

**Metro Social Services Board of Commissioners
Meeting Summary
of
October 26, 2011**

Board Members Present: Frank Boehm, Bill Sinclair, Mary Rolando, George Price, Marlen Santana Perez and Kristine LaLonde

Board Members Absent: Renard François

Metro Legal Advisor: Mary Johnston

Mayor Liaison: Hershell Warren

Commissioner Boehm called the meeting to order by welcoming the community and the Metro Social Services (MSS) staff. Commissioner Boehm encouraged MSS staff to make an effort to be available on the fourth Wednesday of each month at 3:00 p.m. to attend the board meetings.

Commissioner Boehm then introduced two new board members *Kristine LaLonde*, associate professor in the Honors Program at Belmont University who has also been named the new chair of the Poverty Council. *Renard François*, an attorney in the Treasury, Securities & Compliance group, and the Fair Credit and Reporting Act at Caterpillar Financial, was unable to attend today's meeting due to a prior commitment. Commissioner Boehm then asked all the board members to introduce themselves and tell a little about themselves.

Next was approval of the September MSS Board Meeting Summary.

Commissioner Boehm requested a motion to approve the September meeting summary. Motion was properly made, seconded and accepted unanimously.

Program Visits

Commissioner Boehm began by describing his program visit to the Chippington Towers II Senior Housing facility along with Renee Pratt and Homemaker Catherine Pond. Commissioner Boehm stated that they visited a client by the name of Margaret Temple who was 89 years old and a shut-in. MSS currently has 27 homemakers and they each see approximately 4 clients per day. These homemakers do things such as laundry, assistance with bathing, run errands, etc.

Commissioner Boehm stated that the Homemakers budget was cut \$50,000 from this year's budget. Ms. Pratt stated we will now monitor the referrals more closely, stop pulling from the waiting list and as current slots become vacant we will not be able to fill them. However, the customers we are currently serving will continue to receive Homemaker services.

Financial Report

Ms. McEwen noted activity through the month of September show expenditures slightly over budget, which is primarily due to the payroll cycle. Ms. McEwen estimated that MSS would be approximately \$118,900 under budget at the end of the year.

Commissioner Sinclair asked if we have flexibility with overspending in certain areas. Ms. McEwen stated that we are held to a budget with finance, but not by line item. We are just not allowed to obligate any monies into the next fiscal year. We need to keep in mind that the money is generated by vacant positions because we will need the money to fill the vacant positions when they are filled.

Homelessness Commission

Clifton Harris reported on the following items.

Policy & Governance

- Metro Legal is going over the contract between Metro Homelessness Commission, Metro Social Services and The Key Alliance. The Key Alliance is an affiliate of the Homelessness Commission that has been charged by the Homelessness Commission to raise awareness and private dollars to be used for caring out the Mayor's ten year plan to end chronic homeless.
- Homelessness Commission recently appointed seven new Commissioners.

Communications

- Project Coat Connect coat drive is scheduled for Sunday, November 27th through Sunday, December 7th.
- MSS Newsletter is in the works
- MHC is still available to speak to any group of 5 or more about permanent solutions to homelessness and how people can get involved.
- Project Homeless Connect is scheduled for March 28, 2012 at the Fair Grounds from 8:30 until 4:00 with a kick off rally beginning at 8:00. This is an event in which various vendors come together under one roof to provide services to the Homeless.

Service Planning & Coordination

- Homeless Management Information System (HMIS) has gone live and MSS staff has been scheduled for training. Mr. Harris has offered to provide information on how the process work and it was suggested that someone can come and give a brief overview on how the system work.
- Thanks to the Veterans Administration (VA) Program, 15 more vouchers are available for vulnerable veterans who are honorable discharged and the vouchers are estimated at about \$90,000 for housing subsidies. Mr. Harris stated that MHC needs to raise the case management dollars to go along with the housing dollars. The recruitment of these dollars could be grants or private contributions. The MHC is reviewing a possible grant opportunity that may be available through the VA Program.

Commissioner Sinclair stated that it would be helpful for Commissioners to see the picture of the Homelessness Commission in terms of the total operating budget and

how it is broken down. Ms. Pratt stated that it is in the plans to devote a future commission meeting to give an overview of each program and how it operates.

Director's Report

Ms. Pratt began her report by calling attention to two documents located within each Commissioners' packet. One is the departmental overview which provides an overview of each of the programs, and the other is a document that includes the Board of Commissioners biographical information for each board member along with contact information.

MSS held its' second Health and Wellness event on Friday, September 30 as a half-day retreat. The theme was "Caring for the Caregiver" which focused on staff rejuvenation and time to take care of themselves. The next event is scheduled for February 9th and it will focus on financial wellness and responsibility for staff.

MSS is preparing for a Thanksgiving Basket Giveaway in which MSS will provide dinner for 700 families. MSS staff, community partners and other volunteers will meet to assemble the baskets on Friday, November 18 starting at 5:00 at Keane Hall on the TSU campus. Families will come to pick up their baskets on November 19. All Commissioners are invited to attend. There will be Christmas giveaway around the third week in December for families that currently has cases here at MSS along with names submitted by our community partners.

Ms. Pratt reminded the commission of the holiday schedule for the November and December meetings and it was decided that the Board would not meet in November and that the December meeting will be on Wednesday, December 14.

Old Business

Nashville Poverty Council

Commissioner LaLonde stated that she has had several conversations with members of the implementation teams; she noted that this is a good moment to see all the accomplishments and how to move forward. Commissioner LaLonde also mentioned concerns regarding the lines of authority and responsibility related to the Poverty Council. Commissioner Boehm stated that this is a relatively new process and the Poverty Council is still learning.

Dinah Gregory then gave an update on the quarterly meeting of the Poverty Council, at which the Annual Report was distributed. MSS Planning and Coordination has been working on the third annual Community Needs Evaluation and a draft should be ready by the December meeting.

New Business

Commissioner Boehm had two things he wanted to discuss under new business. First, were the board committee assignments? MSS Board of Commissioners currently has three committees: Governance Committee, Bylaws Committee and Nominating/Personnel Committee, and it is Chair's responsibility to appoint commissioners to these committees.

Commissioner Boehm announced appointments to these Committees. The Governance Committee will consist of Commissioner Rolando, Chair and Commissioner Francois; Bylaws Committee will consist of Commissioner Price, Chair and Commissioner LaLonde; and Nominating/Personnel Committee will consist of Commissioner Sinclair, Chair, Commissioner Perez and Commissioner Price. Board members received a handout with a description of each of these committees.

In order to enhance the Commissioner's understanding of MSS, Commissioner Boehm appointed a Commissioner for each of the programs. The assignments are as follows:

- Adult & Family Services (Demitria Norman) - Commissioner Perez
- Homeless (Giovanni Corley) – Commissioner Sinclair
- Homemaker (Pat Wingfield) – Commissioner Rolando
- Indigent Burial (Carol Wilson) – commissioner Price
- Nutrition (Carol Wilson) – Commissioner Francois
- Planning & Coordination (Dinah Gregory) – Commissioner LaLonde

At each board meeting Commissioner Boehm would like to have each Commissioner give a report as to what is going on in that particular program. Ms. Pratt will arrange the meetings for each of the Commissioners after the overview has been given for each program in future Board meetings.

Commissioner Boehm called for the meeting to be adjourned.