**Capital Region Housing Collaborative**

 **Board Agenda**

**Tuesday, August 27, 2019**

**9:00-11:00 am**

**City Rescue Mission**

**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), Adrienne DeFord (ICHD), Su’Alyn Holbrook (DHHS), Gabriel Biber (Haven House)

**Introductions:** Attendees: Rose Taphouse, Brigitte Gurden, Brooke Hall, Jennifer McMahon, Susan Cancro, Liza Rios, Adrienne DeFord, Rich Howard, Toni Young, Doris Witherspoon, Ashita Gelani, Katrina Urista, Jenny Leaf, Meaghan Redd, Su’Alyn Holbrook, Joan Jackson Johnson

**Excused:** Gabriel Biber, Cynthia Borgman

**Approval of June Minutes:** Jenny made a motion to approve. Rose seconded. No further discussion. Motion passed unanimously.

**Additions to the Agenda:** Deleted Financial Report. Gabriel, Chair of CQI was absent; CQI report was tabled until next meeting.

**Chair Report:**

*Board Terms and Election*: Five board slots are open due to terms ending. Five incumbents have been asked if they will be running for a board position again. Jenny, Liza and Susan will be running again. Jessica is not running but nominated Patrick Patterson. DHHS is now an appointed position to the Board. Discussed adding elected positions to the board. Agreement to keep elected positions at ten and appointed at five.

All nominees and returning Board members were asked to consider taking on executive leadership roles. It was noted that the Treasurer position has not been filled since November 2018.

*City ESG:* Susan wrote the grant and the city notified us that we have been awarded $2000.

*County application*: Susan wrote the grant for 2019-2020. Presentation will likely be in early October. The money for this year is being spent slowly. Currently, the grant is on hold while the Coordinated Entry team and Susan work out a process. The meeting is scheduled for September 11 at 9am at Advent House. Discussed how we move forward with the county money. Suggestion that all grant money be approved through the Board moving forward. Suggestion to move the money to Coordinated Entry Agency and have them distribute the money and then report back to the Board. The Coordinated Entry Committee will make recommendations and then report back to the Board on the plan moving forward. Question as to why we can’t use the procedures that are already written. Utility Assistance can be accessed through the City of Lansing. Discussed using the county money for rent, not for other things. Documentation needs to be the same for this grant as the rest, including using HMIS, and all paperwork. Doris also has the rehab program at the City that can help with utilities.

*Katrina made a motion that anytime someone applies for funds in the name of CRHC, that it will be brought to this Board for approval prior to submitting and that the Board fully understands the funding. Liza Seconds. The motion passed unanimously.*

*Discussion: Clarification that if an agency applies for a grant for its own agency, not including the CRHC, this does not need to go before the Board. However, for the HUD and MSHDA grants, these extra grant monies need to be shared and discussed.*

**Committee Reports:**

*Strategic Planning meeting*: No meetings in July or August. Next meeting September 17 at 9 am

Note: When the City is being monitored and they ask for documents, it was requested that all please be timely in responding. Discussed the auditing and monitoring of grants.

*Fund Distribution Committee*: Applications were accepted for the HUD program and bonus dollars. Directly following the Board meeting the ranking meeting will take place. Emails to be sent from Katrina and Toni regarding the HUD process, that will require immediate input to get the application turned around.

*Membership Committee:* No meetings in July or August. Next meeting scheduled September 6. Invoices have gone out for membership dues. When the HUD Auditor was at the City, they mentioned that Sharon cannot be used for multiple roles with the CoC. She cannot be the Homeless representative and have a position on the Board. The suggestion was made to possibility to include Miss Lucy from Holy Cross as the homeless representative. Sharon will invite Lucy to a few meetings to acquaint her with the position. Lucy comes highly recommended from Dr. Joan Jackson Johnson.

*Sharon made a motion to accept Miss Lucretia Stevenson as the consumer representative for the Board pending her agreement. Rose Seconded. No further discussion. Motion passed unanimously.*

*Network Meeting:* August meeting was successful with employment and education. Still trying to determine what will be on the agenda for September. Dr. Phil Knight is a possibility for a speaker. There are many people coming to the Network meetings that are not members. Discussion to utilize this platform to get more to commit to becoming members. CATA and Huntington Bank have been invited to present at the next meeting with Dr. Johnson. Suggestion was made to have a membership commercial at each Network meeting. It was stated that there is a changed format for the Network meeting to make it less formal in order to bring people in and get people involved and bring resources, etc. More discussion ensued to include church community representatives in our network. Suggestion was made to start including reports from the committees at the Network meeting. September presentations: CATA & Huntington

There was a suggestion to also invite the new Director of the Food Bank to the coming Network meetings.

***Options for Annual Meeting****:* Speaker is in process (Rose may have a lead on this). Location: CMH and Letts Community or Foster Community Center were suggested.

*Veterans Coordination:* Team has not met.

**City of Lansing Reports:** MSHDA documents need to be signed; Katrina will distribute for signatures. Regarding awards from the City, some documents are still missing. These are required for funds to be released. The coming HUD meeting will include voting on the ranking. Connect for Kids was successful; thank you to the agencies that participated. Rose can help with vouchers for clothes for homeless students. Mobile Food Pantry is September 21. Every city contract for every grant, you must be doing criminal background checks on every employee.

Rose Taphouse also reported: Lansing School District needs bus drivers and substitute teachers. Drop-out rates have gone down, and graduation rates have gone up.

It was agreed that we will be adding a School report to the Board agenda.

Joan has an OCOF house available that is a 4 bedroom, 2 bathroom. Inquiries should be directed to Joan.

Doris is working on the end of the year report, the CAPER, including all the accomplishments that have been done throughout the year. The report is due September 30. The document will be available for review September 4. The new five year plan will begin next year.

**Old Business:** none.

**New Business:** Census, a 2020 committee has been established. Their meetings are at ten am on the same days as Board meetings.Sharon is connecting with thecommittee to account for the homeless. April thru June of 2020. Possibility of using the PIT count and using the overlap.

Su’Alyn shared that Healthy Michigan plan will not affect families but it will affect Singles (19-62). There will be a work requirement. There is a group that is exempt from this requirement, including full time students. This will affect over 5700 people in Ingham County alone. This will start January 24, 2020. Hardship exemptions will be issued, if necessary. Those who are non-compliant may lose Medicaid. Ingham DHHS is waiting on policy change confirmation. All questions should be directed to Su’Alyn. She will forward the Powerpoint regarding this program change.

**Adjournment:** Jenny made a motion to adjourn the meeting at 11:15. Doris seconded. Motion passed unanimously.