

**Metro Social Services Board of Commissioners  
Meeting Minutes  
August 22, 2018**

**Board Members Present:** William Harris, Michael Bradley, Steve Meinbresse, Charlotte Peacock, Brandon Thompkins and Phillip Orr

**Board Members Absent:** Betty Kirkland

**Metro Legal Advisor:** Quan Poole

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

***Commissioner Harris requested a motion to approve the April and May Meeting Minutes. The motion was moved by Commissioner Bradley, seconded by Commissioner Orr and accepted unanimously.***

Finance Report - Lisa Ricketts

This report is for the year ending June 30, 2018 and Ms. Ricketts stated that MSS was within budget. The expenditures by program at the end of June were under budget due to open positions and lower warming shelter expenses. However, the burial expenditures were over budget due to burials exceeding the planned number. Expenditures by type at the end of June were under budget on the personal services side due to open positions, but, under contractual services MSS is spending higher due to burial expenses and under contributions MSS is under budget due to the lowering of the warming shelter expenses. Ms. Ricketts further stated on the Revenue side burials were over budget due to the payments received from the deceased estates.

At the end of the year MSS donations were at \$17,368.20. This is a combination of the Camilla Caldwell and Meals on Wheels and we also have a new donation fund called the Two Generational Fund.

The Metro Homelessness Commission (MHC) donation fund has a total of \$59,834.79 and this is a combination of Project Homeless Connect and How's Nashville. The Grant Fund has a total of \$131,539.45 and this fund is a combination of TN-CABHI which will last until September of this year.

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

## Executive Director's Report – Renee Pratt

Ms. Pratt began her report by referencing back to the previous board meeting where Metro had requested additional funding out of the MSS budget. In June of 2018 the Metro Budget office had identified \$87,500.00 out of the MSS budget based on salaries, vacancies and additional funding within our budget. In the month of July the Budget Office came back and requested \$192,800.00 from the MSS 2019 budget. The Mayor's office requested funds from all Metro departments to contribute to the general fund. The Mayor's Office has requested MSS cut our budget by 2.6% in which our portion would be \$192,800.00.

Ms. Pratt stated that a meeting was held with the budget office to discuss how this cut would impact the department and where the money would come from within the department. Ms. Pratt stated contingent on two positions not being filled for a year would allow MSS to come up with the \$192,800.00 requested by the Mayor.

In addition, MSS would still be responsible for the \$192,500.00 indirect cost for the Nutrition Program since MSS was awarded the contract.

Ms. Pratt then asked if there were any questions about the funding.

Commissioner Peacock asked if Metro had monetary cuts along with no pay increase. Ms. Pratt stated yes and the cost of living pay increases that were originally imposed by the former Mayor were not in the budget.

Commissioner Bradley asked if we would ask for the money back in the budget as an improvement item. Ms. Pratt stated that we were told we could withdraw the positions, but that does not mean the positions were terminated or that Metro is taking the positions. The position will just not be funded for one year.

Commissioner Orr asked for clarification on the Nutrition grant and Ms. Pratt stated that the Nutrition grant is through the State, Greater National Regional Council (GNRC).

Next, Ms. Pratt spoke on the Partners Luncheon that was held a few months ago and Commissioner Harris was in attendance to greet our partners. We had Partners in Metro Government along with Community Partners and the event was a great success. Ride 2 Thrive was also held during the month of June and it was also a great success.

Ms. Pratt referenced the change in the board meeting by using visual aids and Ms. Pratt also stated that she would like MSS to provide more than just general information and highlight more information on what MSS is doing on a day to day basis.

Ms. Pratt further commented on the Ordinance that passed for the Commission to join the CoC and now the Commission is known as the Metro Homeless Impact Division and the advisory group is the Homeless Planning Council. Ms. Pratt asked Abigail Dowell, Assistant Director to the Homeless Impact Division, to give an update on how the

process is going. Ms. Dowell is filling in for Judy Tackett, Director of the Homeless Impact Division, in her absence.

Ms. Dowell began by stating the Homeless Impact Division consists of staff of the former Homeless Commission, and staffs the 25 member planning council. Two meetings have been held to date and the first meeting consisted of the two entities getting to know one another and the roles that everyone plays in the community. At the last meeting the discussion was more around strategic planning throughout the next year and how our community would address homelessness. Ms. Dowell stated that she feel everyone is eager to begin work on the strategic plan.

