



Executive Committee Meeting
Tuesday, Sept. 24, 2013, 1 p.m.
at Metro Social Services
800 2nd Avenue North, Suite 100

Present: Diane Kuhn, chair; Renee Pratt, Kirby Davis
Staff: Will Connelly, Judith Tackett, Pam McEwen

Diane Kuhn welcomed everyone.

Approval of Minutes

The committee could not approve the minutes due to a lack of a quorum.

Financial Report

Pam McEwen reported that through August, not too many expenditures rolled in because it is still the beginning of the year. She said she expects all the contracts to send invoices soon (including HMIS, which usually comes in around September/October).

The second budget for donations accumulated a little bit of interest, which gets allocated between the PHC and How's Nashville program funds.

Further discussion focused on the bus passes and NES certificates. Diane Kuhn asked whether we were too stingy with bus passes. Will Connelly and Renee Pratt explained that outreach workers receiving bus passes will have to report whom they give the bus passes to. This will create a process necessary for record keeping. Ms. Pratt said Metro requires that bus passes and other items are tied back to individual clients rather than organizations.

Pam McEwen said the Commission needed to approve a budget for the How's Nashville campaign. It is a requirement of Metro to have this budget in place. Diane Kuhn asked whether there had been issues to get the donated money distributed. Will Connelly responded that between now and January, staff was trying to create a better mechanism to advertise the resource to other service providers and get it out. Diane Kuhn also asked whether there was a possibility to purchase beds in advance to ensure people have beds when they move in. Will Connelly asked that depended on whether there was a requirement that the beds be stored on Metro property. Pam McEwen said the only requirement was to come up with a

system where Metro can be accountable for the beds (which bed goes where) and track that information. She said it was important to put a budget together to avoid a delay in payments similar to what had occurred with bed orders. Metro just wants to see a budget.

Annual Plan

Will Connelly distributed a handout and asked the executive committee to look through the annual staff plan. "This is just a plan for Commission staff," he explained. "It is not a strategic plan for the Homelessness Commission. It is to give you more clarity of what we're doing."

Further discussion focused on the Section 8 voucher program. Diane Kuhn asked what the average time was between the issuance of a voucher and the actual leasing of an apartment. Will Connelly said people had 60 days to use the voucher, after that they have to ask for an extension.

Kirby Davis explained the issues landlords have with the inspection process. He said the ideal situation was to train a volunteer to assist landlords prior to the inspection process.

Another topic discussed was coordinated assessment. Will Connelly said instead of people going through a maze of information to access housing, coordinated assessment would simplify that process. Renee Pratt said this was the same as central intake and Metro Social Services was taking the lead on it. She said it would take other partners to work on it.

Kirby Davis asked whether there was some funding available through GAPS. Will Connelly said there may be some money for planning coordinated assessment. "We're talking right now about using planning funds."

Diane Kuhn asked whether there was a committee working on coordinated assessment. Will Connelly said he and Doug Hausken were working on it, but have Renee Pratt, Erik Cole, and representatives from Family & Children Services and Safe Haven Family Shelters involved in that.

Diane Kuhn wanted to know when Will Connelly would like to have coordinated assessment in place. He said it was a little premature because the entire group has not discussed it yet, but LA has done the planning process as a 100-Day goal. "The system might not be perfect in 100 days, but at least we can get it moving and probably pilot something. We probably need an outside party to come in and help us plan on this. The hope is to have something in place within a year."

Further discussion focused on funding for coordinated assessment. Will Connelly explained that funding would include staff, HMIS, and different costs that come with coordinated assessment. There may be an opportunity through the community foundation to have a collaborative grant where agencies come together and fund it. Will Connelly said coordinated assessment was a huge priority for him. Diane Kuhn asked to revisit it at the end of the year and see where it stands.

Will Connelly then went through the annual plan's data section and explained that the goal was to come up with a better way to collect outcome data. He said the goal was to fund outcomes rather than programs.

The last section of the plan listed communications work that staff was doing.

Diane Kuhn asked to distribute the document to the executive committee and let people ask questions for the next executive committee meeting.

Director's Report

Will Connelly said the final numbers of how many people were housed during the 100-Day Campaign would be announced at a Welcome Home Party on Thursday. But he believed that number would be close to 190/191.

The Commission is working with MDHA to update that Website in regard to information for landlords, specifically focusing on the Section 8 program. He said the Commission will put a group together to look at landlord searches on a regular basis.

