

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS MEETING MINUTES
1281 Murfreesboro Pike, Nashville, TN 37217
December 4, 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, Joseph Mitchell, Renee Pratt, Diana Read, Parv Santhosh-Kumar, Jeff Sheehan, Justin Singleton, and Terry Vo.

Absent: Jeff Gregg, Shilan Haji, Brittany Irby, 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.

Ms. Burnett, Board Chair, called the meeting to order at 12:03 p.m.

REPORT FROM THE CHAIR

No public remarks were offered.

Motion: Approve October 23, 2025, meeting minutes.

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

Discussion: Ms. Santhosh-Kumar noted the Motion-Action for Board Item 2021 -2025 Strategic Plan was missing

Amended Motion: Approve October 23, 2025, meeting minutes with the understanding that the Motion-Action will be added to Item 2021-2025 Strategic Plan.

Made by: Parv Santhosh-Kumar **Second:** Topania Byars

Pass unanimously

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

Ms. Bies shared a PowerPoint presentation about the incredible work the team provided to customers during the federal shut-down: 1,034 individuals helped with food insecurity in response to the delay in SNAP funding; 1,936 applications for LIHEAP/CSBG services received in November with 112 being approved for funding (LIHEAP grantor stipulated that services only be offered to customers who were at a disconnect with all other customers being placed on a waitlist). Ms. Bies further stated that in partnership with WeGo, we provided 1,152 three-year bus passes for eligible recipients. It was noted that Head Start had no change in services during the federal shut-down. CSBG suspended funding at the end of the shut-down and then reinstated services, thereby there was no change in CSBG services to customers. Ms. Bies stated that she was able to witness the incredible work of the agency and the dedication of its staff as evident during the uncertain times during the federal shutdown.

Ms. Bies stated she is performing departmental overviews to associate key performance indicators as a means to help drive the FY27 budget conversation.

Ms. Bies attended her first board meeting of the Tennessee Association of Community Action held in Gallatin where TACA executive directors met with both Tennessee Housing Development Agency (THDA) and Department of Human Services (DHS) representatives regarding LIHEAP and CSBG, respectively. THDA stated that agencies will receive LIHEAP 26-10 funding once released by the federal government.

A biweekly meeting is scheduled with the Metro Department of General Services to discuss building needs, particularly the Berry Head Start Center, which requires much repair.

Ms. Bies informed board members that the Agency Breakfast is scheduled for Monday, January 5, 2026, 9am – 12noon at Nissan Stadium. She stated that providing the State of the Agency during the event will be her first opportunity to address the entire staff, during which time she will set goals for 2026

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

Ms. Parkinson reported that Metro government is converting to a new finance software system (Oracle) so the October, November, and December finance reports will be available in 2026.

The August 2025 financial report reflects either positive or zero fund balances. Head Start/Early Head Start in-kind is at 96%, which is a historically higher amount due to Metro delaying acceptance of the federal Head Start grant necessitating Head Start expenses be paid with local dollars. (Metro has since authorized the agency to accept and expend the federal Head Start grant). Credit card statements were reviewed. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 20 days were reviewed.

The September 2025 financial report reflects either positive or zero fund balances except for CACFP due to Metro had closed their books early so the entry will be made in October. Head Start/Early Head Start in-kind is 97% as we are now drawing down grant funds. Credit card statements were reviewed and included Head Start/Early Head Start governance training. The Child and Adult Care Food Program (CACFP) invoice and meal counts reflecting 21 days were reviewed.

Motion: Approve August 2025 and September 2025 finance reports

Made by: Topania Byars **Second:** Joseph Mitchell **Passed unanimously.**

ITEMS REQUIRING BOARD ACTION

Motion: Approve Metropolitan Action Commission Executive Director Jamekia Bies receiving three weeks of vacation leave accrual and two weeks of sick leave accrual to be effective September 29, 2025, start date, as part of her hiring package.

Made by: Kanika Covert **Second:** Topania Byars **Passed unanimously.**

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

Job Descriptions - none

PROGRAM REPORTS

Director Bies provided a PowerPoint presentation providing department highlights

Communications and Engagement – Report attached.

Community Outreach – No Report.

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 – Report attached.

Administrative Services and Operations – Report attached.

OTHER BUSINESS

Director Bies stated that Board members will receive a final poll for Board retreat dates. Based upon the results, a request to change the date of the March board meeting will be placed on January 22, 2026, board agenda.

Board members offered tremendous accolades to the agency Food Services Division for the delicious holiday lunch.

EXECUTIVE DIRECTOR EVALUATION AND SEARCH (EDES) AD HOC COMMITTEE REPORT - none

Meeting adjourned. Minutes submitted by:

Joseph Mitchell, Board Secretary