Next, Ms. Pratt spoke on Strategic Planning and informed the board that Abdelghani Barre, Strategic Planning Manager for Planning and Coordination, will be giving a presentation later during this meeting. Ms. Pratt stated even though the CoC and the Commission has merged, the Commission already had some identified goals around Strategic Planning, so those goals will be rolled into MSS Strategic Planning since we are all a part of MSS. Ms. Pratt further stated that nothing has changed and the MSS Board will continue to approve the budget each year for the Homeless Impact Division. So, in regards to what we do nothing has changed except the name.

Lastly, Ms. Pratt stated that she and Judy Tackett had an opportunity to meet with Mayor Bradley and the Mayor was very interested in the homeless issues here in Nashville and the direction the Planning Council was moving in regards to the Impact Division. Ms. Pratt further commented that the Homeless Impact Division is doing some fantastic work and they will be prepared to provide a report at the October meeting.

### New Business

#### *Youth Homelessness Grant – Abigail Dowell*

Ms. Dowell began her report by stating on July 13, HUD came from DC and announced 11 different grants awarded across the country with six of the grants being urban and five being rural. The MSS Homeless Impact Division was one of the recipients of the "Youth Demonstration Homelessness Project Grant" valued at \$3.5 million and this is only round 2 of the granting process. Half of the \$3.5 million that is not spent on the planning grants, staffing piece or the construction will go back into the general CoC funding rounds beginning in 2021. So every year the CoC receives approximately \$3 million to help fund homeless services and housing projects. The funds allocated to the grant will be 2 year grants and the half going back to the CoC will be 1 year grants.

In order to spend this funding the Homeless Impact Division must first work with the community to create a coordinated community plan. This involves being involved with the data and information collected by the Homeless Impact Division through HMIS and other partners and resources in the Davidson County area. The age range to participate in this grant is 24 and under.

Ms. Dowell stated the Coordinated Community Plan, will help us determine what the gaps are and where to go from here to help prevent youth and young adult homelessness. It will be a broad plan that specifics as to how the grant funding is spent, as well as, how the community will work to prevent and end youth and young adult homelessness. The first draft of this plan is due on November 13<sup>th</sup> and the final draft is due on March 13<sup>th</sup>.

Once the plan is approved, the funding will be available for service providers to apply for grants and the applications will go directly to HUD and based on the Coordinated Community Plan and the scoring process which will determine whether to fund the applications. Metro Homeless Impact Division and MSS will be acting as the lead in this process of the grant. Ms. Dowell stated that MSS is allowed to use up to 3% of this funding for planning grants which involves hiring a staff person to help coordinate this grant along with a Youth Action Board which is required of the grant. The Youth Action Board consists of individuals under the age of 24 that has experienced homelessness. Ms. Dowell stated that we have a lot of assistance helping with this grant and everyone is very excited.

Ms. Pratt further commented that the CoC voted that the Metro Homeless Impact Division would be the lead for HMIS.

Commissioner Orr asked how you would track the under 24 age group. Ms. Dowell stated that the Homeless Impact Division has a good relationship with the Department of Children Services and Partners are already in place serving the youth and young adult population that is helping with the creation of this plan.

Ms. Pratt thanked Ms. Dowell for all the hard work that she has provided to this grant and Ms. Dowell was very instrumental in the MSS Homeless Impact Division obtaining this grant.

#### *Two Generational Fund – Lonnie Wade*

Mr. Wade, a Program Manager with Metro Social Services begins by stating the idea behind the Two Generational Program, and that is to work with not only the parent/parents and the adults within MSS, but you also work with the children. So the concept is that you are trying to move the family out of poverty and everyone will actually get the assistance they need.

The Two Generational concept come from two different approaches; one being as you are helping the children regarding education you are also working with the parents to possibly get them back in school with some vocational programs or even employment. Mr. Wade stated that the whole concept is around pushing the family together to help them move out of poverty with the focus being on education and employment.

Mr. Wade stated that he had gathered some information to track and see the numbers around MSS. Over the last year we have had approximately 41 families enrolled in the

Two Generational Program and of those 41 families, 25 cases have been closed, 16 remain open from July 1 until now and 3 additional cases have been opened. From the past 41 families some had set goals and some of the goals were completed. Mr. Wade stated that even though some of the customers liked the program but was not in a position to commit to the program at the present time due to housing issues. However, after staff has worked to get the customers housing situation corrected and they are in a position to start the program, they want to hold off since they now have the housing situation under control.

Ms. Pratt added that a client can stay anywhere from 18 to 36 months. Ms. Pratt further stated the reason this group is targeted is because you see the same group come back year after year for some type of assistance.

Ms. Pratt stated that there are two separate programs, the HERO Program and the Two Generational Program. The HERO Program is a school program for homeless children and the school Social Workers are only allowed to work with the children not the family. So, Ms. Pratt met with the Assistant Superintendent of Metro Nashville Public Schools and asked if a Metro Social Worker can be assigned to each cluster here in the Metro area to work with the families.

Mr. Wade then put together a core group of MSS social workers to determine if the various clients fit the mode to be in the Two Generational Program and this committee would meet to discuss and monitor the clients that are signed up for the program. This committee will now be able to add some baseline criteria for the adults and children that are interested in seeking more into their education. Once the social workers have a total of 25 families they will maintain and monitor these families and any other referrals will be assisted, however, they are trying to keep this program at a minimum of 25 applicants.

Ms. Pratt stated at our MSS All Staff Meeting the Two Generational Program was introduced and she recognized Trina Jordan, Dinah Gregory and Dorethia Fulson staff that has passed away between the months of January and April of this year. So, in order to honor these three individuals and remembering their contributions, Ms. Pratt suggested the Two Generation program be set up as a donation fund since it does not come with any funding. Ms. Pratt started the Two Generational Fund with seed money of a donation of \$1,000.

### Old Business

#### *Strategic Planning – Abdelghani Barre, Strategic Planning Manager*

Mr. Barre began his report by stating he and the Strategic Planning Committee has been working for a while to come up with a strategic plan and they have since come up with a 3 year plan. The committee came up with four goals that the committee would like to pursue over the next 3 years. The goals are as follows:

- Partnerships – well aligned, well defined, mutually beneficial and diverse

- Impacts – Articulate our impact for the benefit of everyone in the county
- Develop Professionally – nurture engagement and cultivate a fulfilled workplace
- Data – Reliable data to achieve the best outcomes and secure resources needed to deliver our mission. Can it capture triggering factors, demographics and impact reports

Mr. Barre also provided the board with several scenarios on how the Nutrition Program, Family Support and the Indigent Burial Program can be quantified as part of the strategic planning process. Mr. Barre feels that if we focus on the strategic planning goals about MSS would be able to show a huge impact in Davidson County.

*Budget – Lisa Ricketts/Renee Pratt*

Ms. Pratt stated that Ms. Ricketts will start presenting the Budget information to the board on a quarterly basis to keep everyone up to speed as to what is happening with the budget. Ms. Ricketts began her report by referencing the pie chart located on the front of her handout. The pie chart described 88.6% Metro funds, 11.0% Federal/state funds and 0.4% customers/donations. Ms. Ricketts stated that this year the budget has no changes with the only difference being the Community Partnership Fund which Metro gave \$200,000 and MSS will manage these funds.

Ms. Ricketts also provided the difference between the FY18 and FY19 budget. The FY18 had a total of \$8,176,200 and FY19 budget is \$8,436,900. Ms. Ricketts then provided the expenditure and revenue information on the Operating Fund and the Nutrition Fund for FY19. The balance forwarded from the MSS Special Donation Fund is \$17,300 and MHC Donations Fund is \$59,200 and Ms. Ricketts also provided additional explanations for these funds.

Ms. Pratt also stated that a meeting is held with each program manager to discuss the current budget on a quarterly basis so everyone is aware of the amount of funds available in there program so the funds can be effectively managed.

Commissioner Harris thanked Ms. Pratt and the MSS staff for all the hard work done inside and outside in the communities. Ms. Pratt then thanked all the Commissioners for their ongoing support.

**Commissioner Harris called for the meeting to be adjourned.**