

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
800 2nd Avenue, North, Nashville, TN 37201
December 7, 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 Arguelles, Leslie Buggs, Michael Cousin, Jeff Gregg, Brittany Irby, Flo Kidd, Joseph Mitchell, Renee Pratt, LaVoneia Steele, Joy Styles, Terry Vo, and Troy White.

Absent: Kanika Covert

Staff/Others: 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. and welcomed new board members: Brittany Irby (Mayor's representative), Councilmember Jeff Gregg, and Councilmember Terry Vo. Dr. Steele also shared that Karen Doty's term has expired.

REPORT FROM THE CHAIR

Motion: Approve September 28, 2023, meeting minutes.

Made by: Brittany Irby **Second:** Flo Kidd **Motion Passed.**

Motion: Approve July 25, 2023, executive committee meeting minutes.

Made by: Leslie Buggs **Second:** Brittany Irby **Motion Passed.**

Motion: Approve November 7, 2023, executive committee meeting minutes.

Made by: Troy White **Second:** Brittany Irby **Motion Passed.**

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

The lease for the building to serve as the agency's main location passed Third Reading by Metro Council. The agency's new location, identified by the agency's facilities department, is on Murfreesboro Road and a bus line. MAC will occupy the first, second, and fourth floor of the building. Because the Clifford Allen Building must be vacated by July 1, it is anticipated that we will move to the new location by the end of May.

The Head Start Focus Area 2 Review is a federal review performed every five years by the Bureau of Head Start. We have received the 45-day notice for the CLASS review, which we opted for an online review in which we will upload classroom videos into the Head Start Enterprise System (HSES). We now await the 45-day notice for the onsite review that will last five days with ten reviewers onsite. Dr. Croom reminded board members that they will be interviewed during this onsite review.

Initial discussion has started with Nashville State Community College about a potential partnership in which MAC team members with a master's degree in early education can be identified as NSCC staff. These identified team members will then serve as onsite instructors to team members who hold a CDA so that they may attain an associate degree in early education. As a reminder, 50% of Head Start teaching staff must hold a bachelor's degree in early education

with the remaining 50% required to hold an associate degree in early education. This initiative will help to secure more qualified Head Start teachers so that we can have the required number of Head Start teaching staff to be fully enrolled.

As all federal funds have been expended for rent/mortgage assistance, \$500,000 was transferred from the HOPE program's 10% administrative fund balance to the rent/mortgage assistance program. Since the transfer, only \$69,000 remain, and once fully expended, another \$500,000 will be transferred from the HOPE program's administrative fund. Local partners have depleted their funds for rent/mortgage assistance.

The agency has received \$9 million in energy assistance funds, enough to serve all customers who apply.

Dr. Croom expressed concern about the mental health/secondary trauma for team members, particularly front-line team members who receive between 60 -129 customers per day. Additional temporary staff have been added to assist with the volume of applications received. In an attempt to balance the needs of the customers versus balancing the needs of the team, to provide relief, after the holidays of December 25/26 (Monday- Tuesday), team members will work from home December 27-29 (Wednesday – Friday), which is the lowest peak of the year. Customers will still be able to drop off applications at the main location.

Dr. Croom stated that as we analyze the needs of the team, we must first analyze if we are using the correct process for both the customer and team members. The Transformation & Innovation team is leading this analysis, which includes meetings to discuss if adjustments to the process are working, and then make additional necessary adjustments to the process.

Dr. Croom noted that only 8-9 online applications are received daily. Restricted to using the state's online system, we are restricted in the flexibility of how we receive and process applications. However, the state in putting out a Request for Proposal (RFP) for an updated online system.

An RFP has been finalized for an executive director search firm.

As the agency is the recipient of a \$500,000 grant from The Kresge Foundation, Dr. Croom will attend the Kresge Sisters is Service convening scheduled for December 10-12, in Washington DC.

With appreciation for the funding provided by Metro government and approved by Metro Council, the agency adjusted the base pay to \$50,000 for Head Start teachers with an associate degree, and \$52,000 for Head Start teachers with a bachelor's degree. The classification system was revised to reflect all salary updates.

Motion: Approve revised classification system as submitted.

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

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

Dr. Croom informed the board that while they approved the August and September finance reports, both reports are now resubmitted to the board for approval because in October, Metro finance department opened our closed August financials to make adjustments Metro was delayed in posting.

The August 2023 financial report reflects either a positive or zero fund balances. The Head Start fund showed a \$85,465 positive balance of non-federal funds transferred from MAC admin as part of the year-end close. The Summer Food Service Program (SFSP) shows a

negative balance as we received the July revenue post month close, which will be reflected in the September report. The Poverty Fund reflects a negative balance as the state was delayed in providing the grant funds. XXXXX reflects a negative balance as an expense was posted late. The Rapid Cycle grant, which ended June 30, 2023, reflects a \$142,076.03 negative balance due to Metro posting expenses in August's closed books. 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 reflecting XX days but reflected a negative balance due to Metro late posting in closed books.

The September 2023 financial report reflects either a positive or zero fund balances, except SFSP (<\$xxx,xxx), CACFP (xxxxxx), and Rapid Cycle Grant (XXX), all which reflect a negative balance due to Metro late posting in closed books. Head Start/Early Head Start in-kind is at 28%. Credit card statements were reviewed showing snacks for FatherIIFather events held at each Head Start location. The Child and Adult Care Food Program (CACFP) invoice and meal counts were reviewed reflecting XX days.

The October 2023 financial report reflects either a positive or zero fund balances, except SFSP (<\$xxx,xxx) and Rapid Cycle Grant (XXX), which reflect a negative balance due to Metro late posting in closed books. All negative balances due to Metro's late posting to closed books will self-correct in the November financial report. Head Start/Early Head Start in-kind is at 29%. Credit card statements were reviewed showing snacks for FatherIIFather events held at each Head Start location. The Child and Care Food Program (CACFP) invoice and meal counts were reviewed reflecting XX days. It was noted that local funds were used to support the CACFP program.

Motion: Approve August 2023, September 2023, and October 2023 Finance Reports.
Made by: Brittany Irby **Second:** Flo Kidd **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Job Description/Position Changes

The Early Education (Education) Coordinator job description was updated to reflect the current duties of the position.

Motion: Approve the Early Education (Education) Coordinator job description.
Made by: Leslie Buggs **Second:** Flo Kidd
Passed unanimously.

Head Start Community Representatives - deferred

Grants, Contracts, Memoranda of Understanding (MOUs)

The TAEM grant is a collaboration with the Martha O'Bryan Center is part of state TANF-funding as being administered by the Martha O'Bryan Center. This grant funds two family coaches. The LIHWAP extends a current contract. The MOU with Nashville General Hospital is part of Workforce's EKG program for Head Start parents. The Service Employees International Union (SEIU) MOU amendment to extend the current MOU to June 30, 2024, to allow additional time for meet and confer.

Motion: Approve the MOU with the Martha O’Bryan Center, the LIHWAP extension, the MOU with Nashville General Hospital, and the SEIU MOU Amendment

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

PROGRAM REPORTS

Communications – Report attached.

Family & Community Services – Report attached.

Housing, Opportunity, Partnerships, & Employee (HOPE) – No report. Grant period ends 12/31/25.

Early Education & Youth – Report attached.

Policy Council – No report.

Workforce Development – Report attached.

Transformation & Innovation – Report distributed.

Administrative Services and Operations – Report submitted.

OTHER BUSINESS - none

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary