



## Executive Committee Meeting

Aug. 15, 2012

Metro Social Services, Suite 100  
800 Second Ave. North

### **Minutes**

Commissioners present: Erik Cole, chair, Renee Pratt, Diane Kuhn, Howard Gentry, Megan Barry

Legal representative: Josh Lee

Staff present: Carolyn Grossley, interim director, Tojuana Jordan, John Hite, Judith Tackett

#### **Welcome**

Erik welcomes everyone and introduces Megan Barry as a new member of the executive committee.

Everyone goes around and introduces themselves.

#### **Minutes**

The minutes of the July 18, 2012 – executive committee meeting were approved.

Motion made by Megan Barry

Seconded by Renee Pratt

All approve.

#### **TKA**

Erik Cole said that several years ago, most cities wanting to address homelessness recognized a strong need for public-private partnerships around fundraising. Mr. Cole said that at the last executive committee, commissioners talked a little about some of the issues that were impeding its progress related to not having staff and some of the functions you need to have to raise money. Since the meeting the TKA board met and lost two board members. They have two

members Diane Neighbors and Howard Gentry. Mr. Cole said that Howard Gentry was on his way and would be present.

He further reported that The Key Alliance did not have any debt. Diane Neighbors agreed to be the treasurer of TKA. They are working through their issues. The Metropolitan Homelessness Commission is affected because of the close partnership between the two organizations.

Mr. Cole further said that the immediate needs for TKA, as he understood them, were to bring the board to an appropriate level. He encouraged MHC commissioners to send any suggestions for potential TKA board member to him so that he can forward them to Howard Gentry and Diane Neighbors. He said per his conversations with them, both Mr. Gentry and Vice Mayor Neighbors are dedicated to moving forward.

Megan Barry asks for an update of financial obligations through The Key Alliance. Carolyn Grossley reported that currently two people were in housing that TKA was paying the rent for. She said then there were additional administrative items such as the Website maintenance. She also reported that to her knowledge The Key Alliance had around \$42,000, but she said she was not sure whether this was accurate.

Erik Cole led further discussion that the Homelessness Commission had about moving forward, which was to explore another type of fiscal agent and do that in a way that doesn't jeopardize the Commission's work. One possibility that was still on the table was to explore setting up a fund with the Community Foundation and look at what the Metro Human Relations Committee had done in regard to that.

Megan: Alliance of pUblc education, too.

Diane: we look at options.

Erik: other option could also be a partnership with another nonprofit in the community to partner.

Megan: are we tasked to make a recommendation.

Erik: I think we should make a recommendation.

Diane: we explore with Community Foundation...

Megan: in the short run with Diane as the treasurer we can meet the commitments.

Erik: I do think as you are in community and help identify board members. Joey's article spurred three people to reach out and offer to serve on the board.

Obviously the Alliance has to make its own decision.

Megan: let

Erik: look at some other cities' models. When we initially set up, some places had used United Ways.

I think for TKA the trick is to have some sort of staff.

Megan: legal opinion is that Metro cannot be that staff.

Carolyn: art for Change is another event coming up. We wanted to know if we could change that

Art for Change:

Judy explains what it is. Question is what can staff do in the short term.

Nossi can still move forward with the event.

Josh will help examine what staff can do.

Erik updates Howard Gentry who just entered.

Howard: I don't know how we move into future conversations about it. I hope Diane was misquoted. We actually, the initial nonprofit arm was designed having either the United Way or a combination of. And at that time David Manning didn't want to enter into that type of agreement. And so when this came about. It wasn't my favorite thing, but it happened and it's OK. Personally, I'm ready to go back and look at these options again and revisit. I'm not being stubborn here. Prior to Josh coming on, it seemed like it was OK. But what you (Josh) have determined legally is real.

Josh: the issue is less about the kind of work that is being done. It is more about the representation of on whose behalf it is being done.

Erik: it's looping back to Art for Change. We would still do an Art for Change event as the Commission.

Josh:

Howard: how long can TKA continue without having a full board. Would we have to find our own legal counsel?

Josh: I cannot represent TKA. But I can always advise the commission as it relates to the contract with TKA.

Howard: people on TKA need to be able to raise money. We don't want to be the Commission. And so that third person doesn't need to be just a name.

## **Committees**

Scheduling meetings

Carolyn: let me know when it would be convenient to set the meetings.

Megan: what is the expectation?

Carolyn:

Howard: under the new committee structure, I'm no longer on the executive committee.

Erik: you are on Megan's committee on Policy & Governance. But you're right about the executive committee. Erik voiced a standing invitation to Howard as a representative of TKA.

Director's update:

Still completing the 30, 60, 90 day outline. I've been working on some policy & governance update. Finished all job evaluation. Working on a SWOT analysis of the Commission will be giving that to the Committees to look at.

Overall, it's been a lot of work, it's been a lot of understanding budgets and different things. But I feel a lot more comfortable of where I am.

I think this entire TKA/MHC thing has been a big part of where we need to go. I'm very please with the participation from the members.

## **Commissioner orientation & training**

After meeting with several commissioners, I was asked to schedule a orientation about homelessness and understand what their roles are.

Megan: I think it's really critical that we do it. I am really appreciative of doing it.

Carolyn: it's about 2 hours.

Diane: maybe good to do it twice since it's only two hours. Weekdays and a Saturday. I also echoe Megan that it's great that you're going to do it. I've been on the Commission for two years and I'm still learning.

Exec. Agreed to schedule it for September. Diane suggested to announce it at the Sept. 7 meeting.

## **Financial Report**

Pam: you don't have a formal report mainly because Finance has not formalized the budget yet for this year. MHC has received an additional \$100,000, which brings you to \$1.34 million.

Almost every expenditure accrues back to last year. So there really isn't much expenditure yet except for payroll.

Executive Director Position update

Erik: renee and I have worked on it.

Renee handed out functional job description. We did research on other cities functional job description

Like to release it on Friday and then post it until Sept. 21.

At this point we don't do a national search, that costs money. Metro HR suggested

Posted on their Website. They have some other connections that they could give it out. We also will

TCSW and other social services publications. If and when it comes back and we don't have a good pool, then we can look at national publicity.

We are looking at ...???

We have a panel interview and Erik is working on putting the panel together as we speak.

Howard: working in homeless environments is kind of like technology. You can be proficient in

Renee: this is generally under preferred at this level of the position.

Howard: there really isn't a master's in homelessness. Social work does not necessarily mean experience in homelessness.

Megan: maybe it's just a master's degree, it doesn't have to be in social work. It could be master's degree in a related field.

Megan: how much does this differ from the previous job responsibilities.

Renee: there were actually two different functional job description.

Erik: I understand the money concern for national search, but we could promote it with intergovernmental agencies out of the White houses, 100 Homes,

Diane: it could be posted on our Website?

Renee: yes, we could do that.

Diane: what is the time frame?

Renee: it depends on how many people apply. If we put a committee together. Posted by Friday, close on the Aug. 31.

Diane: is there a way to make it longer?

Renee: yes. I suggested longer.

Diane: if there is not down side to making it longer. Let's try to find.

Howard: plug into the Interagency Council on Homelessness.

Erik: there are also some nonprofit networks that don't cost any money.

Megan: let's make it to Sept. 30. It's not like we're not in good hands.

Erik will send it to

Renee: I go back to HR and reiterate that we really want to have it out there until Sept. 30.

Nashville's Road Home:

Carolyn: where we want to rebrand the meters to Nashville's Road Home. Call Housing First program Nashville's Road home. We go back to it and have it.

Announcements:

Erik: committees will be scheduled shortly.

Next meetings, commission on 7<sup>th</sup>.

Executive committee meeting on Sept. 19.

Howard: one thing that will limit the search is the salary.

Renee: the director's salary. There are three levels of directors in Metro and that's the salary base comparable with other, similar-size organizations.

Howard: it should just say minimum.

Erik: we needed to synch it to the ranges in Metro. I talked to Renee that this is an appropriate level compared to other department similar to us.

Megan: I agree with Howard, list it as a minimum salary.