Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, July 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	☐	Anna Colby
☒	Caroline Croom	☐	Mary Corrigan	☒	Julie Thomas
☒	Susan Cancro	☒	Teri Looney	☒	Lisa Bonney
☒	Toni Young	☒	Daniel Spencer	☒	Mary Corrigan
☒	Doris Witherspoon	☒	Mark Criss	☐	Kyle Graham

Meeting called to order with review of the July 2024 agenda and June 2024 minutes. **Motion to approve the agenda as presented by N. Oliver, seconded by R. Howard; carried unanimously. Motion to approve the minutes as presented by R. Van Fossen, seconded by K. Shirey; carried unanimously**

Chair Report (J. McMahon)

- MSHDA Application due this Friday
    - Reposted Street Outreach project and Life Boat was approved
    - Waiting on signatures and submission of budgets to City
    - **Motion to approve submission of the application with reported budgets by R. Van Fossen and seconded by K. Shirey; motion carried unanimously**
- MSHDA ESG Third Quarter
    - Haven House, Child and Family, and Advent House will need to provide CAPs; **motion for agencies to submit CAPs by 8/27/24 by N. Oliver and seconded by K. Shirey; motion carried unanimously**
    - **Motion to apply the 11% variance for all MSHDA SDP grants by N. Oliver, seconded by B. Hall; motion carried unanimously**
- HUD CoC Projects
    - Seeking applicants for the DV RRH project and PSH project
    - LHC CoC projects
        - Closing PSH 1&2; current residents will be transitioned into other permanent housing programs through LHC
        - Confirmed that S+C will be maintained
    - Will be hosting panel discussion with community in effort to seek new members/partners
    - Discussion about difficulty with high match requirements; LHC and CMH to complete MOU and identify CMH Medicaid service dollars that can be used for match

HUD Collaborative Applicant

- Transfer to C&F official

Network (N. Oliver)

- SOAR will be presenting at next meeting

HMIS (Haven House)

- Lisa Bonney joining as new Haven House Director; getting oriented to role; no new updates

CQI Committee (J. McMahon)

- Reviewed spend down on projects from 2023 data ('24 not yet available); underspending appears to be linked to transition of projects from agency to agency
- Creating performance and financial evaluation tool; will present to the Board

Membership Committee

- Hosting community event tomorrow; details above

Strategic Planning

- Goal to update Bylaws, policies, and procedures in Aug/Sept; looking at bringing in a consultant
    - Discussion about need for an RFP and associated interview process; limited time noted as primary barrier to full procurement of RFP process; Board members confirmed HUD will require procurement process
    - Suggestion to reach out to Dusty as a direct request to HUD via TA who can then bring in a consultant; Chair to reach out to Dusty for guidance

HARA Update (C. Croom)

- ESM CAP update: monies are committed
- MSHDA HCV wait list pause: HARA is reviewing names to determine updates to their assessments and potential connection with available resources/supports until MSHDA is able to update on HCV wait list status which may not come until the end of the calendar year

By Names/Case Consult (C. Croom)

- Request for members to join upcoming meeting to review policies/procedures

YHDP Report (J. McMahon)

- CCP part 2 submission: partner signatures have been obtained
    - **Motion to submit the application by N. Oliver, seconded by R. Howard; motion carried unanimously**

Shelter & Street Outreach (N. Oliver/S. Cancro)

- City of Lansing shared updates and information on Needs Assessment and next steps for the community; looking for meeting space for focus groups; R. Howard offered AARP space (downtown)

New & Old Business

- None

Meeting adjourned by CRHC Chair; the next CRHC meeting is scheduled for August 27, 2024, beginning at 9:00am via Zoom.