

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
March 23, 2023 / 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: Telisha Cobb, Michael Cousin, Kanika Covert, Kathy Floyd-Buggs, Tonya Hancock, Flo Kidd, Joseph Mitchell, LaVoneia Steele, Joy Styles, and Troy White.

Absent: Leslie Buggs, Karen Doty, and Renee Pratt

Staff/Others: Marvin Cox, Cynthia Croom, Oluwadamilola Dairo, Benita Davis, Lisa McCrady, Rickie McQueen, and Derrick Smith.

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

REPORT FROM THE CHAIR

Motion: Approve February 23, 2023, meeting minutes.

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

The following board committees were convened with reports due no later than June 22, 2023:

By-Laws: Karen Doty, Chair, Members: Michael Cousin, Troy White
Nominating: Flo Kidd, Chair, Members: Kathy Floyd-Buggs, Renee Pratt
Personnel: Leslie Buggs, Chair, Members: Telisha Cobb, Joseph Mitchell
Executive Director Evaluation Ad Hoc Committee: Telisha Cobb, Chair Members: Leslie Buggs, Joseph Mitchell

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

The agency's March 10, 2023, Wellness Day focusing on financial health was a huge success. Team members requested the next wellness day also focus on financial health.

The Kresge Foundation agreed to the agency submitting a grant proposal for \$500,000 over a 2-year period to continue our NextGen and data analysis work. The pre-proposal application was approved with permission given to submit the official application.

The Head Start Covid grant funding was set to end on March 31, 2023: The Head Start Bureau has extended the grant to nationwide. Extending the grant ending date will now enable us to continue with Head Start capital expenses purchases, e.g., playground equipment, as previously the planned purchases would not have been received prior to the grant end date as is federally required.

Dr. Croom was invited by officials from the US. Department of Health and Human Services, Administration for Children and Families to present at their March 28-29, 2023, conference, National Convening on Building an Inclusive Human Services System. Dr. Croom was asked to present for the session: Building Stronger Communities – Race and Economic Mobility, Wednesday, March 29 from 10:45a.m. to 12:15p.m. EST.

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

The December 2022 financial report reflects positive or zero fund balances, except for the Child and Adult Care Food Services Program (CACFP). CACFP was negative due to the increased cost of food and supplies for the month. Head Start/Early Head Start in-kind report at 37%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 19 days for the month.

The January 2023 financial report reflects positive or zero fund balances, except for the Community Services Block Grant (CSBG) and the Child and Adult Care Food Services Program (CACFP). CSBG was negative due to a correction entered to fix an issue in a previous month. CACFP was negative due to meal counts not turned in for the month of January timely and the increased cost of food and supplies for the month. Head Start/Early Head Start in-kind report at 33%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 18 days for the month.

Motion: Approve December 2022 and January 2023 Finance Reports.

Made by: Kanika Covert **Second:** Tonya Hancock **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Job Description/Position Changes

Currently, there are three behavior intervention specialists shared between seven Head Start centers. With the potential receipt of Quality Improvement funding from Head Start, the agency will hire four additional behavior intervention specialists so that each Head Start center can have its own behavior intervention specialist assigned respectively.

Motion: Approve increasing the number of behavior intervention specialists to seven.

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

The HOPE Quality Assurance and Compliance Coordinator job description was revised to expand the area of program compliance monitoring to be agencywide instead of focusing on one program area.

Motion: Approve change the title HOPE Quality Assurance and Compliance Coordinator to Quality and Assurance Coordinator and the slight revisions as they pertain to the retitling.

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

The Research Analyst job description was revised to include additional responsibilities as part of the Transformation and Innovation department restructuring.

Motion: Approve the proposed restructure of the Transformation and Innovation department restructuring, which includes revisions to the Research Analyst job description.

Made by: Joy Styles **Second:** Telisha Cobb **Passed unanimously.**

Grants, Contracts, MOUs

Motion: Approve the Low-Income Home Energy Assistance Program (LIHEAP) FY 23 grant contract, the Summer Food Services Program FY24 grant submission and subsequent receipt of grant.

Made by: Tonya Hancock **Second:** Kanika Covert **Passed unanimously.**

Motion: Approve the Ethics/Conflict of Interest form as submitted for board members' signatures.

Made by: Joy Styles **Second:** Joseph Mitchell **Passed unanimously.**

Motion: Approve extending the Head Start Covid grant funding to March 31, 2024, as allowed by the Head Start Bureau to enable the agency to continue with Head Start purchases.

Made by: Flo Kidd **Second:** Joseph Mitchell **Passed unanimously.**

Motion: Approve the submission and receipt of a Cost-of-Living Allowance (COLA) and Quality Improvement grants from the Office of Head Start effective July 1, 2023. \$1,245,873.

Made by: Flo Kidd **Second:** Joseph Mitchell **Passed unanimously.**

PROGRAM REPORTS

Communications – Report submitted.

Family & Community Services – Report attached.

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

Early Education & Youth – Report submitted.

Policy Council – Report attached.

Workforce Development – No report.

Transformation & Innovation – Report submitted.

Administrative Services and Operations – Report submitted.

OTHER BUSINESS

Councilwoman Tonya Hancock informed board members that the Tennessee General Assembly passed legislation that limits the number of Metro Council members to 20. In response, the current Council body recommends 15 Council districts and five at-large council members to better serve all county demographics. The proposed redistricting will be made available for public comment and community feedback. The Council public hearing will be held at the April 4 Council meeting. Constituents can register at redistrict.nashville.gov to provide feedback and receive updates.

As reported by Councilwoman Joy Styles, Metro's 60th birthday party will be held on April 1 from 1pm – 4pm at the Public Square. This event celebrates sixty years since Nashville and Davidson County were consolidated to a single city/county government entity, Metro Nashville. All are invited to attend the celebration.

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary