

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
December 1, 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, Kathy Floyd-Buggs, Tonya Hancock, Flo Kidd, Joseph Mitchell, LaVoneia Steele, Joy Styles, and Troy White.

Absent: Fatima Ali, Karen Doty, and Renee Pratt

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

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:05 p.m.

REPORT FROM THE CHAIR

Motion: Approve September 22, 2022, meeting minutes.

Made by: Kanika Covert **Second:** Kathy Floyd-Buggs **Motion Passed.**

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

The leadership team toured a potential relocation site in Metro Center for the agency. One stipulation to relocating to that site is the request to WEGO that a bus stop be located directly in front of the building for customers. The agency must relocate prior to June 30 as the current Clifford Allen Building location is scheduled to revert to its original owner, Piedmont Gas.

The street in front of the Clifford Allen Building (CAB) will soon be torn up over the next six months for the replacement of sewer/water lines. Road signage will be displayed to let customers know we are still open and redirects them on how to access our building. The project is expected to be completed June 2023.

The October 27, 2022, Wellness Day was a fantastic success. Team members went to a park facility or library of their choosing for activity or rest. While this Wellness Day was not mandatory, the March 2023 Wellness Day will be mandatory for all staff.

We reported an incident that occurred in one of our Early Head Start centers to the Tennessee Department of Children Services (DCS), and the Tennessee Department of Human Services, the licensing body for childcare centers, who would conduct their own investigations of the incident. Initially this issue was not reported to the Office of Head Start based on the 2018 guidance from them and the subsequent policy approved by the Board and the Policy Counsel on reportable incidents. However, once DHS determined this was classified in a reportable category, we reported the incident to the Office of Head Start. However, by the time we learned that the states classification was different from MAC's it was beyond the seven-day reporting period now required by Office of Head Start. Consequently, we are awaiting information from the Office of Head Start on any actions they plan to take regarding this matter. Additionally, at the conclusion of its investigation, DHS cited the agency for not providing them with a copy of the classroom video. We reminded DHS that in keeping with the federal FERPA laws, we could not provide a copy to them, we had however provided a copy to DCS. Metro legal is working on this matter with the DHS legal team.

Dr. Croom reminded the Board of their approval of her participation as for the past several years as a peer leader for the National Community Action Partnership as well as providing occasional trainings for Kresge. Recently, she has been participating as a speaker and panelist at various conferences as well as providing one-on-one guidance for new community action executive directors. Because Dr. Croom receives payment for these activities, and on the advice of Metro Legal, she uses her personal time (lunch hour or vacation leave). A list of these activities from the point they began to current was distributed to board members. This information is also disclosed to Metro as part of the required disclosure of outside employment. A list of activities will be provided to board members each January detailing the previous year's activities.

FINANCIAL REPORT as certified by Treasurer Telisha Cobb and presented by Benita Davis, Director of Administrative Services and Operations

The September 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. The CSBG and CSBG CARES desk audit had no findings. Head Start/Early Head Start in-kind report at 29%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 21 days for the month. The report is broken out by centers for breakfast, lunch, and aftercare as well as meals provided in partnership with Bethlehem Center.

On November 30, 2022, at the request of the Mayor's Office, Dr. Croom appeared at the Metro Council COVID Oversight Committee, during which time the Committee approved the agency receiving \$2,090,000 for the installation of new sprinkler systems in our older Head Start buildings, update of plumbing in several centers, new portables for the Tom Joy Center, repainting several centers, and concrete work at the Dudley Head Start Center

Motion: Approve September 2022 Finance Reports.

Made by: Joy Styles **Second:** Flo Kidd **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Job Description – none

Grants, Contracts, MOUs

Martha O'Bryan Center MOU establishes Metro Action Commission's role within the Tennessee Opportunity Pilot Initiative Implementation Grant to employ two family-centered coaches who will enroll 50 families. The coaches will provide family centered coaching, wrap-around support components, assessment of self-sufficiency. The Coaches will also complete other assessments, establish an action plan based on family-defined goals, and support families in meeting any initial needs. \$160,000 per year.

Metro Parks MOU for use of Dudley Park/Center as the Dudley Head Start Center, 2023.

Vanderbilt University School of Medicine MOU in the implementation of a program of clinical instruction and training at the Metropolitan Action Commission for Vanderbilt School of Medicine clinical students enrolled in the Department of Hearing and Speech Sciences of the School of Medicine to perform hearing screening for children enrolled in the Head Start program.

Motion: Approve Martha O'Bryan Center MOU, Metro Parks MOU, and Vanderbilt University School of Medicine MOU.

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

PROGRAM REPORTS

Communications – no report.

Family & Community Services – Report attached.

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

Early Education & Youth – Report attached.

Policy Council – no report.

Workforce Development – Report attached.

Transformation & Innovation – No report

Administrative Services and Operations –Report attached.

OTHER BUSINESS - none

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary