

**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 (OHS) was asked about the requirement for classroom teachers to hold at minimum an associate degree in early education, and the lack of flexibility or discussion about possible change to that requirement based upon a teacher shortage that has reached a critical point for all Head Start programs. Suggestions were offered but MAC has already utilized all of the recommended resources that were offered.

The aforementioned teacher shortage has affected the agency's ability to maintain the required enrollment of 97% of funded slots. Accordingly, based upon last year's enrollment numbers, OHS provided the agency with an under-enrollment notification, thereby giving the agency until June 24, 2024, to meet the required 97% enrollment (currently, Head Start is at 50% enrollment). As part of the under-enrollment designation, on August 25, 2023, Metro Action submitted to OHS a Head Start Recruitment Plan. Recruitment efforts include partnering with the homeless shelters, colleges, high schools with a high population of pregnant students, footwork in neighborhoods. Paperwork and scanners are being brought to MDHA communities for immediate enrollment. Dr. White, MDHA executive director committed to pulling data from the 39 MDHA developments to identify communities with a high concentration of Head Start-eligible children, and then identify the MDHA staff who can assist with targeted outreach to the families.

Several factors remain obstacles with meeting enrollment. Both Metro Schools and charter schools have expanded their services to three-year old children. The available pool of age-eligible children within reasonable proximity to MAC locations has shrunk placing greater stress on our transportation services already impacted by driver shortages. MAC will continue to request a waiver from the State of Tennessee allowing us to follow the federal transportation rules of 1 hour of transportation time versus the 45-minute state limitation, which makes it difficult to enroll children from outlying areas of the county whose parents cannot provide transportation. Classrooms, however, cannot be opened for enrollment if there are not qualified teachers to work in the classrooms due to the critical shortage of teachers with a degree in early education.

The travel/training document for FY23 was reviewed.

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

The June 2023 financial report reflects fiscal year end. All balances have either a positive or zero fund balances, except the Summer Food Services Program (SFSP), which will be corrected by transfer of admin dollars. The Kresge Foundation ending fund balance includes the new \$500,000 grant. The ERA, ERA 2, and ERA 3 positive balances are the MAC's portion of indirect costs that will be reallocated to the Admin budget. Head Start/Early Head Start in-kind ended the program year at 119%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed and approved reflecting 21 days and a smaller amount as only Early Head Start was operational during the summer month.

Motion: Approve June 2023 Finance Reports.

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

ITEMS REQUIRING BOARD ACTION

Job Description/Position Changes

As part of the agency restructure the following job descriptions are being presented to the board for approval: Early Education Manager, Learning Strategies Manager, Program Service Area Manager – Head Start/Early Head Start.

Motion: Approve the Early Education Manager, Learning Strategies Manager, Program Service Area Manager – Head Start/Early Head Start job descriptions.

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

Grants, Contracts, Memoranda of Understanding (MOUs)

Motion: Approve the Child and Adult Care Food Program grant submission and subsequent grant contract to provide nutritious meals and snacks to Head Start/Early Head Start children and after-school snacks for children participating in the NAZA program at Bethlehem Center, 10/1/23 – 9/30/24, \$1,400,205.22.

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

Motion: Approve the following grants from THDA: Low Income Home Energy Assistance Program (LIHEAP) Infrastructure 22-10, 10/1/22 – 9/30/23; LIHEAP 22-10 Amendment 1 extending contract date to 8/31/24; LIHEAP FY23, 10/1/23 – 9/30/24, \$5,619,242.00; and Emergency Rental Assistance-Eviction Prevention Program (ERA-EPP), 8/1/23 – 7/31/25, \$1,403,317.50

Made by: Troy White **Second:** Flo Kidd **Passed unanimously.**

Motion: Approve Workforce Innovation and Opportunity Act (WIOA) Modification #3, extending the program to 6/30/24, adding \$506,665.50, and increasing the Summer Youth Employment Program funding by \$96,000, 5/15/23 – 8/31/23.

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

Motion: Approve Service Employee International Union MOU extension to 12/31/23.

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

Single Audit Link

Motion: Acknowledge/Approve receipt of the Single Audit Link

Made by: Tonya Hancock **Second:** Leslie Buggs **Passed unanimously.**

Over Income Approval – no request

Out of Class Pay – no request

PROGRAM REPORTS

Communications – The agency’s Vision Conference, themed “*Together,*” was held August 1 -3 at the Music City Sheraton. The agencywide conference is mandatory for all team members. This year’s Vision Conference allowed team members to talk through how the dynamics of the various generations within the agency interface, providing an opportunity to learn how to communicate cross-generation. Additionally, the organization helping with rebranding initiated conversating regarding the development of a new agency logo. The Vision Conference ended with Family Day, bringing our total attendees to over 500, including family members.

Family & Community Services – Report attached.

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

Early Education & Youth –. Report attached.

Policy Council – Report attached.

Workforce Development – Report attached.

Transformation & Innovation – Report distributed.

Administrative Services and Operations – Report attached.

OTHER BUSINESS - none

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary