

**Metro Social Services Board of Commissioners
Meeting Minutes
June 28, 2017**

Board Members Present: William Harris, Frank Boehm, Michael Bradley, Charlotte Peacock and Bettie Kirkland

Board Members Absent: Steve Turner

Metro Legal Advisor: Josh Lee

Mayor Liaison:

Commissioner Harris called the June Metro Social Services (MSS) Board of Commissioners meeting to order.

Commissioner Harris asked for a motion to approve the April Meeting Minutes. The motion was moved by Commissioner Bradley, seconded by Commissioner Kirkland and accepted unanimously.

Finance

Lisa Ricketts began by stating her report is through the end of May 2017. The report is showing that we are currently \$489,960 under budget, however this is due to a large number of bills that MSS has not received for May and June.

Burial expenses are over budget by about \$90,000 and under budget in personal services due to the open positions. Contractual services are under budget \$340,326.00. Lisa stated that MSS will be able to provide a more accurate report after all the bills and invoices have been received and paid.

MSS Donation Funds, Camilla Caldwell and Meals on Wheels, have a total of \$26,657.16. Metro Homelessness Commission Donation Fund has a total of \$60,829.46. The Metro Homelessness Grant Fund has a total of \$163,488.76

Lastly, Lisa made mention of the approved budget for 2017-18 and it is as follows:

- Homelessness Commission \$241,800 (3 additional employees)
- HERO's 7,500
- Warming Shelter 25,000
- Direct Assistance – DAPP 25,000
- Burials 30,000
- Internal Service Fees 16,600

Total Changes – General Funds \$345,900

Renee Pratt called the board's attention to the How's Nashville Fund and back when the Homemaker Program ended, the Mayor had identified \$120,000 for tiny houses to go to Green Street. However, Green Street refused that allocation, so the funds have been in the MSS budget all this time. So, the Mayor decided to move the \$120,000 to the How's Nashville Fund. These funds will be used for the customers MSS serves and the non-profits here in the city.

Commissioner Harris asked for a motion to approve the June Finance Report. The motion was moved by Commissioner Boehm, seconded by Commissioner Bradley and accepted unanimously.

Homelessness, Program and Director's Report

Renee Pratt's report consisted of the Homelessness, MSS Programs and the MSS Director's Reports. Renee began her report by thanking Commissioner Peacock for assisting with the Homelessness Commission Director interviews. Judy Tackett was offered the position as Director of the Metro Homelessness Commission (MHC) and the offer was accepted. The offer has to be approved by MHC and then it will come to the Metro Social Services Board of Commissioners for a vote. Renee recommended the MSS Board of Commissioners move on the vote for the MHC Director position today since the MSS board will not meet again until August.

Renee Pratt made a recommendation to ask the Metro Social Services Board of Commissioners vote to adopt the Metro Homelessness Commission Director, Judy Tackett. The motion was moved by Commissioner Bradley, seconded by Commission Kirkland and accepted unanimously.

Renee stated that at the previous Commission meeting she talked about funding for the Nutrition Program. The contract has been signed that will go through June, 2018. There will be a request for a proposal that will come out early 2018. Renee then provided some background on the Nutrition Program.

Renee stated that it costs MSS a large amount to run this program. The grant was received through Greater Nashville Regional Council (GNRC) funded by the state of Tennessee. MSS had to have a match for this program contract and we pay indirect cost, which was about \$195,000 for this year which was not awarded in the contract. Since this is a grant funded program, MSS has to come up with any cost of living raises, incremental raises or any open range raises for all the employees in the Nutrition Program and we normally run out of funds around March to run the program. MSS will put in the funds for April, May and June to administer the Nutrition Program and this calculates to about 53%.

With this being said, Renee stated before MSS applies for another grant from GNRC, she and staff will come up with a proposal to allow MSS to run the Nutrition Program from local funding only. The program would be based on the people that really need the assistance here in the city. Renee stated that she should have a proposal in place by the next MSS meeting in August. Renee will also schedule meetings with Council to discuss how the new proposal will impact the various districts and the city.

MHC's board meets every 1st Friday of every month and Commissioner Boehm has served on the MHC board for the past 2 years and today will be Commissioner Boehm's last board meeting. MSS Board of Commissioners needed to have a Commissioner volunteer to serve on the MHC Board. If no one volunteered, Commissioner Harris will have to appoint a Commissioner to represent MSS. Commissioner Peacock volunteered to replace Commissioner Boehm on the MHC Board.

