

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
800 2<sup>nd</sup> Avenue, North, Nashville, TN 37201  
September 28, 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, Tonya Hancock, Flo Kidd, Joseph Mitchell, Renee Pratt, LaVoneia Steele, Joy Styles, and Troy White.

Absent: Kanika Covert, Karen Doty, and Kathy Floyd-Buggs

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

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:02 p.m.

**REPORT FROM THE CHAIR**

**Motion:** Approve August 31, 2023, meeting minutes.

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

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

The Head Start training center located at 1612 4<sup>th</sup> Avenue North was purchased in the 1990s with 100% federal funds. As such, the Office of Head Start must approve a disposition plan should the agency sell the building. Recently, OHS has finally given permission for disposition and once the official documentation is received, the agency will work with Metro for the sale. We are still in negotiations with OHS regarding the agency retaining the proceeds of the sale. The building/land is currently valued at over \$800,000.

We continue to struggle with staffing, particularly teaching positions. To assist in recruiting efforts, recent federal and local funding will be used to raise the starting pay of teachers and teacher assistants. For Early Head Start, which requires a Child Development Associate certification with Infant/Toddler endorsement, the base rate will increase to \$45,000. Teacher I, which requires an associate degree in early childhood education or equivalent, the base rate will increase to \$50,000. Bachelor level teachers with a degree in early childhood education or equivalent, the base rate will increase to \$52,000.

Currently, 30 teacher assistants and two teachers are on our internal 2-year educational waivers as they work to attain the required education standards. The waivers will also be submitted to OHS for approval as required.

There has been a substantial increase in Head Start enrollment, yet there is still work to be done to reach 100% enrollment.

The Kresge Foundation's \$500,000 grant over the next two years requires collaboration with not only The Kresge Foundation, but with other organizations across the country.

We are still waiting for our 45-day notice of our Head Start onsite review dates. Part of the review will be to interview board members.

The regional Head Start office has notified us of their intent to visit the agency at a time that would coincide with a board meeting.

Newly elected Mayor O'Connell held his first department head meeting today. Departments heads are to expect individual debriefings in the near future.

We have finished the design of the layout of our potential new location. Hopefully, the lease will be approved by Metro Council and we can be in our new space by March 2024.

Current Metro Council members appointed to the board will remain until such time as their replacements are announced.

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

The July 2023 financial report reflects either a positive or zero fund balances, except the Head Start American Rescue and the Community Service Block Grant, both of which will have charges reversed the following month. Both the Summer Food Services Program (SFSP) and the Child and Adult Care Food Program (CACFP) experienced negative balances due to revenue not being received prior to month end. The CSBG Poverty Fund's low balance is pending funding revenue. Head Start/Early Head Start in-kind is at 27%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed and approved reflecting 13 days.

The August 2023 financial report reflects either a positive or zero fund balance. It was noted that the Head Start fund showed a positive balance which although they are local and not federal funds, should contain an explanation on the financial report. Head Start regulations do not allow us to draw down funds into our account without having expenditures in place for those funds. Both the Summer Food Services Program (SFSP) and the Child and Adult Care Food Program (CACFP) continue to experience negative balances due to pending revenues. The Poverty Fund was used to purchased air conditioners but the FY24 funding has not been received from the State of Tennessee yet, which is why there is a negative balance on the report. Youth Employment negative month-end was resolved as entries were reversed on September 1. Head Start/Early Head Start in-kind is at 28%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed and approved reflecting 19 days.

**Motion:** Approve July 2023 Finance Report and request August 2023 Finance Report be resubmitted with a detailed explanation of the Head Start positive fund balance.

**Made by:** Telisha Cobb **Second:** Flo Kidd **Passed unanimously.**

**ITEMS REQUIRING BOARD ACTION**

**Head Start and Early Head Start Program Information Reports**

Both reports are required to be submitted each year

**Motion:** Approve the Head Start Program Information Report and the Early Head Start Program Information Report.

**Made by:** Troy White **Second:** Tonya Hancock **Passed unanimously.**

**Job Description/Position Changes**

As part of the agency restructure to add an eligibility team, call center and more individuals trained in family centered coaching, we are requesting approval of the following job descriptions. The board had already approved the restructure.

**Motion:** Approve the Family & Community Services Manager, Customer Navigator, Customer Engagement Specialist – Early Education, Customer Engagement Specialist – Family & Community Services, Customer Engagement Coach - Family & Community Services, Family & Community Services Coordinator, and Family & Community Services Director job descriptions.

**Made by:** Joy Styles **Second:** Leslie Buggs

**Passed unanimously.**

**Grants, Contracts, Memoranda of Understanding (MOUs)**

**Motion:** Approve the Community Services Block Grant (CSBG) FY24 (DHS), 10/01/23 – 09/30/25, \$1,289,847.74; Low Income Home Energy Assistance Program (LIHEAP) FY24 (23-10) (THDA), 10/01/22 – 09/30/24, \$5,619,242.00; Low Income Home Energy Assistance Program (LIHEAP) 23-10 Amendment 1 (THDA), \$9,946,966.78.; Low Income Home Energy Assistance Program (LIHEAP) Vendor Agreements with Nashville Electric Service, Piedmont Natural Gas, Quality Propane, Suburban Propane, Trinity Gas Company. No costs are associated with the agreement. 10/01/23 – 09/30/26.

**Made by:** Leslie Buggs **Second:** Joy Styles **Passed unanimously.**

**PROGRAM REPORTS**

**Communications** – Two commercials were recorded to help with recruitment. The board viewed the 30-second spot and gave accolades.

**Family & Community Services** – Received notification that a government shutdown will not affect program operations. New program year begins October 1. Report distributed.

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

**Early Education & Youth** –. Board members are asked to submit/recommend persons to serve as community representatives to the Policy Council or to the Board of Commissioners. Report attached.

**Policy Council** – No report.

**Workforce Development** – Report submitted.

**Transformation & Innovation** – Report distributed.

**Administrative Services and Operations** – Report submitted.

**OTHER BUSINESS - none**

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary