Capital Area Regional Housing Collaborative

Board Meeting Minutes

Tuesday, March 26, 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	☒ Greg Davis	☐ Julie Thomas
☒ Susan Cancro	☒ Teri Looney	☐ Meghan Palma
☒ Toni Young	☒ Daniel Spencer	☐ Veronica Daffin
☒ Doris Witherspoon	☒ Mark Criss	☐

Meeting called to order with review of the March 2024 agenda and February 2024 minutes. **Motion to approve the agenda as presented and the minutes with the edit to correct K. Coleman's attendance by K. Shirey, seconded by K. Coleman; motion carried unanimously.**

Finance/Chair Report (R. Howard)

- Review of the MSHDA and City ESG Grant Timeline Detail
  - Currently have 7 scorers but would like to have 8
  - Funding: have not yet received the funding allocations, but will adjust accordingly once those are released; CoC will need to determine how to move forward on the NOFO
  - If timeline acceptable, all documents will be ready to send out on Friday to the Treasurer
  - Q: Can the Board members who would be recipients of funds vote on the timeline? A: Yes
  - **Motion to adopt timeline as presented by K. Coleman; carried unanimously**
- Public notice RE: FY 24-25 ESG Funds: Board needs to determine how to distribute funds
  - City ESG Total: $163,434
    - Note: cannot allocate more than 60% of funds to Street Outreach and/or Shelter; last year was 57%
    - Reviewed the allocation of funds from previous fiscal year; Finance committee recommends fund distribution remain the same
    - **Motion to accept the Finance Committee recommendation to adopt allocation of City ESG funds as presented by D. Watson, seconded by G. Biber; V. Perera, T. Looney, N. Oliver all recused themselves; motion carried unanimously**
  - MSHDA allocation: $541,250
    - Note: minimum of 40% of allocation must be designated to the HARA via Homeless Prevention and Rapid Rehousing funds
    - Reviewed allocation of funds from previous fiscal year; Finance Committee recommends fund distribution remain the same

        - **Motion to accept the Finance Committee recommendation to adopt allocation of the MSHDA ESG funds by R. Taphouse, seconded by D. Watson; N. Oliver recused, N. Perera recused; motion carried unanimously**
    - Reviewed City-MSHDA ESG Application
        - HARA Application discussion: it has been helpful to have this, but unclear if they are part of the competition this year; historically they have submitted for informational purposes but not for competition, so will continue this practice
        - Point values remain the same
        - Additions:
            - agency's financial capacity as well as capacity to manage the programs have been separated to be clear that these are requests
            - VAWA compliance is a new requirement; applicants must have policies that align with the CRHC VAWA policy
        - Suggested edits:
            - Request to submit supporting documentation of participation in the CE process
            - Approval by either the Board of Directors Chair person or their designee
    - Lead Agency RFP
        - Review Committee: Rich, Rawley, Nickie; reviewed RFP from Child and Family Charities with no other applicants
        - Discussion about the Lead Agency's role in the upcoming NOFO; the terms of the contract are being determined and this topic will be included; send additional requests to the Lead Agency will be processed through the Finance Committee
        - **Motion for the Board approve Child and Family Charities to serve as Lead Agent and, if approved, to allow the Finance Committee to negotiate terms of the contract to remove conflict of interest with Child and Family staff serving on the Executive Committee by R. Howard, seconded by S. Dade; motion carries unanimously**

Network Committee Report (N. Oliver)

- Eviction Diversion presentation was really informative identifying successes and opportunities
- Peckham will be presenting next month
- Review SPMs FY 23 CRHC system performance measures
    - Note: the SPM is typically a requirement of the MSHDA application

HUD Collaborative Applicant (K. Shirey)

- HUD noted that the planning grant fund spending is slow; nothing has been spent, but now that there is a Lead Agency that should start to be drawn down
- PSH 1 & 2: confirmation from HUD that there will be no funding for these programs; current funds will end 8/31/24
    - LHC will be submitting a formal request to the Board to develop a plan to address the need for these programs; current costs are about $200,000; about 23 current recipients who will need support services; if funding is identified LHC will remain as Lead Agency
    - Potential to reapply in 2025 to renew funds is possible, but new programs may not be funded
    - Discussion about support from MHSDA: LHC currently looking to 'move up' individuals to their internal HCV program (may support 10 individuals); MSHDA does not have any other options available

- Board agrees that a workgroup to discuss and develop a plan forward would be helpful
  - City, Ingham County Housing Trust fund, MSHDA, Treasurers office, etc.
- Suggestion to relay to frontline staff who attend the Coordinated Entry Case Consultation to address individual needs

HMIS Report (G. Biber)

- No updates

Shelter Workgroup Report (N. Oliver/S. Cancro)

- No updates

Special Populations (R. Taphouse)

- Next meeting 4/26/24 at the Doctor Hallic center at 9am; will invite previous attendees and those who expressed interest

CQI (C. Croom)

- Executive Committee members working with C. Croom to get the meeting restarted; will be sending information out to the Network in the near future

Membership (Vacant Chair)

- Several organizations have not paid their dues; as the CRHC updates policies and procedures, 'member in good standing' will be clarified to include paid dues

Strategic Planning (Vacant Chair)

- On hold pending decision regarding hiring a consultant vs using HUD TA

HARA Report (S. Cancro)

- No updates

Coordinated Entry/By Names Committee (B. Hall)

- Process going smoothly; looking at addressing the needs for individuals who aren't rising to the CE process, but would still benefit from coordination amongst agencies

New & Old Business

- City of Lansing updates:
  - Agency identified to conduct a needs assessment; will be discussing the CoC's role in this process
  - Lett's ends 4/30/24
  - Doris: reminder MSHDA ESG grantees of email requesting feedback on how to use unallocated funds; however, update came through that these funds are no longer available
- LHC Update:
  - Reminder of LHC open wait list; waitlistcheck.com to see if individuals were selected; make sure contact information is up to date; received 3200 applications in 5 days
- Advent House noted their HUD rep reports they can move a one individual from one PSH to another
- CMH: 2 bedroom opening at Capitol Park

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