Commissioner Boehm recommended Commissioner Peacock visit the area shelters to help prepare for her new responsibility. Renee further stated that starting this fiscal year MSS will be doing research on all the shelters in the Davidson County area. With this research MSS will be able to identify the gaps.

Renee commented on the MSS All Staff meeting which is scheduled for Friday, June 30. The Mayor's office will be in attendance during the afternoon with Brian Kelsey, Chief Strategy Officer for the Mayor's office and Eric Cole along with Bloomberg Associates to help facilitate a strategic plan for the afternoon. More information will be forthcoming to the board regarding the strategic plan.

Renee then spoke on Planning and Coordination regarding the document they produced, "Know Your Community". This document was also provided to the council and how it relates to every council district in the city. We have received great feedback from council regarding the "Know Your Community" document. If additional copies are needed please let us know.

Renee then informed each Commissioner on which committee they have been assigned. The commissioners have been appointed to serve on the following committees:

- Nominating/Personnel Committee – Commissioner Harris and Commissioner Peacock
- Bylaws Committee – Commissioner Kirkland and Commissioner Bradley
- Governance Committee – Commissioner Meinbresse, Commissioner Turner and a New Commissioner to be named

Renee stated that we will hold off on requesting that the Mayor name a new Commissioner until we see what is happening with Metro Homelessness Commission and all the work around the Continuum of Care and the role MSS will play.

Renee stated that it is time for her to schedule her annual one on one visits with all the MSS Commissioners. Bonnie will be contacting each of the Commissioners within the next two weeks to send out some dates and times. The purpose of this meeting is for Renee to hear your thoughts, concerns or issues as it relates to MSS or this Commission.

Nominating/Personnel Committee

Commissioner Harris began by stating that the Nominating/Personnel Committee met earlier in the week regarding Metro Social Services Executive Director's Performance Evaluation and the increase which was set up by the Mayor. All the Commissioners should have received a copy of Renee Pratt's Performance Evaluation to review prior to this meeting. The Commission felt that Renee Pratt, Executive Director of Metro Social Services has done an outstanding job.

Commissioner Harris asked for a motion to approve the Metro Social Services Executive Director increment of 2% cost of living and 2% open range that has been suggested by the Mayor and approved by Council for all Metro Employees. The motion was moved by Commissioner Boehm, seconded by Commissioner Bradley and accepted unanimously.

Old Business

Lee Stewart then provided information on Continuum of Care (CoC) which has been traditionally known as a group of agencies funded by HUD and applications managed by MDHA. CoC would like to be known as a city wide representative group that works with the homeless.

Around the September time frame, the group will vote on who will be the collaborative applicant for the following year. The three applicants are MDHA, Catholic Charities and MHC. Renee Pratt and Angelia Schmidt have been nominated to serve on the COC Governance Board.

Commissioner Bradley asked if the issue regarding the Homelessness Commission not being the same as other Metro Departments was because they were not established by a Charter. Josh Lee with Metro Legal stated that the MHC is funded through MSS; however, the MHC was not set up as an official Board of Commission by the Metropolitan Government. This way MHC could expand the type of representatives to serve on the commission, but they do have some charter provisions.

Commissioner Kirkland asked what is MSS relationship to the MHC; Renee stated that the MHC started under MSS where they were to devise a 10 year plan to end homelessness. When the MHC was established it came in under Planning and Coordination (P&C). The Homelessness Commission had no Director at the time, but they had a Program Coordinator and this Program Coordinator was a part of P&C. At some point it was decided through the MSS Board for the MHC to move to MDHA and once it moved to MDHA that is when a Director was appointed. Then a little later it was decided that MHC move back to MSS.

MSS has the final authority over MHC. MHC can make recommendations to the MSS Commission for a vote and the final decision will come from the MSS Board of Commissioners and as far as the budget it is also under MSS. Judy Tackett, Director of

MHC will start providing a hard copy of her report for each MSS board meeting and when she is present Judy will give her report.

Lastly, Renee presented Commissioner Boehm with a small token of appreciation on behalf of the Metro Social Services Board of Commissioners and Metro Social Services. Commissioner Boehm has served on the MSS Board of Commissioners for a total of nine years and this will be his last Commission meeting today. Commissioner Boehm will be missed and his work on the MSS Board will show for years to come. We would like to thank Commissioner Boehm for his many years of service and dedication to Metro Social Services.

Commissioner Harris called for the meeting to be adjourned.