Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, October 22, 2024
9:00 a.m. – 11:00 a.m. via Teams

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)	☐	Vacant Board Seat	☒	Dana Watson
☐	Sharon Dade	☐	Su A'lyn Holbrook	☐	Vacant Consumer Seat

Guests:

☒	Jami Garver	☒	Mark Criss	☐	Anna Colby
☒	Taylor Hunter	☒	Tricia Braman	☒	Julie Thomas
☒	Susan Cancro	☒	Francesca Vitale	☐	
☒	Toni Young	☒	Daniel Spencer	☒	Mary Corrigan
☒	Doris Witherspoon	☐		☒	Sarah Kenney
☒	Erin Buitendorp	☒	Jessica Yorko	☒	Khadja Erickson

Meeting called to order with presentation by ICHD guests due to lack of quorum. Board later reviewed Oct 2024 agenda and Sept 2024 minutes; **motion to approve the minutes as written by K. Coleman and seconded by M. Apostle; motion carried unanimously.**

Chair Report (J. McMahon)

- NOFO updates:
    - Reminder to applicants to complete renewal applications and submit to ESNAPS by deadline, this Thursday, October 24, 2024
    - DV RRH project: letters of intent requested, one agency expressed intent but did not apply; however, it could be that EVE's capacity has improved and they have Board support to apply; CoC Board discussion surrounding support for a late submission from EVE as a way to preserve housing units for this population in our community
        - **Motion to accept late submission of application by EVE with plan to request ongoing support evaluation by the CoC Special Populations committee by K. Coleman, seconded by D. Watson; motion carried unanimously**
            - Concern noted regarding EVE's true capacity to be successful without TA or additional support from the CoC; LHC noted plans to support with quality control
    - Identify Early Childhood Education Partnerships
        - Lansing School District; Great Start Collaborative; ICHD Home Visiting Leadership; Head Start
        - Haven House and Homeless Angels noted to work with families, who may be able to identify partners
    - Collaborative application must be posted by Monday and will need a Board vote to post when ready; vote will occur electronically
- RISE intends to apply for the CoC Build NOFO, should they move forward, the Board will need to vote, which will occur electronically

- Family Reunification Vouchers (FUP) update: targeting families involved with CPS and/or foster care with being unhoused being the only barrier to reunification; MSHDA submitting an application for the State and requesting counties to indicated interest in signing on to their application; MOU in process between MSDHA, MDHHS, and the CoC; if approved, our community may receive 10-15 vouchers
- Total of five vacant Board seats, including the continued vacant consumer seat and the appointed MDHHS seat 1 appointed seat; nominations will be sent electronically and members will be requested to submit votes electronically as well

Finance Committee (J. McMahon)

- Working with HUD to better determine timeline to wrap up Sept expenses; update will be submitted to the Board when complete
- Reviewed Youth grant expenses, which will be submitted to the Board once access to the system is obtained

MSHDA & City ESG (D. Witherspoon)

- All MSHDA ESG & ESF programs were fully spent
    - Reviewed the submitted budget amendment for Haven House
- SDF expenditures reviewed
    - Advent House slightly underspent; CAP reviewed noting delay in spending while working toward clarifying new grant regulation; program is now on track
    - COL SDP is underspent administratively; CAP reviewed noting intent to increasing staffing time and they will continue to review monthly to determine if funds continue to be underspent in which case the City plans to offer funds to alternative grantees
    - **Motion to approve Corrective Action Plans as written by N. Oliver and seconded by D. Watson; motion carried unanimously**

HRCS HUD ESG (T. Young)

- Will have the first quarterly report available in Nov; contracts are in process and near completion; EVE's CAP is the only remaining item from the prior fiscal year, which should be submitted to the Board next week

HMIS (Haven House)

- Haven House representative not present for an update; Chair shared Haven House indicated potential for HMIS Lead Agent to change
- Matt Stephenson currently the only contact for HMIS needs
- HMIS training this Thursday, October, 24, 2024; anyone interested should reach out to Matt for more details

CQI Committee (J. McMahon)

- Noted need to determine a plan to collect data from City Rescue Mission
- Request for members to join the committee

Membership Committee (J. McMahon)

- Reminder to submit membership dues

Strategic Planning

- HUD TA has been granted and support will be focused on updating bylaws, policies and procedures, which will aid in developing strategic plan and overall restructuring efforts

YHDP Report (J. McMahon)

- Will be posting and hiring for positions to support efforts in the near future

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

- Continued discussion regarding 14-day shelter verification requirement to access the HCV wait list

New & Old Business

- **ICHD Project:** alternatives to encampment removal
    - Looking for partners to host community dialogue, focusing on person-centered, harm reduction approaches to address this complex challenge
    - Presented information on the role of the public health system overall, the health impact & outcomes of 'encampment sweeps', and alternative models to encampment sweeps
    - CoC suggested the ICHD team join the Shelter and Street Outreach Workgroup to continue planning and associated action efforts
- **City of Lansing Needs Assessment Update**: continuing efforts to ensure all parties are able to participating in focus groups; plan to have a report provided by November
    - Question if Haven House or others outside of Lansing are included; City confirmed they have been as well as Homeless Angels as both support Lansing community members
    - Note to provide information to neighboring County Commissioners to show their community members who utilize Lansing resources due to lacking resources in their community of origin
- **Upcoming Board meetings:**
    - November meeting is scheduled during the week of Thanksgiving, so Board needs to determine quorum; Coordinator to send electronic poll to determine attendance; will cancel if unable to meet quorum

Meeting adjourned by CRHC Chair; the next CRHC meeting is scheduled for November 26, 2024, beginning at 9:00am via Teams.