

**Metro Social Services Board of Commissioners  
Meeting Summary  
of  
February 22, 2012**

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

**Board Members Absent:** Renard François

**Metro Legal Advisor:** Corey Harkey

**Mayor Liaison:** Hershell Warren

Commissioner Boehm called the meeting to order by welcoming everyone to the February Metro Social Services (MSS) Board of Commissioners Meeting.

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

**New Business**

Commissioner Boehm began by discussing his meeting with Hershell Warren and Mayor Karl Dean. Commissioner Boehm discussed with the Mayor the importance MSS placed on the Community Needs Evaluation and the impact it could make on the city. They discussed the Community Enhancement Fund, prioritization of the implementation teams and workforce development.

Commissioner Boehm noted that Mayor Dean will be a part of the upcoming Press Conference scheduled for Wednesday, February 29 at Goodwill. Commissioner Boehm explained the example of a Metro Council Data Profile in each board members packet. Commissioner Boehm stated that this could be a tool to help each district have data that could be used to determine the various needs in the districts. Commissioner Boehm, Renee Pratt and Dinah Gregory plan to meet with members of the Metropolitan Council to discuss the data available.

Commissioner Boehm invited all Commissioners to attend the Press Conference on February 29.

**Planning and Coordination Updates**

Commissioner LaLonde began by stating that Planning and Coordination provides staff support for the poverty initiative, and a member of the Planning & Coordination staff implementation team. This part gathers and analyzes data for community so that resources can be aligned with needs. Commissioner LaLonde stated during her meeting with Ms. Pratt earlier in the week, the discussion was around how to close the loop. For instance, once the information has been distributed to the communities, what impact will it have on the community? How does it inform decision making and how is it used by other agencies? Commissioner LaLonde stated that getting to the next step is going to be

the crucial point. Commissioner Boehm commented that at the next board meeting a road map should be laid out of the organization to show how the leadership will evolve around the Poverty Council.

### **Community Needs Evaluation**

Vote on Policy Recommendations

Commissioner Boehm stated that he wanted all Commissioners to have an opportunity to read the Policy Recommendations very carefully, so he suggested the vote be postponed until the March meeting.

Commissioner LaLonde had a question regarding policy recommendations that were made last year and how they were handled and how can we make a better pathway for policy recommendations for this year? Commissioner Boehm stated that this question will be addressed at the March meeting and that any questions or comments on the Policy Recommendations should be submitted to Dinah Gregory or Renee Pratt.

Commissioner Sinclair asked the question on how the information would be integrated into the poverty council for consideration? Dinah Gregory stated that the plan was already set when MSS received it and that MSS did not have the authority to change it. It was further clarified that MSS was asked by the Mayor to monitor and coordinate the implementation of the Poverty Reduction Plan. The implementation of the recommendations was designated to a public-private partnership (the Poverty Council) to implement.

Commissioner Boehm responded that P&C is an overlap between our work with community needs evaluation, data, monitoring coordination and the poverty council. These are linked together and will supplement each other.

### **Commissioners Program Updates**

Commissioner Boehm requested feedback from Commissioners on their meetings with various program managers. Commissioner Boehm suggested each commissioner review the board content related to the program they are assigned as a guide as to what is going on in each program.

- Commissioner Perez met with Tarver Smith, Manager of Adult and Family. They discussed the trend since January of a decrease in request for financial assistance, due to people receiving income tax refunds.
- Commissioner Sinclair has a meeting scheduled with Giovanni Achoe, Manager of the Homeless Program.
- Commissioner Rolando has not met with Pat Wingfield, Manager of the Homemakers Program, however they will be going on site visits March 7 & 14.
- Commissioner Price met with Carol Wilson, Manager of the Indigent Burial Program. Commissioner Price stated that he will be working closely with Ms. Wilson to locate land for burials and work with the Ms. Wilson and the Indigent Burial Program on a grieving process for the families that come to MSS for burial assistance.

- Commissioner LaLonde is working with Dinah Gregory, Manager of Planning and Coordination and she will keep the board posted on any updates.

## **Old Business**

### **HMIS Presentation**

Clifton Harris, Executive Director of the Homelessness Commission introduced Heather Hoffman; Homeless Management Information System (HMIS) Coordinator with MDHA. Ms. Hoffman provided information about the HMIS System.

HMIS is a computerized data collection tool specifically designed to capture client-level, system-wide information over time on the characteristics and service needs of men, women, and children experiencing homelessness. The purpose of, HMIS is to provide an accurate number of homeless persons in Davidson Co.

The HMIS system tracks encounters, case notes, program entry and exit events, and referrals. The system also includes a system wide messaging feature for all case managers to communicate with each other through the application. HMIS is also a great tool for agencies in the continuum to learn what services other agencies provide.

### **Social Services Presentations**

#### **Carol Wilson – Program Manager of Nutrition**

The Nutrition program has a total of 22 staff members: 3 volunteers, 11 site coordinators, 2 in-home specialist (dual role Homemaker/Nutrition), 2 van drivers, 1 office support person, 1 site monitor, 1 social worker and 1 program supervisor

MSS provides nutritionally sound meals to eligible seniors and disabled persons. The program provides both Congregate Meals in strategically located centers in Davidson County and Home Delivered Meals to eligible persons. The Senior Nutrition Program promotes better health through improved nutrition, reducing isolation of the elderly while helping them continue living independently in the community.

The MSS Nutrition Program offers congregate meals for senior adults in group settings and home delivered meals for those confined to their homes. There is no charge for meals, but donations are important to the success of the program.

Commissioner Boehm suggested that Ms. Wilson contact Commissioner Francois and go over the services and sites of the Nutrition program.

Also due to the lack of time Ms. Wilson will speak on the Indigent Burial Program at the March meeting.

Commissioner Boehm called for the meeting to be adjourned.