

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
1281 Murfreesboro Pike, Nashville, TN 37217  
September 25, 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, Jeff Gregg, Shilan Haji, Brittany Irby, Joseph Mitchell, Diana Reado, Parv Santhosh-Kumar, Jeffrey Sheehan, and Terry Vo

Absent: Renee Pratt, Justin Singleton, and Veronica Uribe

Staff/Others: Lisa McCrady Beverly, Ashley Cathey, Marvin Cox, 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 12:02 p.m.

**REPORT FROM THE CHAIR**

No public remarks were offered.

**Motion:** Approve August 21, 2025, meeting minutes.

**Made by:** Topania Byars **Second:** Terry Vo **Pass unanimously**

**Motion:** Approve September 4, 2025, special called-meeting minutes.

**Made by:** Parv Santhosh-Kumar **Second:** Brittany Irby **Pass unanimously**

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

Mr. Dairo informed the board that this meeting will be his last meeting as interim executive director. He stated that in the course of the last eleven months serving as interim executive director, has transformed how he looked at things as he evolved his leadership abilities and looks forward to the opportunity to now be the bridge for the incoming agency leader.

The upcoming federal shutdown continues to be closely monitored. As our federal and state pass-through grant funds are reimbursed, in the event of a shutdown, MAC will continue to draw down local budget funds for operating expenses to ensure the agency's continued support for the children and families we serve.

On Tuesday, September 23, 2025, the agency received notification that the Head Start grant application for One-Time Supplemental Funds for Nutrition and Healthy Eating was not awarded funding for the initial round. Should there be a second phase of funding, applications submitted will be reviewed.

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

Metro Department of Finance’s transition to a new software system has delayed posting of interest earned. Metro hopes to have the issue resolved soon. Accordingly, the July and August finance reports will be provided during the October board meeting. (Letter from Metro provided)

**ITEMS REQUIRING BOARD ACTION**

**Head Start / Early Head Start Program Information Reports (PIR)**

The PIR provides the metrics of how the program performs. The Office of Head Start requires governing bodies to receive, review, and accept the PIR annually.

**Motion:** Approve the Head Start Program Information Report (PIR) and the Early Head Start Program Information Report (PIR) for the 24/25 school year.

**Made by:** Topania Byars **Second:** Kanika Covert **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)**

None

**Job Descriptions**

All references to a specific department and/or funder are removed from the Customer Engagement Coach job description that was initially revised 8/21/25.

**Motion:** Customer Engagement Coach job description as revised.

**Made by:** Michael Cousin **Second:** Jeffrey Sheehan

**Discussion:** Team members of the Family & Community Services (six currently with the possibility of one additional) and Head Start (two) programs will be required to apply for the newly revised positions as their current positions will be eliminated. Hiring points include those for experience thereby providing a clear pathway for skilled team members who do not hold a degree (currently titled “specialists”) can successfully leverage experience and program knowledge points as both specialists and coaches use the same tools in providing services to customers. Initially, the Customer Engagement Coach position will be posted only internally as the position may be considered promotional and as such hires will be on a 90 days probation. **Passed unanimously.**

**Interim Executive Director Compensation**

**Motion:** Extend the compensation for the interim executive director for 90 days starting September 29, 2025, to assist with transition.

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

**PROGRAM REPORTS**

***Communications and Engagement*** – Executive Director Jamekia Bies will report at 8:00am on Monday, September 29, 2025, which is the start of the agency’s Team Appreciation Week that concludes with Wellness Day on Friday, October 3. The Workforce Dress for Success Fashion Show is scheduled for Tuesday, October 14. Adult Education Graduation is December 19. Report attached.

***Community Outreach*** – Report attached.

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

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

***Early Education & Youth*** – Under the TNDHS Child Care Licensing Rules, centers have received Quality Rating Improvement System scores of 98% and 99% thereby reflecting high quality early education. Report attached.

***Policy Council*** – Ms. Byars was elected chair of the Head Start Policy Council. The Policy Council continues discussion of establishing mother-support groups within the centers/schools. Report attached.

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

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

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

**OTHER BUSINESS**

It was determined that the Executive Director Evaluation and Search (EDES) Committee, which serves as an ad hoc committee search function has been completed, and the committee can extend its function for a transition period. It was noted this EDES committee does not supplant the standing ad hoc committee that reviews the executive director’s performance each year.

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

EDES Committee Chair Kanika Covert confirmed that the committee will stay intact during the executive transition process and will work to confirm the timeline for the new Executive Director’s performance evaluation.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary