

**METROPOLITAN ACTION COMMISSION**  
**BOARD OF COMMISSIONERS**  
**Douglass Head Start, 621 Howerton Street, Nashville, TN 37206**  
**Thursday, August 22, 2024, 12:00 p.m. – 1:00 p.m.**

**AGENDA** - Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, notice of the Metropolitan Action Commission's appeal procedures are hereby given. Contested case hearings before the Metropolitan Action Commission, which affect the employment status of an employee, are appealable to the Chancery Court of Davidson County pursuant to the provisions of the Uniform Administrative Procedures Act. Contested policies, rules, or regulations adopted by the Metropolitan Action Commission are appealable to the Chancery Court of Davidson County via a declaratory judgment action. For all other appeals, a common law writ of certiorari to the Chancery Court of Davidson County is the appropriate appeal process. All appeals must be filed within sixty (60) days after the entry of the Commission's final order and/or within sixty (60) days of the final action taken by the Commission. You are advised to seek your own independent legal counsel to ensure that your appeal is filed in a timely manner and that all procedural requirements are met.

- I. CALL TO ORDER LaVoneia Steele, Chair
  - A. Approve June 27, 2024, meeting minutes (*Attachment 1*)
  
- II. EXECUTIVE DIRECTOR REPORT Cynthia Croom
  - A. Metropolitan Action Commission Updates
  - B. Items requiring Board Approval
  
- III. FINANCE REPORT Treasurer
  
- IV. ITEMS REQUIRING BOARD ACTION
  - A. Head Start/Early Head Start Self-Assessment FY24 (*Attachment 2*)
  - B. Request for recommendations for persons to serve as Head Start Policy Council Community Representatives
  - C. Receipt of Travel Data, FY24 (*Attachment 3*)
  - D. Receipt of Bylaws, Meeting Schedule, and Committee Assignments (*Attachment 4*)
  - E. Grants, Contracts, MOUs
    - 1. WIOA Workforce Essentials Modification #4 to serve 145 youth. Extend contract to 9/30/24, adding \$163,333.50 for total of \$2,003,333. Effective 10/1/24, extend contract to 6/30/25, adding \$400,000 for total of \$2,403,333.
    - 2. Dr. Veronica Oates, MOU for Head Start/Early Head Start nutrition in-kind services.
  - F. Job Descriptions/Position Changes/Organization Restructure (*Attachment 5*)
  
- V. PROGRAM REPORTS
  - A. Communications and Engagement
  - B. Family & Community Services (*Attachment 6*)
  - C. HOPE (Housing, Opportunity, Partnerships and Employment)
  - D. Early Education (*Attachment 7*)
  - E. Policy Council (*Attachment 8*)
  - F. Workforce Development & Youth (*Attachment 9*)
  - G. Transformation & Innovation
  - H. Administrative Services & Operations (*Attachment 10*)
  
- VI. OTHER BUSINESS
  
- VII. COMMITTEE REPORTS
  - A. Executive Committee
    - 1. Executive Director Evaluation
    - 2. Executive Director Search
  
- VIII. ADJOURNMENT