Mr. Connelly also reported that he was talking to outreach workers now what the monthly housing placement rate should be. Diane Kuhn said that the campaign had a goal to house 2.5% of the chronic homeless population. Will Connelly agreed saying that number would be helping 27 people move into housing each month. However, during the 100-day campaign, the average monthly housing placement rate went up to 60 people per month. "A lot of people are tired right now," he said, adding that everybody agreed that the campaign needs a target goal. "We hope that in October we will figure it out."

Diane Kuhn said she thought that was a good thing to do and suggested to pick a doable target. "It just gets harder as you move along."

Will Connelly reported on his recent trip to Chicago with Madge Johnson. They met with representatives from seven peer cities. "Out of the seven cities, we were definitely the most popular in what we did with the landlords, the marketing/PR and the collaborative approach we took." He said the cities had a chance to report to federal partners. "They want us to set another 100-day goal," he said. "It was just me and Madge, so we did some brainstorming. Now we came back and vet those ideas."

Project Homeless Connect

Will Connelly said staff was in the process of drafting an RFP. "We're thinking about advertising the fact that we have \$14,000 and put guidelines on how organizations can access those funds."

Diane Kuhn said the Commission decided that it would not organize/host Project Homeless Connect this year. Renee Pratt asked whether it was possible to talk to Howard Gentry and see how much was left in The Key Alliance fund and see what was left and whether it could go towards PHC as well. She said she believes about \$15,000 was left in The Key Alliance.

Pam McEwen said last year's PHC budget was around \$30,000.

Extreme Weather Plan

Will Connelly pointed to a handout that Doug Hausken put together to list available services in the community during cold days. "We're trying to get something together for November," Mr. Connelly said. "It's likely not going to be full-fledged plan that will create additional resources unfortunately, but we try to get out there what's available. Then we're looking how to put together tips on how to avoid hypothermia."

Diane Kuhn asked whether the Commission staff was working with Police to ensure they have information they need on advising people what to do. She said she was not really worried about outreach workers because they knew what they were doing. She said it may be an educational approach for police officers.

Kirby Davis suggested to include the Fire Department.

Diane Kuhn said this was a good start. The question was to look at things that we can improve. "Is there something we can do to help Open Table?"

Wendell Segroves said it would be nice to have more shelters and get more churches involved, but then there would be a need for more volunteers as well.

Will Connelly said the goal was to have something in place for the November meeting.

Agenda for November

Diane Kuhn said, "We already talked about hopefully having this cold weather plan in place." She added the question was how to encourage people to go to shelters.

Wendell Segroves said it was hard to get some people going. He said one solution could be to give out NASA designed thermal sleeping bags to keep them from hypothermia.

Diane Kuhn said the more successful Commission meetings were the ones where "we had something for people to talk about. Exchanging ideas about the Cold Weather plan would be good."

Will Connelly said the future of the Homelessness Commission was on his mind. "I know it's a big thing, but July 2015 is really not that far away in terms of planning." He added he was not sure what his and his staff's roles were in determining where the Commission should be.

Further discussion focused on two things: the renewal of the Commission and where it should be housed.

Pam McEwen said in November the Commission would need to start considering the 2015 budget. "They have to address the budget in the January meeting. This is the time to be doing it."

Diane Kuhn said if the Commission was up in 10 years, then it should make it through to June 2015. Pam McEwen said conceivably, the Commission could end in May of 2015.

Diane Kuhn said November may be a good meeting to present about Room In The Inn, and have a Q&A that may go into some of the data and accountability issues that Will Connelly had talked about earlier.

Will Connelly said by that time Centerstone had started its contract work. Diane Kuhn said the Commission should invite them to come and have a five-minute presentation of where they are and what they do. Plus there will be a brief director's report.

Will Connelly said that at the last meeting commissioners wanted to know what "contributions to others" means in the budget. Pam McEwen said that line item described payments the Commission makes that benefit other people. "That would be when we make a payment to buy a bed for somebody." Other examples would include items for outreach workers to distribute.

Kirby Davis said there was about \$15,000 in there. Pam McEwen said she didn't think the Commission was going to spend that money there because it may be over budget on the case management contract. Both Eckman/Freeman and Centerstone needed to be paid during the transition period, so that money may be used for to cover that overlapping cost.

The next executive committee meeting is scheduled for October 15. Diane Kuhn asked Judith Tackett to distribute the staff's annual plan. The goal was to vote on the How's Nashville budget and the minutes via email prior to the next executive committee meeting.

Meeting was adjourned.