Capital Region Housing Collaborative

June 29, 2021 Board Meeting

Zoom

Board Members: Susan Cancro, Chair, Advent House, Mark Criss, Vice Chair, City Rescue Mission, Rawley Van Fossen, Treasurer, Capital Area Housing Partnership, Gabriel Biber, Haven House, Sharon Dade, Holy Cross, Thomas Woods, Loaves & Fishes, Veronica (Nickie) Perera, Legal Services of South Central Michigan, Rich Howard, The Davies Project, Rose Taphouse, Lansing School District, Jennifer McMahon, Child & Family Charities, Su'Alyn Holbrook, MDHHS, Vacant, ICHD, Katrina Urista, City of Lansing, Lucretia Stevenson, Consumer Representative

Agenda:

A. Call Meeting to Order
B. Recommended Actions/Routine Matters
   All Matters listed under the Consent Agenda are considered routine in nature and will be approved by one blanket motion. Prior to approval, if there is discussion or needed clarification, item will be moved out to Business section to be discussed.
   a. May Board meeting minutes
   b. Acceptance of all Meeting updates (see paragraph summary)
   c. Attached EHV MOU for informational purposes
C. CQI recommendations requiring Board Action
D. Chair Report, Susan Cancro
E. Old Business
   a. HUD Audit Report from City of Lansing
      i. Old (waiting on a response)
      ii. New (recent Audit)
F. New Business
   a. CRHC Administrative
   b. Strategic Planning SWOT, July 20, 10:30 am
   c. CERA report
   d. Isolation Quarantine Letter
G. Close of Meeting

Capital Region Housing Collaborative
May 25, 2021 Board Meeting Minutes

Board Members: Susan Cancro, Chair, Advent House, Mark Criss, Vice Chair, City Rescue Mission, Rawley Van Fossen, Treasurer, Capital Area Housing Partnership, Gabriel Biber, Haven House, Sharon Dade, Holy Cross, Thomas Woods, Loaves & Fishes, Veronica (Nickie) Perera, Legal Services of South Central Michigan, Rich Howard, The Davies Project, Rose Taphouse, Lansing School District, Jennifer McMahon, Child & Family Charities, Su'Alyn Holbrook, MDHHS, Vacant, ICHD, Katrina Urista, City of Lansing, Lucretia Stevenson, Consumer Representative, Open Seat

Attendance: Teri Looney, EVE, Rich Howard, Davies Project, Rose Taphouse, Lansing School District, Rebecca Meszaros, MDHHS, Veronica Perrera, Legal Services of South Central Michigan, Doris Witherspoon, City of Lansing, Jennifer Burnette, Lansing Housing Commission, Mark Criss, City Rescue Mission, Maureen Nagy, Advent House, Rawley Van Fossen, Capital Area Housing Partnership, Toni Young, City of Lansing, Doug Fleming, Lansing Housing Commission, Gabriel Biber, Haven House, Susan Cancro, Chair, Advent House, Jennifer McMahon, Child & Family Charities, Sharon Dade, Holy Cross, Katrina Urista, City of Lansing, Pat Irvine, Salvation Army

Absent: Thomas Woods, Loaves & Fishes

Call to Order: Meeting was called to order at 9:04 am

Recognize New Board Members: Rich Howard, The Davies Project & Veronica (Nickie) Perrera

Consent Agenda: *Gabriel Biber moves to accept the consent agenda. Rose seconds. Noting that next time the City submits an ESG report it will provide narrative. All in Favor. None opposed.*

Chair Report: Please return the conflict of interest forms to Meaghan as soon as possible. There is a lot of money coming into the area. Discussions regarding how to spend down the dollars. Potential for 125-160 vouchers in the area. Please be thinking about October and the transition on the Board.

Strategic Planning Report: The Committee is currently working on updating the 19-21 plan and will soon begin developing the next three year plan. There will be a SWOT analysis and a GAPS analysis conducted at the June Strategic Planning Meeting. Please attend.

HUD Audit Report: Per Katrina Urista at the City of Lansing, there are no results from the HUD visit this week. Expecting a report in the next 60 days and will share. Monitoring was previously program focused, was more accounting focused this time. More standards across the program. This discussion will be brought to the Board.

