



METROPOLITAN HOUSING TRUST FUND COMMISSION MINUTES

July 22, 2025
2:00 pm – 4:00 pm

Members Present: P. Westerholm; G. Emmanuel; A. Christianson-Galina;
J. Thomas; D. Moore; M. Carmen-Jackson

Members Absent: CM B. Taylor

Staff Present: C. Middlebrooks (Planning Dept – Housing Division); J. Dean (Planning Dept – Housing Division); T. Ortiz-Marsh (Metro Legal); K. Kemezis (Planning Department); G. Claxton (Planning Department); E. Jeter (Planning Department)

1) **Welcome**

Westerholm called the meeting to order at 2:00 p.m.

2) **Approval of the Minutes**

Westerholm called for the approval of the June 30th minutes.

Vote: Christianson-Galina motioned to approve. Carmen-Jackson seconded. Passed unanimously.

3) **Public Comment**

Westerholm called for public comment.

Two individuals spoke on the importance of housing preservation and affordable housing in Nashville, citing concerns about displacement, the protection of long-term residents, and local data reflecting housing needs and risks.

With no further speakers, Westerholm proceeded to the next agenda item.

4) **Financial Update and Legislation**

a) **Financial Update**

i) **June Financials**

(1) **Budget-to-Actuals**

Middlebrooks presented an overview of the June financials and the budget-to-actuals summary. No questions were raised by the Commission.

5) Items for Vote

a) Grant Contract Amendments

i) Woodbine Community Organization, Round 13 Draw Schedule

Middlebrooks provided a summary of the proposed amendment to Woodbine's Round 13 Draw Schedule.

Christianson-Galina motioned to approve. Moore seconded. Passed unanimously.

ii) Arts and Business Council of Greater Nashville, Inc., Round 13 Draw Schedule

Middlebrooks introduced the amendment. Westerholm invited additional insight from a representative in the audience.

Thomas motioned to approve. Carmen-Jackson seconded. Passed unanimously.

b) TN Voices, Round 15 Request for Project Address Change

Middlebrooks presented a request from TN Voices to change the address of their Round 15 project. The grantee confirmed that all elements of the project, including units (33), population served (60% AMI, families transitioning out of homelessness), and services, would remain consistent, with the exception of the physical location.

The grantee noted that the new site, located near Wedgewood-Houston, was more desirable, with a significantly higher walk score and better access to public transportation and amenities. Daycare services would be provided on-site. It was clarified that the new site would allow the project to be delivered within a year.

Commissioners and staff held a detailed discussion regarding policy implications and project equity.

Thomas raised concerns about fairness to other grantees and setting a precedent.

Emmanuel questioned whether other applicants could match the desirable metrics of the new location.

Carmen-Jackson emphasized that the Commission must prioritize what best serves the public.

Christianson-Galina expressed discomfort with evaluating a revised proposal without seeing the updated application materials.

Metro Legal clarified that since a contract had not yet been executed, the request was a policy matter, not a legal one. However, Ortiz-Marsh cautioned that re-scoring the project solely based on the new location could lead to reopening scoring for all grantees, which would be inconsistent with current procedures. Middlebrooks echoed this concern and emphasized that scoring must be based on approved criteria.

Discussion also included the grantee's stated partnership with SNAP and a reiteration that the scope of the project was unchanged. When asked, Middlebrooks confirmed that the next

grantee in line was also requesting \$4.5 million, raising the question of whether reallocation was possible.

Commissioners discussed various paths forward, including whether the Commission could treat the request as a simple address change to expedite housing delivery, or instead hold the funds to reallocate in Rounds 15 or 16.

Westerholm outlined the available options, presenting the decision as either permitting the project to move forward at the new location or pausing to consider whether the funds should be reallocated to other grantees in the interest of fairness.

Carmen-Jackson motioned to approve the address change. Emmanuel seconded. The motion failed (3 in favor; 3 opposed). Metro Legal clarified that 4 affirmative votes were required for passage.

Because the motion did not pass, Middlebrooks will consult with Director Hubbard to gather further clarification and present findings at the next meeting.

Metro Legal reiterated that any reconsideration of the proposal based on location would likely constitute reopening the full scoring process for all applicants, and the Commission must determine whether this is a new application or a policy-level decision.

c) FY26 Budget

Middlebrooks provided a review of the proposed FY26 budget, noting changes from prior years. A membership expense for SurveyMonkey prompted discussion about alternative tools.

Christianson-Galina motioned to approve the FY26 budget. Carmen-Jackson seconded. Passed unanimously.

6) Items for Discussion

a) July 2025 Quarterly Progress Report

Middlebrooks presented a PowerPoint presentation summarizing quarterly progress. No questions were raised by Commissioners.

b) August Work Session Proposed Agenda

Emmanuel requested that grantees be invited to provide feedback prior to making decisions during the work session.

7) Announcements

a) Guest Speaker – Katie Kemezis

i) Housing and Infrastructure Study

Although Katie Kemezis was originally listed as the guest speaker, Greg Claxton, also with the Planning Department, gave a presentation on the Housing and Infrastructure Study.

8) Adjourn

Westerholm announced that the next meeting will take place at the Sonny West Conference Center, which serves as the Commission's usual meeting location.

With no further business, Westerholm adjourned the meeting at 4:14 p.m.