Capital Region Housing Collaborative

Board Meeting Minutes

November 27, 2018

9am

City Rescue Mission – Women’s Shelter

**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)

**Attendees:**

Sharon Dade, Doris Witherspoon, Gabriel Biber, Liza Rios, Jennifer McMahon, Dr. Joan Jackson Johnson, Toni Young, Rose Taphouse, Maureen Nagy, Susan Cancro, Jessica Lamson, Jenny Leaf, Meaghan Redd, Mark Criss

**Meeting Called to Order**

The Board meeting was called to order at 9:09 am

**Approval of October minutes**

Changes were recommended and will be updated and changed.

Gabriel moved to accept amended minutes. Liza seconded.

All in favor. None opposed.

**Addition to the Agenda**

Homeless Awareness Week Report

**Governance**

Jessica Lamson brought to the Board’s attention that in terms of attendance and Board members policy, GLHRN (CRHC) does not appear to be following by-laws. Specifically cited was the long term absence of Su’Alyn Holbrook. It was requested that the Board make a decision or consider an amendment of the bylaws. It was stated that Su’Alyn’s absence was excused due to extenuating and exceptional circumstances. It was stated that Su’Alyn also made a reasonable effort to have a DHHS presence on the Board by appointing proxy Jeff Cook; although, he did not attend consistently. It was determined that there was no violation of the bylaws. Dr. Johnson pledged to pay the DHHS dues thru the HRCS Dept. at the City.

There was a discussion regarding best practice to maintain a connection with appointed Board members.

There was a discussion regarding reviving the Governance ad hoc committee. Toni Young, Strategic Planning Committee Chair, stated that there is a strategic goal in the plan to discuss updating governance and policies and procedures, which will serve as a charge to the Governance Committee.

Sharon Dade made a recommendation to ensure a timely review of the governance and bylaws, particularly related to the Board of Directors. The incoming Executive Committee of the Board will follow up on this recommendation. It was suggested that the new Secretary would work with the Governance Committee on any suggested or otherwise necessary revisions and bring recommendations to the Board. Specifically a request was made to determine if there are different attendance requirements for appointed versus elected Board positions.

The Board agreed by consensus to support this review of governance policies and organizational bylaws.

The Board agreed to review and vote regarding nominations for Executive Committee positions.

**Executive Committee Nominations:**

Current nominations:

Chair: Susan Cancro, Jessica Lamson

Vice Chair: Rose Taphouse

Secretary: Cindi Borgman, Jennifer McMahon

Treasurer: None

The Board voted as follows:

Chair: Susan Cancro, Advent House

Vice Chair: Rose Taphouse, Lansing School District

Secretary: Jennifer McMahon, Child & Family Charities

Treasurer: Vacant (no nomination at this time)

It was noted and agreed upon by consensus that, regarding the bank account at MSUFCU, the signatories would transfer from Sharon Dade and Jessica Lamson, the former Chair and Vice Chair, to Susan Cancro and Rose Taphouse, the new Chair and Vice Chair as soon as possible to facilitate Network function.

Susan Cancro suggested that the current Executive Committee cover the duties of the Treasurer. Susan stated that Katrina Urista, the past Treasurer, had agreed with a suggestion made by Jessica Lamson that the Treasurer’s role be simplified to oversee only the Network finances, which could be reviewed at quarterly meetings. Furthermore, this would separate the fund distribution duties, previously covered by the Finance Committee, to be covered by a Fund Distribution Committee with significant support by the City of Lansing as the fiduciary. The Board agreed to the temporary inclusion of the Treasurer’s duties in the responsibilities of the other Executive Committee members. The suggestion of the Finance and Fund Distribution separation of duties was noted and tabled for further discussion.

**Chair Report**

Sharon Dade gave a final report as the out-going Chair. She stated that there would be a meeting this week for the Emergency Shelter providers and the Rapid Rehousing providers. Members of these teams would likely be involved in the Point in Time count planned for the end of January 2019.

