from Dr. Veronica Oates and McGruder Center MOU.

Made by: Kevin Warner **Second:** None **Motion Failed.**

Previous Motion brought back to the floor:

Motion: Approve Letter from Dr. Veronica Oates, Meharry School of Dentistry MOU, McGruder Center MOU.

Made by: Keenyatia Nicholson **Second:** Flo Kidd **Approve: 8** **Oppose: 1** **Abstain: 0**

Mr. Warner requested the Meharry School of Dentistry MOU be emailed to him.

PROGRAM REPORTS

Dr. Croom stated that the leadership staff are not in attendance as they are working on the HOPE program

Communications – Report attached.

Family & Community Services – Report attached.

Housing, Opportunity, Partnerships, & Employment (HOPE) – Report provided in Executive Director report.

Early Education & Youth –. Report attached.

Policy Council – No Report.

Workforce Development – Report provided.

Transformation & Innovation – Report provided.

Administrative Services and Operations – Report provided.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary