

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Douglass Head Start Center
621 Howerton Street, Nashville, TN 37206
August 25, 2022 / 12:00 noon – 1:00 pm**

Attachment 1

The Metropolitan Action Commission embodies a spirit of hope, helps children and youth develop their potential, equips adults and families to achieve their goals, improves social and economic mobility, and advances well-being for people and communities.

Present: Fatima Ali, Leslie Buggs, Telisha Cobb, Kanika Covert, Karen Doty, Tonya Hancock, Flo Kidd, Joseph Mitchell, LaVoneia Steele, Joy Styles, and Troy White.

Absent: Kathy Floyd-Buggs and Renee Pratt

Staff/Others: Marvin Cox, Cynthia Croom, Oluwadamilola Dairo, Benita Davis, Tanya Evrenson, Lisa McCrady, Rickie McQueen, and Ann Parkinson.

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:00 p.m.

REPORT FROM THE CHAIR

Motion: Approve July 11, 2022, meeting minutes.

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

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

The agency VISION conference was held August 1 – August 5, 2022, whereby the agency closed so all team members could participate in the agencywide conference. Conference activities included a panel of national leaders sharing the national history/perspective of 2Gen and Whole Family initiatives, an in-depth interview of Dr. Croom, departmental vision presentations, listening tours of over 20 community partners, training on implicit bias, and hands-on training on design thinking that concluded with break out groups building prototypes of agency redesign and agency outreach. Board members viewed a video of a breakout group's prototype presentation. Team members were surveyed on conference satisfaction and impact, which scored 4.5 of 5. Dr. Croom wants the board to understand the value of shutting down to train all team members as a group in one setting as 55% of the team have been employed with the agency five years or less.

The HOPE portal closed on June 30, 2022, as team members are working to process all pending applications by September 30, 2022.

Eleven team members, along with Dr. Croom will attend the National Community Action Partnership in New York City, August 30 through September 2. Dr. Croom will attend August 29 through September 1 as part of a panel during a 6-hour session on Tuesday, August 30. The eleven team members are those whose Imagine projects were awarded funding.

The Kresge Foundation asked if we would accept \$200,000 (Amendment 3) to continue our capacity building. We will use those funds for team positions. Funding ends June 30, 2023.

Board members were asked for recommendations of persons to serve as community representatives to the Head Start Policy Council. Head Start parents must constitute 51% of Policy Council members.

The FY22 Travel/Training Report was provided reminding board members that Head Start/Early Head Start provides over \$100,000 for travel and training.

FINANCIAL REPORT *as certified by Treasurer Telisha Cobb and presented by Ann Parkinson, CFO*

The May 2022 financial report reflects positive or zero fund balances, except for the HOPE program that was pending reallocation of expenses. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 109%. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts for 20 days was reviewed to include COVID meals delivered to children who remain home for virtual learning.

The June 2022 financial report reflects positive or zero fund balances for year-end except for those programs that cross fiscal years. HOPE is continuing to expend funds. Head Start/Early Head Start in-kind report was reviewed with the matching requirement at 143%. Credit cards statements were presented and reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were only for Early Head Start and COVID meals delivered to children who remain home for virtual learning. Head Start was on summer break.

Motion: Approve May 2022 and June 2022 Finance Reports.
Made by: Kanika Covert **Second:** Leslie Buggs **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Head Start/Early Head Start FY22 Self-Assessment & FY23 Program Improvement Plan

Motion: Approve Head Start/Early Head Start FY22 Self-Assessment & FY23 Program Improvement Plan
Made by: Joy Styles **Second:** Tonya Hancock **Passed unanimously.**

Bylaws and Meeting Schedule

Motion: Approve/Acknowledge Board receipt of Bylaws and FY23 meeting schedule
Made by: Kanika Covert **Second:** Flo Kidd **Passed unanimously.**

Job Descriptions – as attached

The following job descriptions were submitted to the board for approval:

Special Project Manager – funded by Kresge Amendment 3 to lead the initiative to merge the eligibility teams from across departments to one eligibility team that will use a single application for a single intake system.

Special Project Coordinator – funded by Kresge Amendment 3 to assist the Special Projects to Manager.

