*Attachment 1*

**METROPOLITAN ACTION COMMISSION**
**BOARD OF COMMISSIONERS MEETING MINUTES**
**1281 Murfreesboro Pike, Nashville, TN 37217**
**January 22, 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, 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, and Terry Vo.

Absent: Megan Godbey, Jeff Gregg, Renee Pratt, and Veronica Uribe

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

Ms. Burnett, Board Chair, called the meeting to order at 12:05 p.m., and thanked the board for extending the meeting time to accommodate an extended agenda, which necessitates rearranging the standard order of agenda items.

**CALL TO ORDER** *as provided by Erika Burnett, Board Chair*

No public remarks were offered.

**Motion:** Approve December 4, 2025, meeting minutes.
**Made by:** Kanika Covert **Second:** Topania Byars **Pass unanimously**

Ms. Burnett stated the upcoming Board Retreat is a training opportunity during which Board will review governance responsibilities specific to community action agencies as well as review ethics requirements, program updates, agency/program data, and fiscal responsibilities. While this list is not fully inclusive of retreat topics, Ms. Burnett stated that if there are other topics board members would like to be included at the retreat to share that recommendation with either her or Executive Director Bies. The retreat will also be the foundational point for strategic planning.

Ms. Burnett stated Metro Legal Attorney Derrick Smith, who is assigned to MAC, will provide an overview that offers a clear understanding of the roles and responsibilities of the Commission and how that aligns with the work of the agency.

In follow-up, Attorney Smith did a summary of the role of the Commission relating to its powers and duties as defined in Metro Code 2.108, as well as the functions of the executive director and other Metro officials.

**ITEMS REQUIRING BOARD ACTION**

**Motion:** Approve the federal poverty income guidelines for 2026.
**Made by:** Kanika Covert **Second:** Topania Byars **Passed unanimously.**

**Motion:** Approve the Head Start Selection Criteria 2026-2027.
**Made by:** Jeffrey Sheehan **Second:** Brittany Irby **Passed unanimously.**

**Motion:** Reschedule March 26, 2026, board meeting to March 18-19, 2026
**Made by:** Terry Vo **Second:** Jeffrey Sheehan **Passed unanimously.**

***Grants, Contracts, Memoranda of Understanding (MOUs)*** - none

**Motion:** Approve the agency to go through the process of writing the Head Start continuation grant application, ensuring Metro Legal reviews the continuation grant application as written, and submitting the Head Start/Early Head Start continuation grant application for 2026-2027.
**Made by:** Parv Santhosh-Kumar **Second:** Joseph Mitchell **Passed unanimously.**

**Motion:** Approve the Low Income Home Energy Assistance Program 24-10 Amendment #2, 10/1/23 – 9/30/26 that reduces the grant budget by $409,000.
**Made by:** Parv Santhosh-Kumar **Second:** Joseph Mitchell **Passed unanimously.**

**Motion:** Approve the Tennessee Department of Human Services contract to participate in the Child Care Certificate Program, 10/1/25 – 11/30/26. Reimbursement for services
**Made by:** Terry Vo **Second:** Leslie Buggs **Passed unanimously.**

**Motion:** Approve the Martha O'Bryan Center, Tennessee Alliance for Economic Mobility Collaborative Agreement to fund and support two family-centered coaches, 11/01/25 – 10/31/26, $176,100.00
**Made by:** Brittany Irby **Second:** Topania Byars **Passed unanimously.**

**Motion:** Approve the Metro Parks MOU for use of Dudley Head Start Center, 1/1/26 – 12/31/26. No cost.
**Made by:** Parv Santhosh-Kumar **Second:** Leslie Buggs **Passed unanimously.**

**Motion:** Approve the Metro WeGo MOU for JourneyPass collaboration to provide bus passes to agency customers, 12/6/25 – 12/6/26
**Made by:** Parv Santhosh-Kumar **Second:** Shilan Haji **Passed unanimously.**

***Job Descriptions*** - none

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

The October 2025 financial report reflects either positive or zero fund balances except for a LIHEAP <99,894.30> due to the system closing for conversion to Oracle. Head Start/Early Head Start in-kind is 98%. Credit card statements were reviewed and included rental of a trailer for outreach at the Tennessee State University Homecoming Parade. The Child and Adult Care Food Program CACFP) invoice and meal counts reflecting 22 days were reviewed.

