

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
North Head Start Center  
1624 5<sup>th</sup> Avenue North, Nashville, TN 37208  
October 28, 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: Telisha Cobb, Kathy Floyd-Buggs, Tanya Hancock, Flo Kidd, Joseph Mitchell, LaVoneia Steele, Joy Styles, and Troy White.

Absent: Fatima Ali, Kasey Anderson, Leslie Buggs, Karen Doty, Keenyatia Nicholson, and Renee Pratt, and Kevin Warner

Staff/Others: Cynthia Croom, Lisa McCrady, Rickie McQueen, Derrick Smith (attorney), Belva Weathersby, and Robert Wright.

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:03 p.m. and welcomed new Board members, Councilwoman Tonya Hancock and Councilwoman Joy Styles.

### **REPORT FROM THE CHAIR**

**Motion:** Approve the August 28, 202, revised meeting minutes.

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

**Motion:** Approve the September 23, 2021, meeting minutes.

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

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

Dr. Croom shared with the board of the passing of a team member to COVID-19, and the death of a team member's daughter, also of COVID-19.

The Head Start/Early Head Start program received its 45-day notification of a virtual Monitoring Review that has been scheduled for December 6, 2021. Board representation may be required.

The agency's HOPE program, funded directly by the US Treasury Emergency Rental Assistance, has one of the highest disbursement rates in the country as the first award, ERA 1 (\$20,888,561.90), has been disbursed, the second award, ERA 2 (\$9,218,150.64), has been disbursed/obligated. Once ERA 2 has been fully disbursed, ERA 2 Part 2 (\$13,827,236.76) will be received from the US Treasury. Also, the agency is discussing with the Tennessee Housing Development Agency (THDA) Davidson County's share (\$24,764,550.18) of funds the US Treasury granted directly to the State for each county's use as THDA wants to contract with MAC for those funds and therefore access a 3% administrative fee versus MAC receiving a direct allocation thereby retaining the 3% administrative fee and to also not be subject to double monitoring/audits. Additionally, due to the agency's rate of disbursement, we can request additional THDA ERA funds that were not expended by other Tennessee counties. Those additional funds can only serve residents of Davidson County. Currently, staff is checking HOPE applications for irregularities that suggest potential fraud forwarding information to Metro Legal. If it is determined that fraudulent activity occurred, the agency will report said findings to the Board of Commissioners and to the federal government, as required.

Metro Action, recognized nationally for its 2Gen work, was identified in a case study performed by the Ascend of the Aspen Institute (*State of the Field: Two-Generation Approaches to Family Well-Being*) and by Leadership for a Networked World of Harvard Kennedy School as an example of an entity that successfully implements the 2Gen through the Human Services Value Curve.

Dr. Croom reminded the board that the annual Board Retreat will be held in February 2022. This retreat is important because five years ago the board approved an executive director succession plan so to the position the agency for new leadership when necessary. The February 2022 Board Retreat puts the agency at two years out in the planning for a successful executive director transition, and to also begin the conversation about how to develop a sustainable organization as we look must consider succession plans for all leadership. Historically, the Board Retreat is one full day and one half-day. During the February 2022 Board Retreat, Dr. Croom will also provide a report on the agency's strategic plan and organizational update so that Board members have a full understanding of agency operations.

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

The August 2021 financial report reflects positive or zero fund balances. It was noted there is a typographical error in the Summer Food Services Program budget line item: erroneously stating \$17,393,000 instead of the correct \$1,739,300. 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. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed for 17 days and reflect the start of the new school year. CACFP expenses are reimbursed by meals eaten and not by meals prepared. For example, should a child go home sick after breakfast, the agency would be reimbursed for the breakfast meal, but not for the prepared lunch meal.

**Motion:** Approve August 2021 Finance Reports.

**Made by:** Telisha Cobb **Second:** Joy Styles **Passed unanimously.**

**ITEMS REQUIRING BOARD ACTION**

**Job Descriptions** – none

**Grants, Contracts, MOUs**

**Motion:** Approve the Emergency Rental Assistance (ERA) 2 – Part 2, \$3,827,236.76; approve The Kresge Foundation Amendment 2, \$10,000; approve the MOU with Nashville General Hospital for EKG training and certification.

**Made by:** Joy Styles **Second:** Flo Kidd **Passed unanimously.**

**PROGRAM REPORTS**

***Communications*** – Identified by the US Treasury for successfully disbursing ERA funds, on Tuesday, October 26, MAC and Judge Rachel Bell of Metro General Sessions Court Legacy Program hosted Judge Kim Bacon, small claims jurist from Indianapolis Indiana, and her staff so they gain guidance/ideas from the successful collaboration between MAC and Metro Courts. Judge Bacon stated that Indianapolis is one of the top cities in America for evictions yet were having difficulty in developing a program that lends itself to the successful disbursement of ERA funds.

***Family & Community Services*** – Report attached.

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

***Early Education & Youth*** – All centers are fully in-person operational. However, if a child or employee must quarantine, there is a plan in place to ensure continuing education. We have received the required 45-day notice for our federal Office of Head Start Fiscal Area 1 review, which will be held virtually, December 6 – 10, 2021. The review will look at program design (education, health, family), management (fiscal, program governance), and systems. Board members may be asked to participate with regard to governance. 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*** – Report provided.

Meeting adjourned.  
Minutes submitted by:

Joseph Mitchell, Board Secretary