

**Metro Social Services Board of Commissioners
Board Retreat Summary
of
February 6, 2013**

Board Members Present: Frank Boehm, Mary Rolando, Kristine LaLonde, Chrissy Kirkwood, William Harris

Board Members Absent: Renard François and Bill Sinclair

Metro Legal Advisor: Josh Lee

Mayor Liaison: Hershell Warren

Commissioner Boehm called the November Metro Social Services (MSS) Board Retreat to order by introducing our newest members Chrissy Kirkwood a Realtor in East Nashville, and William Harris, Pastor of the Galilee Baptist Church on Herman Street here in Nashville. Commissioner Boehm then asked the Board of Commissioners and other attendees to introduce themselves.

Next on the agenda was the assignment of Commissioners as liaisons to the various MSS programs. Each Commissioner will be responsible each month to provide an update on their particular program. The Commissioner can set up a meeting with the manager of the program, go on customer visits or activities with the program manager or staff person during the month.

The assignments are as follows:

-Family Support/Tarver Smith, Manager	Commissioner Sinclair
-Homeless/Giovanni Achoe, Manager	Commissioner Rolando
-Homemaker/Pat Wingfield, Manager	Commissioner François
-Indigent Burial/Carol Wilson, Manger	Commissioner Harris
-Nutrition/Carol Wilson, Manager	Commissioner LaLonde
-Planning & Coordination/Dinah Gregory, Program Director	Commissioner Kirkwood

The Ad-Hoc Committee is preparing for the Aging Population Proposal which was created to address issues of the aging population in Nashville. Transportation was identified as a priority along with two recommendations:

1. The Metropolitan Government should have an employee whose responsibility is to coordinate senior transportation
2. Expand the MTA Travel Trainer education program by hiring an additional full-time Travel Trainer.

In addition to the Ad Hoc proposal, MSS identified the need to help seniors live independently which also had two recommendations:

1. Identify funding to provide a Home Care Package (Anchors Group or equivalent) to 178 frail elderly people on the Metro Social Services Homemaker waiting list.
2. Identify funding to expand home modification programs to help seniors remain in their homes by making them safe and accessible.

On behalf of the Ad-Hoc Committee, a motion was made to endorse the recommendations for the Transportation and the Home Care Package. A motion was properly made, seconded and accepted unanimously.

Finance

Pam McEwen began her report by explaining the local funding at Metro Social Services (MSS), which consist of the operating funds, 4% fund and the special donation funds.

Ms. Pratt stated that Mayor Karl Dean has requested a 2% budget cut, which is equivalent to approximately \$125,000 for Metro Social Services and the Homelessness Commission. The Homelessness Commission Executive Committee voted last week to take the 2% cut from their contracts. Metro Social Services will also have to vote to determine where the 2% will be reduced. There is the option of the 2% from programs and Ms. McEwen will discuss more in detail along with the buy-out.

The reduction will include two vacant positions (site coordinator and the office support specialist). A reduction of \$38,800 will be given up in meal preparation which has been under budget. Along with the deduction in the Homelessness Commission this would be the \$125,000.00.

Department budgets will be submitted to the Mayor who will submit a proposed budget to the Metro Council. The improvement summary would include bus service, funeral services and telecommunications.

A motion was made to accept the 2% reduction from Metro Homelessness Commission and Metro Social Services. The reduction will include two vacant positions, Nutrition meal preparation and reduction from Homelessness Commission contracts. A motion was properly made, seconded and accepted unanimously.

Ms. Pratt stated 5 people are taking the buy-out. Their salaries can all be absorbed in our budget and will be off the books by June 30, 2013 and the positions will possibly be filled later.

Options for Surplus Funds

A proposal was submitted on how to use MSS surplus funds and how the funds can be best used for target financial assistance.

A motion was made to accept the Target Financial Assistance proposal. A motion was properly made, seconded and accepted unanimously.

Marketing and Branding

Ms. Pratt commented on the marketing giveaways in each board members bag along with a communication plan that details marketing and branding for MSS. Ms. Pratt stated that we are running segments on Channel 3 regarding our programs and Dinah Gregory is running Community Needs Evaluation information regarding the March release date.

Ms. Pratt asked that Board members identify any suggestions or concerns about the communication plan that describes how to promote services. At the February board meeting there will be an opportunity to further discuss the communication plan.

Poverty Council Update

Commissioner LaLonde begin by stating that the Poverty Council had its quarterly meeting on Friday, February 1. The Mayor's office and United Way are the recipients of a \$2 million grant and the Poverty Council played a key role in the application process. The grant will be used to create two Financial Empowerment Centers with additional satellites throughout Davidson County.

In addition, the Workforce Development Committee is going strong and Commissioner LaLonde is working on getting new leadership for the housing team and restructuring the food team.

Program Updates from Staff

Demitria Vaughn began by giving a brief overview of the events produced from programs throughout the year: 1) back to school which happens in August, 2) Thanksgiving in which we provide dinners to families in the Davidson County area. 3) the annual Christmas event for children in need in Davidson County and 4) also worked with the Home Instead program in which we were able to provide our seniors with over 500 packaged gifts. On April 20 an event called "The Ride to Thrive" will bring resources and services to the citizens and activities for the children of Davidson County. The event will be held at Hartman Park.

The managers of each program then gave a brief overview of their program and these overviews will provide each board member with a description of the various programs.

- Family Support/Tarver Smith, Manager
- Homeless/Giovanni Achoe, Manager
- Homemaker/Pat Wingfield, Manager
- Indigent Burial/Carol Wilson, Manger
- Nutrition/Carol Wilson, Manager
- Planning & Coordination/Dinah Gregory, Program Director

Homelessness Commission

Will Connelly, the newly selected Director of the Homelessness Commission begin his report by stating the mission of the Commission is to end chronic homelessness which is defined as long term or being homeless for a year continuously or for multiple shorter periods. Mr. Connelly stated that this issue is bigger than the commission and he is trying to make it a community issue. Mr. Connelly said that chronic homelessness can end but only with all agencies working together. Also, instead of looking at first come first serve; it is important to look at prioritizing the most appropriate needs, starting with permanent housing because permanent housing solves homelessness.

One of the first goals is to build a team of service providers that will meet consistently and share information regarding people on the street and in the community who need housing. This information will be tracked to determine how many people need housing and whether the number would change over time.

The role of the Homelessness Commission is to bring a more coordinated focus/data-driven/solution oriented plan. On February 26, Metro Homelessness Commission is planning a kickoff event to launch Nashville's campaign to get on track to end chronic homelessness.

Planning & Coordination

Dinah Gregory began by distributing a test in which the answers would be revealed during her presentation. The Community Needs Evaluation is one of the things that take up a great deal of their time. Poverty is determined by the amount of cash income in the household and the number of people in the household.

Planning and Coordination is made up of five people who take on various responsibilities. The purpose of P&C is to prevent duplication, identify needs and gaps in services and promote evidence based practices.

Planning and Coordination (P&C) provides information to organizations to better help them serve their customers, sharing current data and trends.

Next Steps

Ms. Pratt stated that Brad Gray with the Center from Non-Profit Management will work with MSS on Strategic Planning, with more information to follow. The next Commission meeting is the 27 at 3:00 at Metro Social Services.

Commissioner Boehm called for the meeting to be adjourned.