Capital Region Housing Collaborative

Board Minutes

Tuesday, June 25, 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)

**Meeting Called to Order:**

Meeting called to order at 9:09am

**Attendees**:

Susan Cancro (Advent House), Cindi Borgman (CMH), Jenny Leaf (Loaves & Fishes), Meaghan Redd (CRHC), Jessica Lamson (MMRS), Sharon Dade (Holy Cross), Gabriel Biber (Haven House), Mark Criss (CRM), Toni Young (City of Lansing), Jennifer McMahon (C&F), Doris Witherspoon (City of Lansing), Maureen Nagy (Advent House), Renee Jones (Holy Cross), Christine Corcoran (Legal Services), Katrina Urista (City of Lansing), Teri Looney (EVE), Joan Jackson Johnson (City of Lansing)

**Excused**: Rose Taphouse (LSD), Adrienne DeFord (ICHD),

**May Minutes Approval**:

Jenny Leaf moves to approve, Sharon seconds.

All in favor. None opposed.

**Additions to the Agenda**:

MSHDA Application

**Chair Report**:

Susan – Rankers need to be ranking the grants and doing the ranking at the time asked. Please be more timely in the ranking process and we need as many rankers as possible.

Power of We – it was a good meeting. Talked about housing as a bigger issue. Many people attending those meetings that are not at ours.

MLIVE released homeless numbers for youth in the area. The numbers are high and we are thankful for the new grant we are working toward. Rural districts are struggling with their numbers and homeless numbers.

Mikki Droste will be doing training and doing some teaching on housing development and making sure all agencies are on the same page.

**Strategic Planning:**

Susan – In the strategic plan there is work for each committee to do. Please meet with your committee and pull out the goals and duties that are for your committee. Please make a plan to accomplish these goals.

Gabriel Biber – CQI, Susan Cancro – Membership, Treasurer, Finance, City of Lansing – Fund development,

Liza & Jennifer – Governance, Rose – Network

Moving forward a report from each committee will involve goals from the strategic plan and progress.

RRH – Sharon Dade, ESG – Sharon Dade, CE – Sharon Dade

Stephanie suggested that the CoC tap into the ending veteran homelessness and go after money in this area.

Next meeting will involve Strategic plans goals for each committee.

Mark raises the point that many guests are waiting on the voucher for housing. Changing the way guests think about vouchers as plan a to finding a different way to obtain housing.

**Coordinated Entry Plan**

Sharon is envisioning the CE committee as the umbrella and policy maker for the RRH and ESG committees.

3pm today for RRH and tomorrow at 2pm for ESG.

A few people committed to being on the CE committee and the chair will be in contact with you.

Holy Cross is partnering with CMH and the Crisis Unit to figure out where the best solutions lie for each client.

A new goal should be leveraging landlords and housing providers for case management services. The next region 7 meeting is dedicated to mental health and other similar issues. It will be July 12.

**Committee Reports**

*Fund Distribution –* the City ESG allocations need to be reviewed and approved by the Board. MMRS withdrew their application as they weren’t eligible because they are not housing first and considered a shelter. They are a substance abuse rehab provider. The extra MMRS money was divided by four and given to the lowest four funded agencies. Legal Services asked for additional Prevention dollars and it was agreed to fund at the requested levels.

Katrina motions to accept the City ESG funding at given levels.

No discussion. All in favor. None opposed.

Next Funding is MSHDA funding cycle. Announcement is public. They would like to use the same applications used for City ESG. CE gets the prevention and RRH funding. We would be looking at just the shelter portion.

Updated requested amounts and budgets will be submitted. The old submitted application will be used for any agency that would like to use the old application.

Susan is making a motion for the City of Lansing to remain as the fiduciary for the MSDHA grant and as collaborative applicant for the HUD COC 2019 NOFA. Jessica seconds.

Discussion. Doris and Katrina recuse themselves from the vote. Sharon, asks a clarifying questions regarding the unified agent. All in favor. None opposed.

The list of documents that will need to be turned in will be sent to each agency. A small application will go out with the previous application.

Ideal: all forms and required things at once. Please scan them as individual documents. If you need clarification on what is needed on this form list, please ask Toni or Katrina for clarification.

Stephanie will verify that the updated forms are sent to Katrina and Toni for distribution.

Please upload most current financial audit, that everything is signed and dated, and that the financial statement matches the 990.

Childcare and job search, job training, GED fees can be budgeted for a stipend.

Meaghan will send an email to the Network with the calendar. If you intend to apply, by noon, Friday, June 28, please let Meaghan know so we can get you the set of details and instructions. City will get applications and packets out to each agency by 5 pm that same Friday.

Stephanie recommends using numbers from last year as a rough guess and then distribute any extra funding across the board evenly.

Katrina is saying that as a CoC we would like the Board to consider sending the money toward financial assistance toward housing. Our shelter numbers are higher than ever before, so le’ts put the money toward the next level of housing, not just shelter.

Benefit and wages can be paid thru the MSHDA grant but it needs to be figured across the board in the same manner and reported as an hourly wage that includes the benefits.

Rankers will be needed for this process. Please plan on ranking the applications July 9 & 10. Please let Meaghan know if you are willing to be a ranker.

Currently, the HARA is using the 1% to go directly to the landlord. If we are deviating from this plan, then we need to get approval.

Sharon makes a motion that the 1% tenant copay required by MSHDA goes directly to the landlord and not to the CEA. Katrina seconds.

Christina asks clarifying question of what equally means. Katrina explains that everyone needs to be using the same equation and math for 1%.

All in favor. None opposed.

*Membership –* Website is being updated and edited. Rich is working on some fund development ideas. Jessica brings up the point of using Coordinator hours most efficiently. Susan reminds the board that social media management is in my job description.

*CQI –* met in June regarding Vouchers. Talked about how vouchers may not be working for clients and if this is affecting outcomes. There was a discussion to rework the way the voucher system is not working and please share situations where you are seeing this in play. Gabriel will be sending an email for Meaghan to forward to the Network asking probing questions about vouchers and their use.

*Network Meeting –* Next meeting will host Sarah Kenney from the Ingham County Health Department.

*Veterans –* Meeting met but no one was there but Legal services.

*City of Lansing –*

Doris will send out the resource about the program for rental assistance and housing.

Transitions to Success meeting will be meeting June 28. Mobile food pantry is the third Saturday at Abundant Grace Church. Kids Connect will be August 19 at the Lansing Center.

City has utility dollars available.

Doris will be submitting the action plan for the City and appreciates all the assistance.

June 30 is the end of the year reports and the CAPR report.

**Old Business**

None.

**New Business**

Patrick Patterson has accepted the position of Executive Director for MMRS. He will be continuing as Jessica’s designated person.

Stephanie introduced Lynn Weber she will be helping with Shelter monitoring for the entire state. Will make appoint to invite Lynn to the National Alliance training our CoC is doing.

Katrina motions to adjourn the meeting. Everyone seconds.

Meeting adjourned at 11:08 am