HOUSING SERVICES MID MICHIGAN

April 12, 2016

**Call to order**: President Bob Brown call to order at 2:08 p.m.

**Present**: Bob Brown, Sean Cotter, B.J. Behnke, Jim Dexter, Nicole Shannon, Janice Land, Tom Reich, Tom Fuller, and Denise Dunn (ex officio).

Dar Benjamin proxy to Brown.

**Minutes**:

Approval of the HSMM Minutes for February 2016. Move to approve minutes by Dexter. Support by Land. Motion carried.

Approval of the Neighborhood Doors Minutes for February 2016. Move to approve minutes by Brown. Support by Reich. Motion carried.

**Financial Report**:

Dunn reported the CAPR will be cut because of what the Michigan Department of Corrections will be willing to pay for in the future. Dunn reported the CAPR will be reduced by approximately $30,000-40,000 because of the Michigan Department of Corrections changes.

Brown asked Dunn about where she anticipates being at the end of the fiscal year given that the difference is approximately $243,788.52. Dunn reported $50,000 is HUD’s recapture, which is recaptured from last year. The NMS ROUND 5 Foreclosure is a multi-year grant that should really be a deficit of approximately 1/3 of that amount. Dunn reported she would have Jamie investigate.

Behnke pointed out there was a similar issue on CRCF. Dunn reported this was recapture funds that were recharged to EFSP so the money would not be subject to recapture. Land asked how this is explained to the auditors. Dunn said there is a journal entry in the system that notes this change.

Brown said that the next meeting will be the last meeting for the budget year. Brown asked that Dunn and Dexter go through the financials for review prior to the June meeting. Dexter asked that Dunn run an April 30 report and have it sent to Dexter for review.

Dunn advised that $9,020.55 from Neighborhood Doors was donated to the endowment fund per the last Neighborhood Doors meeting.

Motion to accept financial report. Fuller moved. Dexter second. Motion carried. Cotter nay.

**Executive Director’s Report:**

Dunn presented the monthly statistics and activities. Dunn reported there was a finding on the Veteran’s program from a new program auditor. The auditor wanted more in the policy book regarding critical incidents (when a veteran is threatening themselves or others, has a major medical issue, etc.) and what our case managers would do as follow up. Dunn wrote the policy, added it to the manual, and submitted the corrective action plan.

Dunn reported that Fifth Third will provide $2,500 as Community Reinvestment Act funds.

Dunn reported she spent time developing Assistant Director Kristie Harry’s skills for developing the budget over the last four weeks. Dunn stated that next year Harry will develop the budget with Dunn’s supervision.

Dunn reported four PSH projects restarted in February.

Dunn reported she attended a human trafficking training at a church in Marshall. Reich reported Eaton County has a taskforce.

Dunn reported we are eligible for another MSHDA grant to assist Eaton County homeless veterans to be accepted today. Dunn reported there is currently a service gap with SSVF and this grant will allow us to serve that population (veterans who did not have enough time served or individuals who served in the military with a dishonorable discharge and are homeless). Dunn reported there are already 3 clients waiting who we can assist with these funds.

Dunn reported she attended a SSVF training in Minneapolis regarding administration.

Dunn reported we received $15,000 in marketing money and is working diligently to use it. She has hired a video production company to produce short videos for the website. She reported we have a new logo and a billboard on I-69 regarding foreclosure. Adams gave a 25% discount so we could buy more months.

**New Business**:

Dunn presented an ESG Vet $7,663 grant for activities around ending homelessness from April 1, 2016 to March 31, 2017 from MSHDA for ending homelessness for veterans. Dunn provided a resolution to accept the funds. Dexter moved to accept the grant funds. Shannon second. Motion carried. The officers signed and witnessed.

Dunn provided information regarding the annual golf outing on May 20, 2016.

The committee recommendation for health insurance is the PHP Exclusive FC00600 Platinum and that was adopted.

Dunn provided the proposed 2016-2017 budget developed with Assistant Director Harry. The budget does not include the ESG Vet funds. Dunn advised that the Prison Reentry staffing will be reduced because of the decrease from Michigan Department of Corrections. Brown asked that Dunn provide the prior year’s budget ahead of the June meeting via email. Brown asked how the budget is apportioned in the Board Report. Dunn reported it is apportioned via FTE by grant.

Brown advised the board to do research ahead of the meeting regarding potential salary changes at the next meeting. Brown advised that he and Cotter were conducting the Director’s Performance Review by the end of May. Brown solicited comments by May 16.

Dexter moved to adjourn. Cotter second. Motion carried.

Meeting adjourned at 3:45 p.m.

Respectfully submitted,

Nicole Shannon