**Board Meeting Minutes**

**Women’s Shelter – City Rescue Mission**

October 30, 2018

**Board Members**:

Sharon Dade (Holy Cross), Jessica Lamson (MMRS), Katrina Urista (CoL), Susan Cancro (Advent House), Jenny Leaf (Loaves & Fishes), Jennifer McMahon (CFC), Elizabeth Rios (LS), Rose Taphouse (LSD), Doris Witherspoon (CoL), Cindi Borgman (CEI-CMH), Mark Criss (CRM), Joel Murr (ICHD), Su’Alyn Holbrook (DHHS), Gabriel Biber (Haven House)

**Meeting called to Order at 9:18 am**

**Introductions:**

Sharon Dade (Holy Cross), Katrina Urista (CoL), Susan Cancro (Advent House), Jenny Leaf (Loaves & Fishes), Jennifer McMahon (CFC), Elizabeth Rios (LS), Rose Taphouse (LSD), Doris Witherspoon (CoL), Cindi Borgman (CEI-CMH), Mark Criss (CRM), Su’Alyn Holbrook (DHHS), Gabriel Biber (Haven House), Julie Shaltry (Holy Cross), Toni Young (City of Lansing), Doris Witherspoon (City of Lansing), Joan Jackson-Johnson (City of Lansing), Meaghan Redd (CRHC)

**Approval of September Minutes:**

Doris motions to approve September minutes. Gabriel Seconds. All in favor.

**Additions to the Agenda**

New Business

**Chair Report**

Cindi, Mark, Doris, Jennifer, Gabriel, Sharon, are the Board members elected this term.

Name was changed to Capital Region Housing Collaborative (CRHC)

All other proposals passed.

MSHDA started the ESG grant on time. It was able to start on time on October 1. The transition between Holy Cross and VOA has been seamless. The PSH staff is down one. There are two students who are helping. They are in the process of hiring a case manager.

New Hope Community Center of Holy Cross Services is the new full title. VOA has senior housing, PACE, thrift stores and veteran services.

**Committee Reports:**

*Strategic Planning*

Making progress on the strategic plan. Flushing out the details now. IF you have things to add to the strategic plan, get with Toni. Planning to bring the Strategic plan to the Board in November.

*CQI Committee*

Reviewed MSHDA numbers for the quarter ending Sept 30. This quarter for shelters 45% exited to permanent housing. There was discussion about diversion and how that will start to reflect in the reports. Homeless Angels is still not trained in HMIS, but Matt is reaching out. Is the CQI meeting checking outcomes and flagging low numbers?

*Finance Meeting*

At the annual meeting Katrina handed out the income statement report. Year starts October 1 and Ends September 30. Budget with projected revenue with one collection of dues is 16, 800. The projected expenses are a little over $20,000. We are being recommended for a grant from the county for $7500. We really need to concentrate on being sustainable.

*Network Meeting*

Annual meeting at CMH. What did people think? Liked the speaker, he did a nice job. There was a good turnout at the meeting. It was positive, went well. Should the annual meeting continue in this manner? Yes.

*Membership Committee*

Discussion about recruiting membership and what that will look like. How membership should follow thru to the Collaborative level. November 16, we are hosting a membership breakfast to hope to gain more members. The city will not be pushing people to join the CRHC this coming year.

*Veteran Coordination*

Call from Beverly was returned. She called Matt directly and needed clarification on some data. Beverly promised Matt that it would not take as long this time.

*Move Up Vouchers*

No cases to discuss at the last two meetings. They have been using the meeting to create processes and policies to create a new manual for how these systems work. Five out of nine have moved on. A few have back tracked and are dragging their feet because they don’t want to move on.

*Coordinated Entry & Move Up Voucher*

They have been very busy. The CE team goes to every shelter space in the county. They are serving MMRS well, but are working on a new plan to remedy that situation. Discussion around if they are considered homeless or not when they leave their home for shelter in a treatment program. Joan offered a hotspot from Matt for the CE team to use for travel appointments. Application fees and deposits can be arranged through Kelly Morris and Diane. BECKA has sent the list for HCV and CE is working through the list. Sometimes they are offering extensions, but they have to be done by the clients own hand. The briefs are scheduled. Anything outside of three years for a drug charge, refer to Legal Services. They can help push back on the denial due to drugs. 300 vouchers have been pulled. Not clear on the number of briefs that have been given. The process is so fluid that it’s hard to stay current on the number housed.

Denise Dunn has hotel money that she is willing to use for Eaton county.

*City of Lansing*

November 15 Community Connect at City Hall. Flu shots, boxed or bagged lunch. Personal needs. Would like some of the key organizations there. Dr. Johnson will send an email to be forwarded to everyone. 100 lunches were donated.

Turkeys at the Mobile Food Pantry this month. Magic Johnson is not sending any money this year for Thanksgiving meals. They have food if you have PSH clients that could use. November 12 City Hall will be closed.

**Old Business**

Forms for Board members. Please complete and return to Meaghan. There was discussion around the Disclosure statement. This form needs to be revised prior to it being signed.

**New Business:**

*PIT count*

Sharon is suggesting that the PIT count team go out later in the night vs midnight. November will begin the meetings for the PIT count and how it will run. Who is interested in participating and leading the effort. Liza, Susan, Doris would like to do something, Joan. Mark will help, but isn’t sure about capacity. Sharon will send something about a meeting for PIT count.

*Nominations for Executive Committee*

Nominations for new officers for the Board. Please send nominations to Meaghan. Meaghan will get the list out to the Board prior to the next board meeting.

Gabriel makes a motion to continue to make nominations until the next meeting and then vote at the next board meeting. Su’Alyn seconded. All in favor.

**Nominations**:

*Chair* - none

*Co-chair - none*

*Secretary - none*

*Treasurer -* Susan

**Announcements**

Mark – Making progress on shelter. Will not be open November 1 due to inspector and hiring of staff. They are asking for blue prints of the building. If he can get the changes to the City by Wednesday hopefully they will get the green light. The shelter is no barrier. 2 rules, treat others the way you want to be treated, and be safe. The shelter will be subsidizing staff with volunteers. Mark will publish a schedule.

Dr. Johnson please be encouraging your clients to vote.

Teen Challenge is officially done. The building was auctioned off and Discount Dave bought the building. There are some stragglers from Teen Challenge that will end up in the system somewhere.

*Homeless Awareness Week*

Child and Family Charities developed a bookmark to hand out at the brewery and Bigby to raise awareness. There is a letter going out to the faith community to help churches get involved in the week. They could use the week on their church signs to share a fact about homelessness. Flyers are out for homeless awareness week. Signs for VOA to Holy Cross and outreach will have new signs up. There will be PSA’s for the week. Please be sure to be using the new name Capital Region Housing Collaborative. Rose is working with students to wear sandwich boards with statistics about homelessness.

Meeting adjourned at 11:10am

**ACTION ITEMS**

Bring an HCV report to the November Board meeting

Follow up with Homeless Angels regarding what they are doing and how they are sheltering

CQI reports at the end of each quarter to the Board before the meeting

Executive Committee will be elected at the Board meeting in November at the beginning of the meeting.

Sharon will send email for PIT count meeting in early November.