

**Metro Social Services Board of Commissioners
Meeting Summary
of
December 14, 2011**

Board Members Present: Frank Boehm, Mary Rolando, Kristine LaLonde and Renard François

Board Members Absent: Bill Sinclair, George Price and Marlen Santana Perez

Metro Legal Advisor: Corey Harkey

Mayor Liaison: Hershell Warren

Commissioner Boehm called the meeting to order by welcoming everyone to the Metro Social Services (MSS) Board of Commissioners Meeting. Commissioner Boehm then recognized Corey Harkey our Metro Legal Advisor who is back and also Commissioner Renard François, one of the new Commissioners.

Next was approval of the October MSS Board Meeting Summary.

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

Approval of 2011 Community Needs Evaluation

Commissioner Boehm noted the section of the Community Needs Evaluation, Childcare, Food, Health, Housing, Neighborhood Development, Workforce Development/Economic Opportunity and Home Community Based Services, all which includes best practice information.

Commissioner Boehm made a motion to approve the 2011 Community Needs Evaluation as a draft. A draft of the document had been sent to Commissioners, who were asked to approve it, subject to editing and corrections. Board members were asked to provide any comments, concerns or changes to Dinah Gregory no later than December 28th. Motion was properly made, seconded and accepted unanimously.

Program Visits

Commissioner Boehm stated that he would like to have all the Commissioners learn more about what MSS does. Commissioner Boehm reported that he recently visited Chippington Towers (a senior residential facility) with Renee Pratt. Commissioner Boehm stated that type of visit helps him to provide a more detailed description of MSS services. Commissioner Boehm also visited The Riverwood Towers in Madison along with Renee Pratt, and two Van Driver's with MSS. Melinda Eakes and Edward Shreeve deliver over a thousand meals per week to clients in Davidson County. MSS is the largest Meals on Wheels organization in Nashville.

Commissioner Boehm also met with Clifton Harris, Director of the Homelessness Commission, to learn more about their involvement with the many different agencies. The Homelessness Commission was created through an ordinance of the Metro Council about six years ago to deal with the chronic homeless in Davidson County. The MSS Homeless Services Program deals more with homelessness prevention. Commissioner Boehm and Renee Pratt discussed the need for coordination between the two programs, even with different budgets and managers. Addressing the needs of people who are homeless should be considered as one unit made up of two important components.

Commissioner Assignment

To promote a better understanding of MSS, Commissioner Boehm asked each Commissioner to serve as a liaison to the following programs.

Adult and Family	Commissioner Perez / Tarver Smith
Homeless/Homelessness	Commissioner Sinclair / Giovanni Corley & Clifton Harris
Homemaker	Commissioner Rolando/Pat Wingfield
Indigent Burial	Commissioner Price/Carol Wilson
Nutrition	Commissioner Francois/Carol Wilson
Planning & Coordination	Commissioner LaLonde/Dinah Gregory

Commissioner Boehm would like each Commissioner to develop expertise in the specified areas. This will provide a more effective understanding of budget and program issues. Each Commissioner will be contacted by an MSS manger to schedule meeting times.

HMIS (Homelessness Management Information Systems)

Clifton Harris, Director of the Homelessness Commission stated that staff has been trained on HMIS, and at the February meeting a representative will provide a demonstration to the Board. Mr. Harris stated that the HMIS system is a process used to collect data from agencies that serve homeless individuals and this will help Davidson County measure services in Nashville. Various agencies have direct access to this system and some has opted out. Mr. Harris stated that information will be sent out to the Commissioners prior to the HMIS presentation.

Social Services Presentations

Finance – Pam McEwen

Ms. McEwen provided detailed information on the 11/30/11 projections and how the budget process will work. Ms. McEwen also provided a handout "Budget Availability" for her presentation. The Finance/Budget Office consists of 3 staff, with one vacant position. Ms. McEwen and staff are responsible for payroll, time attendance, accounts payable, cash receiving, deposits, Ensure distribution and accounting, and records retention. The MSS Finance office also serves as the liaison between MSS and Metro Finance and other Metro offices.

Human Resources – Yuri Hancock

Ms. Hancock handles all HR responsibilities for the agency. Ms. Hancock has to make sure all agencies are compliant with all state and federal laws. Ms. Hancock also serves as the liaison between staff and management.

Adult & Family – Tarver Smith

Mr. Smith is Program Manager of a staff of ten, with the Office Manager position being vacant. The purpose of the Adult & Family program is to provide assistance to eligible Davidson County residents to help them develop or improve their life skills, increase independence and to improve family stability. The services currently provided include case management, short term solutions, grief counseling, life management, self-health empowerment skills, information skills linked to resources. Mr. Smith closed by commenting on the Prepared to Parent Program. This program is designed especially to equip and empower parents to have the confidence that they are making the best parenting decisions based on the clearly defined Prepared To Parent Principles covered in the (6) six week session program. Corliss Nelson is conducting these classes on a sliding scale fee, in which the parents pay a certain amount of money and if they attend all six classes they receive a refund.

Commissioner Boehm suggested that we start back with the remaining Social Services presentations in January. The next MSS Board of Commissioners Meeting will be on Wednesday, January 25th at 3:00 at Metro Social Services.

Commissioner Boehm called for the meeting to be adjourned.