Capital Area Regional Housing Collaborative

Board Meeting Minutes

Tuesday, June 25, 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	☐ Meghan Palma
☒ Toni Young	☒ Daniel Spencer	☒ Mary Corrigan
☒ Doris Witherspoon	☐ Mark Criss	☒ Kyle Graham

Meeting called to order with review of the May 2024 agenda and April 2024 minutes. **Motion to approve the agenda as presented by N. Oliver, seconded by R. Howard and the minutes with a spelling correction of Vice Chair's last name by N. Oliver, seconded R. Taphouse; motion carried unanimously.**

City of Lansing (K. Coleman)

- Comprehensive Homelessness Strategic Plan
    - Anna Colby with Public Policy Associates selected to lead this initiative via an RFP
    - Reviewed Scope of Work & Timeline, which will be provided to the Board
    - Recommendation to pull in community partners who are participating in similar efforts
    - Questions should be routed to HRCS who will consult with Public Policy Associates, as appropriate

Treasurer Report (R. Howard)

- Reviewed Finance Committee recommendations for MSHDA ESG funds
    - Percentages primarily remained the same from previous fiscal year, with notable increase to Holy Cross to accommodate increase of volume of need
    - Recommendation to repost RFP for Street Outreach
    - Recommendation to determine a deadline to obtain information regarding capacity concerns with a strict deadline for material submission
    - **Motion to accept Finance Committee recommendations as proposed by K. Shirey and seconded by R. Taphouse; N. Perera, J. McMahon, N. Oliver, recused; motion carried unanimously.**
- Planning grant is starting to be spent down with the onboarding of the new CoC Coordinator

Chair Report (J. McMahon)

- MSHDA NOFA released
    - Most documents have already been submitted, but will review for any additional documents for awarded agencies; documents will need to be uploaded by August 2nd; Board encouraged to review and report back with any questions

- MSHDA spend down (D. Witherspoon)
    - Reviewing spending patterns; MSHDA grantees will need to spend remaining funds prior to the end of the current grant cycles to avoid returning needed monies to MSHDA; the City will submit monthly submissions from here to closely track funds
        - AHM is underspent because funds were recently moved and will be used for eviction prevention efforts
        - HMIS is also underspent; CAP was on hold pending discussion; Haven House not present at meeting to discuss; will need to approve this CAP by next Board meeting
- Reviewed Budget Amendment requests for Shelter Diversion projects from Child and Family Charities and Advent House Ministries
    - **Motion to accept amendments as requested by R. Howard, seconded by N. Oliver; motion carried unanimously**
- Collaborative Application transition from LHC to CFC is still in process; no updates at this time
- EVE no longer has the capacity to operate the RRH project; will be seeking a provider for these funds via RFP
- PSH 1 & 2 transition plan discussion; need to identify new lead agency

Network (N. Oliver)

- CAHP presented last month
- Lansing Empowerment Network presented on gun violence prevention

HMIS (Haven House)

- Need to evaluate and renew MOU with the new director

CQI Committee (J. McMahon)

- Recipients of HUD funds and/or Finance Committees invited to the upcoming CQI meeting to add to monitoring discussion

Membership Committee

- Continued need for a Chair

By Names/Case Consult

- Given lack of program openings, meetings were shifted to bi-weekly meetings, with a virtual place holder scheduled on the off-week to discuss openings should they arise in between

YHDP Report (J. McMahon)

- Projects to be uploaded by 71/24; completing goals, objectives, and actions steps for signature, board approval, and submission by early August
- Youth committee will meet monthly

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

- No June meeting due to holiday
- 14 day HCV rule continues to be discussed

New & Old Business

- HCV wait list opens July 11th

Motion to adjourn by R. Howard, seconded by K. Shirey; carried unanimously and promptly adjourned. The next CRHC meeting is scheduled for July 30, 2024, beginning at 9:00am via Zoom.