Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, September 24, 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
☒ Taylor Hunter	☒ Tricia Braman	☒ Julie Thomas
☒ Susan Cancro	☒ Teri Looney	☐ Lisa Bonney
☒ Toni Young	☒ Daniel Spencer	☒ Mary Corrigan
☒ Doris Witherspoon	☒ Mark Criss	☒ Meghan Palma

Meeting called to order with review of the Sept 2024 agenda and Aug 2024 minutes were not captured due to unplanned absence of Secretary. **Motion to approve the agenda as presented by K. Shirey, seconded by K. Coleman; motion carried unanimously.**

Chair Report (N. Oliver)

- Noted that August Board meeting minutes were not captured and members were unable to recover from memory; will be using AI to aid in capturing minutes moving forward
- HUD NOFO Reminder
    - Collaborative applicant meetings will be on Tuesdays, (Sept 10th &17th, Oct 1st, 8th, 15th, 22nd), from 9:00am – 11:00am via Teams; noted members will need to work on assigned areas
    - Advent House will be editing Coordinated Entry, HARA, and Street Outreach sections
    - RISE noted intent to apply for the CoC Build funds for SUD PSH program
    - Notice of Intent: no new agencies have submitted intent at this time; Loaves and Fishes intends to apply for the DV grant as a renewal, replacing the previous agency EVE
- FUP Vouchers coming to the community; target population is families working on reunification while experiencing homelessness; N. Oliver plans to attend informational meeting to gather more details to share with the CoC
- Annual Network Meeting in October
    - Board discussion to determine holding Annual Network meeting in-person vs virtually; members not only support in-person for this meeting, but would like to determine dissolution of virtual Network meetings altogether at a later meeting
    - **K. Shirey motions to hold the October Annual Network Meeting at the School District Wainwright location pending availability, seconded by K. Coleman; motion carries unanimously**
- Board meetings will continue to be held virtually pending further discussion; however, CRM confirmed available space in their conference room should the Board decide to move back to in-person meetings
- June 2023 Board Roster review
    - Noted that the expiration dates appear to be incorrect; Board confirmed Oct 2023 minutes reflected the correct changes to the Roster, but initial term dates are missing; R. Van Fossen

volunteered to work with M. Corrigan to gather this information; final Roster will be shared with members in preparation of upcoming elections

- Concern raised by S. Cancro regarding address of the resident agent for the State of Michigan Annual Report for Corporations Filing Division as it is currently listed at Advent House Ministries, but should be updated to reflect the current CoC Lead Agent, Child and Family Charities; **motion to update the address by R. Taphouse, seconded by K. Shirey; motion carries unanimously**

MSHDA & City ESG (D. Witherspoon)

- Haven House submitted budget amendment, which was supported by the CoC Board to spend down funds by end of the fiscal year; all other grantees are on track
- Quarterly reports are complete; $4100 leftover from EVE, which they plan to submit a CAP to spend within the next year; should have things wrapped up by mid-Oct

Network (N. Oliver)

- Sept meeting was cancelled; Oct meeting will follow previous Annual Network meeting formats with special attention given to Board elections

HMIS (Haven House)

- No updates

CQI Committee (J. McMahon)

- Upcoming meeting this Thursday, with focus on HUD NOFO and pulling data elements; all are welcome to join and encouraged to attend if available

Membership Committee

- Continues to be inactive with no Chair

Strategic Planning

- Continues to be inactive with no Chair
- Rose may volunteer to Chair, pending further assessment of her availability
- HUD TA has been requested via the HUD Field Office with no response to date; CoC Chair will continue efforts to secure TA

HARA Update (Tricia Braman)

- Pulling for Walter French with hopeful move-ins by Nov 1st

YHDP Report (J. McMahon)

- Youth Subcommittee reconvening in January
- R. Taphouse shared that the community is already feeling a positive impact with the rise of new youth groups

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

- 14-day rule to receive shelter verification continues to be discussed; recommendation is to keep the rule in place at least until additional information on best practices are determined; concern remains that individuals will misuse the shelter system to access limited resources

New & Old Business

- Note of high volumes of families experiencing homelessness outside of the shelter system, primarily in vehicles; HCS noted families are not showing up for intakes because they are seeking hoteling rather than shelter; HARA and Street Outreach working to engage these community members to connect to resources and supports
- City of Lansing Homelessness Study has been going well; will share a status report by the next Board meeting

Meeting adjourned by CRHC Vice Chair; the next CRHC meeting is scheduled for October 29, 2024, beginning at 9:00am via in-person (hybrid option may be available) at a location TBD.