Emergency Housing Vouchers presentation: Doug Fleming & Jennifer Burnette shared a powerpoint on the process, requirements and expectations. LHC is asking to partner with the CoC to determine targets for vouchers, obtain referrals from the CE and qualify voucher holders. An MOU will be required of the CE and the COC with Lansing Housing Commission. Suggestion to create a committee to move the EHV forward. *Rawley Van Fossen motions fot the COC to enter into an MOU with the Lansing Housing Commission, designating the HARA as the COC Liaison, with the intention that it will grow and adjustments will be made. Rose Taphouse seconds. A motion was made to form a committee to iron out the voucher process. All in Favor. None opposed.* LHC will work on a draft MOU and get copies over to COC and HARA.

New Business: Discussion about MIOSHA rules regarding masks. Possibility of moving back to meeting in person beginning in October. Will discuss more in June.

Announcements: Rose taphouse shares that the Lansing School District will get American Recovery Act Funds. $300 - $400K likely.

Adjournment: Mark Criss makes a motion to Adjourn at 10:24am. Rose Taphouse seconds. All in Favor. None opposed.

Network Meeting Summary

Randy Barton, City Rescue Mission of Lansing, presented at the June meeting.

Month	Presenter	Attendance
March	Haven House	53
April	Advent House	49
May	ICHD	47
June	City Rescue Mission	49
July	Joan Nelson, Allen Neighborhood	
August	TBD	
September	TBD	
October	Annual Meeting	

Please submit any speaker ideas to the CRHC Coordinator.

Strategic Planning meeting Summary
June 15, 2021

The Committee determined to hold the SWOT analysis in July. 7/20/21 at 10:30 – virtual or in person?

Created draft plan to develop a Strategic Plan by Dec 2021.

Discussed how that might be conducted. Discussion held regarding redirecting ESG-CV funds to support the EHV process. Discussed landlord incentives, using Facebook page/similar page to post vacancies, populations not being served well with current resources, need for enhanced case management to assist those who need more help locating housing such as prisoner re-entry population, sex trafficking survivors, doubled-up families, refugees, etc. Discussed coordinating thrift stores for household goods, sharing PBV and PSH openings more efficiently. County Treasurer raised concerns to CMH about people in housing crises who are in mild to moderate range of mental health status.

Next step – AHM, HCS & CMH will meet to discuss need for supportive services/case management for this group to bridge gaps (not CMH eligible). Then will meet with County.

Next Step – Ask Thrift Stores to coordinate supplies for housing and moving goods.

Memorandum of Understanding

This Memorandum of Understanding (MOU) has been created and entered on

June 24, 2021

Lansing Housing Commission (LHC)
419 Cherry Street
Lansing, MI 48933

Capital Region Housing Collaborative
743 N. Martin Luther King Blvd.
Lansing, MI 48915

I. Introduction and Goals

LHC and Capital Region Housing Collaborative are committed to administering the EHV's in accordance with all program requirements.

LHC's goals and standards in administering the program include:

- Issue 80% of 32 issued vouchers within 90 days of program start.
- Issue the remaining 30% within 120 days of program start.
- Lease 50% within 4 months of voucher issuance
- Lease remaining vouchers within 6 months of voucher issuance
- Reissue vouchers within 30 days of availability
- Rehouse eligible voucher holders within 90 days of vacating unit
- 75% of issued voucher remain stably housed with an EHV for first year of tenancy. It is definitely measurable.

LHC EHV liaison:	Name: Kim Shirey Director of Housing Programs	
	Email: kims@lanshc.org	Phone: 517-487-0242
CoC/LPB EHV liaison:	Name: Susan Cancro	
	Email: secancro@adventhouse.com	Phone: 517-485-2837
Housing Agent EHV liaison:	Name: Erik Soderberg	
	Email: erik@becka.us	Phone: 517-669-9706 ext. 2415

Service Provider EHV liaison:	Name: Sharon Dade, Director New Hope Community Center, Holy Cross Services	
	Email: sdade@hccsnet.org	Phone: 517-202-3504

II. Define the populations eligible for EHV assistance to be referred by CoC.

Ingham County EHV Prioritization Plan

Eligible populations as defined in PIH notice 2021-12 with a higher preference placed on the following groups which will be homeless, at risk of homelessness, recently homeless, or fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking:

Prioritization Plan

1. Ingham County's prioritization plan is focused on reaching persons in our community that have not been historically served by Homeless Choice Vouchers (formerly Section 8 vouchers). Within the categories listed below, households demonstrating lack of long-term sustainable income within the prioritized categories below will qualify for the EHV waitlist. Lack of long-term sustainable income is defined as: a) individuals or households with persons receiving Social Security Disability payments as the primary source of income; b) Individuals or households with persons with evidence of a long-term disabling condition that may not yet be receiving SSI; or individuals or households with persons with evidence of long-term loss of income without the ability to continue employment.

Prioritized Categories Include:

- Doubled up households without long-term sustainable income.
- Families in Rapid Rehousing programs without long-term sustainable income.
- Sex-offenders returning to the community that are homeless without long-term sustainable income.
- Doubled up Individuals under the age of 26 in jail or prison diversion programs, without long-term sustainable income.
- Individuals with criminal sexual conduct convictions that are not required to be on a lifetime registry without long-term sustainable income.
- Families with children, where the head of household is under 26 years of age without long-term sustainable income.
- Refugees without long-term sustainable income
- Families with children that are households of 8 or more people without long-term sustainable income.
- Individuals exiting from a treatment facility, that have exceeded 90 days stay, without long-term sustainable income.
- Victims of human trafficking without long-term sustainable income

Process of Prioritization:

1. The EHV waitlists for Ingham County will be limited to 100 people in total.

a. Respectively, 46 names on Lansing Housing Commission's waitlist for 32 vouchers
b. Respectively, 54 names on MSHDA's waitlist for 37 vouchers

2. A process of random selection will determine the order in which names are added to the respective waitlists.
3. Ingham County is committed to assist those that were not selected to go on the waitlist through other available housing resources for which they are eligible.
4. Waitlists will be evaluated every 3 months from date names were pulled from the list to ensure vouchers receive maximum utilization.

Partnerships MOUs with the following Community Resources:

- Capital Area Housing Partnership (CAHP), Housing Counseling agency offering rental counseling, wealth, and credit building services. for persons pulled from the EHV list.
- St Vincent Catholic Charities and Refugee Development CSVCC and RDC offer EHV referrals and translation and interpretation services at a cost.
- Advancement Corporation: Provide referrals. Assist with documentation, housing search and supportive services.
- North West Initiative offering EHV referral; can assist with housing search and support services.
- City Rescue Mission offering to provide referrals. Assist with documentation, housing search and supportive services.
- Community Mental Health (CMH) offering to provide referrals. Assist with documentation, , housing search. Provide mental health case management.
- Advent House Ministries (AHM)is offering to provide referrals. Assist with documentation, housing search, and supportive services.
- Child and Family Charities is offering to provide referrals. Assist with documentation, housing search, and supportive services.
- House of Promise is offering referrals and case management to victims of sex trafficking.

III. Services to be provided to eligible EHV families

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals andapplications for assistance, while aiding households in addressing barriers.

2. Partnering service providers will support LHCs in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetingswith the PHA.

3. Ingham county Housing Assessment Agency (HARA) will establish windows of time for EHV applicants to complete intake interviewsfor EHV.

4. Partnering service providers will provide housing search assistance for eligibleindividuals and families.

5. Partnering service providers will provide counseling on compliance with rental lease requirements.

6. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.

7. Partnering service providers will assess and refer individuals and families to benefits andsupportive services, where applicable.

8. Partnering service providers will access and refer individuals and families to benefits and supportive services where applicable.

9. LHC, HARA, and service providers will conduct owner outreach, and recruitment.

IV. LHC Roles and Responsibilities

1. Coordinate and consult with the CoC in developing the services and assistance to beoffered under the EHV services fee.

2. Accept direct referrals for eligible individuals and families through the CoC CoordinatedEntry System.

3. Commit staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timelymanner.

4. Commit staff and resources to ensure that inspections of units arecompleted in a timely manner.

5. Designate a staff to serve as the lead EHV liaison.

6. Comply with the provisions of this MOU.

V. CoC Roles and Responsibilities

1. Designate and maintain a lead EHV liaison to communicate with LHC.

2. Refer eligible individuals and families to PHA using the community's coordinated entrysystem.

3. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to LHC (i.e. self-certifications,birth certificate, social security card, etc.).

4. Attend EHV participant briefings when needed.

5. Assess all households referred for EHV for mainstream benefits and supportive servicesavailable to support eligible individuals and families through their transition.

6. Identify and provide supportive services to EHV families. (While EHV participants arenot required to participate in services, the CoC should assure that services are available and accessible.)

7. Secure funds for the required security deposit through community partners.

8. Conduct owner outreach and recruitment to ensure an adequate pool of rental units are available to suppose eligible households.

9. Comply with the provisions of this MOU.

1. Housing Search Entity Roles Responsibilities Attend initial meetings regarding the startup of the EHVs in the county or counties within assigned areas of the State.

2. Designate and maintain a lead EHV liaison to communicate with LHC, CoC/LPB and/or referring service agency.

3. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.

4. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.

5. Pull names from the EHV waiting lists once populated by the HARA.

6. Collaborate with partners throughout the review and approval of EHV.

7. Coordinate EHV briefings with the referring service provider to ensure the applicant's understanding of the EHV requirements and the importance of continued contact with the assigned Housing Agent and referring service provider.

8. Conduct owner outreach and recruitment to ensure an adequate pool of rental units are available for individuals and families. This includes contacting current owners to inquire about availability of current units.

9. Employ the HUD COVID-19 waivers adopted by MSHDA to expedite the lease-up process.

10. Comply with the provisions of this MOU

VII. Program Evaluation

LHC, and CoC or designated CoC recipient agree to cooperate with HUD, provide requesteddata to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Signed by

Douglas E. Stemmy 6/24/21

Executive Director, PHA Date

06/24/2021

SUSAN E. CANCRO
CoC CHAIR

CoC Executive Director Date

06-24-2021

Service Provider Director Sharon Dade, NHCC Director Holy Cross Services Date

Director of Housing Search Agent Date

Capital Region Housing Collaborative (CRHC)
Continuous Quality Improvement (CQI) Committee

June 2021 Committee Report to the Board of Directors
Next CQI meeting: August 12, 2021

In June, CQI committee members further discussed the recommendation made to the CRHC Board in March 2021. (See below for recommendation) The primary purpose is to 'Establish a single, centralized CoC-wide priority list with all known homeless persons throughout the CoC.'

Recommend action from the Board:

To appoint a Chair to coordinate the By Name Committee.
To create a By Name Committee that will consist of two phases.

Phase one: In which the committee is created, developed and begins to meet weekly.
Phase two: In which the Coordinated Entry assumes leadership of the By Names Committee.

Phase One:

Who should attend:

One Representative from each shelter
One representative from each Outreach team
Community Mental Health
McKinney Vento Representative
Youth Homeless Worker
CE Agency
PSH Provider
RRH Provider
Any other interested parties

Weekly meetings are recommended. Same time and day each week.

Priorities should be set based on Housing Barriers, not VI-SPDAT.

The CQI committee is recommending that the By Name Committee engage HUD Technical Assistance in the creation and development of priorities and best practices.

Phase Two:

Coordinated Entry assumes leadership. Meetings may become Bi-weekly.

March 2021 Committee Report to the Board of Directors

In March, CQI committee members continued research and discussion of existing and prospective by-name service prioritization mechanisms, tools, and processes. Maureen Nagy provided material from a HUD housing conference session on the topic, which included the following items as "strongly recommended:"

1. Establish a single, centralized CoC-wide priority list with all known homeless persons throughout the CoC.
2. Translate assessment data into a priority result. A separate prioritization tool often duplicates much of the same information collected during assessment.
3. Identify a prioritizing entity who will be responsible for determining the level of priority for each household requesting assistance through coordinated entry.
4. Number of households on priority list should be controlled to roughly equal the number of service slots/housing openings expected to become available over a defined period of time (e.g. 30, 60, or 90 days).
5. Establish policies for periodically purging the priority list of names of people who have moved out of the jurisdiction, can no longer be located, or have self-resolved and no longer require CoC assistance.

