

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY December 6, 2016
LOCATION: MSU Extension Office CHARLOTTE, MICHIGAN
AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES October 2016

ACCEPTANCE OF FINANCIAL REPORT November 2016

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- October and November 2016

OLD BUSINESS

New Proposed Board Member – Levi Martin
New Golf Outing Idea- Dar Benjamin

NEW BUSINESS

New PATH grant application
Report on new financial capacity building
Formal appeal on behalf of client
United Way changes

	Financial Statement Legend		
CAPR	Capital Area Prisoner Re-entry	MICAH	Michigan Coalition Against Homelessness
CRCF	Capital Region Community Foundation	MSHDA	Michigan State Housing Development Authority
EFSP	Emergency food and shelter program (FEMA)	NDC	Neighborhood Doors Corporation
ESG	Emergency Solutions Grant (MSHDA)- Eaton and Clinton	NMFC	Neighborhood Works (foreclosure) funds
ESG-Vet	Emergency Solutions Grant – Veterans	NMS	National Mortgage Settlement
HEART	HUD funding for permanent supportive housing	MSHDA	Michigan State Housing Development Authority
HEP	Homebuyers Education Program (MSHDA)	PSH	permanent supportive housing
HUD	Housing and Urban Development	REACH	seriously mentally ill PSH
IDA	Individual Development Account	SSVF	Supportive Services for Veteran Families
HC	Housing Counseling-HUD		
JHLPR	Jackson, Hillsdale, Lenawee Prisoner Re-entry		

Next Meeting – February 14, 2017 - Meeting to be held at the 551 Building at 2:00 pm

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

HOUSING SERVICES MID MICHIGAN

October 11, 2016

Call to order: President Bob Brown called the meeting to order at 2:05 p.m.

Present: Brown, Sean Cotter, Nicole Shannon, Tom Fuller, Susan Hoffman, and Denise Dunn (ex officio). Dar Benjamin proxy to Brown. Aaron Stevens present for audit presentation.

Minutes: Approval of the HSMM Minutes for August 2016. Move to approve minutes by Hoffman. Fuller seconded. Motion carried.

New Business:

Audit Presentation: Aaron Stevens of Abraham and Gaffney gave the audit presentation. This year's audit is an unmodified opinion with no material weaknesses or significant deficiencies. Next year we will qualify as a low risk auditee.

Move to accept audit by Fuller. Shannon second. Motion carried.

Acceptance of Financial Report: Dunn pointed out that many of the line items with \$0 are new grants that have not yet started or been funded. Acceptance of financial report by Hoffman. Cotter second. Motion carried.

Executive Director's Report: Dunn reported submitting the ESG grant for Eaton and Clinton counties, as well as the HUD grant.

Old Business:

HARA for Clinton County: Dunn reports staff are making appointments for Clinton County clients. Brown asked for a status update on the MOU with DHHS for shared office space. Dunn reports she will check back with DHHS to write it up.

Transportation Policy: Tabled

Investment Discussion: Per instructions from the prior meeting, Dunn renewed one matured CD for another seven years. Two more CDs mature this month. Board discussed whether the money should be cashed in to fund one time purchases such as software or invested in a mutual or index fund. Cotter moved to roll the two maturing CDs into seven year CDs. Shannon second. Motion carried.

Electronic vote affirmation for ESG funds: The vote was placed into the record. Fuller moved to reaffirm the vote. Shannon second. Motion carried.

New Business:

New proposed Board Member – Levi Martin: Dunn reports Martin contacted her after hearing a radio advertisement. The board reviewed Martin's resume. The board requested that Dunn extend an invitation to Martin for the next meeting so Martin can learn about the organization and the board can meet Martin ahead of making a membership decision.

New Golf Outing Idea: Tabled.

Policy Updates: Dunn reports she established LEP and Active Shooter policies. She partnered with Hayes Green Beech Memorial Hospital for HR expertise and materials. They have agreed to provide additional materials. Motion to approve new policies by Hoffman. Shannon second. Motion carried.

HUD Section 8 Changes: Dunn explained that FMR changed to 120% from 110%. Motion to adopt the changes outlined in the HUD letter of September 26, 2016 by Hoffman. Cotter second. Motion carried.

Brown adjourned at 4:00 p.m.

Respectfully submitted,
Nicole Shannon

Secretary

Housing Services Mid Michigan
Director Report
For the Six Months Ending November 30, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Revenues					
Interest Income	\$ 0.00	\$ 124.10	\$ 499.98	\$(375.88)	1,000.00
Contributions - Unrestricted	150.00	633.85	1,249.98	(616.13)	2,500.00
Flex plan	0.00	269.66	274.98	(5.32)	550.00
Fundraising	0.00	552.00	7,500.00	(6,948.00)	15,000.00
HUD	0.00	91,215.99	89,709.48	1,506.51	179,419.00
MICAH	0.00	4,500.00	2,250.00	2,250.00	4,500.00
JHLPR	0.00	79,701.54	104,709.48	(25,007.94)	209,419.00
MSHDA	0.00	53,106.00	69,078.00	(15,972.00)	138,156.00
AmeriCorpGrant	2,000.00	250.00	1,750.02	(1,500.02)	3,500.00
EFSP	15,150.00	15,150.00	21,980.74	(6,830.74)	46,599.29
HEART 900	0.00	4,168.10	3,786.00	382.10	7,572.00
HEART 900 Tenant co-pay	14.00	84.00	337.50	(253.50)	675.00
HUD HC	800.00	12,707.05	9,229.98	3,477.07	18,460.00
Tri-County	0.00	0.00	2,500.02	(2,500.02)	5,000.00
CRCF	0.00	0.00	7,500.00	(7,500.00)	15,000.00
HEART 1300	0.00	1,186.91	3,766.02	(2,579.11)	7,532.00
HEART 1300 Tenant co-pay	0.00	0.00	1,500.00	(1,500.00)	3,000.00
PSH 1400	0.00	25,170.05	26,857.50	(1,687.45)	53,715.00
PSH 1400 Tenant co-pay	668.00	2,448.00	1,750.02	697.98	3,500.00
OTHER Income	0.00	438.78	250.02	188.76	500.00
Project Connect Income	0.00	0.00	499.98	(499.98)	1,000.00
Emergency Fund	0.00	0.00	1,000.02	(1,000.02)	2,000.00
Adopt A Family Income	550.00	550.00	144.48	405.52	289.00
IDA	0.00	0.00	430.02	(430.02)	860.00
HEART 1800	0.00	4,964.27	7,295.52	(2,331.25)	14,591.00
HEART 1800 tenant co-pay	50.00	50.00	0.00	50.00	0.00
Section 8 funds	38,260.00	226,961.00	193,611.00	33,350.00	387,222.00
Section 8 Admin	3,242.00	24,108.00	22,122.00	1,986.00	44,244.00
Section 8 interest	0.00	35.41	45.00	(9.59)	90.00
Eaton Co. United Way	2,750.75	8,523.77	6,499.50	2,024.27	12,999.00
NDC	0.00	0.00	4,849.98	(4,849.98)	9,700.00
DCH REACH Admin	0.00	1,273.56	1,099.98	173.58	2,200.00
REACH Tenant co-pay	747.00	4,809.00	4,099.98	709.02	8,200.00
Eaton County Counseling	0.00	3,750.00	7,500.00	(3,750.00)	15,000.00
DCH REACH RENTS	0.00	19,785.25	17,405.64	2,379.61	34,811.25
NFMC Income	0.00	0.00	2,749.98	(2,749.98)	5,500.00
CAPR	0.00	97,996.18	138,562.02	(40,565.84)	277,124.00
SSVF Income	14,861.04	106,780.91	90,973.50	15,807.41	181,947.00
HEP Income	3,225.18	4,700.18	799.98	3,900.20	1,600.00
CoC Planning Grant	0.00	22,243.00	11,121.48	11,121.52	22,243.00
NMS Round 6 Foreclosure	3,644.00	(29,493.00)	27,994.14	(57,487.14)	55,988.23

