

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
1281 Murfreesboro Pike, Nashville, TN 37217
December 5, 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, Erika Burnett, Topania Byars, Michael Cousin, Kanika Covert, Lori Flemming, Jeff Gregg, Brittany Irby, Parv Santhosh-Kumar, Jeff Sheehan, Justin Singleton, Lavoneia Steele, Veronica Uribe, Terry Vo, Troy White.

Absent: Joseph Mitchell, Renee Pratt

Staff/Others: Lisa McCrady Beverly, Ashley Cathey, Marvin Cox, Oluwadamilola Dairo, Benita Davis, Tanya Evrenson, Cheryl Jett, Rickie McQueen, Ann Parkinson, Stephanie Mosley-Mayberry, Ann Parkinson, Loren Russell, Gus Sneh, 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, October 24, 2024, meeting minutes.

Made by: Jeffrey Sheehan **Second:** Brittany Irby **Pass unanimously**

Dr. Steele appointed Justin Singleton as Board Treasurer, effective December 5, 2024.

Dr. Steele welcomed new board member, Ms. Parv Santhosh-Kumar

EXECUTIVE DIRECTOR REPORT *as provided by Oluwadamilola Dairo, Interim Executive Director*

Mr. Dairo stated that within his 30-day baseline serving as interim executive director, he is learning the strength of the leadership team, extending communication of other leadership levels to build upon the agency team, instill knowledge, and to mentor team members.

Mr. Dairo stated he participated in the agency's Local Cost Allocation Plan (LOCAP) and Indirect Rate Cost Plan (IDRCP) meetings with Metro Finance part of the agency's transparency with local partners.

We are strengthening our participation with United Way to finalize the childcare study grant, which requires Metro Council approval.

Special attention is being given to the potential of a political shift to funding. Mr. Dairo attended the Tennessee Association of Community Action (TACA) quarterly board meeting where discussion was held regarding the need to build advocacy efforts and build the voices that tell the work of the state's community action agencies

The Tennessee Housing & Development Agency, from which LIHEAP funding is received, is shifting their technology (THO) usage across the state. TACA and MAC will build a system next fiscal year.

Team members will work remotely December 26 – January 2. Customers will still be supported as applications can be dropped off at Airways Plaza and team members will pick up the applications each day.

The agency will resume in-person services beginning with the January 3, 2025, agency breakfast, followed by team members reporting to their respective sites.

Three team members and two Head Start Policy Council members are scheduled to attend the National Head Start Association Parent Engagement Conference to be held in San Diego, California, December 16 – 19.

Mr. Dairo stated a shifting of the three pillars that drive the agency, which are now Family & Community, Early Childhood Education, and Affordable Housing. Mr. Dairo further stated he would like to leverage the strength of the Board of Commissioners to put a narrative around these three issues.

FINANCIAL REPORT – *certified by Erika Burnett, Treasurer, reported by Ann Parkinson, CFO*

The September 2024 financial report reflects either a positive or zero fund balances. Head Start/Early Head Start in-kind is at 26%. Credit card statements were reviewed. Dr. Croom had no activity on her card. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 2 days were reviewed.

Motion: Approve September 2024 Finance Reports.

Made by: Kanika Covert **Second:** Brittany Irby **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Grants, Contracts, Memoranda of Understanding (MOUs)

Motion: Approve LIHEAP 25-10 (\$5,903,438.52, 10/1/24 – 9/30/26), LIHEAP 25-10 Amendment #1 (eligibility notification), CSBG Z24-49110 Amendment #1 (\$50,266.23), and SEIU MOU Extension to 6/30/25

Made by: Erika Burnett **Second:** Terry Vo **Passed unanimously.**

Job Description/Position Changes/Organization Restructure

The following job description is currently filled but revised to reflect actual responsibilities based upon agency realignment.

Motion: Approve Finance Officer I job description

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

PROGRAM REPORTS

Communications and Engagement – Ms. Beverly introduced Gus Sneh, newly hired Marketing Coordinator. Ms. Beverly provided a review of the outreach activities. She also mentioned that the Stay Survey has been emailed to all agency team members. Report attached.

Community Outreach – Report attached.

Family & Community Services – Additional LIHEAP-ERA funding has been received that will allow us to assist more customers as ERA hardship requirement is not as restrictive as the CSBG hardship requirement. Report attached.

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

Early Education & Youth – Report attached.

Policy Council – Parent Engagement unit is implementing a mom support group that will mirror the work of the Father II Father initiative. No report.

Workforce Development – A Request for Proposals (RFPs) is being developed for employers to provide project-based summer employment for POWER Youth participants ages 14-15 year.

Transformation & Innovation – During this interim period, Special Projects Manager Tachi Lynch will drive the work of the T&I division. No report.

Administrative Services and Operations – Facilities is working with a project manager to identify the scope of work to transition Head Start classrooms to Early Head Start classrooms. Report attached.

OTHER BUSINESS – none

EXECUTIVE DIRECTOR EVALUATION AND SEARCH AD HOC COMMITTEE REPORT

The Committee met on Tuesday, December 3, 2024, at 1:00pm to discuss a proposed timeline for the next MAC executive director search. Ms. Jett reported that no changes had been made to the Executive Director Search 2.0 Timeline. However, there would be a check-in meeting with Metro HR on January 15, 2025, to get an updated status.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary