**Capital Region Housing Collaborative**

**Board Minutes**

**Tuesday, April 30, 2019**

**9:00-11:00 am**

**City Rescue Mission**

**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), Adrienne DeFord (ICHD), Su’Alyn Holbrook (DHHS), Gabriel Biber (Haven House)

**Introductions:**

Rose Taphouse (LSD), Sharon Dade (Holy Cross), Jennifer McMahon (Child & Family), Jenny Leaf (Loaves & Fishes), Maureen Nagy (Advent House), Teri Looney (EVE), Gabriel Biber (Haven House), Mark Criss (CRM), Christina Corcorran (Legal Services), Adrienne DeFord (ICHD), Susan Cancro (Advent House), Meaghan Redd (CRHC), Joan Jackson Johnson (City of Lansing), Liza Rios (Legal Services), Adam Obanjoko (Michigan Veteran Affairs Agency), Su’Alyn Holbrook (DHHS), Rich Howard (BB/BS), Katrina Urista (City of Lansing), Toni Young (City of Lansing), Doris Witherspoon (City of Lansing), Jessica Lamson (MMRS)

**Excused**:

Cynthia Borgman (CMH)

**Call to Order:**

Susan called the meeting to order at 9:08 am

**Approval of March Minutes:**

Jenny Leaf motioned to approve the minutes, Rose Seconded.

No further discussion. All in favor. None opposed.

**Additions to the Agenda:**

Strategic Plan - brief overview

Website updates

May 7, Veterans Celebration of achieving Functional Zero

Review: City ESG funding has been announced; similar to last year.

**Chair Report:**

Board members were encouraged to attend City Council meetings to speak for the network.

Groups/Committees & Work groups – issues identified in committees and work groups should be brought to each Board Meeting to determine it action should be taken. Mention was made of the concerns and issues raised at the recent meeting of the Shelter/RRH Work Group where Becka Management and MSHDA presented. After a brief discussion of the concerns with Becka Management’s performance, the Board agreed to write a letter on behalf of the Network to Kelly Rose at MSHDA. Susan will compose the letter and include data. Katrina and Sharon will review the letter. All were in favor of the letter being written. Su’alyn added that she will look into holding the orientation at DHHS instead of at Becka in hopes of being able to invite more clients.

Advent House, Child & Family and Housing Services of Mid Michigan jointly applied for money from United Way. They are still waiting on a response. This grant will provide case management services to families identified through the school district who are couch homeless not literally homeless.

National Alliance to End Homelessness – will be offering a series of sessions to local shelters to outline best practices to move clients from shelter to permanent housing. A general session for all interested agencies will be held on May 15 at LAFCU. Follow up sessions will be provided on June 4/5 at Advent House for shelter providers only with in-depth training regarding how to incorporate these practices in the continuum.

**HUD Youth Homeless Demonstration Program Discussion:**

Jennifer McMahon reported that the work group is in process of collaborating on the grant. Multiple agencies are working together, including Child & Family, City of Lansing, Lansing School District, DHHS, Ingham County, and the Courts. In the process of writing the grant, Jennifer has reviewed past strategic plans and was able to identify a number of significant goals achieved by the CoC. She was able to reflect our CoC’s progress as a community working to end homelessness. Jennifer stated that she will contact other agencies directly if she needs further information. Grant application is due May 15.

**Committee Reports:**

*Finance & Fund Distribution –* May 16 after the Network meeting, there will be a Fund Distribution Committee meeting to review the ESG application document and the ranking process. The application will then go out for City ESG. The process will be completed by early June. Regarding a Finance Committee meeting, Susan will create a statement for review at the next Board meeting. The main expense remains the cost of the Coordinator position.

Doris clarified proposed funding allocations for the City of Lansing ESG.

***Sharon moved to approve the funding proposal for the City ESG. Katrina seconded. All in favor. None opposed.***

*Membership Committee –* More information is being posted on the website. The Committee did not meet in May.

*Strategic Planning –* The group has worked diligently to complete the strategic plan and will be emailing out the plan this afternoon. They have gathered input from key stakeholders and believe the plan is strong. Toni will send to Meaghan to email to the Board. The Committee isrequesting that any input be sent to Toni by May 17. The Plan will be presented to the Board for final approval at the May Board meeting. Concluding comments were to include the elderly as a priority group in our planning process and advocacy efforts.

*CQI Committee –* Information from their meeting was shared and all were asked to provide feedback prior to May 9. Committee also put together a calendar of meetings and who should be invited in order to have effective discussion and analysis of data. They also shared a draft statement of inclusion and purpose. They will keep the Board informed of the purpose and agendas for each month.

*Network meeting –* CMH will be presenting at the May Network meeting. Training for CARE is scheduled for May 14 at 2pm. The training will be at Wainwright School. Upcoming topics: national Food Bank, Capital Area Michigan Works, youth topics. Sharing a needs assessment would be an option at the Network meeting. It was suggested that Network meeting attendance be reviewed with follow-up in the Membership Committee.

*Veteran Coordination –* Tuesday, May 7, at 1pm, celebration of essentially ending veteran homelessness, location to be determined. Mayor will have a press release. Program will be about an hour, followed by a reception.

*City of Lansing –* Doris shared the dollar amounts for CBDG and ESG. Katrina had three reports for City of Lansing. 1.) HUD COC Report: There are CAPs being requested from Advent House, Capital Area Housing Partnership, Holy Cross, and OCOF. The trigger for a CAP is an 11% gap between planned and actual grant expenditures. 2.) HUD City ESG report – Main concern is Holy Cross Prevention line item, planned over expenses were previously agreed upon from funding cycle last year. 3.) MSHDA ESG – Spending CAP for Holy Cross. There was discussion about holding a meeting with MSHDA to explain the funding changes and meeting with legislators to affect policy changes. CAPS will be due back to the City by May 21.

It was suggested that a discussion be held at the Network meeting to explore which agencies can support a program to collect and distribute furniture. Children’s (??) has prevention money to stop children from coming into care.

Feed the Babies is May 11. Strollers and car seats will be distributed. Participants should register.

**Old Business:**

None.

**New Business:**

Website review – There was a request to review the website and send comments to Meaghan; she will share with the Membership Committee, as they are working on the updates. First page, mission statement. Who are we? Where does the responsibility rest for the website? Add 211. Include the history statement which should include GLHRN. Comments should be emailed to Meaghan or Susan.

All agreed to extend a special thank you to the Outreach for their work.

**Adjournment:**

Sharon made a Motion to adjourn.

Meeting adjourned at 11:21 am