

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Douglass Head Start Center
621 Howerton Street, Nashville, TN 37206
March 24, 2022 / 12:00 noon – 1:00 pm**

Present: Fatima Ali, Leslie Buggs, Kanika Covert, Tanya Hancock, Flo Kidd, Joseph Mitchell, LaVoneia Steele, Troy White

Absent: Kasey Anderson, Telisha Cobb, Karen Doty, Kathy Floyd-Buggs, Renee Pratt, and Joy Styles

Team members/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 12:01 p.m. and convened the following committees:

Bylaws Committee: Karen Doty (Chair), Fatimah Ali, Troy White
Nominating Committee: Flo Kidd (Chair), Kathy Floyd Buggs, Renee Pratt
Executive Director Evaluation Ad Hoc Committee: Telisha Cobb (Chair), Fatimah Ali, Leslie Buggs, Joseph Mitchell

All Committee reports are due to the Board of Commissioners by June 23, 2022.

REPORT FROM THE CHAIR

Motion: Approve the February 24, 2022, meeting minutes.
Made by: Flo Kidd **Second:** Tonya Hancock **Motion Passed.**

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

Dr. Croom informed board members that the agency's budget hearing before Metro Finance was held March 10, during which time she did not request a budget increase except should general government employees receive salary increases that MAC team members receive the same salary increase. Dr. Croom also requested that MAC fund balances carry over the new fiscal year. This is especially important given the indirect cost rate received from the HOPE funds.

HOPE funding is expected to be fully expended/obligated by June 30 and therefore the agency will request approval from the board that the HOPE portal close effective June 30. Once the MAC HOPE portal closes, Tennessee Housing and Development Agency (THDA), who provides ERA funding to Tennessee counties, will open their Davidson County portal for Davidson County residents. MAC kiosks will remain available, but applications will not be processed by MAC.

Leadership meetings are being held regarding the new mission, vision, and strategic plan. An agencywide conference for all team members regarding the new mission, vision, and strategic plan is tentatively scheduled for August 1 -5, 2022. This week-long agency shut down will require board approval once plans are finalized.

Dr. Croom implemented *Imagine* grant(s) that will fund transformational/innovative projects submitted by team members. Each funded project will receive a \$10,000 grant to implement the project. Imagine Teams, which must be a minimum of two team members, made presentations to grant reviewers who consisted of national leaders: Dr. Raquel Hatter of The Kresge Foundation, Tiffney Marley of the National Community Action Partnership, and Jeannie Chaffin, formerly of the National Community Action Partnership and now a renowned national consultant. Winners will be announced on Friday, March 25, 2022.

As a result of the agency's 2Gen work regarding CompTIA and EKG trainings, Dr. Croom received an email requesting the agency submit a letter of interest for a grant from the Work Rise Network.

Dr. Croom introduced Mr. Donald Parham, a 40-year tenured Head Start employee, as the interim director of Early Education & Youth.

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

Previously, the October 2021 and November 2021 finance reports were provided but since they had not been reviewed and signed by the board treasurer, they were provided as informational reports. Those reports have since been reviewed and signed by the board treasurer and now brought before the board for approval.

The December financial report reflects positive or zero fund balances except for Covid funding that is being reallocated to MAC ERA Reallocated PART 1 as we await funding. The Head Start/Early Head Start in-kind report was reviewed with the match at 60%, most of which occurred after quarterly transfers from local funding. Credit cards statements were presented and reviewed. Ms. Suggs credit card charges included Head Start/Early Head Start and Workforce family activities. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 17 days for the month.

The January 2022 financial report reflects positive or zero fund balances as HOPE funding was reallocated. The Head Start/Early Head Start in-kind report was reviewed with the match at 61%. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 17 days for the month, noting extra meals were provided to the siblings of Tom Joy Head Start students who were participating in remote learning.

Motion: Approve the December 2021 and January 2022, finance reports.

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

ITEMS REQUIRING BOARD ACTION

Ethics/Conflict of Interest Statement

Motion: Approve board members signing the Ethics/Conflict of Interest Statement.

Made by: Kanika Covert **Second:** Flo Kidd **Motion Passed.**

Job Descriptions/Position-Salary Changes - none

Grants, Contracts, MOUs - none

Motion: Approve submission of the Head Start/Early Head Start FY23 Continuation Funding application that is due April 1, 2022, and the subsequent receipt of grant award.

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

Motion: Approve submission of the Summer Food Service Program funding application for FY22 and FY23, and the subsequent receipt of grant award.

Made by: Leslie Buggs **Second:** Joseph Mitchell **Motion Passed**

Out-of-Class Pay Approval - deferred

PROGRAM REPORTS

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 – Report attached.

Workforce Development – Report attached.

Transformation & Innovation – No report.

Administrative Services and Operations – Report attached.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary