

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
Douglass Head Start Center  
621 Howerton Street, Nashville, TN 37206  
May 26, 2022 / 12:00 noon – 1:00 pm**

*Attachment 1*

Present: Telisha Cobb, Karen Doty, Kathy Floyd-Buggs, Tanya Hancock, Flo Kidd, Joseph Mitchell, LaVoneia Steele, Joy Styles, and Troy White

Absent: Fatima Ali, Kasey Anderson, Leslie Buggs, Kanika Covert, and Renee Pratt

Team members/Others: Marvin Cox, Cynthia Croom, Oluwadamilola Dairo, Benita Davis, Matthew Garth (Metro attorney), Lisa McCrady, Rickie McQueen, Donald Parham, and Ann Parkinson,

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:03 p.m.

**REPORT FROM THE CHAIR**

**Motion:** Approve the March 26, 2022, meeting minutes.

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

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

Dr. Croom introduced Ann Parkinson, promoted to Chief Financial Officer, and Oluwadamilola Dairo, who was promoted from the data team to Director of Transformation & Innovation.

A video was shown of the five Imagine projects that were each awarded a \$10,000 grant to implement their respective project.

For the second year in a row, the same salary increases proposed to general government employees is being proposed for MAC team members in the Mayor's budget.

Dr. Croom will be a panelist concerning succession planning at the CAPLAW national conference. CAPLAW, staffed by attorneys, provides community action agencies across the nation with legal information and advice.

The latest HOPE report shows 11,199 applications received representing 6,958 unique households served. Zip code 37013 (Antioch) has the highest number of applications submitted. Currently, 87% (approximately \$57 million) of grant funds are expended. We anticipate the number of applications received by June 30 will expend all grant funds. Accordingly, a request will be made to close the HOPE portal to complete applications and clean data that will be within the portal on June 30.

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

The February 2022 financial report reflects positive or zero fund balances except for Kresge funding that ended January 31, 2022. Team members previously paid by Kresge were moved to Admin effective February 1, 2022, and fund balances transfers are pending. Additionally, the HOPE ERA 1 reflects a negative balance, the change of which to a zero balance will be reflected on the April report as the ERA 1 grant funds are fully expended. The Head Start/Early Head Start in-kind report was reviewed with the match at 89%. Credit cards statements were presented and reviewed. Ms. Suggs credit card charges included Head Start/Early Head Start Valentine projects. Ms. McQueen's credit card charges also reflect a charge for the cost of ordering checks for the petty cash account and the renewal of the Workforce website domain. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 18 days for the month, along with extra meals provided to Tom Joy Head Start students who were participating in remote learning.

The March 2022 financial report reflects positive or zero fund balances except for Kresge's negative balance as post January 31, 2022, charges are awaiting final transition to their new expense location within the system. The Community Development Block Grant (CDBG) positive balance will

zero out as we have to repay the balance to the funder. HOPE ERA 1 still reflects a negative number pending an April transfer. The 31 cents of earned interest will be moved to an account that crosses fiscal years. The Head Start/Early Head Start in-kind report was reviewed with the match at 90%. Credit cards statements were presented and reviewed. Ms. McQueen's credit card statement includes the purchases of software and board lunch. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 22 days for the month, noting extra meals were provided to Tom Joy Head Start students who were participating in remote learning.

The April 2022 financial report reflects positive or zero fund balances. The Admin fund reflects a large increase resulting from the quarterly transfer. Head Start/Early Head Start has two new grants: Head Start Early Head Start COVID-19 Supplemental and Head Start Early Head Start American Rescue Plan. Fan & Cooling line item includes an annual \$500 donation received. Kresge was negative 8.33 for interest which is being moved to Admin in May. The CSBG negative \$119 balance is also interest charged and will also be moved to Admin. The Head Start/Early Head Start in-kind report was reviewed with the match at 91%. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 20 days for the month, noting extra meals provided to Tom Joy Head Start students who were participating in remote learning.

**Motion:** Approve the February 2022, March 2022, and April 2022 finance reports.

**Made by:** Tanya Hancock **Second:** Joy Styles

**Comment:** Dr. Croom stated Metro does not post payroll until the end of the month, which will at times result in interest charges for the CSBG Rapid Cycle Grant. Dr. Croom asked CFO Parkinson to work with the grant and request if we can draw the funds down early to avoid interest.

