

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
East Police Precinct
936 E Trinity Ln, Nashville, TN 37207
February 24, 2022 / 9:00 am – 10:00 am**

Attachment 1

Present: Fatima Ali, Leslie Buggs, Telisha Cobb, Karen Doty, Tanya Hancock, Flo Kidd, Joseph Mitchell, Renee Pratt, and LaVoneia Steele

Absent: Kasey Anderson, Kathy Floyd-Buggs, Joy Styles, and Troy White

Staff/Others: Marvin Cox, Cynthia Croom, Benita Davis, Lisa McCrady, Rickie McQueen, Ann Parkinson, Derrick Smith (Metro attorney), Belva Weathersby.

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 9:08 p.m. and welcomed new Board member, Dr. Troy White, representing Metropolitan Development & Housing Agency.

REPORT FROM THE CHAIR

Motion: Approve the December 2, 2021, meeting minutes.

Made by: Tonya Hancock **Second:** Leslie Buggs **Motion Passed.**

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

Dr. Croom informed board members that to date, \$68 million has been received in HOPE funds. Of that figure, \$6,800,000 (10%) is applied to admin to cover indirect costs and \$61,200,000 (90%) applied to direct service. Of the remaining \$20,000,000, with the addition of four partner agencies that are receiving and processing HOPE applications, it is anticipated HOPE funds will be fully encumbered June 2022, with no additional funding.

MAC Transformation & Innovation Director Karen Walker resigned at the end of January 2022, Chief Financial Officer Robert Wright resigned effective February 1, 2022, and Early Education & Youth Director Belva Weathersby will retire effective March 11. Susan Gray Center Manager Donald Parham (40-year tenure with MAC) will serve as interim director of Early Education and Youth, Accountant III Ann Parkinson will serve as interim CFO, and the duties of the Transformation & Innovation director has been spread among several team members. Positions have been posted, posting closed, and interviews are being scheduled.

FINANCIAL REPORT *as presented by Ann Parkinson, interim CFO*

The October 2021 financial report reflects positive or zero fund balances except for HOPE funding that was pending reclassification. The Head Start/Early Head Start in-kind report was reviewed with the match at 58%. The majority of Head Start/Early Head Start in-kind is from Metro direct appropriation, depreciation, and parent volunteer hours. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed for 20 days. The count for Tom Joy Head Start Center includes outreach meals for children.

The November 2021 financial report reflects positive or zero fund balances as the HOPE funding reclassification was completed. The Head Start/Early Head Start in-kind report was reviewed with the match at 59%. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed for 17 days noting several holidays in the month of November.

Because the finance reports have yet to be certified by the board treasurer, they are provided as informational and brought before the board for approval at the March board meeting.

ITEMS REQUIRING BOARD ACTION

Job Descriptions/Position-Salary Changes

Youth Specialist – existing generic Workforce position revised to be more specific to workforce and youth.

Motion: Approve revised Youth Specialist job description.

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

Research Analyst – new job description created to meet the need of the agency as it reflects the level of complex data and analysis being performed by existing employee, who will officially transition to the new job description once approved.

Motion: Approve Research Analyst job description

Made by: Tonya Hancock **Second:** Karen Doty **Passed unanimously.**

Dr. Croom asked the board to approve an update to all job description objectives to be consistent with the language in the strategic plan. will state. Uphold the Mission, Vision and Core values of the MAC including exemplary internal and external customer service, teamwork, and treatment of all persons with respect, dignity, and compassion will change to Uphold the Mission, Vision, Values and Philosophy of the Metropolitan Action Commission.

Motion: Approve updating all job descriptions to reflect the language in the strategic plan

Made by: Fatima Ali **Second:** Leslie Buggs **Passed unanimously.**

Head Start/Early Head Start Selection Criteria

Each year, the Head Start/Early Head Start program must prioritize selection criteria. Changes of note include reflecting the updated federal poverty level, increasing points for siblings entering the program to ensure families continue to receive services; and an increase for refugees given that Head Start is usually the first program that works with refugee families who have small children. As required by the federal Head Start, the revised Selection Criteria is first approved by the Head Start Policy Council prior to submission to the board.

Motion: Approve Head Start/Early Head Start Selection Criteria

Made by: Tonya Hancock **Second:** Flo Kidd **Passed unanimously.**

Human Resources Department structure

Due to the number of agency employees, it is determined that an additional Human Resources Business Partner is needed to ensure the department can meet the needs of agency employees.

Motion: Approve adding a Human Resources Business Partner to the Human Resources Department.

Made by: Tonya Hancock **Second:** Flo Kidd **Passed unanimously.**

Grants, Contracts, MOUs - none

Meeting adjourned for a review of the strategic plan, and to receive updates on services and programs offered.

Minutes submitted by:

Joseph Mitchell, Board Secretary