



## Executive Committee Meeting

Oct. 16, 2012

Metro Social Services, Suite 100  
800 Second Ave. North

### Minutes

**Commissioners present:** Diane Kuhn, Renee Pratt, Megan Barry, Erik Cole, Angie Hubbard (for Phil Ryan), Dayna Lovelady,

Legal representative: Josh Lee

Staff present: Carolyn Grossley, interim director, Tojuana Jordan, John Hite, Judith Tackett

#### **Welome**

Diane Kuhn, interim chair, said the Commission will continue to work in an interim fashion until a permanent chair is appointed, which she said would probably take place after a new director is hired.

#### **Minutes**

A motion to approve the minutes was made by Renee, seconded by Megan. All approved.

#### **Director's Report**

Carolyn Grossley said Oct. 26 would be her last day since she was taking the position as the director the Family Life Center at the women's Mission. She said she always felt the Commission was where she belonged, but she also feels good about this new opportunity that has opened up for her.

Diane Kuhn expressed her gratitude and appreciation for Ms. Grossley's work for Nashville's homeless community. She also praised her ability to step in as interim director and said the Commission would miss her greatly, but was looking forward to continue working with her in her new capacity.

#### **SWOT**

Carolyn Grossley said she sent out a SWOT analysis to everyone as well as her thoughts on an Improvement Plan, which is based on the SWOT analysis. She said she mainly would like to see

for the committees to get into action “because we have so much that really needs to be tackled and it needs to be done on the committee levels.” She also said in terms of utilizing staff in relation to the Ten Year Plan that was something that needed to be looked at. “I think a lot of the staff was hired [with] The Key Alliance in mind not the Homelessness Commission.”

### **Art for Change**

Diane Kuhn was present at the Art for Change event and praised the awareness it raised. More than 20,000 people were reached through online outreach alone. Carolyn Grossley reported that a silent auction event was going to be held on Friday night at the Farmer’s Market.

### **PHC Planning**

Carolyn Grossley said in the past Project Homeless Connect sponsorships were collected through The Key Alliance. “We need to know how to raise money to do it.”

A discussion ensued during which the following was determined:

- MHC employees can ask for donations.
- Either a line items needs to be created in the budget, or donations to government need to be approved by Council through a resolution.
- The message from staff cannot include “tax-deductible donation” because that is too close to giving legal advice. However, staff can advise donors to check with their accountant or lawyer before making a donation.
- About \$30,000-\$35,000 needs to be raised for PHC.
- Renee Pratt was tasked to explore with staff whether moving forward was feasible in the given timeframe.

### **Financial Report**

Pam McEwen reported that the Commission was pretty much on target with the contracts as budgeted. However, she projected that salaries and fringe benefits will be about \$22,000 under budget.

With other items such as travel, supplies, etc. calculated, the projection is that MHC may be about \$32,000 under budget at the end of the year. That money will go into the General Fund if not spent. Ms. McEwen explained that it could be spent on anything that is not a recurring cost and it has to be spent by June 30.

Renee Pratt said last year MHC was under budget and spent the money on outreach items and bus passes. Diane Kuhn said once MHC has a better idea what the budget will look like, it should revisit that. “I think we spent the money wisely last year.”

Megan Barry asked whether that money could be spent for a contractor to help with PHC. Pam McEwen said Metro does not allow the hiring of a contract employee, but it would allow for the hiring of a contract company.

Erik Cole recommended examining the 2013/14 budget needs as early as possible. “We always seem to be in a rush. I think the earlier that we can start this process, the better.”

Megan Barry asked about the Eckman/Freeman contract. “My understanding is that they are significantly down in the case load.” Pam McEwen said she was not sure if they are on track to spend their money by the end of the year. Carolyn Grossley said Renee Pratt and her just met with Eckman/Freeman and felt they came up with a way to fill the open spots.

She added the discharge planning was complete.

It was determined to further examine the case management contract for the next budget year.

### **Executive Director Position update**

Erik Cole, who heads the search committee, said that about 170 applications were received, which was filtered down to 120 that met the baseline criteria. A set of questions was then put together and will be sent to the top 20 candidates. The hope is to have about 5-7 candidates for an interview at the beginning of November.

The issue of public notification came up. Josh Lee said all candidates need to be advised that the interview will be a publicly noted meeting.

### **Announcements**

Erik Cole said he was willing to represent the GAPS governance group for the Metropolitan Homelessness Commission moving forward.

Mr. Cole then reported on the CoC process (Continuum of Care). He said the Project Evaluation Committee met in late summer and came back with some ranking and scoring. “The controversial action that the GAPS governance committee has taken is to take a policy shift towards permanent housing programs,” he said. “That has caused some heartburn for programs offering transitional housing.” He said the GAPS governance group was about to put \$600,000-\$800,000 in funds back out for bids for permanent housing opportunities. HUD very clearly directed that the focus moves away from transitional housing toward permanent housing.

Diane Kuhn said the next full Commission meeting was scheduled for Nov. 2; the next executive committee meeting for Nov. 20 at 1 p.m. She said we would revisit that date since it falls during Thanksgiving week.

**Meeting adjourned.**