**Motion Passed.**

## ITEMS REQUIRING BOARD ACTION

### Personnel Committee

Personnel Committee Member Telisha Cobb reported the Personnel Committee met at 5:30pm on Tuesday, May 24, 2022, and approved June 19 Juneteenth as an agency holiday and revising the Employee Handbook to reflect such change.

**Motion:** Approve June 19 as the Juneteenth holiday reflecting such change in the Employee Handbook.

**Made by:** Troy White **Second:** Tanya Hancock **Motion Passed.**

### HOPE Portal Closure

Dr. Croom requested Board approval for the HOPE portal to close at the end of business on June 30, 2022, to new applications based on the current spending rate that is one of the highest in the nation coupled with the number of applications on hand, the HOPE team anticipates there will be enough applications in the portal on June 30, 2022, to expend all remaining HOPE funds. Once the portal is closed to new applications, HOPE team members will continue to process applications and clean data within the portal. It is MAC's intent to inform the public of the pending portal closure and to also inform the public that once the agency's HOPE portal closes effective July 1, 2022, the Tennessee Housing Development Agency will open its Davidson County portal for applications.

**Motion:** Approve closing the HOPE portal at the close of business on June 30, 2022.

**Made by:** Tanya Hancock **Second:** Joy Styles **Motion Passed.**

### Single Audit and Distribution

The Community Services Block Grant (CSBG) requires Board members to know when the Single Audit has been performed and is made available.

**Motion:** Acknowledge and approve board members receiving access to the 2021 Single Audit.

**Made by:** Tanya Hancock **Second:** Joy Styles **Motion Passed.**

**Closing August 1 – 5, 2022**

Dr. Croom requests Board approval for closing the agency August 1 through August 5 for an agencywide training regarding changes in the organizational plan to include the new mission and vision statements. Plans will be made to address emergency needs of customers.

**Motion:** Approve closing the agency August 1 – August for agencywide training.

**Made by:** Tanya Hancock **Second:** Troy White **Motion Passed.**

**Job Descriptions/Position-Salary Changes - none**

**Grants, Contracts, MOUs**

**Motion:** Approve the following: Head Start/Early Head Start COLA grant application and subsequent receipt of grant, Head Start/Early Head Start Quality Improvement grant application and subsequent receipt of grant, Low Income Home Water Assistance Program Vendor Agreements, Bank of America Charitable Foundation grant request and subsequent receipt of grant funds, International Wholesale Company Memorandum of Understanding for the use of two tractor trailers at a cost of \$1600, Service Employees International Union (SEIU) Local 205 Memorandum of Understanding extension to December 31, 2022, WorkRise grant application and pending subsequent receipt of grant, and VOCA Underserved grant application and pending subsequent receipt of grant.

**Made by:** Joy Styles **Second:** Karen Doty **Motion Passed.**

**PROGRAM REPORTS**

**Communications** – Ms. McCrady stated that last week the Tom Joy Head Start Center received a series of threats against children. The police were notified, and the suspect was arrested on May 20. His initial hearing is scheduled for May 27. It must be noted that the teachers did an exceptional job on lockdown and the children did well with the lockdown drills. The center went to remote learning for two days until such time the suspect, who has no ties to the center other than living near the center, was apprehended. The situation caused uneasiness with team members and parents. The Employee Assistance Program is providing group sessions and can be available for one-on-one session, if requested. Unfortunately, the Texas tragedy caused many triggers for both the team and parents. In light of the situation, graduation was held indoors on May 25. Report attached.

**Family & Community Services** – The Summer Food Services Program will start on June 6 and continue through July 29. This program provides breakfasts and lunches to children who are out of school for the summer months. Currently, there are 59 meal sites, and applications to serve as a meal site are still being accepted. Report attached.

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

**Early Education & Youth** – Report attached.

**Policy Council** – Report attached.

**Workforce Development** – Dr. Croom congratulated the Workforce Team for their efforts getting youth enrolled for the various youth programs, even working nights and weekends. Report attached.

**Transformation & Innovation** – No report.

**Administrative Services and Operations** – Report attached.

Meeting adjourned.  
Minutes submitted by:

Joseph Mitchell, Board Secretary