

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY June 9, 2015 2:00 pm
LOCATION: MSU Extension Office CHARLOTTE, MICHIGAN
Call In Number 517-541-1180 (only 1 person)
AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES February 2015 and April 2015

ACCEPTANCE OF FINANCIAL REPORT May 2015

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- April and May 2015- including my new outcomes report

OLD BUSINESS

Golf outing update
Profit/Loss statement

NEW BUSINESS

New fundraising idea

Policies Reaffirmed
Drug Free Environment
Code of Conduct
Sexual Harassment
Computer/Laptops/internet/Electronic Media/Email Policy

Program rules affirmed- Shelter Plus Care program

Annual Review time- Executive Director

Budget final approval

| | Financial Statement Legend | Con't | |
|-------|---|-------|--|
| CAPR | Capital Area Prisoner Re-entry | MICAH | Michigan Coalition Against Homelessness |
| CRCF | Capital Region Community Foundation | MSHDA | Michigan State Housing Development Authority |
| DCH | Department of Community Health | NDC | Neighborhood Doors Corporation |
| EFSP | Emergency food and shelter program (FEMA) | NMFC | Neighborhood Works (foreclosure) funds |
| ESG | Emergency Solutions Grant | NMS | National Mortgage Settlement |
| HEART | HUD funding for permanent supportive housing | PSH | permanent supportive housing |
| HEP | Homebuyers Education Program (MSHDA) | REACH | seriously mentally ill PSH |
| HUD | Housing and Urban Development | SSVF | Supportive Services for Veteran Families |
| IDA | Individual Development Account | | |
| JHLPR | Jackson, Hillsdale, Lenawee Prisoner Re-entry | | |

Next Meeting- August 11, 2015 – Meeting to be held at the 551 Building

If you will not be able to attend, please advise Denise Dunn, (517) 541-1180.

HOUSING SERVICES MID MICHIGAN BOARD OF DIRECTORS MEETING

Tuesday, February 10, 2015 2:00 p.m.

Location: MSU Extension Office, Charlotte, MI

Call to Order by President Brown

Members Present: Robert Brown, Sean Cotter, Tom Reich, Sue Hoffman, Janice Land, Nicole Shannon, Denise Dunn (ex officio). Jim Dexter, Michael Blau, Dar Benjamin, and Tom Fuller provided proxies to Robert Brown.

Minutes: The December 2014 minutes were reviewed with a correction to note that Brown was not present at the meeting. Cotter moved to accept with corrections. Shannon supported. Motion carried.

Financial Report: Land asked questions concerning the spending of Section 8 funds. Dunn explained that rents have gone down for 2 and 3 bedroom units. Dunn reviewed a printout of all of the CDs held by the organization.

Dunn advised that we had received our Sugar Mill interest and funds. Brown discussed starting a discretionary emergency fund to serve clients in situations such as over the weekend when no other shelter is available. Brown moved to accept the report. Land supported. Motion carried.

The board discussed ECUW's new program providing small loans to ALICE clients.

The executive committee of Neighborhood Doors met to discuss how to handle the receipt of the Sugar Mills funds. Neighborhood Doors called their 2/10/2015 annual meeting to order. Brown moved to put \$2000 into the discretionary emergency fund for Housing Services and for the remainder to go back into the endowment. Cotter second. Motion carried. Neighborhood Doors meeting adjourned.

Monthly Statistics/Activities: Land asked about the value of the building relative to its lien. Hoffman asked about the seemingly disproportionate number of clients from Charlotte. Dunn explained that Charlotte is the default for clients coming from SIREN. The reports included new cities to cover the SSVF and Foreclosure grants in Barry County and the SSVF grant in Clinton County.

Post foreclosure/bankruptcy and new homeowner classes are underway. New staff member Sandra is pursuing MSHDA certification.

128 participants and 69 households attended this year's Project Resource Connect.

Work is underway for this year's golf outing. Eaton Federal is sponsoring and MSUFCU is a lunch sponsor. Land asked about donations from Bed Bath & Beyond.

Old Business: Dunn confirmed that she had established the line of credit discussed at the prior meeting.

New Business:

Cotter reported that Land, Blau, Shannon, and Reich wanted to renew their 3 year terms. Cotter also reported that Brown (President), Cotter (Vice President), Shannon (Secretary), and Dexter (Treasurer) constituted the nominated slate of officers. Cotter moved to elect the directors and officers. Brown second. Motion carried.

The directors present completed conflict of interest forms and returned them to Dunn.

The 2015 Golf Outing funding proposal is \$20,000. The last 3 years have generated \$11,750. Staff is being offered a financial incentive to secure sponsorships. The cart sponsorship will decrease from \$2000 to \$1000.

The CPA firms have been alerted that we accepted their bids.

Cotter moved to adjourn. Land second. Motion carried.

Adjourned at 3:45 p.m.

Respectfully submitted,

Nicole Shannon

HOUSING SERVICES MID MICHIGAN BOARD OF DIRECTORS MEETING

Tuesday, April 14, 2015

Location: MSU Extension Office, Charlotte, MI

Call to Order by Vice President Cotter at 2:00 p.m.

Members Present: Sean Cotter, Tom Reich, Janice Land, Jim Dexter, Nicole Shannon, Denise Dunn, Susan Hoffman, Tom Fuller, Denise Dunn (ex officio).

Minutes: The Board did not approve the February 2014 minutes because they were not included with the board packet. The matter was tabled until the June meeting.

Client Hearing Request (discussed prior to the rest of new business): The Board asked to hear about the client request for a hearing. Dunn had requested that three board members participate in the hearing per the terms of the grant. Cotter, Reich, and Dexter participated. Client was in noncompliance with the terms of Permanent Supported Housing. The board representatives at the hearing determined that the organization acted appropriately in terminating assistance to the client. The board agreed that HSMM's own internal documents should not be provided to the client.

Financial Report: Dunn advised that the budget has been revised to reflect actual rather than estimates on some items now that we have better information. Hoffman moved to accept the report. Land supported. Motion carried.
-Money is coming in (and going out) on a regular basis.

Executive Director's Report: Dunn reviewed the spreadsheet regarding grant outcomes and the status of applications. The Board suggested that it be revised to include current and previous year outcomes to allow comparison across years.

Dunn explained that HUD has decreased administrative fees which is how we attend to our 75 Section 8 vouchers. We are currently being funded at approximately only 79% and Dunn has cut hours as a result. HUD no longer requires a budget or a year end settlement, which will save approximately \$800-900. Dunn explained that right now we have an outside vendor do 1099s and we are weighing the benefits of doing this in house. The downside would be that this is one more thing that would need to be reviewed by the auditors. Contractor in Kalamazoo who currently does this work for us is taking a reduction.

Old Business: Dunn obtained conflict of interest signatures for Board members.

Dunn reported that for this year's Golf Outing we have 12 teams and \$13,000 committed. This is the highest number of teams committed this early on. Dornbos

is doing signage for free. This year will include new games and prizes, along with a silent auction.

Officers Shannon and Dexter executed their signatures on banking documents.

New Business: Dunn reported that we have a new potential member for the Board of Directors. BJ Behnke is a community member who works for Hillard Lyons. He is a graduate of Olivet College and a past employee of Peckham. Dexter moved to accept Behnke onto the Board. Land second. Motion carried.

Client hearing request was addressed prior to the rest of New Business.

The Board reviewed potential health insurance premiums. This year the options available are a better value. Cotter moved to use the PHP Exclusive PFC00600 Platinum at a 1.8% reduction from current rates. Land second. Motion carried.

The Board discussed ensuring that the Assistant Director shadows responsibilities of the Executive Director. Assistant Director is currently taking the initiative in pursuing a large scale grant. Dunn is working with Assistant Director on a variety of tasks such as personnel, especially interns and admin staff.

Cotter requested for volunteers for people who want to sit on the evaluation committee. Dexter can do it if he can schedule time prior to the next board meeting. Brown will participate as President.

Budget Preview:

Dunn reported a strong increase in FEMA dollars this year. The Board reviewed the various grants and salary along with amounts that are direct client dollars. Because of the positive financial situation we are looking at ways to effectively use the funds. Previous uses included bonuses and purchase of office equipment such as chairs. The Board Discussed amount subject to recapture versus amount that is relatively unrestricted, as well as the potential for capital improvements such as windows, brick work, and the parking lot. Dunn will review and report back.

Fuller moved to accept the budget. Cotter second. Motion carried.

Meeting adjourned at 4:05.

Respectfully submitted,

Nicole Shannon

Mid Michigan Housing Services
Balance Sheet
May 31, 2015

ASSETS

| | | |
|--------------------------------|----|-------------------|
| Current Assets | | |
| General Checking | \$ | 109,205.12 |
| CD | | 121,755.05 |
| Payroll Checking | | 106,465.98 |
| MSHDA Checking | | 17,941.31 |
| Savings Account | | 24,180.10 |
| Savings Building Acct | | 10,819.26 |
| Section 8 Checking | | 78,580.95 |
| Petty Cash | | 25.00 |
| Flex Plan Checking | | 1,715.37 |
| Hud 1 receivable | | 19,202.04 |
| Prisoner re-entry receivable | | 23,722.23 |
| Other Receivables | | 20,520.23 |
| | | <hr/> |
| Total Current Assets | | 534,132.64 |
| Property and Equipment | | |
| Building | | 162,065.00 |
| Furniture and Fixtures | | 22,992.00 |
| Leasehold Improvements | | 25,492.00 |
| Land | | 17,750.00 |
| Accum Depreciation | | (69,753.98) |
| | | <hr/> |
| Total Property and Equipment | | 158,545.02 |
| Other Assets | | |
| CRCF Endowment | | 15,851.00 |
| Behavioral Health | | (9,000.00) |
| HEART 900 Tenant co-pay | | (296.00) |
| HEART 1300 Tenant co-pay | | (215.00) |
| PSH 1400 Tenant co-pay | | 8,457.19 |
| MSHDA Round 2 | | (62,762.96) |
| REACH Tenant co-pay | | (861.85) |
| Homebuyer | | (4,050.00) |
| Contributed Services | | 9,181.00 |
| HUD substance abuse | | 40,800.00 |
| MSHDA round 2 salary | | 13,414.31 |
| MSHDA round 2 Rapid Re-housing | | 36,135.00 |
| MSHDA round 2 Admin | | 3,997.84 |
| MSHDA round 2 Prevention | | 7,227.00 |
| | | <hr/> |
| Total Other Assets | | 57,877.53 |
| | | <hr/> |
| Total Assets | \$ | <u>750,555.19</u> |

LIABILITIES AND CAPITAL

| | | |
|---------------------|----|------------|
| Current Liabilities | | |
| Accounts Payable | \$ | 7,006.37 |
| Accrued Payroll | | 15,782.18 |
| Accrued Vacation | | 15,134.24 |
| Deferred Revenue | | 173,693.48 |
| Current portion LTD | | 2,573.00 |

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Unaudited - For Management Purposes Only

Mid Michigan Housing Services
Balance Sheet
May 31, 2015

| | | |
|---|--------------------|------------|
| Total Current Liabilities | | 214,189.27 |
| Long-Term Liabilities | | |
| Long Term Debt - House Mortgage Loan | 0.16 156,356.41 | |
| Total Long-Term Liabilities | | 156,356.57 |
| Total Liabilities | | 370,545.84 |
| Capital | | |
| Retained Earnings | 390,393.27 | |
| Net Income | (10,383.92) | |
| Total Capital | | 380,009.35 |
| Total Liabilities & Capital | \$ | 750,555.19 |

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Housing Services Mid Michigan
Board Report
Month Ending May 31, 2015

| | Current Month Actual | Year to Date Actual | Year to Date Budget | Difference | Annual Budget |
|------------------------------|-------------------------|------------------------|------------------------|----------------|------------------|
| Revenues | | | | | |
| Interest Income | \$ 189.51 | \$ 981.26 | \$ 1,500.00 | (\$ 518.74) | \$ 1,500.00 |
| Contributed Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contributions - Unrestricted | 9.67 | 2,404.37 | 3,000.00 | (\$ 595.63) | 3,000.00 |
| Flex plan | 0.00 | 0.00 | 750.00 | (\$ 750.00) | 750.00 |
| Fundraising | 3,582.00 | 17,798.70 | 15,000.00 | 2,798.70 | 15,000.00 |
| HUD | 35,571.37 | 207,879.00 | 181,962.00 | 25,917.00 | 181,962.00 |
| MICAH | 0.00 | 5,000.00 | 4,500.00 | 500.00 | 4,500.00 |
| JHLPR | 14,761.31 | 186,221.92 | 236,476.00 | (\$ 50,254.08) | 236,476.00 |
| MSHDA | 14,102.00 | 86,682.00 | 116,032.00 | (\$ 29,350.00) | 116,032.00 |
| EFSP | 0.00 | 19,477.00 | 19,477.00 | 0.00 | 19,477.00 |
| HEART 900 | 779.52 | 9,544.08 | 7,450.00 | 2,094.08 | 7,450.00 |
| HEART 900 Tenant co-pay | 56.00 | 672.00 | 672.00 | 0.00 | 672.00 |
| Tri-County | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 |
| CRCF | 0.00 | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 |
| HEART 1300 | 629.52 | 9,099.08 | 7,415.00 | 1,684.08 | 7,415.00 |
| HEART 1300 Tenant co-pa | 206.00 | 2,490.00 | 3,672.00 | (\$ 1,182.00) | 3,672.00 |
| PSH 1400 | 4,512.64 | 52,835.43 | 52,899.00 | (\$ 63.57) | 52,899.00 |
| PSH 1400 Tenant co-pay | 189.00 | 3,599.00 | 5,748.00 | (\$ 2,149.00) | 5,748.00 |
| OTHER Income | 10.00 | 2,569.86 | 0.00 | 2,569.86 | 0.00 |
| Project Connect Income | 0.00 | 790.00 | 0.00 | 790.00 | 0.00 |
| Emergency Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Adopt A Family Income | 0.00 | 250.00 | 0.00 | 250.00 | 0.00 |
| IDA | 0.00 | 0.00 | 430.00 | (\$ 430.00) | 430.00 |
| IDA Client payments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| HEART 1800 | 934.48 | 1,965.18 | 4,784.00 | (\$ 2,818.82) | 4,784.00 |
| HEART 1800 tenant co-pay | 0.00 | 2,094.00 | 0.00 | 2,094.00 | 0.00 |
| Section 8 funds | 36,416.00 | 404,471.00 | 474,000.00 | (\$ 69,529.00) | 474,000.00 |
| Section 8 Admin | 3,331.00 | 42,090.00 | 42,000.00 | 90.00 | 42,000.00 |
| Section 8 interest | 0.00 | 112.24 | 85.00 | 27.24 | 85.00 |
| Sect 8 Fraud Recovery | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Eaton Co. United Way | 2,845.26 | 11,858.76 | 12,260.00 | (\$ 401.24) | 12,260.00 |
| NDC | 0.00 | 9,700.00 | 9,700.00 | 0.00 | 9,700.00 |

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Housing Services Mid Michigan
Board Report
Month Ending May 31, 2015

| | Current Month Actual | Year to Date Actual | Year to Date Budget | Difference | Annual Budget |
|-------------------------|-------------------------|------------------------|------------------------|---------------------|---------------------|
| NMS foreclosure | 0.00 | 26,114.00 | 26,114.00 | 0.00 | 26,114.00 |
| REACH Admin | 0.00 | 2,167.09 | 0.00 | 2,167.09 | 0.00 |
| REACH Tenant co-pay | 829.50 | 5,830.00 | 4,752.00 | 1,078.00 | 4,752.00 |
| Eaton County Counseling | 1,250.00 | 16,250.00 | 15,000.00 | 1,250.00 | 15,000.00 |
| DCH | 0.00 | 36,736.75 | 42,497.00 | (5,760.25) | 42,497.00 |
| NFMC Income | 0.00 | 6,743.00 | 5,850.00 | 893.00 | 5,850.00 |
| CAPR | 22,924.69 | 270,769.93 | 315,000.00 | (44,230.07) | 315,000.00 |
| SD Pool | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SSVF Income | 20,063.20 | 199,518.17 | 182,000.00 | 17,518.17 | 182,000.00 |
| HEP Income | 0.00 | 6,938.00 | 6,938.00 | 0.00 | 6,938.00 |
| Links | 0.00 | 0.00 | 6,000.00 | (6,000.00) | 6,000.00 |
| CoC Planning Grant | 0.00 | 14,849.00 | 14,849.00 | 0.00 | 14,849.00 |
| Total Revenues | 163,192.67 | 1,686,500.82 | 1,838,812.00 | (152,311.18) | 1,838,812.00 |
| Expenses | | | | | |
| Overhead Expenses | 325.00 | 1,996.75 | 7,000.00 | (5,003.25) | 7,000.00 |
| Flex Plan Expenses | 37.49 | 768.15 | 3,120.00 | (2,351.85) | 3,120.00 |
| HUD Expenses | 24,432.78 | 178,365.39 | 186,762.00 | (8,396.61) | 186,762.00 |
| JHLPR Expenses | 16,259.38 | 195,783.94 | 195,686.00 | 97.94 | 195,686.00 |
| MSHDA Expenses | 9,819.07 | 132,640.17 | 119,509.00 | 13,131.17 | 119,509.00 |
| EFSP Expenses | 0.00 | 14,801.37 | 38,954.00 | (24,152.63) | 38,954.00 |
| HEART 900 Expenses | 780.47 | 9,719.30 | 7,450.00 | 2,269.30 | 7,450.00 |
| TRI COUNTY Exp. | 0.00 | 9,750.00 | 5,000.00 | 4,750.00 | 5,000.00 |
| CRCF Expenses | 999.65 | 7,369.82 | 15,000.00 | (7,630.18) | 15,000.00 |
| HEART 1300 Expenses | 630.47 | 8,143.16 | 7,415.00 | 728.16 | 7,415.00 |
| PSH Expenses | 4,562.43 | 57,265.74 | 52,899.00 | 4,366.74 | 52,899.00 |
| Other Expenses | 1,094.04 | 19,354.94 | 10,000.00 | 9,354.94 | 10,000.00 |
| IDA Expenses | 0.00 | 67.83 | 430.00 | (362.17) | 430.00 |
| HEART 1800 Expenses | 940.52 | 2,905.70 | 4,783.66 | (1,877.96) | 4,783.66 |
| Sec 8 Expenses | 37,835.84 | 474,119.36 | 521,000.00 | (46,880.64) | 521,000.00 |
| Eaton Cty UW Expenses | 0.00 | 0.00 | 3,000.00 | (3,000.00) | 3,000.00 |

For Management Purposes Only

Housing Services Mid Michigan
Board Report
Month Ending May 31, 2015

| | Current Month Actual | Year to Date Actual | Year to Date Budget | Difference | Annual Budget |
|--------------------------|-------------------------|------------------------|------------------------|-----------------------|---------------------|
| NMS Expenses | 3,131.81 | 32,237.08 | 57,940.00 | (25,702.92) | 57,940.00 |
| REACH Expenses | 3,388.69 | 46,613.72 | 55,609.00 | (8,995.28) | 55,609.00 |
| NMFC Expenses | 456.29 | 11,447.82 | 10,668.76 | 779.06 | 10,668.76 |
| CAPR Expenses | 23,312.63 | 272,341.86 | 307,900.00 | (35,558.14) | 307,900.00 |
| SSVF Expenses | 19,093.28 | 202,847.66 | 178,380.00 | 24,467.66 | 178,380.00 |
| HEP Expenses | 495.19 | 7,034.31 | 6,461.27 | 573.04 | 6,461.27 |
| Links Expenses | 0.00 | 1,203.72 | 6,000.00 | (4,796.28) | 6,000.00 |
| CoC Expenses | 0.00 | 4,608.18 | 10,106.00 | (5,497.82) | 10,106.00 |
| Total Expenses | 147,595.03 | 1,691,385.97 | 1,811,073.69 | (119,687.72) | 1,811,073.69 |
| Unrestricted Cash | \$ 15,597.64 | \$ (4,885.15) | \$ 27,738.31 | \$ (32,623.46) | \$ 27,738.31 |

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April 2015

| | |
|------------------------|------|
| Total Adults | 56 |
| Total Children | 35 |
| Intakes | 39 |
| Number of "No Shows" | 16 |
| Rescheduled | 11 |
| Cancelled | 1 |
| File Updates | 22 |
| Foreclosure Follow Ups | 6 |
| Inspections | 0 |
| Veterans | 9 |
| Homebuyer Education | 5 |
| Financial Capabilities | 0 |
| Total Appointments | 95 |
| Total Payments | 23 |
| | 41% |
| | 17% |
| | 12% |
| | 1% |
| | 23% |
| | 6% |
| | 0% |
| | 100% |

| CLIENT EMERGENCY STATUS | |
|-------------------------|-----|
| Homeless | 13 |
| Eviction | 9 |
| Relocation | 14 |
| Foreclosure | 3 |
| Back Property Taxes | 0 |
| Other | 0 |
| | 33% |
| | 23% |
| | 36% |
| | 8% |
| | 0% |
| | 0% |

| CLIENT PAYMENTS | |
|---------------------|--------------|
| Client Paid | \$3,265.96 |
| Leveraged Funds | \$2,282.64 |
| HMMM | \$12,183.00 |
| Total Payments Made | \$ 17,731.60 |
| | 18% |
| | 13% |
| | 69% |
| | 100% |

| COUNTY BREAKDOWN | | | | |
|------------------|---------|--------|----------|------|
| City | Intakes | Adults | Children | % |
| Charlotte | 13 | 18 | 18 | 33% |
| Delta Twp(48917) | 3 | 4 | 0 | 8% |
| Eaton Rapids | 8 | 12 | 3 | 21% |
| Grand Ledge | 1 | 1 | 0 | 3% |
| Hastings | 1 | 2 | 0 | 3% |
| Lansing | 9 | 13 | 11 | 23% |
| Middleville | 1 | 1 | 0 | 3% |
| Nashville | 1 | 2 | 2 | 3% |
| Sunfield | 2 | 3 | 1 | 5% |
| Totals | 39 | 56 | 35 | 100% |

| STATUS | | | | | | |
|--------|---|---|----|---|---|-------|
| H | E | F | R | T | O | Total |
| 6 | 1 | | | 6 | | 13 |
| | 2 | | | 1 | | 3 |
| 2 | 1 | 2 | 3 | | | 8 |
| 1 | | | | | | 1 |
| 1 | | | | | | 1 |
| 1 | 5 | | 3 | | | 9 |
| 1 | | | | | | 1 |
| | | | | 1 | | 1 |
| 1 | | 1 | | | | 2 |
| 13 | 9 | 3 | 14 | 0 | 0 | 39 |

May 2015

| | |
|------------------------|------|
| Total Adults | 70 |
| Total Children | 61 |
| Intakes | 52 |
| Number of "No Shows" | 13 |
| Rescheduled | 15 |
| Cancelled | 7 |
| File Updates | 17 |
| Foreclosure Follow Ups | 2 |
| Inspections | 0 |
| Veterans | 2 |
| Homebuyer Education | 0 |
| Financial Capabilities | 0 |
| Total Appointments | 106 |
| Total Payments | 30 |
| | 49% |
| | 12% |
| | 14% |
| | 7% |
| | 16% |
| | 2% |
| | 0% |
| | 100% |

| CLIENT EMERGENCY STATUS | |
|-------------------------|-----|
| Homeless | 28 |
| Eviction | 8 |
| Relocation | 9 |
| Foreclosure | 4 |
| Back Property Taxes | 3 |
| Other | 0 |
| | 54% |
| | 15% |
| | 17% |
| | 8% |
| | 6% |
| | 0% |

| CLIENT PAYMENTS | |
|---------------------|-------------|
| Client Paid | \$3,679.59 |
| Leveraged Funds | \$4,693.56 |
| HSMM | \$13,925.19 |
| Total Payments Made | \$22,298.34 |
| | 17% |
| | 21% |
| | 62% |
| | 100% |

| COUNTY BREAKDOWN | | | | |
|------------------------|---------|--------|----------|------|
| City | Intakes | Adults | Children | % |
| Bellevue | 1 | 1 | 2 | 2% |
| Charlotte | 19 | 27 | 22 | 37% |
| Delta Township (48917) | 2 | 3 | 0 | 4% |
| Eaton Rapids | 5 | 8 | 8 | 10% |
| Grand Ledge | 3 | 3 | 3 | 6% |
| Hastings | 3 | 3 | 1 | 6% |
| Holt | 1 | 1 | 0 | 2% |
| Lansing | 9 | 11 | 11 | 17% |
| Mulliken | 2 | 3 | 3 | 4% |
| Nashville | 1 | 2 | 2 | 2% |
| Olivet | 1 | 2 | 7 | 2% |
| Owosso | 1 | 1 | 0 | 2% |
| Plainwell | 1 | 1 | 0 | 2% |
| Pottersville | 3 | 4 | 2 | 6% |
| Totals | 52 | 70 | 61 | 100% |

| STATUS | | | | | | |
|--------|---|---|---|---|---|-------|
| H | E | F | R | T | O | Total |
| | 1 | | | | | 1 |
| 12 | 1 | 1 | 5 | | | 19 |
| | 1 | 1 | | | | 2 |
| 3 | | | 2 | | | 5 |
| 1 | 1 | 1 | | | | 3 |
| 1 | | | | | 2 | 3 |
| 1 | | | | | | 1 |
| 7 | 2 | | | | | 9 |
| | | | 2 | | | |
| | | | | | | |
| | 1 | | | | | |
| 1 | | | | | | |
| | | | | | 1 | |
| 2 | 1 | | | | | |
| 28 | 8 | 4 | 9 | 3 | 0 | 52 |

Director's Report April and May 2015

April Meetings

Continuum of Care – chaired meeting as Chair is out on maternity leave
Clinton CoC- conference call
Barry CoC- attended in person

Strategies/Grants- did not meet

CQI – X1- discussed locking down domestic violence files within the HMIS system- will make recommendation to the CoC for a new method

SSVF –conference call and had to turn in “functional zero” materials

TEAM- 2 planning meetings

Region 7- continued work on the MOU

Fundraising-

Golf outing- several meetings

May Meetings

Continuum of Care – chaired meeting as Chair is out on maternity leave
Clinton CoC- attended in person took Tyler
Barry CoC- attended in person

Strategies/Grants- did not meet

CQI – X1- discussed locking down domestic violence files within the HMIS system- will make recommendation to the CoC for a new method

SSVF –conference call and had to turn in “functional zero” materials

TEAM- 2 planning meetings

Region 7- continued work on the MOU- set up an ad hoc group to work on the fine points- this meeting will be going from monthly to bi-monthly next meeting- July 2015

CRA- had a meeting with Patrick Lonergan from 5th/3rd bank about CRA funds

Fundraising-

Golf outing- several meetings and held golf outing on Friday 29th
18 teams paid to play, 14 teams attended- see estimated profit sheet

Rummage Sale- \$128

MISC- had 2 firms come to view windows to prepare for bids

Donations- see attached

| | | | |
|------------------------------------|-------------------------|------------|------------|
| 4/3/2015 Bed Bath and Beyond #610 | General Household Items | \$2,532.09 | |
| 4/10/2015 Bed Bath and Beyond #610 | General Household Items | \$49.99 | |
| 4/17/2015 Bed Bath and Beyond #610 | General Household Items | \$2,220.47 | |
| 4/1/2015 Charlotte Lithograph | Golf Donation | \$85.00 | |
| 4/24/2015 Bed Bath and Beyond #610 | General Household Items | \$395.86 | \$5,283.41 |

| | | | |
|------------------------------------|-------------------------|------------|------------|
| 5/1/2015 Bed Bath and Beyond #610 | General Household Items | \$1,113.68 | |
| 5/8/2015 Bed Bath and Beyond #610 | General Household Items | \$2,078.45 | |
| 5/15/2015 Bed Bath and Beyond #610 | General Household Items | \$211.65 | |
| 5/22/2015 Bed Bath and Beyond #610 | General Household Items | \$1,396.98 | |
| 5/29/2015 Bed Bath and Beyond #610 | General Household Items | \$1,211.61 | \$6,012.37 |

Executive Director's Outcomes Report 2014-15

| February 2014 | | | | | | |
|----------------|--------------|---------------|---|---------------|-------------------|--|
| Funding Source | Program Name | Number Served | Measurement | Outcome | Financials | Comments |
| HUD | | | | | | |
| 2/1/14-1/31/15 | Heart 1 | 2 | The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year. | 2/2 - 100% | 7450- all spent | These 2 small grants and third that was just funded will finally be merged this coming year |
| | Heart 1 | 2 | The % of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. | 1 of 2 - 50% | | |
| | | 2 | The % of persons age 18 and older who have a disability gained the ability to function with their disability | 2 of 2 - 100% | | |
| 2/1/14-1/31/15 | Heart 2 | 4 | The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year. | 4/4- 100% | 7415- all spent | |
| | Heart 2 | 2 | The % of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. | 1 of 2- 50% | | |
| | Heart 2 | 1 | The % of persons age 18 and older who have a disability gained the ability to function with their disability | 1 of 1- 100% | | |
| 2/1/14-1/31/15 | PSH | 11 | The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year. | 9/11 or 82% | 52,899- all spent | This grant started with 6 singles and has grown to actively housing 8 singles by using the 30% of income co-payments the clients pay to us for their monthly rent. |

| | | | | |
|----------------------|-------------|--|-------------|---|
| | 11 | The % of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. | 7/11 or 64% | |
| | | The % of persons age 18 and older who have a disability gained the ability to function with their disability | 9/11 or 82% | |
| June 2014 | | | | |
| 6/1/14-5/31/15 | SHP | | | 181,962- this grant has been reduced due to sequestration from 197,007 (high) and will be reduced again to 179,419 (June 1, 15) |
| Due by 8/30/15 | | | | This is the original grant (1996 and the merger of HUD 2 in 2000) |
| October 2014 | | | | |
| SSVF | | | | |
| 10/1/14-9/30/15 | SSVF | 70 HH | | % of positive housing destinations |
| DCH | | | | |
| 10/1/14-9/30/15 | Reach | 6 | | % of positive housing destinations |
| November 2014 | | | | |
| Applications Made | | | | |
| 11/2014 | SSVF | pending | | 181,394 requested |
| January 2015 | | | | |
| Jan 2015 | | | | Project Connect |
| Jan 2015 | 180 reviews | | | Joy Johns & Courtney Hayes |
| Jan 2015 | SPDAT | | | Implementation |
| | | | | MSHDA required assessment tool |

February 2015

| | | | | | |
|--------------------|---------------|---|--------|--|--|
| Feb 2015 | 90 reviews | Kevin Thompson & Emily Berning | | | |
| March 2015 | | | | | |
| March 2015 | New Project | | | | MOU to assist Eaton Co. homeless in Ingham shelters |
| March 2015 | New Project | | | | Start of Financial Capabilities Series |
| March 2015 | MDOC audit | UPDATE – 100% error free | | | Both PR projects reviewed |
| 3/13/15 | Dart | \$5000 | | | |
| 3/20/15 | HEP | 12,500 | | | MSHDA homebuyer education |
| 3/31/2015-4/1/2015 | Section 8 | SEMAP Completed 5/1/2015 | | | Year End reporting completed |
| April 2015 | | | | | |
| April 2015 | New project | H2- TA for Medicaid and Housing Named housing squared | | | New initiative to learn how to get Medicaid money to pay for housing counseling-homeless persons |
| April 2015 | 90 Day Review | Aris Bailey | | | |
| April 2015 | New Item | | | | HUD – Registered the Eaton COC MI-23 on the E-snaps systems. This was the first step to HUD renewals |
| April 2015 | Training | Denise and Sandra | | | IDA |
| | Training | Denise, Christie, and Kalli | | | MSHDA housing counselor training |
| April 2015 | Presentation | | | | RICC - A support/activities group for adults with developmental disabilities. This presentation was titled “So You Want a Place of Your Own” |
| April 2015 | Grant | Christie | | | New Grant for housing counseling to HUD submitted |
| April 2015 | CAPR | | | | Reported 7 out of 7 stable at 6 months – Report attached to this document |
| 4/17/2015 | UW | | 25,000 | | |

May 2015

| | | | | | | |
|----------|--------------|--|--|--|--|--|
| May 2015 | Presentation | | United Way presentation on 5/2/15 | | | Took Christie Harry with me to learn the process |
| May 2015 | Presentation | | Veterans Fair – Charlotte, MI | | | Mel and Tyler attended |
| May 2015 | Presentation | | | | | RICC - A support/activities group for adults with developmental disabilities. This presentation was titled "So You Want a Place of Your Own" |
| May 2015 | New Item | | | | | Submitted Housing Inventory Chart for the entire COC into HDX. This was another requirement for HUD. |
| May 2015 | New item | | | | | Put together a Board training manual |
| May 2015 | New item | | | | | Made changes to the computer/internet policy – bringing to board to get approved |
| May 2015 | New Item | | | | | Closed HUD grant |
| May 2015 | Grant | | | | | |
| May 2015 | Grant | | Christie | | | New Grant for housing counseling to HUD |
| May 2015 | Grant | | Christie | | | Submitted AmeriCorps Member Grant |
| May 2015 | Grant | | Christie | | | Submitted CRCF Grant Evaluation |
| May 2015 | SSVF | | Community plans for getting to functional zero | | | Prepared 3 plans – one for each county |

2015 Golf Outing Profit/Loss Statement

Receipts:

Sponsorships and golfing: \$14277.00

Including:

Mulligans: \$240.00

Games: \$371.00

Raffle: \$315.00

Silent auction: \$410.00

Outstanding receipts- Walmart- \$2,000

Archer Financials \$199

Independent Bank \$100

Nationwide Insurance \$199

Total receipts expected \$2,597

Costs:

Golfing: \$2240.00

Mileage: \$223.91

Other- postage & receipt books- \$173

Expected profit: \$13,787.64



Dear Fundraising Partner;

Buffalo Wild Wings prides itself on being a strong community supporter, and would like to offer you a unique fundraising opportunity.

We understand that raising funds for your school and/or organization can be time consuming and a hassle. Buffalo Wilds Wings takes the hassle out of planning and organizing fundraisers.

In order to book a fundraiser with Buffalo Wild Wings, your group needs only to pick a date, and pass out specially designed flyers to your group, family, friends and local community supporters informing them of your fundraising event.

How It Works:

- Pick a date (Fundraisers are held on Mondays, Wednesdays, and Sundays depending on sporting events)
- We design the flyer
- Your organization prints, and distributes the flyer to family, friends, supporters
- We recommend handing out a minimum of 300-400 flyers for this to be successful
- They bring in the flyer and enjoy a great meal and experience at Buffalo Wild Wings on the day of your event, and a percentage of their meal is donated back to your group
- **The percentage will be 20% of net sales of food and alcohol.**
- The fundraiser will run from the entire day of business (11am-2am) and be good for both dine-in orders and takeout.

Please contact me and let me know your interest in participating in this great opportunity.

I look forward to hearing from you soon.

Sincerely,

Matt Middleswarth
General Manager
Buffalo Wild Wings, Lansing
bwwlansing@jktwings.com
(517)886-9464

HOUSING SERVICES MID MICHIGAN

319 S Cochran Ave, P. O. Box 746
Charlotte, MI 48813
(517) 541-1180 • (517) 541-0269 fax

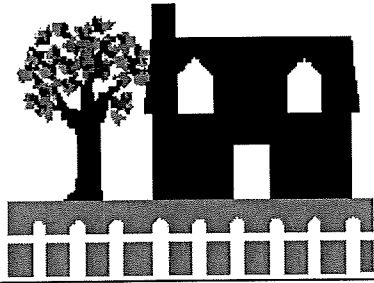
DRUG FREE WORK ENVIRONMENT

HSMM believes that the work place must be a safe environment for all employees, clients, visitors, and Board Members. To that end, HSMM will be a drug free work place. Therefore, except for the use of medically prescribed drugs, the possession or consumption of intoxicating beverages, drugs, stimulants or depressants at the office location or agency activity, including field work, is strictly forbidden. An employee in possession of, or reporting to, work under the influence of alcohol or drugs will be reprimanded and sent home. Further disciplinary action shall be considered by management and/or the Board of Directors, including dismissal. Each employee will sign an acknowledgement of this policy and that they will adhere to the policy.

As an employee, I understand the above stated policy.

Signature _____
Date

Witness _____
Date



HOUSING SERVICES MID MICHIGAN
319 S. Cochran, P. O. Box 746
Charlotte, MI 48813
(517) 541-1180 • (517) 541-0269 fax
Dial 711 TTY

CODE OF CONDUCT

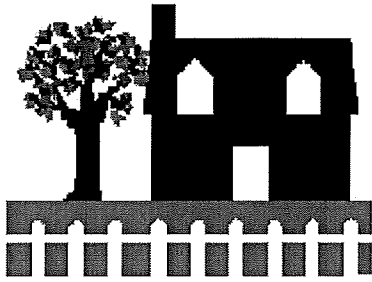
The agency believes that all personnel, board members, and volunteers should conduct themselves in a manner that would be considered honorable above reproach. To that end all employees, Board members, and volunteers will be required to sign and upload a code of conduct which includes the following:

1. No employee, officer, or agent of Housing Services Mid-Michigan (HSMM) shall solicit any payment or gift, in cash or in kind, for their personal profit or benefit, from any agency, client, vendor, or contractor. No employee, officer, or agent of HSMM shall engage in any non-agency business relationship with any agency client, vendor, or contractor, unless such relationship is disclosed in writing to and approved by the Executive Director and the Board President.
2. Any employee, officer, or agent who violates this policy is subject to discipline under the personnel and board policies of HSMM. This discipline will be determined on a case by case basis, but may include dismissal as an employee or removal from the Board of Directors.
3. This policy prohibits financial arrangements that personally benefit the employee, officer, or agent of HSMM. This policy does not prevent any employee, officer, or agent from engaging in fundraising activities on behalf of HSMM.
4. Any employee, officer, or agent of HSMM who becomes aware of a violation of this policy is required to report this violation to the Executive Director and the Board President. Failure to report a known violation of this policy constitutes a violation of this policy.
5. All employees, officers, or agents of HSMM will sign that they acknowledge and agree to abide by this above stated policy and that they have received the Code of Conduct and its reporting form.

Date of Policy: May 1, 2005 and Updated April 21, 2015

Signature: _____

Date: _____



HOUSING SERVICES MID MICHIGAN
“HSMM is an equal opportunity provider”

319 S. Cochran, P. O. Box 746
Charlotte, MI 48813
(517) 541-1180 • (517) 541-0269 fax
Dial 711 TTY
hsmminfo@hs-mm.org

SEXUAL HARRASSMENT POLICY

HSMM will not tolerate sexual harassment which it is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such incidences constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

If a situation develops in which you feel may constitute harassment, it should be reported to the Executive Director immediately. In the case that notifying the Executive Director is inappropriate, contact the Board President and Vice President immediately. Please fill out a Suspected Sexual Harassment Form and turn it in.

All complaints will be investigated in a prompt, effective, and discreet manner and all records related to the investigation will be strictly confidential. A determination on the allegations will be made from the facts on a case-by-case.

Signature: _____

Date: _____

Housing Services Mid Michigan's Internet/Electronic Media/E-mail Policy

The purpose of this policy is to ensure the proper use of Housing Services Mid Michigan's computers/ laptops, internet, electronic media, and email system. This policy makes users aware of what Housing Services Mid Michigan deems as acceptable and unacceptable use of its systems. Housing Services Mid Michigan reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

Legal RISKS

Computers/Laptops, Internet, and the use of Electronic Media/email are a business communication tool and users are obliged to use these tools in a responsible, effective and lawful manner. Although by its nature the Computer/Laptop, Internet, and Electronic media/email seem to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of all electronic media/emails:

- If you send emails or post on electronic bulletin boards, such as Facebook or Twitter, with any libelous, defamatory, offensive, racist or obscene remarks, you and Housing Services Mid Michigan can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and Housing Services Mid Michigan can be held liable.
- If you unlawfully forward confidential information, you and Housing Services Mid Michigan can be held liable.
- If you unlawfully forward or copy messages without permission, you and Housing Services Mid Michigan can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and Housing Services Mid Michigan can be held liable.

By following the guidelines in this policy, Computer/Laptop, Internet, and Electronic media/email user can minimize the legal risks involved in the use of the Computer/Laptop, Internet, and Electronic media or e-mail. If any user disregards the rules set out in this Computer/Laptop, Internet and Electronic Media Policy, the user will be fully liable and Housing Services Mid Michigan will disassociate itself from the user as far as legally possible.

Legal Requirements

The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.
- It is strictly prohibited to post on Electronic Bulletin Boards or forward posts containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.
- It is strictly prohibited to post Electronic Bulletin Boards or send e-mail that defames Housing Services Mid Michigan, its policies, its program guidelines, its other employees, or former employees on any media form.
- It is strictly prohibited to download or to send in an email with any type of pornographic materials.
- Do not forward a message without acquiring permission from the sender first.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge posts or email messages.
- Do not send email or post on Electronic Bulletin Boards messages using another person's email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail or posting on electronic boards.

Best practices

Housing Services Mid Michigan considers the Computer/Laptop, Internet, and Electronic media/email as an important means of communication and recognizes the importance of proper content and speedy replies in conveying a professional image and delivering good customer service. Therefore, Housing Services Mid Michigan requires users to adhere to the following guidelines:

- **Computers and Laptops:**

- Are the properties of HSMM, and should only be utilized in a professional manner. During work hours all Programs/Software on a HSMM computer/laptop including (any version of Microsoft Office, Adobe Reader, PDF creator, etc.); must only be used for office activities.
- **Writing emails:**
 - Write well-structured emails and use short, descriptive subjects.
 - Housing Services Mid Michigan's email style is informal. Meaning that sentences can be short and to the point. You can start your e-mail with 'Hi', or 'Dear', and the name of the person. Messages can be ended with 'Best Regards'. The use of Internet abbreviations and characters such as smile faces however, is not encouraged.
 - Signatures must include your name, job title and company name. A disclaimer must be added underneath your signature (see Disclaimer)
 - Use the spell checker before you send out an email.
 - Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
 - Do not write emails in capitals.
 - Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
 - If you forward emails, state clearly what action you expect the recipient to take.
 - Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).
 - Only mark emails as important if they really are important.
- **Replying to emails:**
 - Emails should be answered within a timely manner, but users must endeavor to answer priority emails within 4 hours.
 - Priority emails are emails from staff and business partners.
- **Newsgroups:**
 - Users need to request permission from their supervisor before subscribing to a newsletter or news group.
- **Maintenance:**
 - Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.
- **Posting on Electronic Bulletin Boards:**
 - The agency maintains a Facebook Page for the strict use of promoting its self, its mission, and announcements of fundraising or other special events.
 - All Electronic Media Bulletin Boards (examples: Facebook or Twitter) will be used only for professional reasons such as promoting our mission, employment possibilities, fundraising initiatives, or community involvement.

Under no circumstances will employees use Electronic media, ours or others, to debase, liable, complain, or defame Housing Services Mid Michigan in any manner. Misuse is reason for dismissal.

PERSONAL USE

Although Housing Services Mid Michigan's Internet/Electronic Media/Email system is meant for business use, Housing Services Mid Michigan allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal uses of the internet, email, and software use should only be used during lunch breaks, and should not interfere with work.
- Personal internet surfing and emails must also adhere to the guidelines in this policy.
- Personal emails are kept in a separate folder, named 'Private'.
- The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
- Do not send out mass mailings.
- All messages distributed via the company's email system, even personal emails, are Housing Services Mid Michigan's property.
- The internet history is the property of Housing Services Mid Michigan.
- Misuse is reason for dismissal.

CONFIDENTIAL INFORMATION

Avoid sending client's confidential information by e-mail. If such correspondence is necessary to deliver services to a client, do not put personal information in the subject line. Delete the email immediately following its usage. Keep a hard copy in the client's paper file that is secure.

DISCLAIMER

The following disclaimer must be added to each outgoing email:

This E-mail transmission and any attachments to it are intended solely for the use of the individual or entity to which it is addressed and may contain confidential and privileged information. If you are not the intended recipient, your use, forwarding, printing, storing, disseminating, distribution, or copying of this communication is prohibited. If you receive this communication in error, please notify hsecinfo@hs-mm.org immediately and delete it from your computer. Thank you. Housing Services Mid Michigan, PO Box 746, Charlotte, MI 48813 (517) 541-1180

SYSTEM MONITORING

You must have no expectation of privacy in anything you create, download, store, send, receive, or delete on the company's computer system. Your internet usage, history and emails can be monitored without prior notification if Housing Services Mid Michigan deems this necessary. Downloading materials to an office computer that are defamatory, offensive, racist or obscene will be considered for disciplinary action including termination and/or legal action. If there is other evidence that you are not adhering to the guidelines set out in this policy, Housing Services Mid Michigan reserves the right to take disciplinary action, including termination and/or legal action.

EMAIL ACCOUNTS

All email accounts maintained or used on our systems are property of Housing Services Mid Michigan. Your office account email passwords should not be given to other people and although not required, should be changed every 6 months. Passwords for HSMM internal email system changes must be forwarded to the director immediately.

SECURITY MEASURES

HSMM will provide anti-virus protection for all of its computers including lap tops and field workers stations at no cost to the employee. Annually, each computer will be updated for this protection. It everyone's duty to minimize the risk of a virus to the office computers at all times. If you believe you have inadvertently downloaded a virus you are to contact the Executive Director immediately for "clean up."

QUESTIONS

If you have any questions or comments about this Email Policy, please contact the Director, Denise Dunn at (517) 541-1180, or ddunn@hs-mm.org. If you do not have any questions Housing Services Mid Michigan presumes that you understand and are aware of the rules and guidelines in this Internet/Electronic Media/Email Policy and will adhere to them.

DECLARATION

I have read, understand and acknowledge receipt of the Internet/Electronic Media/Email policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary, termination, or legal action.

Signature:

Date:

Printed Name:

Housing Services Mid Michigan Shelter Plus Care

1. Payments are made depending on available funding and those funder's current and future requirements.
2. The client may be asked to sign a general to specific release of information.
3. The client will assist in writing their own case plan to determine their personal goals.
4. The client will be required to seek assistance at other agencies to complete a financial package. All necessary documents from these agencies will be the responsibility of the client. Faxed copies are acceptable.
5. All requested materials must be returned prior to any possible financial assistance.
6. Moving into housing prior to HSMM verification invalidates the need for assistance and no payment will be made.
7. Rent must be at or below fair market set by HUD.
8. The client must make their portion of rent payment to HSMM each month on time.
9. The client will be responsible for keeping the property in safe and sanitary conditions and notifying the landlord of any maintenance problems or concerns.
10. The client must keep the property a drug free zone.
11. The client will return tracking surveys.
12. The client must report all members of household. If the client fails to report household members within this time limit it is grounds for immediate termination.
13. The client must participate in annual recertification for this program. This includes providing all current sources of income, household members, and allowing the unit to be re-inspected.
14. The client must participate in home visits while on this program. The frequency of these visits will be at the case manager's discretion, and the client will have a minimum of 24 hour notice.
15. Clients must occupy the unit being supported by the program at all times.
16. Clients must be engaged with the Eaton County Counseling Center and be working on their self stated goals with their case manager and other medical staff.
17. The client must notify case manager and landlord within 30 days of moving. The apartment must be in good condition at the time of move out. A case manager may do a final walk through before the time of move out.
18. The client has 60 days from the intake appointment to locate housing and return all paperwork.

Client Signature

Date

Budget 2015-2016 All Costs

| Revenues | Expenses | | |
|---|-----------------|---------------|---------------|
| | Client payments | Operation | Program |
| MSHDA ESG | \$ 106,503.00 | \$ 6,300.00 | \$ 5,200.00 |
| EFSP | \$ 35,000.00 | \$ 34,500.00 | \$ 3,400.00 |
| HUD SHP | \$ 181,962.00 | \$ 24,000.00 | \$ 1,000.00 |
| Eaton Co. UW | \$ 12,018.00 | \$ 9,480.00 | \$ 31,000.00 |
| Flagstar Bank | \$ 5,000.00 | \$ 5,000.00 | \$ 100.00 |
| Tri-County Electric | \$ 5,000.00 | \$ 126,000.00 | \$ 1,000.00 |
| JHLPR | \$ 236,476.00 | \$ 15,000.00 | \$ 1,000.00 |
| CRCF | \$ 15,000.00 | \$ 15,000.00 | \$ 750.00 |
| IDA | \$ 500.00 | \$ 500.00 | \$ 3,000.00 |
| Section 8 | \$ 472,115.00 | \$ 426,047.00 | \$ 250.00 |
| REACH Supportive Housing participants pool | \$ 42,497.00 | \$ 37,656.00 | \$ 4,500.00 |
| MICAH | \$ 4,600.00 | \$ 3,000.00 | \$ 1,000.00 |
| Neighborhood Doors | \$ 4,500.00 | \$ 2,000.00 | \$ 500.00 |
| MISC | \$ 2,000.00 | \$ 2,000.00 | \$ 20,290.00 |
| Fundraising | \$ 2,000.00 | \$ 2,000.00 | \$ 21,000.00 |
| Interest Income | \$ 15,000.00 | \$ 15,000.00 | \$ 4,080.00 |
| 5th/3rd Bank | \$ 1,500.00 | \$ 1,500.00 | \$ 6,000.00 |
| PNC bank | | | |
| Eaton Permanent Supportive Housing participants pool | \$ 52,899.00 | \$ 37,800.00 | \$ 22,500.00 |
| HEP | \$ 10,000.00 | \$ 10,000.00 | \$ 2,000.00 |
| CAPR Prisoner Reentry | \$ 6,888.00 | | \$ 3,400.00 |
| Foreclosure specialist (s) NMS | \$ 315,678.00 | \$ 158,600.00 | \$ 1,200.00 |
| veterans grant | \$ 58,104.00 | | \$ 1,200.00 |
| NFMC | \$ 181,947.00 | \$ 40,000.00 | \$ 31,000.00 |
| HEART 1 | \$ 12,000.00 | | \$ 100.00 |
| HEART 2 | \$ 7,450.00 | | \$ 100.00 |
| HEART 3 | \$ 7,415.00 | | \$ 100.00 |
| Totals | \$ 1,808,403.00 | \$ 949,826.00 | \$ 124,170.00 |

| | Expenses | | |
|----------------------|--------------|---------------|----------------|
| | Operation | Program | Admin expenses |
| phone | \$ 5,200.00 | \$ 22,500.00 | \$ 2,500.00 |
| heat/lights | \$ 3,400.00 | \$ 2,000.00 | \$ 12,000.00 |
| Water/gar | \$ 1,000.00 | \$ 1,200.00 | \$ 2,000.00 |
| Mortgage | \$ 9,480.00 | \$ 31,000.00 | \$ 3,000.00 |
| Maintenance | \$ 5,000.00 | \$ 100.00 | \$ 1,000.00 |
| Equipment | \$ 2,000.00 | \$ 1,000.00 | \$ 100.00 |
| Copier | \$ 3,500.00 | \$ 1,000.00 | \$ 4,000.00 |
| Office supply | \$ 2,000.00 | \$ 750.00 | \$ 680.00 |
| D&O | \$ 1,900.00 | \$ 3,000.00 | |
| Business In. | \$ 1,150.00 | \$ 250.00 | |
| internet | \$ 1,100.00 | \$ 4,500.00 | |
| surety bond | \$ 900.00 | \$ 1,000.00 | |
| website | \$ 500.00 | \$ 500.00 | |
| internet storage | \$ 1,000.00 | \$ 20,290.00 | |
| Amerc Corps | \$ 3,650.00 | \$ 21,000.00 | |
| Barry office | \$ 5,400.00 | \$ 4,080.00 | |
| veterans outreach | | \$ 4,080.00 | |
| foreclosure outreach | | \$ 4,080.00 | |
| vet training | | \$ 6,000.00 | |
| Totals | \$ 47,180.00 | \$ 124,170.00 | \$ 25,280.00 |

| | Salary Support | | | |
|-----------------------|-----------------|---------------|-----------------|---------------|
| | MI Unemploy | Health IN | Work Comp | |
| Salary | \$ 543,963.20 | \$ 41,613.18 | \$ 3,15% | |
| FICA | \$ 4,203.25 | \$ 22,307.00 | \$ 2,447.83 | |
| Totals | \$ 548,166.45 | \$ 63,920.18 | \$ 2,450.26 | |
| Total Revenues | \$ 1,808,403.00 | \$ 616,934.47 | | |
| Total Expenses | \$ 1,146,456.00 | \$ 45,012.53 | | |
| Difference | \$ 661,947.00 | \$ 171,921.94 | | |
| Salary | FICA | MI Unemploy | 2.89% Health IN | |
| Director | \$ 94,203.20 | \$ 7,206.54 | \$ 274.55 | \$ 7,775.00 |
| Intake/assist Dir | \$ 52,062.40 | \$ 3,982.77 | \$ 274.55 | \$ 1,000.00 |
| Housing Intake/foli | \$ 31,200.00 | \$ 2,386.80 | \$ 274.55 | \$ 350.00 |
| Houings Resource | \$ 29,120.00 | \$ 2,227.68 | \$ 274.55 | \$ 125.00 |
| CAPR case mang | \$ 40,576.00 | \$ 3,104.06 | \$ 274.55 | \$ 125.00 |
| CAPR house manç | \$ 45,926.40 | \$ 3,513.37 | \$ 274.55 | \$ 800.00 |
| JHLPR | \$ 48,782.40 | \$ 3,731.85 | \$ 274.55 | |
| foreclosure special | \$ 30,908.80 | \$ 2,364.52 | \$ 274.55 | |
| Clinton SSVF | \$ 26,624.00 | \$ 2,036.74 | \$ 274.55 | |
| Veteran case man: | \$ 42,432.00 | \$ 3,246.05 | \$ 274.55 | |
| Section 8 | \$ 16,250.00 | \$ 1,243.13 | \$ 274.55 | |
| Perm S case man | \$ 25,480.00 | \$ 1,949.22 | \$ 274.55 | |
| homebuyer educat | \$ 10,764.00 | \$ 823.45 | \$ 274.55 | |
| admin assist | \$ 17,342.00 | \$ 1,326.66 | \$ 274.55 | |
| data aide | \$ 10,660.00 | \$ 815.49 | \$ 274.55 | |
| Bookkeeping/HMIS | \$ 21,632.00 | \$ 1,654.85 | \$ 274.55 | |
| Totals | \$ 543,963.20 | \$ 41,613.18 | \$ 4,203.25 | \$ 22,307.00 |
| | | | \$ 2,447.83 | \$ 2,400.00 |
| | | | \$ 616,934.47 | \$ 616,934.47 |
| | | | total / hour | 53.30923519 |
| | | | | 27.35769442 |
| | | | | 16.40709135 |
| | | | | 15.33 |
| | | | | 22.22942596 |
| | | | | 28.79 |
| | | | | 38.98 |
| | | | | 17.76 |
| | | | | 22.18 |
| | | | | 12.2532967 |
| | | | | 17.83232692 |
| | | | | 11.27008077 |
| | | | | 12.19311026 |
| | | | | 58.99005 |
| | | | | 19.55267934 |

Customer Satisfaction Survey

1. What type of service did you receive? (Circle all that apply)

Shelter Rental Assistance Mortgage assistance Utilities

Other: Help with Portion of My Deposit owed on My New Apartment!

2. Were you treated with dignity and respect?

Yes No

3. How helpful was your Case Worker/Staff? (Please circle one)

Not Helpful Somewhat Helpful Neutral Helpful Very Helpful

4. How would you rank the overall services you received? (Please circle one)

Not Helpful Somewhat Helpful Neutral Helpful Very Helpful

5. Was the agency able to meet your needs?

Yes No

Additional Comments:

I Thank God Everyday for your Organization! you all have been so good to me and have helped me so much! Thank you! I appreciate you all!!!

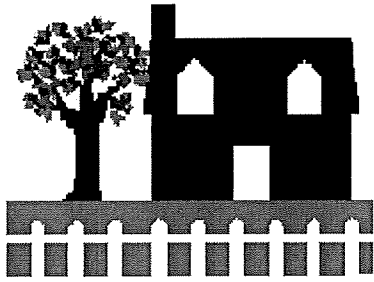
If you would like a Case Manager to call you to further discuss your questions/concerns please provide us with your phone number: _____ For assistance with: _____

All surveys that are returned COMPLETED will be entered into a drawing for your choice of **ONE FREE PRIZE**. Prizes come from Bed Bath and Beyond. There will usually be two or three to choose from. A new winner will be chosen each month. Winners will be notified via the contact phone number written on this survey and are responsible for picking up their prize.

If you have any questions or concerns please feel free to contact our office at (517) 541-1180.

I have been blessed to have good caring informative and understanding Case Managers since I have signed up with Housing Services - Thank you so much for all you've done for me and I appreciate all of you for your caring and helpful ways and taking the time to explain things when I don't understand something! 28 God Bless you All !!!





HOUSING SERVICES MID MICHIGAN
“HSMM is an equal opportunity provider”

319 S. Cochran, P. O. Box 746

Charlotte, MI 48813

(517) 541-1180 • (517) 541-0269 fax Dial 711 TTY

www.hsmidmichigan.org

hsmminfo@hs-mm.org

April 20, 2015

Chandra M. Broadnax
Program Analyst
Detroit Field Office – Public Housing
477 Michigan Ave
Detroit, Michigan 48226

RE: EIV Compliance

Dear Ms. Broadnax,

This letter is in response to your recent request concerning the EIV system and my office. Specifically you requested information about the following:

- HSMM is fully compliant with all security requirements
- EIV users who are active are Charlene Smith – MSC151
- Staffing roles have not changed since October 2014
- Charlene Smith completed the EIV training May 27th, 2014

Sincerely,

Denise M. Dunn, MA, CFLE
Executive Director





TRI-COUNTY ELECTRIC PEOPLE FUND
7973 E. Grand River Ave.
Portland, Michigan 48875

phone: 1-800-421-8956 ext 1218
fax: 517-647-7615
www.homeworks.org

May 27, 2015

Housing Services of Mid Michigan
Attn: Denise Dunn
P.O. Box 746
Charlotte, MI 48813

Dear Denise,

I am happy to inform you that the Tri-County Electric People Fund board has reviewed your application for funding and has made a grant in the amount of **\$3,000** for the housing assistance program.

Below is information regarding the check that is enclosed with this letter:

| <u>Check #</u> | <u>Payee</u> | <u>Amount</u> |
|----------------|----------------------------------|---------------|
| 2107 | Housing Services of Mid-Michigan | \$3,000 |

I have also attached a copy of this letter for you to sign and return in the enclosed envelope, agreeing to accept the grant.

If you have any questions, please contact Tanya Schneider at 1-800-421-8956 ext 1218.

Sincerely,

Richard Palermo
Chairperson

RP/ts

Signature _____

Housing Services Mid Michigan offering free first-time homebuyer education

Housing Services Mid Michigan (HSMM) is offering a free Saturday class for first-time homebuyers to learn more about all aspects of homeownership — readiness, search, lending and closing. The session will also include information about successful maintenance and financing

after you buy. Several housing experts will be guest speakers.

This class is ideal for people who are within a year of being ready to become a homebuyer and those who have not owned a home for three years.

Topics that will be addressed during the Saturday,

April 25 session include: Assessing your readiness for home ownership; credit scores and credit repair; search — shopping for a home; lending — applying for a mortgage; purchase — making an offer; and owner maintenance and financing.

The session will take place

from 9 a.m. to 2 p.m. at Fifth Third Bank, located at 328 Lansing Street in Charlotte. For more information or to register, call Housing Services Mid Michigan at (517) 541-1180.

Article submitted by HSMM.

The County Journal
4/25/2015

Learn more about down payment assistance

Housing Services Mid Michigan will host a free seminar Tuesday, April 28 to explain how to participate in a down payment assistance program call the Michigan IDA Program. The program is designed to help modest income families acquire the resources to buy a first home.

The program features a 3-to-1 dollar match, where-in participants save \$1,000 (minimum \$20 per month for six months, up to \$1,000 over a maximum of 36 months) and you will receive matching funds of \$3,000 (for a total of \$4,000). You can use the funds for a down payment or for closing costs.

To participate:

You must be income qualified (e.g., \$35,000 family of two and graduated up for family size)

You must be over age 18

You must participate in 10 hours of financial education

The savings account (called an IDA or Individual Development Account) will be co-owned by you and Housing Services Mid Michigan

You can learn more about the program during the free seminar on Tuesday, April 28 from 6:30 to 7:30 p.m. at Housing Services Mid Michigan, located at 319 S. Cochran Street in Charlotte. For more information or to register, call (517) 541-1180. Please pre-register since space is limited.