

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
September 22, 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: Leslie Buggs, Telisha Cobb, Kanika Covert, Flo Kidd, Joseph Mitchell, LaVoneia Steele, Joy Styles, and Troy White.

Absent: Fatima Ali, Karen Doty, Kathy Floyd-Buggs, Tonya Hancock, and Renee Pratt

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

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:02 p.m. There was not a quorum present at this time.

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

Dr. Croom thanked board members who joined MAC team members to share in the Graduation Ceremony 2022 on Friday, September 16. The graduation ceremony is one of the best and happiest events of the year.

Eleven team members who were awarded funding for their Imagine projects, along with Dr. Croom, Mr. Cox, and Mrs. Evrenson, attended the National Community Action Partnership in New York City, August 30 through September 2. Dr. Croom was a speaker at a pre-conference session sharing with organizations from across the country how MAC was able to successfully implement a 2-Gen approach using the Human Services Value Curve as standardized practice throughout the agency.

Team members are doing a great job with employment recruitment efforts as the difficulty in hiring and/or maintaining current staff affects Head Start enrollment. MAC is funded for 1,365 Head Start slots, yet only 1,000 are filled with 16 Head Start classrooms currently not open due to staffing. It's noted that when Metro Schools has a job fair, MAC will receive teacher/teacher assistant and bus driver resignations the following day. In response, MAC is making an adjustment to its hiring practices as we cannot compete with Metro Schools' pay and 10-month schedule (summers off) as a 10-month schedule for Head Start is difficult based upon required Head Start trainings. For bus drivers, the agency is moving towards hiring shuttle bus drivers as they are not required to have a CDL license. However, due to supply chain delay, it's a 12-18-month delay for delivery of a new shuttle bus.

The HOPE portal closed June 30, 2022, so team members could process \$4 million in pending applications. However, due to limited funding that remains available through HOPE, those pending applications may receive a reduced number of rent-forward payments so that all pending applications can receive rent arrear payments.

Since the closing of the HOPE portal, there has been an uptick in the applicants for CSBG rent assistance and LIHEAP/LIHWAP utility assistance with a large number of applicants coming in with cut-off notices.

Mayor Cooper recently announced the addition of a Youth & Education division to the Office of the Mayor.

QUORUM PRESENT

REPORT FROM THE CHAIR

Motion: Approve August 25, 2022, meeting minutes.

Made by: Kanika Covert **Second:** Joy Styles **Motion Passed.**

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

The July 2022 financial report reflects positive or zero fund balances, except for Head Start that had a Metro Finance Department posting error, which they have since corrected and will reflect in the August; and MDHA-CDBG that also had a Metro Finance Department posting error that they will correct in August. The VOCA grant ended June 30, 2022, with a positive balance and is being reviewed for final reconciliation. Head Start/Early Head Start in-kind report at 33% reflects only Metro match and depreciation as the centers were closed the month of July. Credit cards statements were presented and reviewed. It was noted that Ms. Sharon Suggs' credit card was used for the purchase of special diets for children participating in the Summer Breakfast/Lunch Program. Dr. Croom mentioned that Ms. Suggs will also periodically submit petty cash purchases for infant formula due to the formula shortage, whenever Ms. Suggs sees formula available, she will make the purchase on behalf of the agency. The

Child and Adult Care Food Program (CACFP) invoice and meal counts only includes meals for Early Head Start as they were the only group in session.

Motion: Approve July 2022 Finance Reports.

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

ITEMS REQUIRING BOARD ACTION

Budget Revision to Head Start American Rescue Plan and CARES 2 Supplemental

Motion: Approve budget revision to the Head Start American Rescue Plan and CARES 2 Supplemental grants to allow for the purchase of a playground for Richland Head Start, and masonry, turf, and modular upgrades/repairs at Tom Joy Head Start.

Made by: Kanika Covert **Second:** Florence Kidd **Passed unanimously.**

Classification System

Dr. Croom stated that team members who recently received a salary increase are now outside their respective classification system. Accordingly, the classification system has been updated pending board approval.

Motion: Approve updated classification system as submitted.

Made by: Telisha Cobb **Second:** Leslie Buggs **Passed unanimously.**

Program Information Report (PIR) for Head Start and Early Head Start

This annual report provides information on numbers specific to Head Start and Early Head Start.

Motion: Approve Head Start PIR and Early Head Start PIR reports.

Made by: Kanika Covert **Second:** Joy Styles **Passed unanimously.**

Job Descriptions - none

Grants, Contracts, MOUs - as attached

Motion: Approve Low Income Home Energy Assistance Program grant submission and receipt of grant to assist households with home heating and cooling, 10/1/22 – 9/30/22.

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

PROGRAM REPORTS

Communications – Outreach event at Madison Cedar Hill Park, 9/24/22, 10am – 3pm, as part of Good Neighbors Day. A daytime option is added to the next hiring event, 10am – 1pm, 9/29/22.

Family & Community Services – The Family & Community Services team hosted TACA members from the central region for a training on THO, the data system for community action agencies. The program year ends 9/30/22.

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

Early Education & Youth –. No report.

Policy Council – The first Policy Council meeting is 9/27/22.

Workforce Development – Report attached.

Transformation & Innovation – No report

Administrative Services and Operations – A new Human Resources Business Partner has started her employment with MAC. Report attached.

OTHER - none

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary