



METROPOLITAN HOUSING TRUST FUND COMMISSION MINUTES

December 9, 2025

2:00 pm – 4:00 pm

Members Present: P. Westerholm; L. Goddard; A. Christianson-Galina; D. Moore; J. Thomas; CM B. Allen

Members Absent:

Staff Present: A. Hubbard (Housing Director); J. Dean (Planning Dept – Housing Division); C. Middlebrooks (Planning Dept – Housing Division); E. Jeter (Planning Department), K. Woodward (Metro Legal)

1) Welcome

Chair Westerholm called the meeting to order at 2:03 p.m., welcomed attendees to the alternate location, noted the meeting was being recorded, and read the required notice regarding appeal rights under Metropolitan Code of Laws Section 2.68.030 and provided instructions for public comment sign-in. The Chair stated there would not be a second public comment period at the end of the meeting and noted that additional feedback opportunities on draft policies would be held in January.

2) Resignation of Commissioner Maria Jackson

Chair Westerholm announced the resignation of Commissioner Maria Jackson. Director Hubbard stated the position was a mayoral appointment and that the Clerk's Office and Mayor's Office were reviewing the updated code to confirm the appointment process. Director Hubbard noted the appointment process includes nomination and Rules and Confirmations review, with an anticipated timeframe of February for a replacement.

3) Approval of the Minutes

Westerholm called for approval of the October 23rd meeting minutes and the November 18th work session minutes.

10/23/25 Meeting - Vote: Thomas motioned to approve. Christianson-Galina seconded. Passed unanimously.

11/18/25 Work Session - Vote: Christianson-Galina motioned to approve. Goddard seconded. Passed unanimously.

4) Public Comment (those wishing to speak must sign in at the beginning of the meeting)

Two speakers provided public comment. A representative from Habitat for Humanity of Greater Nashville thanked the Commission and staff and referenced housing market conditions in Davidson County, noting limited homes available at lower price points. A representative from Affordable Housing Resources expressed appreciation for Barnes Fund support and noted upcoming delivery of units supported by the fund. The speaker also asked a clarifying question regarding the categorization of cooperative housing within the draft funding tracks.

5) Financial Update

- a) Financial Update
 - (1) October 2025 Budget-to-Actuals

Director Hubbard presented the October 2025 budget-to-actual report and reported expenditures for the month ending October 31, 2025. Director Hubbard noted a prior accounting correction moving Barnes-related funds into the Barnes Fund account and stated that expenditures largely reflected obligated contracts. Staff advised that additional reported increases were anticipated due to payment processing changes and ongoing draw activity. No action was taken.

With no further questions or comments from the Commission, Chair Westerholm proceeded to the next agenda item.

6) Items for Vote

- a) Grant Contract Amendment
 - (1) Urban Housing Solutions, Round 9, Revised Draw Schedule**

Goddard motioned to approve. Thomas seconded. Passed unanimously.

- a) Draft Application Manual for Public Comment

Moore motioned to approve. CM Allen seconded. Passed unanimously.

- b) Draft Policies & Scoring Matrices for Public Comment
 - a. Rental & Co-operative Projects
 - b. Homeownership Projects
 - c. Owner-Occupied Rehab Projects

Thomas motioned to approve. CM Allen seconded. Passed unanimously.

7) Items for Discussion

- a) Quarterly Progress Report
- b) Metro Payment System Change
- c) Audit Requirements for Contract Amendments

Staff invited questions on the quarterly progress report previously distributed. No discussion occurred. Staff provided an update on Metro's payment system transition to a cloud-based Oracle platform, including timing constraints affecting draw processing into year-end. Staff also noted audit documentation may be required for contract amendments and encouraged grantees to maintain current status and audit filings.

A commissioner raised a question regarding the definition and implementation of "special populations" referenced in the evaluation criteria. Staff clarified the definitions derived from data and recommendations in the Unified Housing Strategy and noted the Commission retains authority over grant policy priorities. The Chair suggested further discussions should occur at a future meeting or through the public comment process. Legal counsel advised that multiple commissioners may attend the publicly noticed virtual comment meetings without additional notice requirements.

8) Announcements

The Chair announced the virtual public comment meetings for the draft Round 16 policies: Owner-Occupied Rehab on January 5 at 1:30 p.m.; Home Ownership on January 6 at 1:30 p.m.; and Rental and Co-op on January 7 at 10:30 a.m. Staff announced a new team member, Jamie Pennington, joining the Housing Division.

9) Adjourn

The Chair thanked the Englewood Library and Metro IT. With no further questions or comments from the Commission, the meeting was adjourned at 3:16 p.m.

YouTube: [12/09/25 Metropolitan Housing Trust Fund Commission](#)