

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
Airways Plaza, 1281 Murfreesboro Pike, Nashville, TN 37217
January 23, 2025 / 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, Topania Byars, Michael Cousin, Kanika Covert, Lori Flemming, Jeff Gregg, Shilan Haji, Brittany Irby, Renee Pratt, Parv Santhosh-Kumar, Jeff Sheehan, Justin Singleton, Lavoneia Steele, Terry Vo.

Absent: Erika Burnett, Joseph Mitchell, Veronica Uribe, Troy White

Staff/Others: Lisa McCrady Beverly, Ashley Cathey, Marvin Cox, Oluwadamilola Dairo, Benita Davis, Tanya Evrenson, Cheryl Jett, Ann Parkinson, Ann Parkinson, Loren Russell, Derrick Smith.

Dr. LaVoneia C. Steele, Board Chair, called the meeting to order at 12:08 p.m.

REPORT FROM THE CHAIR

No public remarks were offered.

Motion: Approve, December 5, 2024, meeting minutes.

Made by: Topania Byars **Second:** Parv Santosh-Kumar **Pass unanimously**

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

Mr. Dairo stated that within his 60-days serving as interim executive director, he continued to focus on alignment of the agency's operations with community needs as well as strengthening the agency's organizational framework. He noted that the agency has received the Office of Head Start's (OHS) approval to the plan for converting 314 Head Start slots to 112 Early Head Start slots and pointed out that while the conversion reduced the number of Head Start slots, it did not result in any loss of funding.

Mr. Dairo stated he would like to use the upcoming Board Retreat to get the Board's insights with regards to closing policy gaps identified within the personnel handbook; and to engage the commissioners through a "mixer" with the intent to better understand how their resources could be leveraged through this transition period for the agency.

Through continued employee engagement efforts, participation in the agency's Stay Survey had increased since the numbers reported at the agency's annual breakfast event, and Mr. Dairo looks forward to sharing the results later. He briefly mentioned the agency's current metric of 91% staff strength of all needed positions as a workforce sustainability measure that will continue to be monitored as part of the drive to ensure continuity and stability within the agency.

He thanked board members for their continued support.

FINANCIAL REPORT – *certified by Justin Singleton, Treasurer, reported by Ann Parkinson, CFO*

The October 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 22 days were reviewed.

Motion: Approve October 2024 Finance Reports.

Made by: Jeff Sheehan **Second:** Terry Vo **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Grants, Contracts, Memoranda of Understanding (MOUs)

Motion: Approve Head Start Grant FY25 Amendment 1 for the conversion of 314 Head Start slots to 112 Early Head Start slots.

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

Job Description/Position Changes/Organization Restructure

The following job description is currently filled but revised to reflect the correct position title.

Motion: Approve Community Outreach Director job description

Made by: Brittany Irby **Second:** Terry Vo **Passed unanimously.**

PROGRAM REPORTS

Communications and Engagement – Report attached.

Community Outreach – Report attached.

Family & Community Services – Report attached.

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

Early Education & Youth – It was noted the ADA was below the 85% threshold due to child illnesses during this peak flu season. Report attached.

Policy Council – (Commissioner Byars): The Policy Council had met and reports from a survey of mothers conducted at Head Start Centers indicated three top needs: financial responsibility, mental health support, self-image, and housing. No report.

Workforce Development – Report attached.

Transformation & Innovation – No report.

Administrative Services and Operations – Report attached.

OTHER BUSINESS – none

EXECUTIVE DIRECTOR EVALUATION AND SEARCH AD HOC COMMITTEE REPORT

The Committee met on Thursday, January 16, at 9:00 a.m. to discuss a proposed timeline for the next MAC executive director search. Ms. Covert stated that during the meeting, Mr. Dairo gave a status update on strategic priorities during his first 60 days as the interim executive director. The committee expressed an interest in seeing the results of the agency's Stay Survey. Kanika Covert reported that MAC Human Resources staff had a check-in meeting with Metro HR on January 15, 2025, and no changes had been made to the Executive Director Search 2.0 Timeline.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary