

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
1624 5th Avenue North, Nashville, TN 37208
September 26, 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, Brittany Irby, Flo Kidd, Joseph Mitchell, Renee Pratt, Jeff Sheehan, Justin Singleton, Lavoneia Steele, Terry Vo, and Troy White.

Absent: Erika Burnett and Veronica Uribe

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

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

REPORT FROM THE CHAIR

No public remarks were offered.

Motion: Approve, August 22, 2024, meeting minutes.

Made by: Flo Kidd **Second:** Terry Vo **Pass unanimously**

The appointment of the Executive Director Evaluation Ad Hoc Committee is deferred to Item VII., Executive Director Search

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

Dr. Croom thanked the Executive Director Search Commission for their work. The person offered the position of executive director declined the offer. Dr. Croom is confident the progress going forward will end with a successful search. Her official last day with Metro is October 31, 2024. She will be on vacation September 30 – October 11. Beginning October 14, she will work a reduced schedule to assist with transition needs.

Dr. Croom stated that under the leadership of Dr. Stephanie Ross, who has served as the interim early education director for the past year, during our Focus Area 2 review conducted on April 22, 2024- April 26, 2024, the results concluded that we had no deficiencies and were compliant in all areas. In fact, we were noted to have strong practices in the areas of: Safe and Sanitary Environments, Family Partnerships, Program Foundations to Support Family Well-Being and Family Engagement, and Mental Health and Social and Emotional Well-Being. Accordingly, Dr. Croom has appointed Dr. Ross to the position of Early Education Director.

Ms. Ashley Cathey is the newly hired Family & Community Services Director, who is currently on unpaid vacation leave that was negotiated as part of her hire.

Mr. Loren Russell was introduced as the newly hired Human Resources Manager.

Head Start enrollment numbers are increasing as we are currently 92 slots under-enrolled. Head Start staffing numbers are also improving.

Dr. Croom stated her confidence in the leadership leave to move the organization forward until such time the agency selects a new executive director.

Motion: Approve Dr. Croom's appointment of Dr. Stephanie Ross to the position of Early Education Director.

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

Dr. Croom stated that Dr. Ross' credentials along with two other applicants will be sent to the Office of Head Start Region IV for approval, which is required by the Head Start Act.

FINANCIAL REPORT – *deferred until the Board Treasurer can certify the report.*

ITEMS REQUIRING BOARD ACTION

Motion: Approve the Head Start/Early Head Start Program Information Reports (PIR) that is submitted to the Office of Head Start annually.

Made by: Jeffrey Gregg **Second:** Kanika Covert **Passed unanimously.**

CSBG Plan is withdrawn as it does not require board approval.

Grants, Contracts, Memoranda of Understanding (MOUs) - None

Job Description/Position Changes/Organization Restructure

The highlights of the job descriptions submitted for approval are the Family & Community Services Coordinator revised job description to reflect the skill sets needed, particularly an increased level of data analysis, Human Resources Business Partner revised job description added an HR credential and language to identify the supervision received, Special Projects Manager incurred a salary change and supervision received, Teacher Assistant new salary range and supervision received, and Teacher I, II, EHS reflects a new salary range and updated education and experience required.

Motion: Approve Family & Community Services Coordinator, Human Resources Business Partner, Special Projects Manager, Teacher Assistant, and Teacher I, II, EHS job descriptions

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

Discussion: It was noted that the associate degree level for Teacher I also lists a bachelor's degree level, while the bachelor's degree level for Teacher II also lists an associate degree.

Amended Motion: Approve the Family & Community Services Coordinator, Human Resources Business Partner, Special Projects Manager, and Teacher Assistant as submitted and approve the Teacher I, II, EHS job description removing the bachelor's degree from Teacher I level and remove the associate degree from the Teacher II level.

Made by: Jeff Sheehan **Second:** Kanika Covert **Passed unanimously.**

PROGRAM REPORTS

Communications and Engagement – Report distributed.

Family & Community Services – Report attached.

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

Early Education & Youth – Report attached.

Policy Council – As required by the Head Start Act, the governing body is required to appoint a representative to the Head Start Policy Council.

Motion: Appoint Kanika Covert as the representative to the Head Start Policy Council and appoint Joseph Mitchell to serve as alternate.

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

Workforce Development – Invitations have been sent to board members for the Adult Education Graduation Ceremony. Report distributed.

Transformation & Innovation – Report distributed.

Administrative Services and Operations – Report distributed.

OTHER BUSINESS – none

EXECUTIVE COMMITTEE REPORT

Dr. Croom shared that the person selected by the Executive Committee for the role of executive director declined the offer. Until such time an executive director is appointed, Dr. Croom recommended that Oluwadamilola Dairo, director of Transformation & Innovation, serve as interim executive director. Dr. Croom requested that an Executive Director Evaluation & Search Committee be convened to continue the search for an executive director, evaluate the performance of the interim executive director, and evaluate the performance of the executive director once hired.

Motion: Appoint Oluwadamilola Dairo as interim executive director and convene an Executive Director Evaluation & Search Ad Hoc Committee to continue the search for an executive director, evaluate the performance of the interim executive director, and evaluate the performance of the executive director once hired appointing Kanika Covert as Ad Hoc Committee chair with Leslie Buggs, Joseph Mitchell, Brittany Irby, and Jeffrey Sheehan serving as Ad Hoc Committee members.

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

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary