Capital Area Regional Housing Collaborative

Board Meeting Minutes

Tuesday, May 28, 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	☒ Anessa Kent-Johnson	☐ Julie Thomas
☒ Susan Cancro	☒ Teri Looney	☐ Meghan Palma
☐ Toni Young	☒ Daniel Spencer	☒ Mary Corrigan
☐ Doris Witherspoon	☒ Mark Criss	☐

Meeting called to order with review of the May 2024 agenda and April 2024 minutes. **Motion to approve the agenda as presented by K. Coleman, seconded by K. Shirey and the minutes by K. Coleman, seconded K. Shirey?; motion carried unanimously.**

Chair Report (J. McMahon)

- Welcomed new CoC Coordinator, Mary Corrigan
  - Email: maryk@childandfamily.org
- Review of MOA lead by R. Howard
- Review of Exhibit 1 draft with request for Board to review the following:
  - Section B on page 9 (measures, targets, priorities, and strategies)
  - Financial reporting; HCS, Homeless Angels, EVE, LHC need to report to complete this section
  - Section 5, B on page 16: currently do not have one entity overseeing HUD grant; described the tracking/report format that was developed by S. Dade, but noted that a formal policy needs to developed regarding performance monitoring and reporting
    - Discussion on appropriate committee to assign this to; recommendation to have a member of each group and each HUD recipient to meet to determine policy
  - Section 9, B: reviewed the reported numbers with them system redesign, showing a high volume of need in the community
    - Discussion regarding chronicity and ensuring those
  - Section B (page 22): review of SOAR trained staff; task: report back to Chair of any staff missing from the report
    - Suggestion to coordinate SOAR trained staff
- Collaborative Application
  - NOFO should be coming out sometime in the summer months
  - Need to identify a new Lead Agent; could be the CoC Lead Agency as the new applicant with support from HUD TA and Field Office providers
    - Discussion on plan to put out for bid or to have the CoC Lead Agency move forward as the applicant; HUD has indicated having Lead Agency as Collaborative Applicant is best

practice; **motion to support Child and Family Charities as the Collaborative Applicant for HUD by R. Van Fossen, seconded by K. Coleman; motion carried unanimously**

- Review of MSHDA Second Quarter CAPS:
    - AHM: Prevent funds budget amend to move $30,000 from staffing to rent assistance and Outreach
        - Working with 54 Eviction Court? Working primarily with LSSCM and Ulices occasionally
        - Q: Other sources to meet funding needs when grant is spent; A: yes
        - **Motion to approve Advent House CAPS by R. Howard and seconded by N. Perera; motion carried unanimously**
    - City of Lansing: will be spending more as staffing hours have increased
        - **Motion to approve by N. Olive, seconded by R. Taphouse; R. Van Fossen recused; motion carried unanimously**
    - Loaves and Fishes: will be spending additional amount on maintenance; on track to be spent by September
        - Other sources to meet funding needs when grant is spent; yes
        - **Motion to approve by N. Oliver and seconded by K. Shirey; motion carried unanimously**
    - Holy Cross Services: delay in processing that will be up to date this month
        - **Motion to approve by R. Howard, seconded by R. Taphouse; motion carried unanimously**
    - Haven House: reviewed CAP; however, reporting of expenditures is unclear and Haven House is not present to respond; MSHDA reported reimbursement to ESF indicating extension and associated delay; Board would like additional clarification from Haven House; **CAP status on hold**
- AHM ESM Prevention Budget amendment request approved by Board
- LHC PSH Project
    - HUD approved transfer to existing PSH slots or to LHC vouchers; Advent House and LHC to coordinate transfers

Treasurer Report (R. Howard)

- Looking for needs between now and September to spend down planning grant
    - Needs assessments are in process within other planning bodies that can be used to identify strategic plans
    - Look at hiring someone to train on grant writing
    - Assistance with HMIS data entry needs
    - Look at hiring a facilitator to update Bylaws; Board agrees that this is a priority; **motion to approve by K. Coleman, seconded by R. Howard; motion carried unanimously**
- Finance Committee ESG update
    - Would like to revamp the application process
    - Street Outreach had two agency applications and Committee sent a follow up question to both to gather clarification prior to making recommendation to the Board

Special Populations Workgroup (R. Taphouse)

- Participation in workgroup has increased; discussion about Walter French and other upcoming resources; continue to express need for centralized resource sharing

Network (N. Oliver)

- CAHP will be presenting at the June meeting

HMIS (Haven House)

- CoC Chair reached out to determine their interest in continuing as the Lead Agency as they determine a new Executive Director

CQI Committee (J. McMahon)

- Shared information about MSHDNA Dashboard Report
- Will establish report schedule
- Looking at performance reports in June
- Looking at establishing a HUD Collaborative workgroup; will be reaching out to members to participate

Membership Committee

- Continued need for a Chair

YHDP Report (J. McMahon)

- YHDP applications due by 5p today and will be sent to the review committee for review and follow up

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

- Update on 14 day HCV policy; appears our CoC is independent in holding this requirement and plan is to look out to other CoCs to determine how they navigate inappropriate use of shelter system to gain access to resources

New & Old Business

- CRM looking to add shelter location at Kalamazoo; will be reaching out for letters of support; should have a decision by November
- CMH shared called to action regarding proposed MDHHS change to the public mental health system
- HOME FQP to assist with development of single or multi development homes; information will be posted on the City website

Motion to adjourn by N. Oliver, seconded by J. McMahon; carried unanimously and promptly adjourned. The next CRHC meeting is scheduled for June 25, 2024, beginning at 9:00am via Zoom.