

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
October 27, 2022/ 12:00 noon – 1:00 pm**

*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, Karen Doty, Kathy Floyd-Buggs, Flo Kidd, Joseph Mitchell, La Voneia Steele, and Troy White.

Absent: Fatima Ali, Tonya Hancock, Renee Pratt, and Joy Styles

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

Dr. La Voneia C. Steele, Board Chair, called the meeting to order at 12:04 p.m. and announced that Candace Jamison was representing Dr. White, MDHA and Scott Wallace is representing Kathy Floyd-Buggs-Floyd, Mayor's Office. The motion to approve last meeting's minutes was made by Flo Kidd and seconded by Ms. Covert.

**REPORT FROM THE CHAIR**

**Motion:** Approve October 27, 2022, meeting minutes.

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

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

The agency is continuing the process of developing a single application that encompasses all programs. Currently, the single application is in the test phase with customers that includes an attached survey for feedback regarding the revised application. Feedback is at 17% with a 20% goal. The feedback has been helpful. The primary response is the request to increase the application's font size.

The special projects manager and coordinator continue the efforts to consolidate all departments to a singular call center that will house one intake team for all programs.

The agency Head Start continues to experience staffing concerns, particularly within the Head Start unit. While the agency required Head Start teachers to have a bachelor's degree in early education or similar (Teacher II), The Office of Head Start (OHS) allows for 50% of lead teachers to have an associate degree in early education or similar (Teacher I). MAC will request from the Office of Head Start a waiver to the Teacher I credentials to allow for the hiring of persons with a CDA (Child Development Associate) as a Teacher I with the stipulation that the new hire will achieve an associate's or bachelor's degree in early education within three years of hire date.

Teacher shortage, particularly in childcare, is a national concern impacting our ability to open classrooms. As of October 27, 2022, 16 classrooms remain unopened due to staffing. Of the 1365 funded slots, only 1000 children are enrolled. OHS regulations require that a 97% enrollment rate be achieved within six months of the start of the program year, which for Head Start is the end of January 2023, and for Early Head Start, a year-round program, is the end of December 2022. Should MAC experience under-enrollment for six consecutive months, MAC will receive an under-enrollment letter from OHS that gives a deadline for achieving 97% enrollment. If enrollment is still not met by the deadline, OHS may withdraw funding to match the actual enrollment figures. However, once 97% enrollment is met, the six-months enrollment requirement restarts from the beginning.

The agency's Workforce CDA cohort has begun with ten Head Start/EHS parents, who will be hired as teacher assistants to complete their practicums at Head Start centers while going through their CDA training.

Dr. Croom informed the board that she continues to receive requests to provide Human Services Value Curve/2Gen paid trainings from across the country including her participation with the National Community Action Partnership Peer Expert Corp that consists of other community action executive directors from across the country all of whom train other community action executive directors. Because these trainings are paid positions, on the advice of Metro Legal, Dr. Croom uses vacation leave during the times she provides trainings. Dr. Croom will be providing training to 12 community action agency executive directors in December in Roanoke, Virginia. Accordingly, Dr. Croom will use vacation time during the training hours. At the December board meeting, Dr. Croom will provide a report of her training activities.

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

The August 2022 financial report reflects positive or zero fund balances, except for the Tennessee Department of Human Services Direct Appropriation (Poverty Fund), which has a negative balance because actual funding dollars were not received until October even though funding was effective July 1. Head Start/Early Head Start in-kind report at 34%. Credit card statements were reviewed. It was noted that Ms. Sharon Suggs' credit card was used for the purchase of bottled water for classrooms without sinks, and Ms. Rickie McQueen's credit card is pending a potential credit as she is currently investigating a charge from SuperShuttle during team members New York travel. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 18 days for the month. Extra meals that were being provided for Tom Joy Head Start students who were participating in remote learning is no longer an option as all students are now receiving center-based care.

**Motion:** Approve August 2022 Finance Reports.

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

**ITEMS REQUIRING BOARD ACTION**

**Job Description – Head Start Teacher II, Head Start Teacher I, and Early Head Start Teacher**

The job responsibilities for the three positions are the same, however, the education and experience requirements are different for each position and the pay grade is reflected accordingly. The board is being asked to approve the Head Start Teacher I position as part of the teacher credential waiver the agency is submitting to OHS.

**Motion:** Approve Teacher I position as part of the teacher credential waiver being submitted to the Office of Head Start.

**Made by:** Kanika Covert **Second:** Joseph Mitchell **Passed unanimously.**

**Grants, Contracts, MOUs - none**

**PROGRAM REPORTS**

*Communications* – no report.

*Family & Community Services* – New program year for LIHEAP, LIHWAP, and CSBG began October 1. As of October 27, LIHEAP has received 1,330 applications for assistance with two more business days left in the month compared to 1,100 LIHEAP total applications received for the entire month of October 2021.

*Housing, Opportunity, Partnerships, & Employment (HOPE)* – No report.

*Early Education & Youth* – Report attached.

*Policy Council* – The Policy Council met, discussed and approved the Head Start teacher credential waiver.

*Workforce Development* – Report attached.

*Transformation & Innovation* – No report

*Administrative Services and Operations* – Report attached.

**OTHER - none**

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary