

**Metro Social Services Board of Commissioners
Meeting Minutes
October 24, 2018**

Board Members Present: Michael Bradley, Steve Meinbresse, Charlotte Peacock, Betty Kirkland, Brandon Thompkins and Phillip Orr

Board Members Absent: William Harris

Metro Legal Advisor: Quan Poole

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

Commissioner Bradley requested a motion to approve the August Meeting Minutes. The motion was moved by Commissioner Orr, seconded by Commissioner Thompkins and accepted unanimously.

Finance Report - Lisa Ricketts

This report is for the first quarter of 2018. The expenditures by program at the end of September were under budget due to open positions and MSS is working to gradually fill these positions. However, the burial expenditures were over budget due to burials exceeding the planned number.

Looking at the expenditure by type, the personal services are under budget due to open positions. The contractual services is under budget because we have not received all the invoices and it could take anywhere from 45 to 60 days.

On the revenue side we are \$4,884 over, so we have collected more than we expected.

Metro Social Services, (MSS) donations is a combination of Camilla Caldwell, Meals on Wheels and the Two Generational Fund at \$19,210 at the end of the first quarter.

The Metro Homelessness Commission (MHC) donation fund has a total of \$49,776.20 and this is a combination of Project Homeless Connect and How's Nashville. The Grant Fund a combination of TN-CABHI will be ending after this quarter

Lisa then provided the board with an additional handout that gives a breakout of the various vendor contracts along with the different funds within MSS. Lisa then asked the board if they had any questions.

Renee further commented regarding the Two Generational Fund that currently has a balance of \$436.00 which was donated by MSS staff.

Commissioner Bradley asked for a motion to approve the October Finance Report. The motion was moved by Commissioner Thompkins, seconded by Commissioner Orr and accepted unanimously.

Executive Director's Report – Renee Pratt

Ms. Pratt began her report by thanking the Commissioners for taking time out of their busy schedules to meet with her at the one on one meeting's. Renee stated that this is something she tries to do twice a year to keep the Commissioners informed as to which direction the department is heading.

One of the topics discussed at the one on one meeting was the Nutritional Program. Generally when a new administration comes into office various Metro departments could be audited. It has been stated on various occasions that the Nutrition Program is an expensive program to operate and it was long suggested that we use volunteers to run the program. Renee then stated that it would be hard to use volunteers when we are responsible for the entire county. This process has been tried before as a pilot and it did not work.

The Mayor had suggested that MSS look at ways in which the department could become more effective and efficient. So, Renee is now looking at the best direction to go with the Nutrition Program.

One change Renee is proposing today is regarding the 15 congregate meal sites that are located here in the city. These sites are located in high rises or community centers around the city. Of the 15 congregate sites, 10 are self-operated meaning we have a paid volunteer in each of these sites to serve the meals, check the temperatures of the meals and to make sure we are abiding by all the health regulation rules. MSS does all the paper work in house and MSS is still responsible for the sites along with the meals served by Piccadilly's.

The guarantor encourages self-operated sites. Renee stated that she is proposing that the 5 sites that are not self-operated sites become self-operated sites by June 30. Renee commented that the savings from making the additional sites self-operating would be great because most of the cost around the Nutrition Program is around salaries and fringe benefits. Renee stated if we could save this money, we should be able to hire another van driver and get more hot meals on the street.

Renee then asked the board if they had any questions and if not she would like to proceed with a vote.

Renee Pratt made a motion to make the additional 5 sites self-operating sites. The motion was moved by Commissioner Orr, seconded by Commissioner Meinbresse and accepted unanimously.

Next, Renee stated how fortunate MSS has been to receive approvals for all the open position vacancies that were open from the previous year since there was and still is a hiring freeze. MSS was approved to fill the Social Worker position and the Director position for Planning and Coordination. Abdelghani Barre has been promoted to Director of Administration and Research which was formally known as and Planning and Coordination.

Renee further discussed next year's budget and that we currently have not received any information on what the Mayor will request regarding the budget for next year. However, for this year MSS was asked to keep a status quo budget.

Renee stated that MSS was lucky to get funding this year for the Homeless Impact Division and MSS will also be requesting two new Social Work positions for next year. Renee stated that MSS numbers have increased by over 600 customers over the last fiscal year. MSS has also taken over the Conservatorship Program for home assessments for the last 4 years without any additional staff. MSS has consistently had cuts with the exception of last year when we received additional funding for the HERO Program and the Financial Assistance Program, but none of the funding has gone into positions.

Renee asked the Commissioners for support during the budget hearing before the Mayor that occurs in March with the next Commission meeting to be held in February. Each Commissioner will receive a report discussing the state of MSS and how the numbers have increased, looking at the Conservatorship Program and any additional task and how it relates to our department.

Renee commented on the Town Hall Meeting that was held at the Jewish Synagogue and our very own Dr. Frank Boehm conducted the meeting. Dr. Boehm spoke very highly of MSS.

Lastly, Renee stated at our next meeting the board would hear more about the Strategic Planning process along with a timeline. There will also be an update on the Two Generational approach.

Renee then stated that this concludes her report and asked the board if they had any questions.

New Business

Homeless Impact Division – Judy Tackett

Judy began her report by commenting on the Davidson County Continuum of Care (CoC) and how the stakeholders work with homeless in their geographic area, along

with federal funds from HUD. The CoC board is now called the Continuum Care Homeless Planning Council.

Judy stated in May the CoC Stakeholders membership voted to change the HMIS lead, to the Metro Social Services Homeless Impact Division. Judy commented that they are ready to start the hiring process for the HMIS Administrator. The first focus at the present time is maintaining where we are for the community and the second focus would be to have budget discussions to help determine what is really needed for the community to have a functioning HMIS system. Judy further stated that Metro Council approved a resolution for \$150,000 from the reserve fund. Judy closed by stating that the goal for the HMIS is to have one database for everyone to share.

Renee stated that she and Judy presented to the Mayor asking for additional funding for the Homeless Impact Division and additional funding was received.

Old Business

Renee closed by stating that the CNE is on target to be released on March 20, 2019 and it was decided to release this edition in memory of Dinah Gregory.

Commissioner Bradley then recognized and thanked staff for a job well done.

Commissioner Bradley called for the meeting to be adjourned.