

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
August 31, 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, Kathy Floyd-Buggs, Tonya Hancock, Flo Kidd, Joseph Mitchell, LaVoneia Steele, and Troy White.

Absent: Kanika Covert, Karen Doty, Renee Pratt, and Joy Styles

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

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:00 p.m.

REPORT FROM THE CHAIR

Motion: Approve June 22, 2023, meeting minutes.

Made by: Flo Kidd **Second:** Kathy Floyd-Buggs **Motion Passed.**

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

Dr. Croom introduced Dr. Stephanie Ross, who is serving as the interim director of early education. Mr. Parham, previous interim, has returned to his role as center manager.

There has been an increase in requests for assistance with LIHEAP services.

The Transformation & Innovation report provides the direction of the organization, reflecting the Human Services Value Curve, and data fidelity.

The National Community Action Partnership Annual Convention was held August 22 – 25, 2023, in Atlanta, Georgia. Board Member Leslie Buggs attended. Due to unforeseen circumstances, Telisha Cobb was unable to attend. Dr. Croom informed the board while at the conference she attended the Head Start town hall meeting during which time the new director of the Office of Head Start was asked about OHS's interpretation of the requirements for classroom teachers and the lack of flexibility or discussion about change given that teacher shortage has reached a critical point across the nation. In response, the OHS representative stated that the Head Start Act was the law and did not allow for adjustments, and therefore all Head Start teachers must have at minimum an associate's degree in early childhood education.

Cost-of-Living-Allowance (COLA) for all government employees.

Over the next year, Dr. Croom will work with the Board of Commissioners and leadership team to ensure each is ready for an executive director transition.

Dr. Croom provided a 4-session leadership series during the month of June for over 45 of the agency's leaders. This series will be repeated June 2024.

The agency received notice that we will receive an Office of Head Start Focus Area 2 Review this program year. The next step is to receive the 45-day notice of the review date.

Two board members are scheduled to attend the National Community Action Partnership Annual Convention scheduled August 22 – 25, 2023, in Atlanta, Georgia.

The first annual MAC POWER Youth Summit held June 5 was a tremendous success with almost 1,000 youth in attendance. We are looking forward to planning next year's summit with more lead time for staff and involving youth with the planning and vision for the summit.

We are in the design phase of the potential relocation of CAB.

We were notified that Metro Nashville Public Schools plan to have two pre-K classes in each elementary school based on sliding scale. These pre-K classes present a staffing and recruitment challenge for the agency as the schools continue to serve more three year olds. Ms. Kidd stated that MNPS wants to ensure that no specific community is over-saturated with pre-K and Head Start options.

A concern for Head Start agencies across the nation is the difficulty in hiring qualified teachers based upon Head Start requirements and wages lower than their counterparts in the school systems. Such difficulty results in many agencies experiencing under-enrollment as they do not have enough teachers for their funded enrollment. The response from the Office of Head Start was to inform agencies that to resolve the under-enrollment is to consider reducing slots as OHS no longer provides agencies with an under-enrollment waiver, which had been allowed as a response to COVID.

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Dr. Croom reminded the board that in accordance with Head Start regulations, 10% of funded Head Start slots must serve children with disabilities. Also, in accordance with Head Start regulations, 10% of funded slots can serve children whose families are over-income. Historically, the agency met the 10% disabilities mandate by enrolling up to 10% of the funded slots with children with disabilities whose families were over income. However, several years ago, the agency entered a collaboration agreement with Metro Schools for an Extended Year specific to children with disabilities whose families experience low-income, thereby meeting the 10% disabilities mandate yet still maintain the entire 10% over-income slots. Accordingly, as a recruitment/retention tool, Head Start team members residing in Davidson County are eligible for Head Start services as part of the 10% over-income slots.

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

The April 2023 financial report reflects positive or zero fund balances, except for the Child and Adult Care Food Program (CACFP), which will experience a fund transfer in June. The CDBG-MDHA grant's negative balance is a Metro error that will be corrected in June. COVID balances are indirect cost balances that will be moved to other programs prior to fiscal year end. It was noted that Head Start Parent Club funds must be expended by June 30, otherwise those funds return to OHS. Head Start/Early Head Start in-kind report at 90%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 20 days for the month.

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The May 2023 financial report reflects positive or zero fund balances, except for CSBG CARES, which are various customers' unclaimed funds available to the customer until June 30.

Local funds will be transferred to CACFP in June to ensure that program ends the fiscal year with a zero balance. Share the Warmth reflects a large increase as funds were returned as Metro erroneously deposited those funds with Metro Water. CDBG-MDHA balance are customer unclaimed checks. Dr. Croom stated that a preliminary finding from an analysis of CACFP spending shows that the program deficit is not completely due to salaries. An evaluation of food cost is taken place to determine its impact on the deficit. The team continues to analyze the full programmatic costs of CACFP to determine if the program can financially support itself. Until such time, as Metro charges departments a fee for negative balances, Dr. Croom asked board approval to cover any CACFP negative balance with a transfer of administrative funds and to indicate within the body of the finance report said fund transfer. Both data and finance teams continue looking at why there is a substantial increase in CACFP costs especially as the program is not experiencing full enrollment. Head Start/Early Head Start in-kind report at 90%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting 20 days for the month.

Motion: Approve transferring administrative funds to CACFP each month, as needed.

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

Motion: Approve April 2023 and May 2023 Finance Reports.

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

ITEMS REQUIRING BOARD ACTION

Job Description/Position Changes

As part of the agency restructure to enhance customer experience, the agency is designing a call center eligibility unit that will be the initial point of contact for all agency programs. Dr. Croom asked for approval of the agency restructure of a call center and subsequent job descriptions required.

Motion: Approve agency restructure for a call center/eligibility unit and subsequent job descriptions.

Made by: Tanya Hancock **Second:** Karen Doty **Passed unanimously.**

Grants, Contracts, Memoranda of Understanding (MOUs)

Motion: Approve The Kresge Foundation grant, 7/1/23 – 6/30/25, \$500,000.

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

Community Needs Assessment

Motion: Approve use of the Community Needs Assessment for the CSBG funding application

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

Single Audit Link - deferred

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PROGRAM REPORTS

Communications – A beautiful retirement celebration was held for all team members who has retired since 2018. The delay in the celebration was due to COVID. Several outreach activities are scheduled. Communications team is preparing for the Vision conference.

Family & Community Services – Report attached.

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

Early Education & Youth – Report distributed.

Policy Council – No report.

Workforce Development – Report attached.

Transformation & Innovation – T&I continues to support the efforts to create an agencywide call center.

Administrative Services and Operations – No report.

OTHER BUSINESS

Dr. Steele announced the following board committees for FY24.

BY-LAWS: Karen Doty (Chair), Michael Cousin, Troy White
FINANCE: Telisha Cobb (Chair), Tonya Hancock, Troy White
NOMINATING: Flo Kidd (Chair), Kathy Floyd-Buggs, Renee Pratt
PERSONNEL: Leslie Buggs (Chair), Telisha Cobb, Joseph Mitchell
PROGRAM – EARLY EDUCATION:
Joseph Mitchell (Chair), Flo Kidd, Kanika Covert
Board representative to Policy Council: Joseph Mitchell
Board alternate representative to Policy Council: Flo Kidd
PROGRAM – FAMILY/COMMUNITY:
Karen Doty (Chair), Michael Cousin, Joy Styles, Renee Pratt
EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE
Telisha Cobb (Chair), Leslie Buggs, Joseph Mitchell

EXECUTIVE DIRECTOR EVALUATION COMMITTEE REPORT *as provided by Telisha Cobb, Committee Chair*

Telisha Cobb, Joseph Mitchell and Leslie Buggs presented the Executive Director's annual review process and recommendations for the July 1, 2022- June 30, 2023, appraisal period.

Motion: Approve the Executive Director Evaluation Ad Hoc Committee's evaluation of Dr. Croom and recommendation that Dr. Croom receives a 5% merit increase effective July 1, 2023.

Made by: Telisha Cobb **Second:** Tanya Hancock **Passed unanimously.**

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary