

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
1281 Murfreesboro Pike, Nashville, TN 37217  
August 21, 2025 / 12:00 noon – 1:00 pm**

***Attachment 1***

***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, Shilan Haji, Brittany Irby, Joseph Mitchell, Diana Reado, Parv Santhosh-Kumar, Jeffrey Sheehan, Justin Singleton Lavoneia Steele, and Terry Vo

Absent: Jeff Gregg, Renee Pratt, and Veronica Uribe

Staff/Others: Lisa McCrady Beverly, Ashley Cathey, Oluwadamilola Dairo, Benita Davis, Tanya Evrenson, Cayla McGrath, Rickie McQueen, Ann Parkinson, Stephanie Ross, Derrick Smith.

Erika Burnett, Board Chair, called the meeting to order at 12:01 p.m.

**REPORT FROM THE CHAIR**

No public remarks were offered.

**Motion:** Approve June, 26, 2025, meeting minutes.

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

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

The first full day of school for Head Start/Early Head Start was on August 13, 2025. The US Senate Committee approved continuation funding for CSBG, which will become effective October 1, 2025. On Thursday, August 14, 2025, incoming executive director, Ms. Jamekia Bies, held an agency virtual meeting, during which she was able to “meet” agency team members, all of whom expressed excitement in anticipation of Ms. Bies September 29, 2025, start date. A request was made to the board for recommendations of persons to serve as a community representative to the Head Start Policy Council. Recommendations should be forwarded to Ms. Rickie McQueen prior to the September board meeting. The Travel and Training report is provided to reflect professional development offered to team members. II.D. will be removed from future agenda as there must be a five-day notice to the board and to the public of the topic requiring board approval. It is noted there are provisions for emergencies.

**FINANCIAL REPORT** – *certified by Diana Reado, Treasurer, reported by Ann Parkinson, CFO*

The May 2025 financial report reflects either positive or zero fund balances. A funding source column was added to the report. The Before and After Care balance exceeds the budget

resulting from the use of admin dollars. Head Start/Early Head Start in-kind is 84%. Early Head Start funding was fully expended in May 2025. Admin dollars were transferred to assist. Credit card statements were reviewed. It was noted that Ms. Suggs credit card was used for the purchase of food items for a Father II Father event as CFP Ann Parkinson was unavailable for the purchase. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 21 days were reviewed.

The June 2025 financial report reflects either positive or zero fund balances and is the Metro fiscal year end report. LIHEAP ended the Metro fiscal year with a one penny balance due to rounding. The Poverty Fund balance is interest transferred from Metro. The WIOA grant has ended and will not be renewed as the TN Department of Workforce has realigned its services. Head Start/Early Head Start in-kind is 117%. All Early Head Start June expenses were paid with admin dollars. Some Head Start expenses were also paid with admin dollars. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice was significantly lower due to only serving Early Head Start as the Head Start school year ended in May.

**Motion:** Approve May 2025 and June 2025 finance reports

**Made by:** Kanika Covert **Second:** Shilan Haji **Passed unanimously.**

#### **ITEMS REQUIRING BOARD ACTION**

**Motion:** Acknowledge receipt of Bylaws, Meeting Schedule and Committee Assignments

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

**Motion:** Approve Head Start/Early Head Start Self-Assessment FY25

**Made by:** Kanika Covert **Second:** Parv Santhosh-Kumar **Passed unanimously.**

#### **Grants, Contracts, Memoranda of Understanding (MOUs)**

**Motion:** Approve the following grants and contracts:

1. Tennessee Department of Human Services Direct Appropriation, 07/01/25 – 06/30/26, \$25,050
2. Low Income Home Energy Assistance Program (LIHEAP-24-10) Amendment #1 to extend grant period to 9/30/26. No additional funding.
3. LEA Agreement MOU with Metro Schools. 7/1/24 – 6/30/26
4. Nutrition Letter of Participation with Dr. Oates, 07/01/25 – 06/30/26. In-kind
5. Low Income Home Energy Assistance Program Vendor Agreement, 6/21/25 – 9/30/27 with Amerigas, Cumberland River Propane, Kimbro Oil Company, Nashville Electric Services, Piedmont Natural Gas, and Trinity Gas Company.
6. Deferred

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

**Job Descriptions**

The agency's human resources division is performing an audit of job descriptions to ensure job duties are accurate, supervision is defined, and the language aligns with agency reorganization.

**Motion:** Approve Marketing Coordinator and Community Engagement Coach job descriptions

**Made by:** Jeffrey Sheehan **Second:** Leslie Buggs

**Discussion:** The Marketing Coordinator is an existing position. The Family & Community Services Community Engagement Coach replaces the Customer Engagement Specialist with a focus on coaching customers in achieving economic stability. The new job description also removes the degree requirement in support of seasoned team members.

**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*** – Report attached.

***Policy Council*** – Ms. Byars reported that the Policy Council met on August XX to establish a meeting calendar for the school year and to assign/vote for Policy Council officers.

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

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

***Administrative Services and Operations*** – Report attached.

**OTHER BUSINESS**

September 25, 2025, meeting agenda to include a request to extend the interim executive director's compensation for 90 days starting September 29, 2025, to assist with transition.

**EXECUTIVE DIRECTOR EVALUATION AND SEARCH (EDES) AD HOC COMMITTEE REPORT**

Discussion of Executive Director transition plan, including updates on transitional documents, Metro onboarding steps, and incoming media plan/listening tour for new Executive Director. Discussion of Interim Executive Director's support during the first 90 days for the new Executive Director. Confirmation that the EDES Committee will continue to meet, as they are now in the 2.0 phase of the EDES process.

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary