Capital Region Housing Collaborative

Board Meeting Minutes

February 12, 2019 (January’s Rescheduled Board Meeting)

9am

City Rescue Mission – Women’s Shelter

2216 S. Cedar Street, Lansing, MI

**Board Members:**

Sharon Dade (Holy Cross), Jessica Lamson (MMRS), Katrina Urista (CoL), Susan Cancro (Advent House), Jenny Leaf (Loaves & Fishes), Jennifer McMahon (CFC), Elizabeth Rios (LS), Rose Taphouse (LSD), Doris Witherspoon (CoL), Cindi Borgman (CEI-CMH), Mark Criss (CRM), Joel Murr (ICHD), Su’Alyn Holbrook (DHHS), Gabriel Biber (Haven House)

**Attendees:**

Sharon Dade, Doris Witherspoon, Gabriel Biber, Liza Rios, Dr. Joan Jackson Johnson, Toni Young, Susan Cancro, Jessica Lamson, Jenny Leaf, Mark Criss, Cindi Borgman

**Excused Absences:**

Katrina Urista (CoL), Jennifer McMahon (CFC), Rose Taphouse (LSD), Meaghan Redd

**Guests**:

Brooke Hall (CEI-CMH)

Mikki Droste (Capital Area Housing Partnership (CAHP)

**Meeting Called to Order**

The Board meeting was called to order by Chairperson Susan Cancro at 9:11 am

**Introductions**

Board members and guests introduced themselves.

**Approval of November minutes**

Jenny Leaf moved to accept the November 27, 2018 minutes. Gabriel Biber seconded. Motion carried.

**Addition to the Agenda**

Susan Cancro removed the coordinator job description under the Chair’s report.

The following items were added under new business:

* Outreach Update Mark Criss
* Community Mental Health Update Cindi Borgman
* Cold Weather Policy Dr. Joan Jackson Johnson
* Point-in Time Count

**Chair Report**

Susan Cancro, newly elected Chair, identify the Committee Chair appointments:

* Gabriel Biber, CQI Chair
* Cindi Borgman, Membership (willing to chair, however, work schedule/responsibilities may conflict
* Treasurer has not been identified
* Rose Taphouse – Co-chair Network
* Jennifer Mahon is working with Liza on Governance
* Toni Young – Strategic Planning

Susan Cancro mentioned that she is working with the leadership. Coordinator job description will be shared at the next meeting.

The CoC received funding in the amount of $7,500 from the county designated for outreach. Some of the funds have been used for the “Point-in-Time Count”. It may be possible to use some of the funding for the reproduction of the PATH brochures. There was a discussion regarding mental health issues among the homeless as well as the overall community. The services of CMH was acknowledged and several Board members thanked CMH for their services. Further discussion followed.

**Community Mental Health (CMH) Update**

Cindi Borgman provided an update on CMH. She briefly talked about the CISM (Crisis Intervention Stress Management) Team. The team, which has expansive staff training, is designed to address crisis situations (i.e. homicide, suicide, etc.) in the community. Referrals can be made to Sarah Lurie of the CMH staff. A contact list of staff involved will be provided to the network. Mental Health issues are on the rise and shelters are experiencing more people with issues and they need additional support on how to address these issues. Some of the times when more support is needed include 6:00 a.m. – 9:00 a.m. and 10:00 p.m. Ms. Borgman mentioned that Mental Health First Aid training is available to Shelter Staff. Further discussion followed. Dr. Joan Jackson Johnson mentioned that there may be funding availed from the City of Lansing but, will need to know the critical need.

There will be a presentation from the CISM team at the March Network meeting.

**Outreach Update**

Mark Criss provided an update on the Outreach facility:

* 169 unduplicated count of persons over three weeks through the door
* 176 loads of laundry
* 228 showers
* 10 police drop offs
* 30 average number at night
* 25% women
* 2-3 seriously mentally ill

Board members praised him on the outstanding success of the Outreach facility.

**Walnut Property Discussion**

Mikki Droste, Executive Director, Capital Area Housing Partnership (CAHP)provided an update on the Walnut Street properties located at 517 N. Walnut. Currently, there are nine (9) clients and as of June 30, 2019, there will be no financial support for the program. CAHP’s Board decided that applying for low-income housing tax credits and combining the Walnut Street property units (9) with the Ferris Manor (located at 516 W. Saginaw) units (23) could possibly help with the operation of both facilities. The plan is to apply for the HUD/MSHDA PSH funding which allows at least 35% of units to be eligible, 100% of the units are not allowed for the project based vouchers. At least four (4) of the units will remain tenant based. A total of at least 12 units would be eligible for project-based vouchers. CMH/AHM would be maintained as the lead agencies. Onsite management will be provided. The Walnut Street property would be rehabilitated. None of the clients will be evicted. Some of the clients may be eligible for the move up program as well as may qualify for the project based vouchers. The housing first model will be utilized and clients will proceed through the coordinated entry process of the CoC. The timeframe is anticipated at approximately one year. In order to qualify/ apply, CAHP would need the support of the local CoC as well as support letters from agencies. The application is due April 1, 2019. To date, funding includes $250,000 from the City of Lansing Development Office and personal investments from CAHP. However, if HUD/MSHDA funding is not granted, that will be a problem but, will re-apply in October. Several discussions ensued.Sharon Dade moved to support the CAHP application for funding from HUD/MSHDA for project based vouchers for the Walnut Street Property and Ferris Manor Property. Jessica Lamson seconded. Doris Witherspoon recused. Motion carried. A letter of support will be written on behalf of the CoC.

**Governance**

Liza Rios reported on Governance committee. She and Jennifer Mahon met to address the issues of the Board’s concerns in reference to Board attendance, elected/appointed positions and role of Treasurer. There are other items still being reviewed but for the purposes of this meeting, the three items will be discussed and presented sixty days prior to the April meeting, therefore, would need to be presented by the end of February:

1. Add DHS as an appointed or elected position to the Board (Article 6, Composition of the Board). Discussion followed. Jessica Lamson moved to ask the Governance Committee to further discuss this issue and bring forward for the July meeting. Sharon Dade seconded. Motion carried
2. Board membership attendance (Article 6, Section 6 #2). Any Director can be removed without cause is addressed in the Bylaws. Discussion followed. This item was referred back to Governance Committee for further discuss and will be brought forward for the July meeting.
3. Separation of Treasurer from Finance Committee Chair. There was discussion regarding the role of the positions. Concerns were expressed regarding how overwhelming the responsibilities can be for one person. Further discussion ensued. Gabriel Biber moved to no longer have the Finance Committee, CHRC include management and all recommendations are forward to the Board. Cindi Borgman seconded. Motion carried. There was further discussion on creating another committee to address finances. Sharon Dade moved to create an ad hoc committee, chaired by the City of Lansing - fiduciary. Cindi Borgman second.

**Committee Reports**

Membership – Still meeting

Strategic Planning – Committee is continuing to work on the Strategic plan

CQI – Committee is looking specifically at obtaining data driven information. Next meeting – Thursday, February 14, 2019 at 1:00 p.m.

Network Meeting – Topic Suggestions

 Veteran’s Coordination – No report

City of Lansing – Dr. Joan Jackson Johnson reported that no updates on HUD funding. Toni Young stated that the NOFA registration is out. City of Lansing Community Forum on February 20, 2019. Doris Witherspoon reported on the second public hearing on the proposed funding allocations. Will proceed as we did last year until receive word from HUD.

**Cold Weather Policy**

Dr. Joan Jackson Johnson indicated that the cold weather policy is in effect. This year has especially been extremely cold... BWL has additional funds for anyone in need. Anyone needing assistance, please inform their office.

**Point-in Time Count**

Final numbers will be provided to the network.

**Old Business**

Sharon Dade indicated that she and Mark Criss has been representing the CoC at the Emergency Shelter Committee for Region 7 and is encouraging participation. The meetings are generally held on a quarterly basis. Sharon is serving a three-year term for Region 7. Salvation Army is bringing TA pilot for Michigan to look at need and constraints.

Liza Rios inquired about homes being pink tagged and red tagged near the Risdale area and encouraged those needing rental assistance to contact Legal services. Those needing other assistance should be referred to DHS. Also, she inquired about information received regarding Housing Resources Fair and how Legal Services can be involved.

Sharon Dade invited MSHDA, BECKA Management and Debbie Newman, MSHDA (oversee BECKA management grant) to a Rapid Re-Housing meeting on February 19, 2019. She indicated that RRH money is running low, names are being called from the waitlist

**New Business**

All new business was handled previously on the agenda

The meeting adjourned at 11:23 a.m.

Respectfully submitted by Doris Witherspoon