Capital Region Housing Collaborative
October 25, 2022 Board Meeting
Via Zoom

Agenda: * (asterisk) indicates a vote is required.

A. Call Meeting to Order

B. Meeting Minutes
   a. September 2022 meeting minutes

C. Chair Report (Rawley Van Fossen)
   a. Reporting out tool for the Board of Directors/Membership

D. Treasurer Report (Rich Howard)

E. Committee & Ad Hoc Workgroup updates
   a. Executive Committee (Rawley Van Fossen)

   b. Finance Committee (Rich Howard)
      i. Account transition
      ii. FY23 Budget – November meeting
      iii. Fiduciary Updates
         1. City of Lansing HRCS: City ESG/CV; CERA
         2. City of Lansing Dev & Planning: MSHDA ESG/CV
         3. Direct Sub-Recipients: HUD CoC

   a. Network Committee (Veronica Perera)
      i. Vacant Board Seats
         • 1 general member; 1 appointed by Ingham Co. Commission
      ii. November 2022: MDHHS
      iii. December 2022: No meeting

   b. CQI Committee/Strategic Planning Committee

   c. Membership Committee
      i. Dues update at November meeting.

   d. By Names/Coordinated Entry System Committee Ad-Hoc (Maureen Nagy & Brooke Hall)

   e. Shelter Ad-Hoc (Nancy Oliver)

   f. Diversity Equity/MICAH Ad-Hoc (Jennifer McMahon)

   g. Veterans Ad-Hoc (Rose Taphouse)

F. Critical Partner Reports
   a. Street Outreach (Advent House)
   b. HARA & Prevention Resources

G. Old & New Business
   a. City of Lansing HOME ARP Public Hearing

H. Adjourn

CRHC BOARD OF DIRECTORS MEETING OF 9-27-22

PRESENT:

Board Members:

Rich Howard, Gabriel Biber, Rose Taphouse, Rebecca Meszaros, Brooke Hall, Kim Shirey, Sharon Dade, Barb Kimmel, Toni Young, Mark Criss, Jennifer McMahon, Nancy Oliver, Diane [Singleton?], Veronica Perera, Susan Cancro

Guest:

Maureen Nagy

MINUTES:

A. **Call to order 9:07 AM**

B. Consent agenda including August minutes: **Motion to approve by Susan, seconded by Kim Shirey. No discussion. Passes unanimously.**

C. Chair Report

   a. Board members: Mark's term is ending.

   b. Officers:

      i. Gabe and Mark stepping down as officers

      ii. Gabe nominates Brooke Hall (CMHA-CEI) for Secretary and Mark nominates Rich Howard (Davies Project) for Treasurer

      iii. Motion to approve nominations: Motion to approve Brooke Hall (CMHA-CEI) for Secretary and Mark nominates Rich Howard (Davies Project) for Treasurer by Gabe, seconded by Nancy. No discussion. Passes unanimously.

D. Committee

   a. Executive Committee

      i. Transition Update: S&D Consultants

         1. Sharon: November 1 transition on schedule for HMIS
         2. Barb: MSHDA fiduciary service functioning

3. Sharon: HUD Collaborative Applicant

    a. Moved by Nancy second by Rose: **Motion to approve HUD funding ranking as recommended by finance committee, including PSH to be submitted as a reallocation project.** Discussion: will increase services to youth in the community. **Passes unanimously. (Abstain: Jennifer)**

    b. Moved by Rich second by Susan: **Motion to approve FY22 NOFO to serve FY23-24**. Discussion: Jennifer: applications are still coming up as City of Lansing. Sharon: Collaborative applicant in transition. HUD is informed of transfer of planning grant, that is in progress. LHC rep Kim Shirey and City of Lansing reps Toni Young and Matt Stevenson are collaborating to facilitate transition. Actual submission may be made by City of Lansing. **Passes unanimously. (Abstain: Jennifer)**

4. City of Lansing ESG-CV

    a. Budget amendments based on extension presented via Teams to board members

        i. Sharon introduced document

        ii. Gabriel provided update of intended Haven House use of ESG-CV funding.

        iii. Toni summarized purpose of document

        iv. Motion to approve by Nancy, seconded by Kim Shirey: ESG-CV grant approval of spending period extension to 9-30-2023 and budget as amended and presented. No discussion. Passes unanimously.

b. Shelter Coordination Workgroup

    i. Nancy working with shelter providers and other CRHC members to meet need in the community.

c. Network Committee

   i. City of Lansing promoted HOME funding opportunity for unsheltered and unserved populations.

   ii. Next meeting will include CMH presentation

   iii. Discussion of whether or when Network Committee would resume in-person meetings whether at Advent House or some other location, considering potential for ongoing virtual access including hybrid options

      1. Rose: Lansing School District may be able to host at district facilities (Rawley encouraged Rose to inquire on behalf of CRHC)

      2. Kim: consider quarterly in person?

      3. Rich: there may be better attendance using remote, but in person has benefits. Consider every other month alternate in-person and remote.

      4. Brooke: working with congregate settings, last two fall and winter seasons staffing issues and illness concerns, consider waiting until later before in-person is more specifically considered?

      5. Rawley: October Network Committee will meet remotely; discussion will continue. Hannah Community Center, Foster Community Center, and other options may be on the table.

d. CQI Committee: no update

e. Strategic Planning Committee: no update

f. Membership Committee:

   i. Rich: thanks to those who assisted in inviting guests to attend new member recruitment event, and thanks to those who attended. Event included Rawley and Sharon presenting on benefits of paid membership. United Way of South Central Michigan (formerly Capital Area United Way), Capital Area Michigan Works, City of East Lansing, Christo Rey, and Refugee Development Center indicated plans to join. Salvation Army, Volunteers of America, and District Court diversion were also represented. Successful use of funds for recruitment

purposes.

g. By Names / Coordinated Entry System ad hoc Committee

    i. Brooke: Met with Dusty to orient to Lansing-Ingham CoC. Dusty is doing research to prepare for technical assistance and will brief the Executive Committee in October.

h. Diversity / Equity MCAH ad hoc Committee

    i. Multiple work sessions have occurred.

    ii. Jennifer: we as a CoC need to note how labor intensive meeting these benchmarks are. Meetings will resume in October, were paused based on CoC capacity while CoC manages HUD-related transition items. Additional co-facilitators would be helpful.

i. Veterans Committee: no update.

E. Old and New Business

a. Street Outreach Update: Susan: increase in number of individuals unsheltered, particularly those ages 60+, and aged 18-24. Families also experiencing homelessness including children under age five. General discussion ensued, including suggestion from Mark for advocacy that City of Lansing allow shelter operations in downtown areas.

b. HARA Update: no update.

c. CERA Update: no update.

F. Other Announcements: various informational attachments/links included with board packet distributed electronically, including MCAH “Together Towards Tomorrow” virtual summit and HUD Exchange Update RE: Monkeypox

G. Adjournment

a. Moved by Nancy, second by Kim. No discussion. Passes unanimously.

b. Meeting adjourned at 10:36 AM.

-gjb 9-27-22

Capital Area Regional Housing Collaborative
Executive Committee Minutes
Monday October, 10, 2022
2:00 p.m. – 3:00 p.m. via Zoom

Present: Mark Criss, Maureen Nagy, Sharon Dade, Nickie Perera, Brooke Hall

Special Guest: Dusty Olson

Rawley called the meeting to order, followed by introductions and welcome to new Committee members, Brooke Hall and Rich Howard.

HUD TA Presentation

- Dusty provided an overview of her work and experience, including providing Technical Assistance (TA) to this area
- Currently approved for five hours per month (32 in total) to work on what the CRHC Board thinks is appropriate; request is out to HUD for additional time
- Current plan will be largely focusing on building a Coordinated Entry process as well as a By-Names List, with the option to expand as other needs are prioritized
    - Temporary measure can be put in place for the prioritization requirement while something more permanent can be added
- Discussion about including all levels in the community in the planning process
- Discussion about replacing the VISPDAT
- Steering Committee: need partnership with 8 people who can regularly (bi-weekly) participate

Current CRHC Priorities

Rawley reviewed the following to be discussed at future ExComm meeting:

1. By-Names List/Coordinated Entry System:
    a. Moving away from previous model of Coordinated Entry Agency (assigned to one specific agency ie. Holy Cross)
2. CoC Coordinator position:
    a. Understanding budget dollars available, job responsibilities, timeline to post.
3. Creating a dashboard reporting tool for board meetings:
    a. Incorporates fiduciary grant spending report outs, program metrics (ie. clients served), other major components of CoC efforts like shelter availability, emergency hoteling, street outreach, etc.
4. ExCom transition:

    a. MSUFCU bank account, PO Box, Annual 990, FY23 budget, Membership documents
5. Vacant board seat:
    a. Announce at October Network meeting
6. Calendar of CoC meetings:
    a. Board, Committees, Network, etc.
7. Cold Weather Plan:
    a. That time is coming! Have shelter committee confirm policy?
8. S&D Consultants:
    a. Where should Sharon remain helpful in all the above as we progress through it all?

Scheduling

Rawley to send a Doodle to ExComm members to determine a new meeting time moving forward.

Capital Area Regional Housing Collaborative

Executive Committee Meeting Agenda

Monday October, 24, 2022

3:00 p.m. – 4:00 p.m. via Zoom

1. Call to order
2. ExCom administrative transition:
    a. MSUFCU bank account
        i. Rawley to circulate bank form next week.
        ii. Mark & Rich met to handover items (ie. checkbook, etc.)
    b. Annual 990
        i. Rawley e-filed on 10/11/2022.
3. Vacant board seats:
    a. Announced at October Network meeting.
    b. Vote at November Network Meeting 11/17/22.
        i. Two nominations received. Due by 11/14/22.
            1. Matt Apostle, City of East Lansing
            2. Katy Kelly, Power in Passion (Not yet paid member).
4. HUD Technical Assistance (TA)
    a. Priorities, next steps
5. S&D Consultants Scope of Work:
    a. FY23 Budget
        i. Works with Finance Committee/Treasurer & LHC
    b. CoC Coordinator
        i. Exit Interview, position description, next steps
    c. Creating a dashboard reporting tool for board meetings
        i. Committees, fiduciaries, critical partners
    d. Coordinated Entry System transition
    e. Calendar of CoC meetings/trainings
        i. Works with Membership Committee/Vice Chair
    f. Website

Board Roster:

#	Name	Agency	Role
1	Rawley Van Fossen	Capital Area Housing Partnership	Voted in
2	Nickie Perera	Legal Services	Voted in
3	Rich Howard	Davies Project	Voted in
4	Brooke Hall	CEI CMH	Voted in
5	Susan Cancro	Advent House	Voted in
6	Jennifer McMahon	Child & Family	Voted in
7	Kim Shirey	LHC	Voted in
8	Nancy Oliver	Holy Cross	Voted in
9	Gabe Biber	Haven House	Voted in
10	Su A'lyn Holbrook	Ingham MDHHS	Voted in
11	Vacant		Voted in
12	Kim Coleman	City of Lansing	Appointed - Fiduciary
13	Rose Taphouse	Lansing Schools	Appointed - Education
14	Lucy Stevenson	Holy Cross	Appointed – Consumer
15	Vacant		Appointed – Ingham County Commission

Committee Roster:

Name	Chair	Meeting Freq	Notes
Executive	Rawley Van Fossen	Bi-weekly	
Membership			Connection to Network?
Finance	Rich Howard	Bi-Monthly?	
CQI/Strategic Planning			HMIS?
By-Names/Coordinated Entry	Maureen Nagy; Brooke Hall		Ad-Hoc
Veterans	Rose Taphouse		Ad-Hoc
MICAH – Diversity Equity and Inclusion	Jennifer McMahon		Ad-Hoc

SHELTER CAPACITY & UTILIZATION REPORT (Sept 28, 2022)

Year	Proj. Type	Organization Name	Project Name	9/28/22 Count	Total Beds	Utilization Rate	Target Pop
2022	ES	EVE Inc.	DV Emergency Shelter	16	37	43%	DV
2022	ES	MSU Safe Place	Safe Place Shelter				DV
2022	ES	Haven House	Family Shelter	5	28	18%	FAM
2022	ES	Holy Cross Services	Hotel/Motel	32	40	80%	FAM
2022	ES	City Rescue Mission of Lansing	Women and Children's Shelter	102	100	102%	FAM & S
2022	ES	Homeless Angels	Burkewood Inn	61	63	97%	FAM & S
2022	ES	Holy Cross Services	Overnight Emergency Shelter	55	60	92%	S
2022	ES	Loaves and Fishes Ministries	Overnight Shelter	14	12	117%	S
2022	ES	City Rescue Mission of Lansing	Men's Overnight Shelter	90	98	92%	S
2022	ES	Volunteers of America Michigan	SSVF RRH - Emergency Housing Assistance hotel/motel	0	1	0%	VET
2022	ES	Child & Family Charities/Gateway Youth Services	Higher Ground BCC	1	4	25%	Y
2022	ES	Advent House Ministries	Hotel Program	62	62	100%	
		OVERALL SHELTER CAPACITY AND UTILIZATION		**438**	**505**	**87%**	
2022	ES	City Rescue Mission of Lansing	Outreach Center	24	65	37%	All
2022	SH	Holy Cross Services	VA GPD - Low Demand	18	18	100%	VET
2022	TH	Loaves and Fishes Ministries	Zacchaeus House	4	11	36%	??
2022	TH	Loaves and Fishes Ministries	Luke's House	2	5	40%	S
2022	TH	Child & Family Charities/Gateway Youth Services	Crossroads Program TLP	6	10	60%	Y
2022	TH	Child & Family Charities/Gateway Youth Services	Housing Young Families MGH	9	PIT	#VALUE!	Y
		OVERALL CAPACITY AND UTILIZATION		**39**	**44**	**89%**	

PATH OUTREACH REPORT (Sept 2022)

Number served In Sept 2022

Number of persons contacted by PATH-funded staff this reporting period	44	
Number of new persons contacted this reporting period in a PATH Street Outreach project	4	
Number with active, enrolled PATH status at any point during the date range	41	100%
Number of active, enrolled PATH clients receiving community mental health services through any funding source at any point during the reporting period	10	24%
Outcomes: 41 PATH Participants		
Has Income:	19	46%
Income Source is SSI/SSDI	13	32%
Non Cash Income from DHS	24	59%
Has Health Insurance:	36	88%
Has Medicaid or Medicare	35	85%
Demographics		
Veteran	1	2%
Gender:		
Female	19	46%
Male	22	54%
Age:		
18 - 23	1	4%
24 - 30	5	14%

31 - 40	12	29%
41 - 50	10	24%
51 - 61	7	17%
62 and over	6	15%
Co-Occuring Disorders		
Co-occurring substance use disorder	18	44%
No co-occurring substance use disorder	23	56%
SOAR Connected		
Yes	33	80%
No	7	17%
Race and Ethnicity		
American Indian, Alaska Native, or Indigenous	1	3%
Black, African American, or African	11	31%
White	31	76%
Non-Hispanic/Non-Latin(a)(o)(x)	38	93%
Hispanic/Latin(a)(o)(x)	3	7%
Chronic Homeless		
Yes	21	51%
No	20	49%
DV History		
Yes	20	49%
No	21	51%
Prior Living Situation		
Place not meant for habitation (e.g., a vehicle, an abandoned building, a bus/train/subway station, airport, or anywhere outside)	33	80%
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home Shelter	4	10%

Hospital or other residential non-psychiatric medical facility	1	2%
		0%
Long-term care facility or nursing home	1	2%
Staying or living in a family member's room, apartment, or house	2	15%
Length of Time in Prior Situation		
One night or less	2	5%
Two to six nights	2	5%
One week or more, but less than one month	7	17%
One month or more, but less than 90 days	5	12%
90 days or more, but less than one year	10	24%
One year or longer	10	24%
Client doesn't know	1	2%