

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Douglass Head Start Center
621 Howerton Street, Nashville, TN 37206
September 23, 2021 / 12:00 noon – 1:00 pm**

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

Present: Fatima Ali, Leslie Buggs, Telisha Cobb, Kathy Floyd-Buggs, Sharon Hurt, Flo Kidd, Joseph Mitchell, Keenyatia Nicholson, Saul Solomon, LaVoneia Steele, Zulfat Suara and Kevin Warner.

Absent: Kasey Anderson, Karen Doty, Osman Gabure, and Renee Pratt

Staff/Others: Cynthia Croom, Lisa McCrady, 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 the August 26, 2021, meeting minutes.

Made by: Sharon Hurt **Second:** Kevin Warner **Motion Passed.**

COMMITTEE REPORTS

Bylaws Committee as reported by Kevin Warner, committee chair. The Bylaws committee met September 23, 2021, and recommend Dr. Osman Gabure's removal from the Board of Commissioners due to attendance.

Motion: Approve recommendation to remove Dr. Gabure as a member of the Board of Commissioners.

Made by: Kevin Warner **Second:** Keenyatia Nicholson **Motion Passed.**

Executive Director Evaluation Ad Hoc Committee as reported by Telisha Cobb, committee chair. The Executive Director Evaluation has been submitted to the Office of the Mayor and an equity update is in review.

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

The September 17, 2021, Adult Education Graduation Ceremony was a fantastic event. The graduates and audience followed social distancing guidelines. Hopefully, next year the graduation can be held with less restrictions.

The US. Department of the Treasury Emergency Rental Assistance 1 (ERA 1) funding of \$20,888,561.90 has been fully expended. ERA 2 has obligated or expended over \$4.1 million of the \$9,218,150.64 grant award. The THDA ERA 1 contract for \$24,764,550.18 is being processed. Of note, the MAC HOPE program has the highest distribution rate in Tennessee and is one of the highest in the nation.

Dr. Croom stated that she was a presenter at the Interdenominational Minister's Fellowship "Strengthening Black Families" series.

The Kresge Foundation two-year grant will end November 30, 2021. We hope to receive continuation funding in addition to the \$10,000 amendment that was recently awarded.

Dr. Croom and the Tennessee Association of Community Action president, Tim Jaynes, met with the TN Department of Human Services (DHS) Commissioner Clarence Carter, in part, to express concern regarding how the state's community action agencies are described. It was during this meeting that information was shared regarding an upcoming TANF planning grant. Metro Action will partner with two entities, United Way and Martha O'Bryan Center, both of which are applying for grant funding.

Dr. Croom met with Dr. Troy White, newly appointed executive director of the Metropolitan Development and Housing Agency (MDHA) and based upon that meeting is looking forward to shared planning with MDHA. Councilmember Hurt stated that during the Council meeting to confirm Dr. White's appointment, Dr. Croom received accolades for her role leading the MDHA Search Committee.

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

The July 2021 financial report (new fiscal year) reflects positive or zero fund balances. With the influx of COVID relief funding, the agency's budget exceeds \$100 million. VOCA had no findings nor observations from its recent monitoring visit. The Head Start/Early Head Start in-kind report was reviewed with the match at 29%. Credit cards statements were presented and reviewed. Credit cards are maintained in a locked safe. When an authorized user signs out his/her credit card, the card must be returned and locked back in the safe by the end of the business day. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed for 16 days reflecting only Early Head Start toddler meals and infant formula, and infant formula sent home as allowed by the funder.

The Board is asked to approve raising the maximum amount of the pay plan's salary range for the executive director position thereby creating a wider salary range.

Motion: Approve July 2021 Finance Reports and approve raising the maximum amount of the salary range for the executive director position.

Made by: Flo Kidd **Second:** Leslie Buggs

Discussion: Ms. Cobb, chair of the Executive Director Evaluation Ad Hoc Committee, stated the Mayor determines the executive director's (a Metro department head) salary, yet the Board can make a recommendation to the Mayor. The request to expand the salary range of the executive director position by raising the maximum amount is to accommodate any increase in pay. Based upon Board discussion at the August 26, 2021, board meeting, Mrs. Cobb is in discussion with the Mayor's Office regarding Dr. Croom's salary adjustment.

Passed unanimously.

ITEMS REQUIRING BOARD ACTION

Program Information Report (PIR) – Head Start / Early Head Start

The Board reviewed the Head Start PIR and the Early Head Start PIR taking into consideration that the figures reflect activity that occurred in the midst of a global pandemic. Head Start enrollment is funded at 1245, actual is 1008 cumulative. Early Head Start enrollment is funded at 120, actual is 154 cumulative, which includes turnover. Pregnant Moms is funded at 16, 30 moms were served as those pregnant moms who delivered had their children enter Early Head Start at six weeks of age. Several categories in the PIR were discussed including Disabilities, which is required to reflect 10% of funded enrollment. Currently, children with diagnosed disabilities reflect 9%, however, due to the pandemic, the Office of Head Start has waived the required 10%. The Parent, Family, and Community Engagement helped parents with goal setting, various workshops, and an active Father 2 Father initiative. Of the 19 homeless children from 18 homeless families, 11 families acquired housing during the program year by staff working through interdepartmental partnerships. Councilmember Hurt gave accolades to staff as Nashville is not only experiencing a pandemic, but a severe affordable housing shortage.

Motion: Approve the 2021 Head Start PIR and the 2021 Early Head Start PIR.

Made by: Keenyatia Nicholson **Second:** Leslie Buggs **Passed unanimously.**

Job Descriptions – none

Grants, Contracts, MOUs - none

PROGRAM REPORTS

Communications – Of the 1,000+ community action agencies across the nation, MAC was one of 21 community action agencies featured by the National Community Action Partnership for our 2GEN work. The work of the agency was also listed on the Aspen Institute’s webpage. MAC has been invited to participate in the October 2 Celebrate Nashville festival. MAC Workforce Development Director Tanya Evrenson coordinated a job fair for the festival with 20 employers participating. In partnership with Vanderbilt, HOPE is hosting an outreach event at the Elmahaba Center that serves Arabic speaking immigrants. The agency will also participate in the Welcome Project that will welcome up to 290 refugee families from Afghanistan. Report distributed.

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 attached.

Transformation & Innovation – No report as primary focus is helping to manage the HOPE program.

Administrative Services and Operations – No report as primary focus is helping to manage the HOPE program.

Meeting adjourned.
Minutes submitted by:

Joseph Mitchell, Board Secretary