Capital Region Housing Collaborative

October 26, 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, Secretary, 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, Brooke Hall, CMH

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. September Board meeting minutes
   b. Acceptance of all Meeting updates (see paragraph summary)
      i. Network
      ii. Finance
   c. CERA report update
C. Chair Report, Susan Cancro
D. Old Business
   a. HUD Audit Report from City of Lansing
      i. New (recent Audit)
   b. CRHC Administrative
      i. Newly Elected Board Members
      ii. Executive Committee
   c. MOU with City
      i. Please review and get responses to Meaghan
      ii. Exec committee will continue work on the MOU
E. New Business
F. Announcements
G. Close of Meeting

Capital Region Housing Collaborative
September 28, 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, Brooke Hall, Community Mental Health

Attendance: Rose Taphouse, Lansing School District, Mark Criss, City Rescue Mission, Rawley Van Fossen, Capital Area Housing Partnership, Susan Cancro, Chair, Advent House, Rich Howard, Davies Project, Rebecca Meszaros, MDHHS, Veronica Perrera, Legal Services of South Central Michigan, Sharon Dade, Holy Cross, Gabriel Biber, Haven House, Maureen Nagy, Advent House, Toni Young, City of Lansing, Katrina Urista, City of Lansing, Thomas Woods, Loaves & Fishes, Catrina Bady Adams, Holy Cross, Jonquil Bertschi, EVE, Jennifer McMahon, Child & Family Charities, Anita Kent Johnson, CMH.

Absent: Gabriel Biber, Haven House

Call to Order: Meeting was called to order at 9:02 am

Consent Agenda: *Rawley Van Fossen motions to approve consent agenda which includes Strategic Planning, Network and Minutes. Rich Howard seconds. No Discussion. All in Favor.*

Finance Discussion: MOU, still working to formalize relationship with HRCS as fiduciary. Please read thru and add details and responsibilities that should be clearly defined. Relationships should be clearly defined, HUD responsibilities, MSHDA responsibilities, and City responsibilities. Discussion regarding Unified Funding Agency. City has tried multiple times to become a UFA. Katrina will send the regulation regarding this to the Board for review. Include UFA approval in the MOU. Once finalized Legal at the City will need a month to review.

NOFO Discussion: There is a draft of the application. New questions. There is an informational meeting regarding the NOFO. They will review eligibility requirements as well as a capacity review.

COC Grant Re-allocation: a finance meeting will be scheduled to review the re-allocation and what can and cannot be re-allocated.

ESG-CV: New Timeline. New updated budgets are due at the end of the month. After the October Board meeting, will discuss the new budgets and if any waivers have been requested.

Signatures: Per the HUD rep, even tho you may sign a document, it must also be dated. Employee and Supervisor must both sign and date. All wages charged to a federal grant must have a full breakdown of hours each week.

CoC Budget: There is $25,500 in the bank, expenses include Coordinator and minor operating expenses. Suggestion to have membership team meet with Finance committee to discuss dues structure.

Chair Report: Susan is encouraging the leadership of this Collaborative. There will be a new Exec Committee in October.

New Business: Mark Criss makes a motion to move future Board meetings to the City Rescue Mission with COVID protocols. You can mask if you want. Rich Howards Seconds. No further discussion. All in favor.

Announcement: Rose has a new grant that will more closely tie the community agencies to schools. Matt Stephenson's last day is Friday at the City. He will stay on to complete the NOFO process. Sharon congratulates the CERA Team.

Adjournment: Susan adjourned the meeting at 10:37 am.

Network Meeting Summary

October 2020 – September 2021

Month	Presenter	Attendance
October	Annual Meeting	52
November	Talonda Mulgrew, Habitat for Humanity	48
December	No meeting	-
January	Julie Anderson, Greater Lansing Food Bank	44
February	CACS	59
March	Haven House	53
April	Advent House	49
May	ICHD	47
June	City Rescue Mission	49
July	No meeting	-
August	Joan Nelson, Allen Neighborhood	48
September	Refugee Development Center	51
October	Annual Meeting	46

Please submit any speaker ideas to the CRHC Coordinator.

CERA Grant

Acct# 8671018843

January 1, 2021 thru December 31, 2021	BUDGET	Week of:	CERA Expenses Reported Weekly															
			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	19-Jul-21	26-Jul-21
Advent House	V012086	ADVANCE $425K																	
Admin 961600	737,971.00		0.00	6,976.06	0.00	0.00	0.00	0.00	2,595.30	0.00	3,175.82	0.00	0.00	0.00	0.00	33,679.89	0.00	8,041.67	0.00
Supportive Svs/Case Mgt 961744	559,659.00		0.00	24,840.14	0.00	0.00	0.00	0.00	38,336.21	0.00	46,646.16	0.00	0.00	0.00	0.00	26,140.33	0.00	0.00	0.00
Financial Asst 961748	14,017,322.00		0.00	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	552,214.80	311,956.02	362,160.76	400,254.55	291,670.11
Rental Assist				170,073.36	118,015.04	181,675.31	187,933.27	0.00	336,833.03	338,887.25	250,584.66	144,921.66	297,108.76	388,419.55	440,484.20	249,796.01	296,849.30	317,251.92	232,408.40
Utilities				22,428.45	19,046.44	29,485.28	39,386.42	0.00	67,569.95	78,701.57	56,264.16	28,351.63	57,462.60	83,029.21	98,830.60	57,660.01	58,111.46	75,802.63	52,661.71
Internet				2,700.00	1,500.00	3,300.00	3,000.00	0.00	7,800.00	8,400.00	6,600.00	4,200.00	5,400.00	8,700.00	12,900.00	4,500.00	7,200.00	7,200.00	6,600.00
TOTAL	**15,314,952.00**		**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**	**552,214.80**	**371,776.24**	**362,160.76**	**408,296.22**	**291,670.11**
CAHP	V009456	ADVANCE $825																	
Admin 961600	1,249,929.00		0.00	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	0.00	2,262.17	1,000.00	9,065.48	1,836.99	9,471.37
Supportive Svs/Case Mgt 961744	717,323.00		0.00	10,640.83	17,081.28	0.00	18,242.59	1,597.00	19,773.86	878.71	21,169.39	609.11	25,611.23	2,003.47	25,391.91	0.00	24,751.01	0.00	15,895.87
Financial Asst 961748	27,874,638.00		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	483,541.81	456,010.59	461,969.44	426,753.96	385,496.61
Rental Assist				428,828.14	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	376,024.06	368,718.12	366,242.27	320,350.70	304,833.33
Utilities				78,147.62	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	95,817.75	74,392.47	83,727.17	93,503.26	68,963.28
Internet				6,600.00	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	11,700.00	12,900.00	12,000.00	12,900.00	11,700.00
TOTAL	**29,841,890.00**		**0.00**	**554,652.73**	**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**	**511,195.89**	**457,010.59**	**495,785.93**	**428,590.95**	**410,863.85**
Holy Cross Services	V010583	ADVANCE $150K																	
Admin 961600	91,000.00		0.00	0.00	0.00	905.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,338.69	0.00
Supportive Svs/Case Mgt 961744	540,025.00		0.00	0.00	0.00	7,914.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,849.24	0.00
	631,025.00		**0.00**	**0.00**	**0.00**	**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**	**21,187.93**	**0.00**
City of Lansing																			
Admin 741600	177,556.00		1,005.00		1,425.00	0.00	1,350.00	0.00	1,200.00	0.00	540.00	0.00	900.00	0.00	1,320.00	0.00	1,050.00	0.00	1,400.00
Loan Org. Fees	73,820.00		68,820.50	0.00	0.00	0.00	1,075.58	0.00	0.00	1,614.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	**251,376.00**		**69,825.50**	**0.00**	**1,425.00**	**0.00**	**2,425.58**	**0.00**	**1,200.00**	**1,614.73**	**540.00**	**0.00**	**900.00**	**0.00**	**1,320.00**	**0.00**	**1,050.00**	**0.00**	**1,400.00**
Reserve Admin	0.00	Using Reserve $ requires budget change																	
Reserve Supportive Svs/Case Mgt	0.00	Using Reserve $ requires budget change																	
Cumulative Budget-Mod #1	**46,039,243.00**	MSHDA Contract	**69,825.50**	**781,670.74**	**540,556.37**	**567,681.31**	**510,869.57**	**119,701.09**	**971,461.30**	**835,370.14**	**629,443.52**	**523,102.30**	**822,094.65**	**984,233.40**	**1,064,730.69**	**828,786.83**	**858,996.69**	**858,075.10**	**703,933.96**

Note: This is a confidential document to be used for informational purposes. The values listed are subject to change.

CERA Grant

January 1, 2021 thru December 31, 2021	2-Aug-21	9-Aug-21	16-Aug-21	23-Aug-21	30-Aug-21	7-Sep-21	13-Sep-21	20-Sep-21	27-Sep-21	4-Oct-21	11-Oct-21	18-Oct-21	EXPENDED	*AVAILABLE BALANCE*	
Advent House													$425,000		
Admin 961600	0.00	34,581.93	0.00	0.00	0.00	46,139.88	0.00	0.00			44,687.96		179,878.51	*558,092.49*	
Supportive Svs/Case Mgt 961744	0.00	27,134.36	0.00	0.00	0.00	26,619.42	0.00	0.00			31,190.12		220,906.74	*338,752.26*	
Financial Asst 961748	536,846.70	488,618.94	402,796.37	430,161.41	486,525.21	366,085.24	467,400.00	370,243.95	320,547.07	452,337.11	472,222.68	486,233.86	10,146,052.38	*3,871,269.62*	
Rental Assist	431,881.45	404,702.25	329,050.25	347,686.48	397,080.06	301,358.56	386,799.04	306,942.38	245,032.84	373,703.34	388,075.68	398,727.71			
Utilities	94,765.25	76,116.69	66,846.12	72,274.93	80,145.15	55,126.68	70,400.96	56,401.57	65,314.23	69,033.77	73,347.00	81,206.15			
Internet	10,200.00	7,800.00	6,900.00	10,200.00	9,300.00	9,600.00	10,200.00	6,900.00	10,200.00	9,600.00	10,800.00	6,300.00			
TOTAL	**536,846.70**	**550,335.23**	**402,796.37**	**430,161.41**	**486,525.21**	**438,844.54**	**467,400.00**	**370,243.95**	**320,547.07**	**452,337.11**	**548,100.76**	**486,233.86**	**10,546,837.63**	***4,768,114.37***	15,314,952.00
CAHP													$825,000		
Admin 961600	250.00	11,716.11	2,600.50	11,184.51	5,228.23	0.00	26,462.88	8,706.11	3,797.78	15,223.97	1,906.32	15,314.71	172,585.39	*1,077,343.61*	
Supportive Svs/Case Mgt 961744	1,705.17	17,822.21	0.00	19,010.81	749.02	0.00	18,447.39	18,631.44	1,571.69	13,807.99	0.00	14,431.17	289,823.15	*427,499.85*	
Financial Asst 961748	482,444.26	544,837.94	588,839.02	466,923.54	840,603.71	614,982.08	659,580.35	625,137.86	1,152,243.65	307,979.30	853,369.16	1,091,858.53	14,477,317.47	*13,397,320.53*	
Rental Assist	389,241.14	429,163.66	481,686.66	364,889.35	697,173.37	492,290.76	535,712.77	490,501.48	939,219.62	246,021.65	697,973.05	867,846.28			
Utilities	79,403.12	15,000.00	88,552.36	86,734.19	123,630.34	103,791.32	105,267.58	114,836.38	183,324.03	52,657.65	130,496.11	188,012.25			
Internet	13,800.00	100,674.28	18,600.00	15,300.00	19,800.00	18,900.00	18,600.00	19,800.00	29,700.00	9,300.00	24,900.00	36,000.00			
TOTAL	**484,399.43**	**574,376.26**	**591,439.52**	**497,118.86**	**846,580.96**	**614,982.08**	**704,490.62**	**652,475.41**	**1,157,613.12**	**337,011.26**	**855,275.48**	**1,121,604.41**	**14,939,726.01**	***14,902,163.99***	29,841,890.00
Holy Cross Services													$150,000		
Admin 961600	0.00	0.00	0.00	0.00	0.00	5,301.24	0.00	0.00	7,606.85	0.00			18,152.67	*72,847.33*	
Supportive Svs/Case Mgt 961744	0.00	0.00	0.00	0.00	0.00	10,223.24	0.00	0.00	9,980.31	0.00			44,967.30	*495,057.70*	
	0.00	**0.00**	**0.00**	**0.00**	**0.00**	**15,524.48**	**0.00**	**0.00**	**17,587.16**	**0.00**	**0.00**	**0.00**	**63,119.97**	***567,905.03***	631,025.00
City of Lansing															
Admin 741600	0.00	6,691.27	0.00	1,190.00	0.00	1,570.00	0.00	0.00	0.00	0.00			19,641.27	*157,914.73*	
Loan Org. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			71,510.81	*2,309.19*	
TOTAL	**0.00**	**6,691.27**	**0.00**	**1,190.00**	**0.00**	**1,570.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**91,152.08**	***160,223.92***	251,376.00
Reserve Admin															
Reserve Supportive Svs/Case Mgt															
Cumulative Budget-Mod #1	**1,021,246.13**	**1,131,402.76**	**994,235.89**	**928,470.27**	**1,333,106.17**	**1,070,921.10**	**1,171,890.62**	**1,022,719.36**	**1,495,747.35**	**789,348.37**	**1,403,376.24**	**1,607,838.27**	**25,640,835.69**	***20,398,407.31***	46,039,243.00
			Expenses including advances										27,040,835.69		
Note: This is a confidential do															

AHM 9/8/21	$ 438,844.54
AHM 9/13/21	$ 467,400.00
CAHP 9/13/21	$ 704,490.62
	$ 1,610,735.16