

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
May 25, 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: Leslie Buggs, Telisha Cobb, Michael Cousin, Kanika Covert, Karen Doty, Kathy Floyd-Buggs, Joseph Mitchell, LaVoneia Steele, and Troy White.

Absent: Tonya Hancock, Flo Kidd, Joy Styles, and Renee Pratt

Staff/Others: Marvin Cox, Cynthia Croom, Oluwadamilola Dairo, Benita Davis, Rickie McQueen, 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 March 23, 2023, meeting minutes.

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

PERSONNEL COMMITTEE REPORT *as provided by Leslie Buggs, Committee Chair*

The committee met on May 12, 2023, at 9:30 am to discuss an executive director succession plan as Dr. Croom nears retirement and recommends that MAC hires one or more outside search firms to facilitate the search and hiring of an executive director.

Discussion: The committee's next meeting will be to review the timeline, determine if Metro already has executive search firms on contract, and to discuss whether to hire one firm to create the hiring process to include updating the job description, determining a comparable pay structure, etc., and then hire a second firm to conduct the search/hiring, or to hire one firm to facilitate the entire process. The committee will provide an update at the June 22, 2023, board meeting.

Board voted unanimously to accept the recommendation of the Personnel Committee

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

The agency is in the process of closing the Head Start school year. (Due to the children's ages, Early Head Start operates a year-round program.) Dr. Croom expressed concern about the increase in the number of incidents/accidents to children during the last three months. MAC is required to report these incidents to the Office of Head Start, which coincidentally sent an Information Memorandum to all Head Start agencies acknowledging that there has been an unusual increase in incidents nationwide, but for agencies to be aware that an excess of incidents can result in a loss of funding. Dr. Croom stated that while incidents generally increase towards the end of the school year as team members and children have become more comfortable, the higher percentage of incidents

warrant a deeper investigation, and possible review. A team consisting of Head Start and Operations team members are visiting the centers to identify potential safety concerns. One playground has been closed, and funding is being requested for upgrades to other playgrounds. To that end, Dr. Croom asked that the board's Program Committee – Head Start convene.

The Family & Community Services and the Workforce & Youth departments remain busy as this time of year sees an increase in services, e.g., summer food, fan/air conditioner, STEAM camp, POWER Youth. The POWER Youth program will host its first annual Youth Summit on June 5 with an estimated 1,000+ youth attending.

Dr. Croom informed board members that Ms. Gabby Akin, a teacher at the Richland Head Start Center passed suddenly leaving behind a ten-year old son. As is our practice, MAC immediately brought in grief counselors to offer grief counseling/support to team members, children at the center, and the families of the center children. Additionally, books were provided to families that help explain death to young children. Also as is our practice when a team member dies, the agency provided a meal to Gabby's family. Additionally, Dr. Croom made a presentation at Gabby's funeral on behalf of the agency.

Dr. Croom stated that Friday, May 19, is the last day for team members to submit their proposal for the second round of Imagine funding. If their proposal is accepted, team members can receive up to \$10,000 for an innovative project. It is to be noted that the funding can be used ONLY for the project costs.

The Kresge Foundation awarded the agency a grant of \$500,000 over a 2-year period to continue our NextGen and data analysis work.

After an extensive search, a site has been located that can serve as the agency's new administrative/direct service site as MAC must vacate the Clifford Allen building by December 31, 2023. Metro is currently negotiating the lease agreement.

Dr. Croom continues to be an invited speaker/presenter at conferences and training throughout the nation.

FINANCIAL REPORT *as certified by Treasurer Telisha Cobb and presented by Ann Parkinson, Chief Financial Officer*

The February 2023 financial report reflects positive or zero fund balances, except for the Community Services Block Grant in which a credit was involved and is being corrected. TAEM is a new agency program, and was billed correctly, however, Metro had not moved all applicable team members' salaries to the grant. All salaries are expected to be moved to the grant by next month. The Child and Adult Care Food Services Program (CACF) is negative due to the increased cost of food and supplies for the month. The nutrition manager and fiscal team members are analyzing costs. Head Start/Early Head Start in-kind report at 61%. 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.

The March 2023 financial report reflects positive or zero fund balances, except for TAEM as Metro did not approve the budget until April. CACFP was negative due to the increased cost of food and supplies for the month. Dr. Croom clarified that CACFP funding does not cover the full cost of the program as all food services salaries are included in the budget, which historically is then offset by a transfer of funds from the administrative/local budget to the CACFP budget. Dr. Croom stated that the concern is actually about the size of the escalation, and an analysis of costs is being performed to ensure that the escalation is due to legitimate food costs for the program and not due to higher salaries as has been experienced agencywide. CSAP had a negative balance as funds were used for customer assistance in other programs, and while

administrative/local funds were transferred to the CSAP budget an invoice posted right at month end. ERA 1 has closed. The VOCA program has closed but shows an ending balance that was matching dollars that were not required to be used. Those remaining funds will be transferred to the administrative/local budget. Head Start/Early Head Start in-kind report at 89%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 22 days for the month.

Motion: Approve February 2023 and March 2023 Finance Reports.

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

ITEMS REQUIRING BOARD ACTION

Job Description/Position Changes - none

Grants, Contracts, Memoranda of Understanding (MOUs)

Motion: Approve The Kresge Foundation grant, 7/1/23 – 6/30/25, \$500,000, approve the MOU with International Wholesale Company for the use of two tractor trailers, approve the Clinical Agreement with St. Thomas/Ascension for clinical placement of EKG students, and approve the MOU with State of Tennessee, Department of Finance and Administration, Strategic Technology Solutions for the placement of CompTIA students for internships.

Made by: Leslie Buggs Second: Joseph Mitchell **Passed unanimously.**

Single Audit, FY22 – Metro has not yet released the FY22 Single Audit.

PROGRAM REPORTS

Communications – There are currently 68 feeding sites approved for the Summer Food Services Program with three sites pending approval. There is discussion with MDHA for additional sites at their communities. To date, 11 air conditioners have been distributed. Report submitted.

Family & Community Services – Report attached.

Housing, Opportunity, Partnerships, & Employment (HOPE) – Information contained in Transformation & Innovation report.

Early Education & Youth –. Report submitted.

Policy Council – Meeting had to be rescheduled due to graduations.

Workforce Development – Five CompTIA students passed the CORE 1 test, and one student has passed the CORE 2 test, which means that student is now A+ certified. Report submitted.

Transformation & Innovation – ERA 1 was successfully closed. Report distributed.

Administrative Services and Operations –Report submitted.

OTHER BUSINESS - none

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary