

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
621 Howerton Street, Nashville, TN 37206  
August 22, 2024 / 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, Michael Cousin, Kanika Covert, Jeff Gregg, Flo Kidd, Joseph Mitchell, Jeff Sheehan, Justin Singleton, Lavoneia Steele, Veronica Uribe, Terry Vo, and Troy White.

Absent: Erika Burnett, Brittany Irby, and Renee Pratt

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

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

**REPORT FROM THE CHAIR**

**Motion:** Approve, June 27, 2024, meeting minutes.

**Made by:** Kanika Covert **Second:** Terry Vo **Pass unanimously**

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

Dr. Croom introduced Cheryl Jett, MAC Special Projects Manager, who has been the liaison to the board during the executive director search/interview process.

Dr. Croom asked the board to approve Ms. Jett to serve as liaison between the new executive director and the board to help the board ensure a timely evaluation of the new executive director based upon a plan laid out to track as part of the six-month evaluation process. Dr. Croom will provide an orientation for the new executive director. The Kresge Foundation provided additional grant funds to assist with funding this transition period.

**Motion:** Approve Cheryl Jett as liaison between the board and the new executive director.

**Made by:** Kanika Covert **Second:** Leslie Buggs **Pass unanimously**

The agency received official notification from the Office of Head Start that our FA2 review concluded with no findings.

The agency held its annual Vision Conference on Thursday, August 5, which was a fantastic event that pulled together all agency team members allowing them to identify what they want the new executive director to know: there were 245 listed items and three videos created.

One year ago, the agency received a Head Start under-enrollment letter. In response, the agency submitted a request for a change of scope to reduce Head Start slots and increase Early Head Start slots. The request is still pending a decision from the Office of Head Start.

Legislation for Metro Council has been filed to allow public meetings in the Airways Plaza. This will include board meetings. The legislation will require three readings.

**FINANCIAL REPORT** *as certified by Treasurer Erika Burnett and presented by Ann Parkinson, Chief Financial Officer*

The March 2024 financial report reflects either a positive or zero fund balances. The fund balances for COVID Rent Assistance are the result of refunds, COVID Rent Assistance II is indirect costs received and used to support activities/programs of the agency, and COVID Rent Assistance THDA is a Metro refund. Head Start/Early Head Start in-kind is at 87%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 20 days were reviewed.

The April 2024 financial report reflects either positive or zero fund balances. CACFP receives support from MAC admin dollars. Head Start/Early Head Start in-kind is at 87%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 22 days were reviewed.

The May 2024 financial report reflects either positive or zero fund balances except CACFP that reflects -\$57.89 resulting from Metro posting late and will be reversed in June. The Kresge fund balance is higher than last month's balance as some charges were reclassified. Head Start/Early Head Start in-kind is at 88%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 22 days were reviewed.

The June 2024 financial report reflects the fiscal year end. All balances have either a positive or zero fund balance. The Parent Club balance is at zero as required by the federal Office of Head Start. Head Start funds were used to assist CACFP with food costs as allowed by grantor only at year-end closing. Poverty Fund received support from MAC Admin. Head Start/Early Head Start in-kind is at 100%, meeting federal regulations. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 19 days were reviewed. It was noted that expenditures were lower due to only serving Early Head Start as Head Start began the summer break and that CACFP crosses fiscal years. Dr. Croom informed board members that positive funds balances are used to provide additional services and programs that cannot be met by the fund balance.

The July 2024 financial report reflects either positive or zero fund balances except Youth Employment resulting from a late post and will be reversed in August. ERA-EPP and TAEM are pending implementation, which is why the fund balance is zero. The HOPE funding life cycle will end 12/31/2025. With the start of the new fiscal year, Head Start/Early Head Start in-kind is at 25%. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 13 days were reviewed. The CACFP program is using a new software system that allows for accruals and reversals.

**Motion:** Approve March 2024, April 2024, May 2024, June 2024, July 2024 Finance Reports.  
**Made by:** Terry Vo **Second:** Kanika Covert **Passed unanimously.**

**ITEMS REQUIRING BOARD ACTION**

**Motion:** Approve use of discretionary funds received by The Kresge Foundation to assist with the new Executive Director Transition process.  
**Made by:** Leslie Buggs **Second:** Joseph Mitchell **Passed unanimously.**

**Motion:** Approve the Head Start/Early Head Start Self-Assessment FY24 and approve the Board of Commissioners providing recommendations for persons to serve as community representatives to the Head Start/Early Head Start Policy Council.

**Made by:** Leslie Buggs **Second:** Joseph Mitchell **Passed unanimously.**

**Motion:** Approve receipt of Travel Data FY24.

**Made by:** Kanika Covert **Second:** Terry Vo **Passed unanimously.**

**Motion:** Approve receipt of Bylaws, Meeting Schedule, and Committee Assignments FY25.

**Made by:** Justin Singleton **Second:** Veronica Uribe **Passed unanimously.**

**Grants, Contracts, Memoranda of Understanding (MOUs)** - none

**Motion:** Approve WIOA Workforce Essentials Modification #4, \$2,403,333, 6/30/25.

**Made by:** Terry Vo **Second:** Kanika Covert **Passed unanimously.**

**Motion:** Approve letter from Dr. Veronica Oates, Nutritionist, for the FY25 school year.

**Made by:** Leslie Buggs **Second:** Terry Vo **Passed unanimously.**

**Job Description/Position Changes/Organization Restructure**

**Motion:** Approve Workforce & Youth Development organizational chart and the following job descriptions: Adult Education Instructor, Case Manager, Family Development Specialist I – Workforce to include changing “independently” to “indirectly” in the section Supervision Exercised/Supervision Received, Workforce Grants Manager, and Youth Services Manager.

**Made by:** Kanika Covert **Second:** Terry Vo **Passed unanimously.**

## **PROGRAM REPORTS**

***Communications and Engagement*** – Airways Plaza public open house is 9/23/24. Dr. Croom’s retirement ceremony is 9/27/24. Report distributed.

***Family & Community Services*** – Report attached.

***HOPE*** – No report. Grant period ends 12/31/25.

***Early Education & Youth*** – Report attached.

***Policy Council*** – Ms. Covert stated that she has served as the Policy Council president for the past three years, but as she no longer has children in Head Start, she will no longer serve as the Policy Council president. However, Ms. Covert will remain a member of the Board of Commissioners representing Community. No report.

***Workforce Development*** – Report attached.

***Transformation & Innovation*** – No report.

***Administrative Services and Operations*** – New regulations effective 7/1/24, required carbon monoxide detectors. The agency already had said detectors installed in all centers, but in light of the carbon monoxide incident and natural gas leak at the North center, additional detectors were added. Report attached.

**OTHER BUSINESS – none**

**EXECUTIVE COMMITTEE REPORT**

The Executive Committee conducted Dr. Croom’s annual performance evaluation on Monday, July 29, 2024. With thoughtful review, the committee rated Dr. Croom’s overall performance as “Outstanding.” Additionally, it is the recommendation of the Executive Committee that Dr. Croom receive a 3% open range salary increase in addition to the 4% COLA effective July 1, 2024.

**Motion:** Approve Dr. Cynthia Croom’s annual performance evaluation as submitted and approve that Dr. Croom receive a 3% open range salary increase in addition to the 4% COLA, both to be effective July 1, 2024.

**Made by:** Leslie Buggs **Second:** Kanika Covert **Passed unanimously.**

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell  
Board Secretary