

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
1281 Murfreesboro Pike, Nashville, TN 37217
October 23, 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, Megan Godbey, Jeff Gregg, Shilan Haji, Brittany Irby, Renee Pratt, Diana Read, Parv Santhosh-Kumar, Jeffrey Sheehan, and Justin Singleton

Absent: Joseph Mitchell, Veronica Uribe and Terry Vo

Staff/Others: Lisa McCrady Beverly, Jamekia Bies, 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.

Ms. Megan Godbey was introduced as a newly appointed board member.

Motion: Approve September 25, 2025, meeting minutes.

Made by: Kanika Covert **Second:** Parv Santhosh-Kumar **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 Jamekia Bies, Executive Director*

Ms. Bies stated that during her first week, she was able to tour the Head Start Centers meeting teachers and students as well as participating in listening tours meeting with smaller groups/teams. Ms. Bies is also meeting with individual senior leadership team members to learn how she can provide support to their respective programs. She and Mr. Dairo continue to hold transition meetings.

Due to the federal shutdown, funders of our energy assistance program (LIHEAP – Tennessee Housing Development Agency (THDA)) and our community/emergency assistance program (CSBG – Tennessee Department of Human Services (CSBG)) gave notification that grant funds will be frozen effective November 1. In response, the agency will provide services using local dollars to those individuals/families in crisis (disconnects/evictions/etc.).

Additionally, THDA has scheduled November 1 for the roll out of new program software Tennessee agencies must use for the LIHEAP program. We will continue to closely monitor the situation. At this time, Head Start funding has not been affected by the federal shutdown.

Lastly, Ms. Bies asked Board members to please reply to Ms. McQueen regarding available dates for the Board retreat.

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

Metro Department of Finance has only been able to close July, which reflects either positive or zero fund balances. Head Start/Early Head Start in-kind is at 32% as local dollars were used to fund Head Start expenses during July and August per the request of Metro Legal while they reviewed the FY26 Head Start grant award. Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 14 days were reviewed.

Motion: Approve July 2025 finance reports

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

ITEMS REQUIRING BOARD ACTION

2021-2025 Strategic Plan

The 2021 – 2025 Strategic Plan, which is required documentation for the CSBG grant expires 5/21/26, based upon the date it was received by the funder. Ms. Bies stated that to allow her time to assess and evaluate the agency and how best to move forward strategically, she requests the board approve extending the 2021-2025 Strategic Plan to December 31, 2026.

Motion: Approve extending the 2021-2025 Strategic Plan to December 31, 2026.

Made by: Brittany Irby **Second:** Leslie Buggs **Passed unanimously.**

Head Start Policy Council Community Representative

Motion: Approve Keitha Green as a Head Start Policy Council Community Representative for the 2025/2026 program year.

Made by: Topania Byars **Second:** Parv Santhosh-Kumar **Passed unanimously.**

Grants, Contracts, Memoranda of Understanding (MOUs)

Motion: Approve Tennessee Development of Housing Agency, LIHEAP 25-10 Amendment No. 2 decrease funding, \$5,903,438.52 to \$2,003,438.52, 10/1/24 – 9/30/26.

Made by: Brittany Irby **Second:** Leslie Buggs

Discussion: The federal Department of Health & Human Services requires state agencies to re-allocate unspent LIHEAP dollars to other CAP agencies. Historically, Tennessee's state agency for LIHEAP allowed CAP agencies to maintain and roll forward unspent funding. However, this fiscal year, THDA has adjusted LIHEAP funding for Tennessee's CAP agencies to allow unspent funds to be allocated to other Tennessee CAP agencies who have expended all LIHEAP funding. Ms. Pratt asked for a data report on how the agency will prepare for the impact of the funding decrease.

Passed unanimously.

Martha O'Bryan Center, Tennessee Alliance for Economic Mobility (TAEM)

Motion: Approve TAEM contract with Martha O'Bryan Center to provide family-centered coaches, 11/1/25 – 10/31/26.

Made by: Parv Santhosh-Kumar **Second:** Megan Godbey

Discussion: Mr. Dairo informed the Board that this is a TANF-funded grant in which MAC is a sub-recipient. Last year, the grant award was \$160,000.

Passed unanimously.

Music City Construction Careers

Motion: Approve awarding a \$100,000 grant to Music City Careers as a pass-through grant for funds allocated to MAC by Metro Council, 7/1/25 – 6/30/26.

Made by: Jeffrey Sheehan **Second:** Renee Pratt

Passed unanimously.

Professional Driving Academy Memorandum of Understanding - deferred

Job Descriptions – none

PROGRAM REPORTS

Communications and Engagement – The Stay Survey is done periodically with the next one tentatively scheduled for 2026. The agency's VOICE committee's next step is to select committee captains. Report attached.

Community Outreach – No report.

Family & Community Services – Report attached.

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

Early Education & Youth – Report attached.

Policy Council – The first Policy Council meeting was held September 23, 2025, during which time program governance was reviewed. Report attached.

Workforce Development – Report attached.

Transformation & Innovation – Report attached.

Administrative Services and Operations – Report attached.

OTHER BUSINESS - none

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

EDES Committee Chair confirmed that the committee is continuing to meet with Director Bies and Interim ED Dairo to assist with the progress of the first 90 days of the executive transition. Scheduling of the next EDES committee in progress due to previous scheduling conflicts.

Meeting adjourned.

Minutes submitted by:

Joseph Mitchell, Board Secretary