The November 2025 financial report reflects either positive or zero fund balances. Head Start/Early Head Start in-kind is 99%. Credit card statements were reviewed with several expenses that related to Head Start training. The Child and Adult Care Food Program CACFP) invoice and meal counts reflecting 16 days were reviewed.

**Motion:** Approve August 2025 and September 2025 finance reports
**Made by:** Topania Byars **Second:** Kanika Covert **Passed unanimously.**

**REPORT FROM THE CHAIR** *as provided by Erika Burnett, Board Chair*

Ms. Burnett convened the Executive Director Evaluation Ad Hoc Committee with Kanika Covert, Chair and committee members Leslie Buggs, Brittany Irby, Joseph Mitchell, Jeffrey Sheehan, and Erika Burnett.

Ms. Burnett asked board members to review the bylaws and the list of standing committees, encouraging the committees to begin meeting in February.

**EXECUTIVE DIRECTOR REPORT** *as provided by Jamekia Bies, Executive Director*

Ms. Bies shared that Agency Breakfast during which she provides a State of the Agency was held at Nissan Stadium in the Club Level.

CSBG funding that was temporarily put on hold by the Tennessee Department of Human Services has been restored.

The Tennessee Association of Community Action Annual Conference is May 12 – 14 in Knoxville. Board members who are interested in attending the conference are asked to submit their request to Ms. McQueen.

**PROGRAM REPORTS**

***Communications and Engagement*** – Report attached.
***Community Outreach*** –Report attached.
***Family & Community Services*** – Report attached.

***HOPE*** – No report. Grant reporting period ends 1/31/26.
***Early Education & Youth*** – Report attached.
***Policy Council*** – Report attached.
***Workforce Development*** – The team is now reviewing the RFPs submitted for the summer youth program to determine how many sites to fund. Report attached.
***Administrative Services and Operations*** – Metro General Services has begun a city tour of Metro facilities, which includes the Head Start centers, to determine how to move forward with the Metro Capital Improvement Budget (CIB). The addition of a two-stall restroom at Berry Head Start Center is expected to be completed the first week in February. Through a RFP, a vendor is identified to perform a full assessment in late March of Berry Head Start.

**OTHER BUSINESS - none**

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

Chair Erika R. Burnett invited the committee chair, Commissioner Kanika Covert to present the final report from the Executive Director Evaluation & Search (EDES) Committee. The committee reported that its final meeting was held on December 13, marking the end of the transition period. Members reflected that the transition period experience was less fulfilling than initially anticipated. The committee affirmed the Executive Director's long-term leadership and expressed a renewed commitment to fostering collaboration and strengthening communication moving forward.

Commissioner Covert and Board Chair Erika Burnett shared that the approved Executive Director Evaluation Framework remains necessary to support alignment, collaboration, and clarity of expectations. The Chair emphasized that evaluation is intended as a supportive tool and that the committee structure serves to facilitate a steady and constructive collaboration with executive leadership to foster thought leadership together.

**Motion:** Acknowledge receipt of the Executive Director Evaluation and Seach (EDES) Committee Final Report and dissolve the Executive Director Evaluation & Search (EDES) Committee.
**Made by:** Kanika Covert **Second:** Topania A Byars **Pass unanimously**

**Motion:** Resolve the Executive Director Search and Evaluation Ad Hoc Committee and convene the Executive Director Performance Evaluation Ad Hoc Committee.
**Made by:** Kanika Covert **Second:** Parvathi Santhosh-Kumar **Pass unanimously**

The Executive Director Performance Evaluation Ad Hoc Committee was formally established. Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary