Capital Area Regional Housing Collaborative

Board Meeting Minutes

Tuesday, April 30, 2024

9:00 a.m. – 11:00 a.m. via Zoom

Board Members Present:

☒ Jennifer McMahon (Chair)	☒ Rawley Van Fossen	☒ Matt Apostle
☒ Nancy Oliver (Vice Chair)	☐ Kim Shirey	☒ Kim Coleman
☒ Rich Howard (Treasurer)	☒ Nickie Perera	☒ Rose Taphouse
☒ Brooke Hall (Secretary)	☐ Gabe Biber	☐ Dana Watson
☐ Sharon Dade	☐ Su A'lyn Holbrook	☐ Vacant Consumer Seat

Guests:

☒ Jami Garver	☒ Barb Kimmel	☐ Francesca Vitale
☒ Caroline Croom	☒ Aubrey Sitler	☒ Julie Thomas
☒ Susan Cancro	☒ Teri Looney	☐ Meghan Palma
☒ Toni Young	☒ Daniel Spencer	☐
☒ Doris Witherspoon	☒ Mark Criss	☐

Meeting called to order with review of the April 2024 agenda and March 2024 minutes. **Motion to approve the agenda as presented by R. Howard, seconded by N. Oliver and the minutes by N. Oliver, seconded by V. Perera; motion carried unanimously.**

Chair Report (J. McMahon)

- Reviewed YHDP timeline and recommended projects to put out for bid:
  - HUD TA and YHDP lead outlined proposals to the Board; no concerns raised and Board supports the hard work and recommendations of the group
  - **Motion to approve the procurement plan and timeline as presented and recommendations as presented by K. Coleman, seconded by R. Howard; motion carried unanimously**
  - **Motion to approve the CCP as presented and submit to HUD by R. Van Fossen, seconded by N. Oliver; motion carried unanimously**
- Current Collaborative Applicant, LHC, has resigned
  - As the Lead Agent, Child and Family will look at assuming this role with particular regard to addressing potential conflicts may arise; others noted that other communities manage this well, so could look at them to better determine best practices
- MSHDA NOFO
  - Requesting CoC members meet Tues mornings from 9-11 to work on the collaborative application; anyone interested or who has knowledge to lend to this process, is encouraged and welcomed to attend; Board supports this plan
- D. Spencer presented reimbursement activities for the MSHDA ESG 2nd Quarter
- HMIS report will be discussed in greater detail in the next CQI meeting on 5/9/24 at 10:00 am

Treasurer Report (R. Howard)

- Planning Grant updates:
  - Lead Agency proposal to be reviewed by the Finance Committee
  - J. MacMahon shared expenses related to YHDP; invoices being prepared to be submitted

- Finance Committee will be reviewing submitted ESG applicant scores and making recommendations to the Board for an electronic vote this Thursday, May 2, 2024; **Board members requested to submit votes by Friday, May 3, 2024 by 5:00 pm**

Special Populations Workgroup (R. Taphouse)

- Need for families to connect to available resources
- Looking at apps or platforms (e.g., Slack) to be used for resource allocation; would need someone or something to maintain this endeavor
- Membership to this workgroup has increased
- Continue conversations to define the charge for the group

New & Old Business

- HARA raising concerns with regard to CoC 14-day delay to administer shelter verification required for entry to the HCV wait list as it is causing delay in accessing available resources, thus unnecessarily extending homelessness
    - Barrier: delaying HCV sign up; contributing to the shelters continuously being full
    - Discussion surrounding the CoC decision to implement the rule
    - M. Criss: came from inappropriate use of emergency shelter to quickly obtain access to housing resources and resource saturation from non-Ingham County residents coming to the area to take resource
    - D. Witherspoon: wanted to confirm this is not a HUD requirement; Board confirmed
    - Suggestion: look at what other communities do to address this, look at addressing inappropriate use with the HARA as they arise, if policy is revoked, CoC members should track inappropriate use and discuss via CQI, discuss at Shelter Coordination meeting and make recommendation to the Board
    - **Board supports recommendation to discuss further within the Shelter Committee to then report back to the Board with recommendations**
- Note: CoC is looking for a consultant to help facilitate a review of the Bylaws for potential edits
- City of Lansing updates:
    - Reminder that the Lett's Warming Center is closing after tonight
    - Homelessness Study is waiting on final Mayoral approval

Motion to adjourn by R. Howard, seconded by M. Criss; carried unanimously and promptly adjourned. The next CRHC meeting is scheduled for June 25, 2024, beginning at 9:00am via Zoom.