At the March meeting, we revisited the draft task assignations and questions we had developed in February specifically to address the request from the board to assess the need for, feasibility of, and/or proposed solutions to implement, a by-name service prioritization list. In light of the recent and very significant stakeholder divestment of the VI-SPDAT as part of accepted methodology (see https://www.orgcode.com/messagevispdat for details), it appears that MSHDA will encourage communities to self-determine what service prioritization tool(s) are best suited to serve those communities. The committee has developed a list of questions and potential role assignments to guide reform of current prioritization practices, which will be further developed into a proposal at the April committee meeting. It is expected that any such reform, to be successful, will require the commitment of the CRHC and its member agencies, as well as other community members and partner organizations.

Based the above information, the committee is preparing to make a related recommendation to the board in April. At this time it appears that a continuum-wide sharing of effort to implement an integrated coordinated entry process for multiple services will need to coincide with the selection or development of a service prioritization index to supplant the VI-SPDAT. All interested parties are welcome to attend the next meeting which will be held remotely at 1:00 PM on Thursday, April 8.

Administrative Business

1. Open Board Seat

   Two options:

   One:

June 25 – Teri Looney Resigns (seat ends 9/30/2021)

June 29 – Board posts open position, with email to Network

July 10 - Nominations for open seat due to CRHC Coordinator

July 15 – Network Introduction to Candidates, Members Vote

July 27 – Board Seats new member, whose seat expires 9/30/2021

   Two:

Leave the position open until September Board meeting when four total seats (including this one) will be vacant and up for re-election.