Motion: Approve Special Project Manager and Special Project Coordinator job descriptions.
Made by: Joy Styles **Second:** Flo Kidd **Passed unanimously.**

Family-Centered Coach – funded by the Martha O’Bryan Center through a grant from the Tennessee Department of Human Services to help TANF families identify and achieve self-determined goals.

Motion: Approve Family-Centered Coach job description.
Made by: Kanika Covert **Second:** Karen Doty **Passed unanimously.**

Community Counselor/Therapist – funded by Metro Council at the request of Councilwoman Joy Styles/Women’s Caucus to coordinate the offering of therapeutic services to home-based and center-based childcare providers from economically isolated, high-violence communities.

Motion: Approve Community Counselor/Therapist job description.
Made by: Joy Styles **Second:** Kanika Covert **Passed unanimously.**

Grants, Contracts, MOUs - as attached

Motion: Approve Kresge Foundation Amendment 3 (\$200,000), Community Services Block Grant FY 23 (\$1,321,68.70), THDA COVID-19 Rent Relief (\$369,000), Direct Appropriation (\$25,050), Cities for Financial Empowerment (\$25,000), Tennessee State University MOU Amendment 1 for The Big Screen (no dollars).

Made by: Kanika Covert **Second:** Leslie Buggs **Passed unanimously.**

PROGRAM REPORTS

Communications – Ms. McCrady thanked Dr. Croom and Ms. Stephanie Mosley for their assistance during the agency VISION conference. The agency is holding weekly job fairs on Thursdays, 5pm – 7pm.

Family & Community Services – Report attached.

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

Early Education & Youth – Report distributed.

Policy Council – No Report.

Workforce Development – Report distributed.

Transformation & Innovation – Mr. Dairo provided two maps: one map showed Head Start locations in comparison to Metro/Nashville Public Schools Pre-K locations; the second map showed the 2012 to present migration of families with low-incomes.

Administrative Services and Operations – Dr. Croom met with Metro General Services to discuss relocation plans. Dr. Croom asked the board, when reviewing the Human Resources report, to pay attention to the struggle the agency is having with filling vacancies, particularly teaching staff. She also informed the board that the organization has weekly job fairs both virtual and in person to recruit more candidates for positions. If the agency cannot fill the vacancies, centers cannot serve children, which affects enrollment. The federal Head Start Bureau has now re-mandated full enrollment post-COVID. Dr. Croom stated that many teaching staff are leaving to work for Metro Schools and charter schools. To help alleviate the vacancies, the agency is currently paying for certifications for new team members, placed a moratorium on the ten-year wait for rehire for those team members who did not provide notice prior to resignation, and looking at benefits as during the agency VISION conference, several prototype presentations were acknowledging the need for more employee supports. Report provided.

OTHER

Committee Assignments FY23

Dr. Steele assigned the following committees for FY23.

Vice Chair/Treasurer: Telisha Cobb

Secretary: Joseph Mitchell

Bylaws Committee: Karen Doty (Chair), Fatima Ali, Troy White

Finance Committee: Telisha Cobb (Chair), Tonya Hancock

Nominating Committee: Flo Kidd (Chair), Kathy Floyd-Buggs, Renee Pratt

Personnel Committee: Leslie Buggs (Chair), Telisha Cobb, Joseph Mitchell

Program Committee – Early Education: Joseph Mitchell (Chair), Flo Kidd, Kanika Covert

Board representative to Policy Council: Joseph Mitchell

Board alternate representative to Policy Council: Flo Kidd

Program Committee– Family/Community: Karen Doty (Chair), Fatima Ali, Joy Styles, Renee Pratt

Executive Director Evaluation Ad Hoc Committee: Telisha Cobb (Chair), Fatima Ali, Leslie Buggs, Joseph Mitchell

Executive Director Evaluation Ad Hoc Committee as reported by Telisha Cobb, committee chair.

The Executive Director Evaluation Ad Hoc Committee met on May 16, 2022, May 18, 2022, May 20, 2022, and May 24, 2022, presenting the Executive Director Evaluation for board review and approval.

Motion: Approve Executive Director Evaluation as submitted.

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

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary