

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY February 9, 2016 noon
LOCATION: MSU Extension Office CHARLOTTE, MICHIGAN
Call In Number 517-541-1180 (only 1 person)
AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES December 2015

ACCEPTANCE OF FINANCIAL REPORT January 2016

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- December 2015 and January 2016

OLD BUSINESS

Review of the Articles of Incorporation and Bylaws- Nicole Shannon

Marketing update- see the new logo

NEW BUSINESS

Annual meeting-
Nominations/Vote for Board Members

Nominations/Vote for Board Officers
Annual Conflict of Interest Signatures
JRAP- Region 7 collaborative efforts/grant application

Neighborhood Doors Annual Meeting-
Approval of the Minutes for 2015
Discussion about the 2015 cash flow funds received in January 2016

	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 (MSHDA)	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	HC	Housing Counseling-HUD
JHLPR	Jackson, Hillsdale, Lenawee Prisoner Re-entry		

Next Meeting- April 12, 2016 – 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
December 3, 2015 Board Meeting

Call to order: Call to order by President Brown at 2:09 p.m.

Present: Tom Reich, Dar Benjamin, Tom Fuller, Jim Dexter, Sue Hoffman, Janice Land, Robert Brown, Sean Cotter, Nicole Shannon, and Denise Dunn (ex-officio)

Approval of Minutes: Need to include that Shannon was present at meeting. Motion to approve minutes with amendment by Cotter with Fuller second. Motion carried

Acceptance of Financial Report: Brown stated that total revenues appear to be under by over \$90,000, acknowledging that with the grant structure that we often receive payments from the grants after HSMM has made expenditures. Dunn states that \$50,000 is coming from MSHDA shortly. Capital Area Prison Reentry and Jackson Prison Reentry checks for approximately \$36,000 were deposited on December 1 and are not reflected in the current financial figures. Brown asked about Section 8 funds. Dunn explained that the funds were recaptured in October from the prior year as those funds were not needed. Dunn said we may need to adjust the budget to improve this number and more accurately reflect the program.

Brown asked where the new windows were included in the line items. Dunn confirmed that the overhead expenses reflected the new windows.

Brown asked if there was any way to get the uncovered expenses more in line with the budget. Dunn explained many grants recharge in October and the first payment is often delayed (though other payments come regularly). SSVF, MSHDA, CAMWA specifically are three large grants that take some time to start up. The REACH grants have not yet been signed by the grantors. Dunn will take a look at the budgets prior to the next meetings and expects to be more caught up as a result of the large reimbursements.

Brown had requested a balance sheet. Dunn reports that we are currently in balance.

Motion to accept financial report by Land with Fuller second. Motion carried.

Executive Director's Report: Dunn reviewed the monthly statistics. October was busier than usual whereas November was a more typical month. Brown drew attention to the client payments, as the clients are contributing a share toward their well-being. Dunn reviewed the outcome tracker. Both prison reentry programs were closed out for the cycle. MSDHA provided \$15,000 for marketing programs. Dunn hired a marketing person to assist at \$35/hour to do research, help

with branding, a better website, letterhead, brochures, and a timeline for putting out publications and releases. The contract is for 100 hours of work. Dunn reports we have picked a color scheme and logo. The marketing money is being used for advertising and the expertise of the marketing professional. Dexter asked how we will confirm the work is completed. Dunn drew attention to the contract that lays out the terms and the deliverables. Dexter asked about the hiring process. Dunn reported that an employee had experience with the marketing person, who is now retired. Dunn conducted an interview with the individual and decided to contract at that point.

Dunn discussed the major HUD grant that included 7 projects from HSMM. Region Dunn reported PHA funds will be available for expungment to allow clients to get into housing. Dunn is trying to work toward cross-county cooperation to work on this with the Region 7 partners. Dunn discussed the major HUD grant that includes a substantial increase in availability of bonus funds, up to 75% from approximately 15%. Dunn reports that if we receive the additional funds we will need to hire an additional employee to manage the 10 households that will be involved.

Dunn reports she is hiring for Mel's position. Mel had to leave due to family health issues. Dunn reports that Mel left his list of contacts for use by HSMM.

Old business:

AmeriCorps: Dunn reports we have hired for the AmeriCorps position.

Articles of Incorporation and Bylaws: Shannon reports she needs to table the discussion of the Articles of Incorporation and Bylaws until next meeting.

ALICE program: Dunn reports this is now underway with Independence Bank, United Way, and HSMM. HSMM's role is to screen and do budgeting. HSMM has screened 3 people already, and 2 qualified for the loan. All clients are going through the financial capabilities program. Dunn provided examples of car and appliance repairs as the types of eligible costs.

EFSP: Dunn reports that the money has now come in after months of delay with 30 days to spend \$38,400. Dunn explained HSMM receives money from the CRCF and People Fund. These are unregulated dollars that are simply to be used for clients. Dunn went back and recaptured these funds back to the start date of the grant as far as was possible (the back date is September 1, 2014). Dunn was able to recapture over \$20,000, which was nearly all of the CRCF and People Fund dollars. Dunn then spent \$12,000 in four weeks on client rental expenses. We will need to repay some funds, but not nearly as much as would have been required if the funds had not been recaptured. Land and Dexter voiced concern about the way the funds had been disbursed by the funders given the short timeline to spend. Dunn reported

that this has been an issue for the last 3-4 years, but before this it was a non-issue. Dunn reported she previously would spend 50% of the funds with ahead of time with board approval but because of the delays she has stopped doing so. Dunn reported that the work done is documented in such a way that it meets the requirements of all the grants at issue.

New Business:

Women Giving Together: Dunn submitted HSMM as a recipient of funds from the Women Giving Together Eaton County. The members agree to pay \$50 a quarter to the selected agency. There are up to 100 members so the elected agency could get \$5000.

Nomination Committee: The members whose terms are expiring are Brown, Fuller, Cotter, and Benjamin. The executive members will need to report back with a decision. Cotter and Reich will serve on the nominating committee. Brown asked if any of the Directors with expiring terms wish to be taken off the slate. Shannon explained that she will be on leave between April and September and will need coverage for the minutes at meetings. All Directors are in agreement to stay on.

Cotter explained that he was in favor of remaining as Vice President. Brown asked if anyone else is interested as President in the interest of getting a new perspective. Shannon agreed to stay as Secretary. Dexter agreed to stay as Treasurer. Brown agreed to stay on as President but requested that the group consider a new President in the future. Benjamin moved to approve the slate. Riech support. Motion carried to approve the slate. Vote will happen in February.

CRCF Grant: Dunn reports receipt of \$15,000 for the third year in a row (the maximum award).

Consumers Energy: Dunn received enough free LED lights to replace all the incandescent, "curly cue," and florescent lights that were compatible. Dunn replaced the lights. Consumers will subsidize the replacement of the fixtures that are not currently compatible up to \$7500. Dunn has applied and reports the electricity usage is already lower. Brown reported that the lifespan of the bulbs is 15-18 years. The electrical contractor approved for the program is John Boy Electric.

Marketing contract: Discussed previously as part of the Executive Director's Report. Brown stated that perhaps in the future we should consider bidding out similar contracts in the future, but stated this is a small amount and likely a great deal. Dunn stated that there will likely need to be bids for the remainder of the \$15,000.

Five Year Plan: Dunn is required to put together a HUD and EIV five-year plan regarding how to implement the goals of the programs.

Rural Development correspondence:

HSMM is offering financial fitness classes at the ALIVE! center in Charlotte. Dunn pitched this as relieving unhealthy stress related to the burdens of financial problems.

HSMM partnered with the Barry County Project Connect and received a thank you note.

Dunn pointed to a large article in the LSJ regarding HSMM and the Eaton Rapids Community News.

Reich discussed the possibility of presumptive parole legislation and asked Dunn whether there are plans to address the expected increase in prison reentry clients. Dunn reported that there are not currently plans to address this given the early stages. Dunn explained most of the people who are housed are on tether.

Benjamin motion to adjourn. Dexter support. Motion carried.

Adjourned at 3:41.

Respectfully submitted,

Nicole Shannon
Secretary

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Housing Services Mid Michigan
Board Report
Month Ending January 31, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Revenues					
Interest Income	\$ 0.00	\$ 158.00	\$ 666.64	\$(508.64)	\$ 1,000.00
Contributed Services	0.00	0.00	0.00	0.00	0.00
Contributions - Unrestricted	253.70	1,397.31	1,666.64	\$(269.33)	2,500.00
Flex plan	0.00	552.18	2,333.36	\$(1,781.18)	3,500.00
Fundraising	0.00	6,039.42	10,000.00	\$(3,960.58)	15,000.00
HUD	15,434.44	105,164.32	119,612.64	\$(14,448.32)	179,419.00
MICAH	0.00	4,500.00	4,333.36	166.64	6,500.00
Behavioral Health	0.00	0.00	0.00	0.00	0.00
JHLPR	17,966.83	139,318.25	157,650.64	\$(18,332.39)	236,476.00
MSHDA	0.00	101,930.00	77,354.64	24,575.36	116,032.00
AmeriCorpGrant	0.00	0.00	1,166.64	\$(1,166.64)	1,750.00
EFSP	0.00	36,400.00	25,333.36	11,066.64	38,000.00
HEART 900	178.24	4,854.41	5,048.00	\$(193.59)	7,572.00
HEART 900 Tenant co-pay	14.00	154.00	450.00	\$(296.00)	675.00
HEART 900 Tenant co-pay	0.00	0.00	0.00	0.00	0.00
HUD HC	0.00	2,732.17	12,306.64	\$(9,574.47)	18,460.00
Tri-County	0.00	3,000.00	3,333.36	\$(333.36)	5,000.00
CRCF	0.00	15,000.00	10,000.00	5,000.00	15,000.00
HEART 1300	1,024.48	5,559.66	5,021.36	538.30	7,532.00
HEART 1300 Tenant co-pa	0.00	1,317.00	2,000.00	\$(683.00)	3,000.00
HEART 1300 Tenant co-pa	0.00	0.00	0.00	0.00	0.00
PSH 1400	5,843.31	33,052.34	35,810.00	\$(2,757.66)	53,715.00
PSH 1400 Tenant co-pay	613.00	1,950.00	2,333.36	\$(383.36)	3,500.00
PSH 1400 Tenant co-pay	0.00	0.00	0.00	0.00	0.00
MSHDA Round 2	0.00	0.00	0.00	0.00	0.00
OTHER Income	0.00	195.38	1,666.64	\$(1,471.26)	2,500.00
Project Connect Income	500.00	500.00	666.64	\$(166.64)	1,000.00
Emergency Fund	0.00	0.00	884.00	\$(884.00)	1,326.00
Adopt A Family Income	0.00	289.00	192.64	96.36	289.00
IDA	0.00	0.00	573.36	\$(573.36)	860.00
IDA Client payments	0.00	0.00	0.00	0.00	0.00
HEART 1800	1,631.99	9,280.20	9,727.36	\$(447.16)	14,591.00

For Management Purposes Only

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Housing Services Mid Michigan
Board Report
Month Ending January 31, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
HEART 1800 tenant co-pay	0.00	0.00	1,400.00	(1,400.00)	2,100.00
Section 8 funds	36,405.00	239,008.00	290,000.00	(50,992.00)	435,000.00
Section 8 Admin	4,441.00	29,219.00	28,000.00	1,219.00	42,000.00
Section 8 interest	0.00	57.99	0.00	57.99	0.00
Sect 8 Fraud Recovery	0.00	0.00	0.00	0.00	0.00
Eaton Co. United Way	3,249.75	9,769.25	8,666.00	1,103.25	12,999.00
NDC	0.00	0.00	6,466.64	(6,466.64)	9,700.00
NMS ROUND 5 Foreclosur	(38,260.00)	(26,114.00)	38,666.64	(64,780.64)	58,000.00
REACH Admin	0.00	1,065.84	1,466.64	(400.80)	2,200.00
REACH Tenant co-pay	744.50	5,023.50	3,200.00	1,823.50	4,800.00
REACH Tenant co-pay	0.00	0.00	0.00	0.00	0.00
Eaton County Counseling	2,500.00	8,750.00	10,000.00	(1,250.00)	15,000.00
DCH	0.00	16,423.00	28,000.00	(11,577.00)	42,000.00
NFMC Income	0.00	4,704.00	3,666.64	1,037.36	5,500.00
Homebuyer	0.00	0.00	0.00	0.00	0.00
CAPR	26,076.15	190,392.88	210,000.00	(19,607.12)	315,000.00
SD Pool	0.00	0.00	0.00	0.00	0.00
SSVF Income	10,976.19	121,044.78	121,298.00	(253.22)	181,947.00
HEP Income	0.00	2,030.00	4,592.00	(2,562.00)	6,888.00
Links	0.00	0.00	0.00	0.00	0.00
CoC Planning Grant	0.00	9,479.00	6,319.36	3,159.64	9,479.00
NMS Round 6 Foreclosure	52,228.00	64,374.00	48,000.00	16,374.00	72,000.00
NMS ROUND 7 Foreclosur	0.00	0.00	18,333.36	(18,333.36)	27,500.00
Total Revenues	141,820.58	1,148,570.88	1,318,206.56	(169,635.68)	1,977,310.00
Expenses					
Overhead Expenses	0.00	10,788.44	6,666.72	4,121.72	10,000.00
Flex Plan Expenses	628.68	825.80	2,333.36	(1,507.56)	3,500.00
HUD Expenses	9,779.97	114,944.29	119,612.64	(4,668.35)	179,419.00
JHLPR Expenses	14,107.42	136,952.08	130,457.36	6,494.72	195,686.00
MSHDA Expenses	5,839.80	66,074.07	84,604.08	(18,530.01)	126,906.00

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Housing Services Mid Michigan
Board Report
Month Ending January 31, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
EFSP Expenses	0.00	36,400.00	24,266.72	12,133.28	36,400.00
HEART 900 Expenses	281.14	4,355.08	4,966.64	(611.56)	7,450.00
TRI COUNTY Exp.	2,239.98	(1,271.65)	3,333.36	(4,605.01)	5,000.00
CRCF Expenses	0.00	(6,673.82)	10,000.00	(16,673.82)	15,000.00
HEART 1300 Expenses	1,089.67	6,018.86	4,943.28	1,075.58	7,415.00
PSH Expenses	11,341.83	40,695.74	35,266.00	5,429.74	52,899.00
Other Expenses	627.17	6,668.58	8,666.64	(1,998.06)	13,000.00
IDA Expenses	(22.34)	(5.39)	573.36	(578.75)	860.00
HEART 1800 Expenses	3,103.89	11,443.57	3,190.00	8,253.57	4,785.00
Sec 8 Expenses	38,665.53	309,468.57	314,666.72	(5,198.15)	472,000.00
Eaton Cty UW Expenses	0.00	0.00	2,000.00	(2,000.00)	3,000.00
NMS Expenses	609.38	29,134.61	0.00	29,134.61	0.00
REACH Expenses	2,621.98	28,945.77	37,072.64	(8,126.87)	55,609.00
NMFC Expenses	499.84	4,116.54	7,112.00	(2,995.46)	10,668.00
CAPR Expenses	22,102.39	189,205.86	205,867.92	(16,662.06)	308,802.00
SSVF Expenses	13,085.97	113,630.88	115,053.36	(1,422.48)	172,580.00
HEP Expenses	8.52	1,737.72	1,353.36	384.36	2,030.00
Links Expenses	0.00	0.00	0.00	0.00	0.00
CoC Expenses	596.62	8,700.32	6,324.00	2,376.32	9,486.00
Total Expenses	127,207.44	1,112,155.92	1,128,330.16	(16,174.24)	1,692,495.00
Unrestricted Cash	\$ 14,613.14	\$ 36,414.96	\$ 189,876.40	(153,461.44)	\$ 284,815.00

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Mid Michigan Housing Services
Balance Sheet
January 31, 2015

ASSETS

Current Assets		
General Checking	\$	123,747.71
CD		121,565.54
Payroll Checking		85,902.40
MSHDA Checking		55,436.65
Savings Account		24,168.18
Savings Building Acct		10,813.93
Section 8 Checking		74,187.14
Petty Cash		25.00
Flex Plan Checking		1,752.79
Hud 1 receivable		19,202.04
Prisoner re-entry receivable		23,722.23
Other Receivables		20,520.23
		<hr/>
Total Current Assets		561,043.84
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)
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Total Property and Equipment		158,545.02
Other Assets		
CRCF Endowment		15,851.00
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Total Other Assets		15,851.00
		<hr/>
Total Assets	\$	<u>735,439.86</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
		<hr/>
Total Current Liabilities		214,189.27
Long-Term Liabilities		
Long Term Debt - House		0.16
Mortgage Loan		156,356.41
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Total Long-Term Liabilities		156,356.57
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Total Liabilities		370,545.84
Capital		
Retained Earnings		344,216.74

Unaudited - For Management Purposes Only

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Mid Michigan Housing Services
Balance Sheet
January 31, 2015

Net Income	<u>20,677.28</u>	
Total Capital		<u>364,894.02</u>
Total Liabilities & Capital	\$	<u><u>735,439.86</u></u>

December 2015

Total Adults	44
Total Children	45
Intakes	32
Number of "No Shows"	16
Rescheduled	21
Cancelled	5
File Updates	26
Foreclosure Follow Ups	2
Inspections	4
Veterans	1
Homebuyer Education	0
Financial Capabilities	0
Total Appointments	107
Total Payments	14
	99%

CLIENT EMERGENCY STATUS	
Homeless	7
Eviction	9
Relocation	13
Foreclosure	3
Back Property Taxes	0
Other	0
	22%
	28%
	41%
	9%
	0%
	0%

CLIENT PAYMENTS	
Client Paid	\$1,080.95
Leveraged Funds	\$3,237.78
HMMM	\$4,618.50
Total Payments Made	\$8,937.23
	12%
	36%
	52%
	100%

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	1	2	3	3%
Charlotte	13	19	19	41%
Delta Township(48917)	3	3	5	9%
Grand Ledge	1	2	0	3%
Holt	1	2	3	3%
Lansing	8	10	11	25%
Marshall	1	1	0	3%
Olivet	1	1	3	3%
Potterville	1	1	0	3%
Springport	1	2	1	3%
Vermontville	1	1	0	3%
Totals	32	44	45	100%

STATUS						
H	E	F	R	T	O	Total
0	1	0	0	0	0	1
1	3	2	7	0	0	13
0	3	0	0	0	0	3
1	0	0	0	0	0	1
0	0	1	0	0	0	1
1	2	0	5	0	0	8
1	0	0	0	0	0	1
1	0	0	0	0	0	1
0	0	0	1	0	0	1
1	0	0	0	0	0	1
1	0	0	0	0	0	1
7	9	3	13	0	0	32

January 2016

Total Adults	48
Total Children	38
Intakes	34
Number of "No Shows"	15
Rescheduled	14
Cancelled	3
File Updates	13
Foreclosure Follow Ups	2
Inspections	5
Veterans	3
Homebuyer Education	0
Financial Capabilities	0
Total Appointments	89
Total Payments	13
	38%
	17%
	16%
	3%
	15%
	2%
	6%
	97%

CLIENT EMERGENCY STATUS	
Homeless	6
Eviction	8
Relocation	18
Foreclosure	2
Back Property Taxes	0
Other	0
	18%
	24%
	53%
	6%
	0%
	0%

CLIENT PAYMENTS	
Client Paid	\$8,657.98
Leveraged Funds	\$4,167.14
HSM	\$7,913.26
Total Payments Made	\$20,738.38
	42%
	20%
	38%
	100%

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bath	1	3	0	3%
Bellevue	2	2	3	6%
Charlotte	12	19	11	35%
Delta Township(48917)	5	5	4	15%
Dimondale	1	2	3	3%
Eaton Rapids	1	2	2	3%
Grand Ledge	1	1	0	3%
Lansing	8	10	13	24%
Pottersville	1	2	0	3%
St. John	1	1	1	3%
Vermontville	1	1	1	3%
Totals	34	48	38	100%

STATUS						
H	E	F	R	T	O	Total
0	1	0	0	0	0	1
0	1	0	0	1	0	2
4	0	1	1	7	0	12
0	1	0	0	4	0	5
0	0	1	1	0	0	1
0	0	0	0	1	0	1
0	0	0	0	1	0	1
1	5	0	0	2	0	8
0	0	0	0	1	0	1
0	0	0	0	1	0	1
1	0	0	0	0	0	1
6	8	2	18	0	0	34

November 2015

Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
Nov. 2-Nov. 6			CAPR			Completed closeout
Nov. 2-Nov. 6			JHLPR			Completed closeout
Nov. 2-Nov. 6	Marketing		Meeting with marketing Professional			Accepted bid
Nov. 9-Nov. 13	New item		IDA Account			Opened IDA account
Nov. 9-Nov. 13	HUD		SHP Projects- step 3			Submitted 7 projects to COC level for the HUD grant-
Nov. 11	United Way		Internal Campaign report			Started internal campaign
Nov. 16,2015	SSVF		Agenda			Completed report
Nov. 17, 2105	Region 7					
Nov. 19, 2015	Grant HUD-step 4		HUD- step 4 HSMIM is the Collaborative Applicant for the entire CoC which means I must complete several steps on behalf of the CoC. These steps include the registration of our request, pulling the past year's grant forward, submitting all of the attachments, pulling forward all of the individual grants which are separate applications, completing the ranking per the instructions of the CoC, writing major parts or writing with others, and finally the submission once all items are uploaded.			Submitted grant valued at \$940,000 including funds for SIREN/Eaton Transitional housing, Peckham- I-EARN program, CACS- rapid re-housing program (, HSMIM- PSH (\$53,715); HEART 1-3 (\$29,695); SSO-CE (\$179,419); the CoC Planning grant (22,243); and bonus funds (\$11,215) for PSH for families with children- our portion of the entire grant if everything is awarded will be \$427,759 plus our portion of the planning grant.
Nov. 24, 2015	Admin		Interviews			Interviewed candidates for SSVF caseworker
Nov. 23-25, 2015	Can Do					Annual Can Do Visionary Meeting
Nov. 23-25, 2015	SSVF		Financials			Close out/ Final Financial Report completed
Nov. 16, 2015	SSVF	88 clients screened	Final report screened 88 clients during the year.	55 clients		55 cases were offered case management to resolve their housing situations.

December 2015

Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
Dec. 4, 2015	Siren		Site review			
Nov. 30-Dec. 4, 2015	AHAR		Submitted report			First review
Nov. 30-Dec. 4, 2015	RESA		Alternative ed. class			Presentation
Dec. 9, 2015	AARP		Met with Mark Hoffman			Renewed AARP site agreement
Dec. 10, 2015	SSVF		Pulled 5 client files w/financials.			Reviewed our SSVF policy/procedures and our personnel handbook.
Dec. 15, 2015	SSVF		New SSVF Case Manager first Day			Start Date for Lisa Harris
Dec. 16, 2015	AHAR		Met with Katy			Completed/submitted our 2014 audit to the Federal Clearing house.
Dec. 21, 2015	New Initiative		Expungement grant partnership			Working with Legal Services and Lansing Housing Commission
Dec. 21-Dec. 23, 2015	New Initiative		Worked on possible single person units in Charlotte			Partnership with Lansing Housing Commission.
Dec. 21-Dec. 23, 2015	VOA		Supported the VOA grant app for employment			
Dec. 21-Dec. 23, 2015	AHAR		Submitted the AHAR			

January 2016

Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
Jan 4-8, 2016			Generosity Planning			
Jan 11, 2016			JRAP grant collaboration			
Jan 12, 2016			Accreditation webinar			
Jan 14, 2016			Training on new definition of Chronically Homeless			
Jan 11-15, 2016			U.W. mid-term report			
Jan 11-15, 2016			ESG-FSR 2			
Jan 18-22, 2016	SSVF		Submitted SSVF Community Plan			
Jan 18-22, 2016			Applied to 5/3 Bank for golf outing sponsorship			
Jan 22, 2016			90 day review on new employee			
Jan 26, 2016			Project Resource Connect planning, including Place In Time count			



HOUSING SERVICES

M I D M I C H I G A N

DATE: December 8, 2015
TO: Directors, Housing Services Mid Michigan
FROM: Nominating Committee Chairperson:
RE: Director and Officer Nominations for the Annual Meeting 2016

The following Directors' terms expire in February 2016:

Robert Brown
Tom Fuller
Sean Cotter
Dar Benjamin

A nomination needs to be made to elect all of the above members to a term ending February 2019.

The following Directors are placed in nomination to serve as Officers for the following year with their terms expiring in February 2016:

- President
- Vice President
- Secretary
- Treasurer

Nominations for the above Officer positions will be accepted from the floor. A motion needs to be presented to elect the Officers for a one-year term ending in February 2017.

February 2017	February 2017	February 2018
Leon Monroe	Janice Land	
Karen Hathon	Michael Blau	
James Dexter	Nicole Shannon	
Sue Hoffman	Tom Reich	
	B.J. Behnke	

**HOUSING SERVICES MID MICHIGAN
CONFLICT OF INTEREST DISCLOSURE FORM**

By my signature below, I certify that:

1. I will serve Housing Services Mid Michigan as a whole, rather than only serving a special interest group, constituency, or service provider.
2. I will avoid even the appearance of a conflict of interest that might embarrass the agency and jeopardize the credibility of the funds allocation process.
3. I will maintain independence and objectivity and do what a sense of fairness, ethics, and person of integrity dictate, even though not necessarily obligated to do so by law.
4. I will never accept (or offer) bribes from (or to) anyone who is funded by or doing business with the agency, or anyone seeking funding by or business with the agency. Donations made to support the activities of service providers of consumer organizations are not considered bribes.
5. I have read and understand Housing Services Mid Michigan's Code of Conduct and will abide by it.
6. As such, if any possible conflict of interest exists, I am declaring that relationship here (attach additional sheets if necessary):
7. Where no conflict exists, I hereby acknowledge that I understand if in the future one becomes to exist, I will notify the Board of Directors immediately.

Name

Affiliation/Title of Position

Period of Affiliation

Nature of the Conflict (check N/A or describe)

N/A _____ or,

Signature

Date



Eaton County United Way 2015/16 Mid-Year Report

This report is for the first portion of the 2015/16 funding year (July 1, 2015 – June 30, 2016). We understand that each organization might use different financial and program reporting periods. However, please do your best to provide data from the first six months of the grant cycle. **The report is due February 12, 2015.** Failure to return your report on time may result in the loss of funding. Please refer to the Memorandum of Agreement for additional details.

Organizational Information	
Organization Name	Housing Services Mid Michigan
Name and Title of Individual Completing Form	Denise Dunn Executive Director
Email	ddunn@hs-mm.org
Phone	517-541-1180

Program Success Story

Please provide a success story that best illustrates one of your programs. This story may be relayed to the community, so please do not use real names.

Carson, an elderly man was behind on 2 months or his rent because his SSI income did not deposit into his bank till the 3rd day of the month. Carson was already on a tight budget, since he only receives \$733 per month. Carson stated that he was in the hospital due to health issues and had some unexpected expenses. His landlord was not willing to wait more than 10 days from his court date to receive his back rent amount. Carson came to HSMM, stated that he could not pay all of his back rent plus the court costs. Carson was worried that he was going to lose his housing when he just moved into the housing few months ago. Carson was directed to apply with DHS for assistance, and was approved for \$410 toward his eviction. HSMM was able to cover the rest of the cost of the back rent with the court fees. An HSMM worker spoke with Carson's landlord, created an agreement between landlord and tenant, that Carson would pay his rent by the 4th of each the month before the late fees would be set in place. Carson was grateful for HSMM and DHS assistance and HSMM advocating on Carson's behalf.

Program 1. Name: Homelessness Prevention

Total Grant for July 1 – June 30, 2016:	\$12,999										
Total Funding Spent from July 1 –December 31, 2015:	\$ 6519.50										
1. Please identify the top three budget areas funded by your United Way grant.											
<table border="1"> <thead> <tr> <th>Budget Area</th> <th>Amount funded by United Way</th> </tr> </thead> <tbody> <tr> <td><i>Ex: Classroom Supplies</i></td> <td>\$1,200</td> </tr> <tr> <td>Cash match for case manager</td> <td>4,763.52</td> </tr> <tr> <td>Office expenses</td> <td>549.00</td> </tr> <tr> <td>Mortgage/building maintenance</td> <td>1,206.98</td> </tr> </tbody> </table>		Budget Area	Amount funded by United Way	<i>Ex: Classroom Supplies</i>	\$1,200	Cash match for case manager	4,763.52	Office expenses	549.00	Mortgage/building maintenance	1,206.98
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<i>Ex: Classroom Supplies</i>	\$1,200										
Cash match for case manager	4,763.52										
Office expenses	549.00										
Mortgage/building maintenance	1,206.98										
<i>**do not include in kind support in budget totals.</i>											
2. How many clients did you serve from July 1 - December 31, 2015, is this the number you anticipated serving? Please explain any differences. 61											
3. Is this program still operational? Were any unexpected changes made to the program that differs from your original application? Please explain any program interruptions or cancellations. Yes, no changes											
4. Please describe one long-term impact of your program. Please be specific to the population served by the program in the service area. The 61 prevention of homelessness clients did not become homeless, we were able to assist them to stay housed in place.											

Program 2. Name:									
Total Grant for July 1 – June 30, 2016:	\$								
Total Funding Spent from July 1 –December 31, 2015:	\$								
1. Please identify the top three budget areas funded by your United Way grant.									
<table border="1"> <thead> <tr> <th>Budget Area</th> <th>Amount funded by United Way</th> </tr> </thead> <tbody> <tr> <td><i>Ex: Classroom Supplies</i></td> <td>\$1,200</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		Budget Area	Amount funded by United Way	<i>Ex: Classroom Supplies</i>	\$1,200				
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4. Please describe one long-term impact of your program. Please be specific to the population served by the program in the service area.									



November 27, 2015

Denise Dunn, Executive Director
Housing Services for Mid-Michigan
319 S. Cochran Ave.
PO Box 746
Charlotte, MI 48813

RE: Community Facility Audit Review Year End 5/31/15

Dear Board Members:

We have reviewed your audit reports for the period of June 1, 2014 to May 31, 2015.

This review was made in accordance with the current Rural Development Instructions. Based upon the review, your audit substantially met all the requirements for year-end reporting.

If you have any questions please do not hesitate to contact me at (517) 242-5844.

Sincerely,


B. J. Haire
Area Specialist

Rural Development

P.O. Box 703180, Plymouth, MI 48170
Voice (517) 242-5844 • Fax (734) 468-8500

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

KEVIN ELSENHEIMER
EXECUTIVE DIRECTOR

December 1, 2015

Dear Program Manager and Executive Director:

The enclosed document is being sent to you to determine whether your agency would like to be considered a sub-agency in MSHDA's HUD network.

Michigan State Housing Development Authority's (MSHDA) Housing Education Program (HEP) is designated by HUD's Office of Housing Counseling (OHC) as an approved State Housing Finance Agency. Although the HEP is not currently participating in any HUD OHC grant programs, it still must fulfill certain obligations to maintain its HUD approved status.

One obligation entails creating and maintaining an accurate list of agencies that make up MSHDA's HUD network. Agencies within MSHDA's HUD network are called "sub-agencies" to which MSHDA acts as the "parent organization". As these names may indicate, MSHDA takes on an intermediate or go-between role with its sub-agencies and HUD, providing access to HUD sub-grants and ensuring agencies receive the benefits and meet the standards of being in the HUD network.

As a MSHDA approved organization that receives HEP and/or NMS funding for housing education, your agency is eligible to be a MSHDA Sub-Agency. Further eligibility requirements are:

- Your agency does not receive any HUD funding for housing counseling from any other source.
- Your agency agrees to meet the obligations listed in the attached agreement.

All MSHDA approved agencies are required to meet HUD requirements, regardless of their status as a sub-agency. Because no HUD money is being exchanged at this point, the additional obligations of MSHDA Sub-Agencies are not numerous. The additional obligations of a MSHDA Sub-Agency are listed in the enclosed document.

There are many benefits to receiving the designation as a MSHDA sub-agency:

- If your agency is not otherwise HUD affiliated, you will receive an active HUD ID number, enabling your staff to be eligible for scholarships to NeighborWorks and other trainings.
- There is a possibility that you could receive sub-granted HUD funds through MSHDA. MSHDA is working diligently to be in-line to apply for the next round of HUD funding. While we cannot say anything definitive—we know neither our future budget nor the amount of HUD funding we may receive—in the past, MSHDA has sub-granted HUD housing counseling money in addition to HEP, NMS, and NFMC funds.
- Your agency's contact information will be listed on HUD's website as a HUD approved agency under MSHDA.
- This document created by HUD enumerates other benefits of sub-affiliation: http://portal.hud.gov/hudportal/documents/huddoc?id=ohc_hcga012413.pdf





HUD Sub-Agency Agreement

Counseling Agency Name: <i>Housing Services Mid Michigan</i>	Date: <i>12/3/15</i>
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1. Please Select One of the Following:

This Agency receives HUD funding for Housing Counseling from another source and is therefore not eligible to be named a MSHDA Sub-Agency within MSHDA's HUD Housing Counseling Network.

No. This Agency would not like to be named a MSHDA Sub-Agency within MSHDA's HUD Housing Counseling Network.

Yes. Please include this Agency as a Sub-Agency within MSHDA's HUD Housing Counseling Network (Go to 2)

2. The obligations of a MSHDA Sub-Agency are as follows:

- If one does not already exist, your agency will receive a request to complete an agency profile in HUD's online data management system called HCS. The profile consists of your agency's contact information and a list of services it provides. **As a sub-agency you must complete this profile and verify that this information is correct (or update it) every 90 days in the HCS system.**
- Your HUD Point of Contact will be Tracy Fields. The majority of your HUD interactions will take place through Rebecca Fried, MSHDA's HUD staff lead, but you may periodically interact with Ms. Fields or other HUD staff. **While this will be a rare occurrence, sub-agencies must provide information to and otherwise cooperate with HUD staff as needed.**
- Your agency's contact information will be listed on HUD's website as a HUD approved agency under MSHDA. **As such, all MSHDA Sub-Agencies must consent to their contact information listed on this site, and serve or provide proper referrals to all clients contacting them through this site.**
- HUD intends to conduct annual Performance Reviews (9910) on all of MSHDA's sub-agencies. MSHDA's HEP policies, guidelines and review processes ensure that all MSHDA approved agencies satisfy the 9910, regardless of their sub-agency status. **By choosing to be a MSHDA Sub-Agency, you are agreeing that HUD can also review your agency's performance.** Any findings or observations discovered by HUD's Performance Review are subject to corrective procedures set forth in MSHDA HEP policies and your HEP and NMS awarded funding agreements.

I have read and agree to the obligations of a MSHDA Sub-Agency listed above

<i>Denise M. Quinn</i>	<i>Denise M. Quinn</i>	<i>12/3/15</i>
Executive Director Name	Executive Director Signature	Date
Program Manager Name	Program Manager Signature	Date

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.



MICHIGAN HOUSE OF REPRESENTATIVES


Representative Tom Barrett

71st District

Dear Housing Services Mid-Michigan Employees,

I would like to congratulate you on being recognized by the Lansing State Journal for the excellent service that you provide by helping those in need design an affordable housing plan. According to the article, Housing Services Mid-Michigan provided case management for 1264 adults and 866 children and I hope community members recognize all that you have done for them. Keep up the great work and thank you for having a positive effect on our community!

Sincerely,


Tom Barrett

State Representative
District 71

Congrats!

Mid Michigan emergency housing agency buoyed by grant

CHARLOTTE - Housing Services Mid Michigan has received a \$15,000 grant to help it to give financial aid to people facing eviction, foreclosure or a forced relocation because of sub-standard or unaffordable housing.

The Capital Region Community Foundation, a non-profit organization that supports non-profit agencies in Ingham, Eaton and Clinton counties, gave the grant.

During 2014, the local housing serving agency served 976 adults with 830 children in 703 households experiencing some form of a housing emergency.

Of the 703 households, there were 203 evictions, 271 were homeless, 47 foreclosures, 24 tax foreclosure, and 155 were living in either sub-standard or unaffordable housing and needed relocation.

During 2014, the agency provided \$159,455 in direct financial assis-

tance to these residents of Eaton County; 52 of these households were veterans.

Additionally, the local agency provided permanent supportive housing units for six people with a serious mental illness, seven units for the chronically homeless and two units for families where an adult has a disability. Rental subsidy for these households totaled \$89,891 during the year.

The agency also has a unique voucher program where the agency provides subsidy to 75 households with a disabled resident. This program is one of a kind in the state of Michigan and is one of only 40 programs of its type in the nation. Last year, the program provided \$455,205 in subsidy for 105 adults and 36 children.

The agency also provided \$114,344 in rental assistance to 109 adult prisoners who are re-entering

society in the Tri-County area and \$102,292 in assistance to the Jackson, Hillsdale, and Lenawee program.

These funds are designed to reduce recidivism and save taxpayer dollars by giving newly released prisoners the supports needed to be successful rather than being returned to prison.

The state set its benchmark at the program's beginning to reduce returns from 65% to 35% and the agency has been meeting this benchmark.

Housing Services Mid Michigan is also supported in part by the Eaton County United Way.

For more information about services the housing agency provides, contact (517) 541-1180, 8:30-5 p.m., Monday-Friday. Its office is located at 319 S. Cochran, Charlotte. Its website is at www.hsmidmichigan.gov or see us on Facebook.

HSMM offers Financial Fitness seminar series at ALIVE

Are you struggling to meet your mortgage payments? Are you recuperating from foreclosure? Is your debt load causing you stress?

Housing Services Mid Michigan is offering a Financial Fitness seminar designed to help you learn how to improve your money skills in the areas of budgeting, saving, debt management and using credit wisely. Pre-registration is required and free childcare is included (in GROW).

This program is hosted by ALIVE and Housing Services Mid Michigan. Topics

include: Money management; developing a spending plan; banking basics; debt reduction; improving your credit score; insurance; consumer protection laws; fair housing laws; setting up a realistic budget.

The free classes are offered in a private, small group setting over our weeks.

Classes will be held Wednesday, Jan. 6, 13, 20 and 27, from 10 a.m. to noon at ALIVE, located at 800 W Lawrence Avenue in Charlotte. Call (517) 541-1180 to register. The class is open to a maximum of 12 people.

Flashes, Dec 26, 2015

Financial Fitness Seminar Series continues at ALIVE

Are you struggling to meet your mortgage payments? Are you recuperating from foreclosure? Is your debt load causing you stress?

The Financial Fitness seminar is designed to help you learn how to improve your money skills in the areas of budgeting, saving, debt management and using credit wisely. Pre-registration is required. Free childcare is included (in GROW).

This program is hosted by ALIVE and Housing Ser-

vices Mid Michigan. Topics include: Money management; developing a spending plan; banking basics; debt reduction; improving your credit score; insurance; consumer protection laws; fair housing laws; set up a realistic budget.

The free classes are offered in a private, small group setting over four weeks. Four classes will cover eight topics (two topics per class). ALIVE is located at 800 W Lawrence Avenue in Charlotte. The sessions will be held Wednesdays from 6 to 8 p.m. on February 3, 10, 17 and 24.

To register, call (517) 541-1180. The class is limited to a maximum of 12 people.

*County Journal
Jan. 23,
2016*

**Eaton County Project Resource Connect
Tuesday, January 26, 2016
Announced**

Sunfield
Sentinel
Jan. 21, 2016

On Tuesday, January 26, 2016, individuals and families who are experiencing homelessness or any type of housing issue will find a "one-stop shop" for essential housing, employment, health and financial services. Local agencies will be available to meet with individuals privately to discuss their situations. The event will be held at First Lutheran Church 550 E. Shepard, Charlotte from 10 AM to 4:30 PM.

All participating agencies are members of the Eaton County Continuum of Care. These agencies include: Housing Services Mid Michigan, SIREN/Eaton Shelter, Capital Area Community Services, Salvation Army, Eaton County Counseling Services, Peckham, Inc, the Barry-Eaton County Health Dept., the Eaton County Dept. of Health and Human Services, St. Vincent de Paul, Eaton Clothing and Furniture Center, Tri-County Office on Aging, Legal Services of South Central Michigan, Helping Hands, Eaton County Housing and Veterans Services, Eaton Great Start, McKinney Vento/Clinton RESA, and Gateway Community (youth) Services.

This is a FREE event. A package of helpful items such as personal care or cleaning supplies, along with lunch will be available to everyone in attendance.

The event will also include 2 focus groups to gather information about needed services and current services with the intention of improving service delivery. Each of the first 20 participants (2 sessions) will receive a gift card for their involvement.

If you are interested in volunteering to assist the Project or to make a donation of goods, services, or money, please contact La'Tasha Reisinger at Housing Services Mid Michigan (517-541-1180). At this time, needs to be filled are personal care items, cleaning supplies, fuel only gas cards, baked goods, and financial assistance for the free Eaton transportation, meals provided to the participants, and any last minute items needed to be purchased.

We are asking that local agencies refer any homeless individual or family seen on 1/26/2016 to Project Resource Connect. If the individual or family cannot come to First Lutheran Church, a staff member from one of our agencies will come to your office to interview the homeless person(s). Guests of PRC can also call EATRAN (517-543-3040) for FREE transportation to and from the event that day. Additional information can be found at www.hsmidmichigan.org.

Date: Tuesday, January 26, 2016
Eve Project Resource Connect (PRC)
Where: First Lutheran Church-
550 E. Shepherd, Charlotte
(517-541-1180 for information that day)
Time: 10am-4:30pm

Neighborhood Doors Corporation

February 10, 2015

Dunn called meeting for order at 3:15 PM

Approval of minutes of February 11, 2014 by and supported by Bob Brown. Motion passed.

Treasure's report: Dunn announced the receipt of \$9781.05 from the Sugar Mill partnership.

The President's Report: N/A

Old Business: none

New Business:

Distribution of the funds was discussed. Brown asked about the need for an emergency fund at HSMM. Dunn explained what types of issues may be covered by such a fund. The HSMM endowment was also discussed. Brown moved to donate \$2000 to HSMM to create an emergency fund to be used at the discretion of the Executive Director and that any balance can be carried over year to year, and that the remaining \$7700 to be donated to HSMM to disperse to its endowment.

Annual Meeting Nominations:

Dunn opened the floor for nominations to be proposed for Neighborhood Doors:

Bob Brown nominated Dunn for President, himself for Vice President, Dexter as Treasurer and Nicole Shannon as Secretary, and Sean Cotter as Trustee.

Cotter supported. Motion passed.

Nominations were closed and entire slate was unanimously recommended to continue as listed:

President: Denise Dunn
Vice President: Bob Brown
Treasurer: Jim Dexter
Secretary: Nicole Shannon
Trustee: Sean Cotter

Denise Dunn adjourned meeting at 3:30 p.m.