Susan Cancro added to the report as the in-coming Chair. She stated that the PATH Outreach Team, under Advent House and Housing Services Mid Michigan were tracking a significant increase in family homelessness. She stated that in the past two months the PATH team had found or been contacted by women with young children who had been put out on the street; lack of shelter space for families was a barrier during this time.

Rose Taphouse stated that she had set aside funding in her budget, with permission of the School District, to provide case management for homeless families (she specified that there were over 1100 homeless children in the District and that these were “couch homeless” so not counted as homeless by HUD). She had chosen to work with Advent House to provide this case management and assist families in becoming housed and/or addressing other issued affecting stability. They are working to use diversion as an option.

Jessica Lamson suggested they collaborate and apply for the United Way grant monies, which are promoting collaboration among multiple agencies and would provide 3 years of renewable funding.

Dr. Johnson stated that the HRCS Dept. at the City would be willing to contribute a $5000 grant toward Rose’s project.

**Cold Weather Policy**

Sharon Dade stated that the definition of extreme weather is wind chills in single digits or snowfall of more than five inches. Sharon also stated that there is not a current finalized policy. Sharon will work to update the policy and inform the Board and the Network.

The Cold Weather policy will be included with the regular governance policy once Board approved.

Sharon stated from her experience with Holy Cross (previously Volunteers of America), the greatest difficulty in implementing shelter during cold weather was lack of staff to cover added shelter space. A suggestion was made to create a committee to recruit and train a pool of volunteers. It was also suggested that County funding be used to create and maintain this volunteer pool. Another suggestion was partnering with the Red Cross.

**Committee Reports**

*CQI*

Reports weren’t ready in time and the committee did not meet.

*Finance*

(Katrina Urista was absent; Jessica Lamson gave the report.) At the finance committee, Katrina had handed out the budget and finance report. Jessica distributed the report and the budget with a brief explanation.

She noted that the budget for 2018/2019 does not include the City funding or the County money.

Susan volunteered that the Executive Committee will follow up with Katrina regarding the MOU for the city money.

*Network Meeting*

November meeting was cancelled so that members could attend the Community Connect hosted by the City. There will be a Shelter Providers presentation at the December meeting and Ingham County will be making a short presentation.

*Membership*

Discussion was on homeless awareness week. Matthew was able to get the website switched over to the new host. It was decided that going forward, when setting policies for dues, the Committee would ensure that the dues system would be reviewed and submitted to the Board to facilitate a timely membership drive.

*Strategic Planning*

Did not meet in November. Toni Young reported that the Committee is making progress. There is one more goal left to review.

*Veteran Coordination*

No new update.

*Move Up Voucher Report*

The team is working on creating universal guidelines for the CoC. New email [Housing@hccsnet.org](mailto:Housing@hccsnet.org) for the purpose of referrals.

*City of Lansing*

The Mayor is having a Coat, Hat and Glove drive in the next week to ten days. The city has a number of coats for kids. Please contact Dr. Johnson for more information.

Community Connect was held at City Hall. Dr. Johnson thanked everyone for their participation. She also reported that the Rent Smart program is seeing great results.

The City is doing an adopt a family and can take four other families.

Feed the Families over Christmas break on December 27.

Renee Freeman is starting a program to teach clients how to clean and will provide cleaning products to clients.

Doris Witherspoon is beginning to work on the 2019 action plans and asked for input. The first hearing is on December 4 regarding community needs.

**Old Business**

*Homeless Awareness Week Update*

Bookmarks were printed, Biggby and Lansing Brewing Company handed them out. Engagement was around 14k.

Rose Taphouse suggested that we keep the momentum going by creating videos and similar promotional tools.

City of Lansing, the Mayor had agreed to the parking meter concept, in which meter money would be given to charities. The donations would go to the four major shelters. They will have credit cards as well as cash options. Denver, CO, and locations in California are doing similar programs.

Meeting Adjourned at 11:17 from Doris Witherspoon, seconded by Jenny Leaf. All in favor. No opposed.