September 1 – Email to Network regarding four open Board Seats

September 13 – Nominations for open seats due to CRHC Coordinator

September 16 – Network introduction to candidates, Members Vote

September 28 – Board seats four members whose seats expire 9/30/2023

CERA Grant

Acct# 8671018843

January 1, 2021 thru December 31, 2021	BUDGET	Week of:	5-Apr-21	12-Apr-21	19-Apr-21	26-Apr-21	3-May-21	10-May-21	17-May-21	24-May-21	1-Jun-21	7-Jun-21	14-Jun-21	21-Jun-21	28-Jun-21	6-Jul-21	12-Jul-21	EXPENDED	AVAILABLE BALANCE
Advent House	V012086	**ADVANCE $425K**																$425,000.00	
Admin 961600	81,850.00			6,976.06					2,595.30		3,175.82							12,747.18	69,102.82
Supportive Svs/Case Mgt 961744	620,052.00			24,840.14					38,336.21		46,646.16							109,822.51	510,229.49
Financial Asst 961748	5,786,279.50			195,201.81	138,561.48	214,460.59	230,319.69	0.00	412,202.98	425,988.82	313,448.82	177,473.29	359,971.36	480,148.76	0.00	0.00	0.00	2,947,777.60	2,838,501.90
Rental Assist					118,015.04	181,675.31	187,933.27		336,833.03	338,887.25	250,584.66	144,921.66	297,108.76	388,419.55					
Utilities					19,046.44	29,485.28	39,386.42		67,569.95	78,701.57	56,264.16	28,351.63	57,462.60	83,029.21					
Internet					1,500.00	3,300.00	3,000.00		7,800.00	8,400.00	6,600.00	4,200.00	5,400.00	8,700.00					
TOTAL			0.00	227,018.01	138,561.48	214,460.59	230,319.69	0.00	453,134.49	425,988.82	363,270.80	177,473.29	359,971.36	480,148.76	0.00	0.00	0.00		
CAHP	V009456	**ADVANCE $425K**																$425,000.00	
Admin 961600	90,990.00			30,436.14	3,239.51	739.89	1,430.25	1,353.15	564.13	437.91	2,982.35	4,794.43	580.50					46,558.26	44,431.74
Supportive Svs/Case Mgt 961744	614,562.40			10,640.86	17,081.28		18,242.59	1,597.00	19,773.86	878.71	21,169.39	609.11	25,611.23	2,003.47				117,607.50	496,954.90
Financial Asst 961748	5,786,279.50		0.00	513,575.76	380,249.10	343,660.43	258,451.46	116,750.94	496,788.82	406,449.97	241,480.98	340,225.47	435,031.56	502,081.17	0.00	0.00	0.00	4,034,745.66	1,751,533.84
Rental Assist					317,904.10	275,309.38	190,409.74	89,671.65	395,872.31	313,325.96	194,029.83	268,226.87	352,876.96	386,433.29					
Utilities					57,545.00	62,051.05	60,241.72	23,479.29	88,016.51	83,224.01	42,651.15	64,798.60	72,254.60	102,147.88					
Internet					4,800.00	6,300.00	7,800.00	3,600.00	12,900.00	9,900.00	4,800.00	7,200.00	9,900.00	13,500.00					
TOTAL			0.00	554,652.76	400,569.89	344,400.32	278,124.30	119,701.09	517,126.81	407,766.59	265,632.72	345,629.01	461,223.29	504,084.64	0.00	0.00	0.00		
Holy Cross Services	V010583	**ADVANCE $150K**																$150,000.00	
Admin 961600	81,850.00		0.00	0.00	0.00	905.89												905.89	80,944.11
Supportive Svs/Case Mgt 961744	415,025.60					7,914.51												7,914.51	407,111.09
						8,820.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
City of Lansing																			
Admin 741600	142,176.50				2,430.00	1,680.00	645.00	2,429.79	900.00	1,200.00	2,049.30	1,170.00	2,079.30	2,019.00				11,334.09	130,842.41
Loan Org. Fees	73,820.50		68,820.50				1,075.58			1,614.73								71,510.81	2,309.69
Reserve Admin	352,759.00	Using Reserve $ requires budget change																	
Reserve Supportive Svs/Case Mgt	271,735.00	Using Reserve $ requires budget change																	
	Cummulative Budget	MSHDA Contract									Current Balances							8,360,924.01	6,331,961.99

Ingham County Health Department

Linda S. Vail, MPA, Health Officer

Date: **June 11, 2021**

To: **Area shelters and other community partners**

From: **Adenike Shoyinka, MD, MPH**
Medical Director
Ingham County Health Department

RE: **Hotel Isolation/Quarantine supports**

Since March 2020, the Ingham County Health Department (ICHD) has collaborated with area shelters and other community partners to house individuals who needed to isolate or quarantine as a result of COVID-19. During that time, we have placed over 200 individuals in an area hotel to provide them with a safe space in order to keep our shelters and other community partners healthy.

As our community continues to see a downward trend of positive cases and the vaccine is readily available, the hotel placements and supports available through ICHD are ending. **The hoteling services that were provided by our Isolation and Quarantine team will end July 1, 2021.** Referrals received prior to that date will be able to complete their time with us in the hotel program (most often 10 days from positive test date or exposure date).

Moving forward, ICHD recommends the following points to consider:

1. Encourage both staff and residents to get vaccinated. Please email ICHD at covidvaccine@ingham.org, or leave a message at 517-887-4623 for more information.

2. Fully vaccinated people should continue to wear a well-fitted mask in both correctional facilities and homeless shelters.

3. Prevention measures are still recommended for unvaccinated people. This includes things like mask wearing and social distancing, and additional guidance is provided here from CDC.

4. Identify a private space where an individual could isolate or quarantine if needed.

5. Determine your process for notifying ICHD when you do get future positive cases.

Thank you for your continued partnership during this time. We look forward to future collaborative efforts between our organizations.

Sincerely,

5303 S. Cedar Street • P.O. Box 30161 • Lansing, MI 48909-7661 • P: 517-887-4311 • F: 517-887-4310
hd.ingham.org • Ingham County is an Equal Opportunity Employer.

Adenike Shoyinka MD MPH

Medical Director
Public Health Services
Ingham County Health Department