For Management Purposes Only

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Housing Services Mid Michigan
 Director Report
 For the Six Months Ending November 30, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
NMS ROUND 7 Foreclosure	7,234.39	17,914.81	7,924.14	9,990.67	15,848.23
ESG VET	0.00	0.00	3,831.48	(3,831.48)	7,663.00
HEART 4	0.00	0.00	0.00	0.00	37,071.68
Clinton HARA	0.00	0.00	11,517.34	(11,517.34)	46,069.36
Clinton EFSF	4,000.00	4,000.00	2,285.74	1,714.26	8,000.00
Clinton Moteling(ESP)	0.00	0.00	1,500.00	(1,500.00)	6,000.00
Eaton Treasurer FC	0.00	2,500.00	0.00	2,500.00	0.00
Eaton Commissions	10,000.00	10,000.00	0.00	10,000.00	0.00
Total Revenues	107,346.36	823,158.37	922,342.62	(99,184.25)	1,913,858.04
Expenses					
Bank fee	0.00	100.00	1,333.34	(1,233.34)	5,333.36
Repairs and Maintenance	793.54	2,562.13	4,000.02	(1,437.89)	8,000.00
Equipment Expense	0.00	0.00	1,000.02	(1,000.02)	2,000.00
flex plan expenses	(441.00)	(744.25)	1,750.02	(2,494.27)	3,500.00
Fundraising expenses	0.00	458.56	0.00	458.56	0.00
HUD- Payroll	14,040.53	59,563.17	59,181.48	381.69	118,363.00
HUD Client assistance	0.00	9,267.77	6,000.00	3,267.77	12,000.00
HUD Admin	388.79	10,609.55	4,690.50	5,919.05	9,381.00
HUD MICAH	1,500.00	9,000.00	9,000.00	0.00	18,000.00
HUD Mileage	161.66	1,041.53	1,637.52	(595.99)	3,275.00
HUD bus tokens	0.00	0.00	199.98	(199.98)	400.00
HUD Case management	532.35	3,389.36	3,000.00	389.36	6,000.00
HUD Extended services	23.00	2,708.90	6,000.00	(3,291.10)	12,000.00
JHLPR payroll	8,728.77	36,058.95	41,834.52	(5,775.57)	83,669.00
JHLPR rents	11,144.00	73,589.00	56,875.02	16,713.98	113,750.00
JHLPR admin	509.53	4,521.67	5,749.98	(1,228.31)	11,500.00
JHL Identification	10.00	120.00	250.02	(130.02)	500.00
MSHDA Payroll	4,987.19	20,975.55	28,105.00	(7,129.45)	58,332.04
MSHDA Rapid Rehousing	4,910.00	18,557.23	6,688.68	11,868.55	12,214.68
MSHDA ESG Admin	1,395.24	6,625.49	4,705.00	1,920.49	9,540.04
MSHDA Prevention	0.00	9,887.94	8,090.86	1,797.08	13,785.40
MSHDA Data Entry	135.72	1,982.85	2,030.68	(47.83)	4,102.72
MSHDA EGS CACS	0.00	15,750.00	3,499.98	12,250.02	7,000.00
MSHDA ESG Siren	0.00	11,250.00	10,564.98	685.02	21,130.00
AmericCorpGrant	0.00	2,000.00	0.00	2,000.00	0.00
EFSP Homeless Prevention	4,383.00	7,505.00	21,541.24	(14,036.24)	45,667.64
EFSP Admin	0.00	0.00	439.52	(439.52)	931.62
HEART 900 salary	142.53	597.75	513.48	84.27	1,027.00
HEART 900 rental leasing	700.00	4,200.00	3,045.48	1,154.52	6,091.00

For Management Purposes Only

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Housing Services Mid Michigan
Director Report
For the Six Months Ending November 30, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
HEART 900 Admin	0.00	88.66	166.02	(77.36)	332.00
HUD HC Salary	3,035.93	3,571.26	7,596.00	(4,024.74)	15,192.00
HUD HC Direct Cost	247.18	485.38	475.02	10.36	950.00
HUD HC InDirect Costs	0.00	907.71	900.00	7.71	1,800.00
HUD HC Equipment	0.00	0.00	259.02	(259.02)	518.00
TRI COUNTY Prevention	4,165.33	4,165.33	2,500.02	1,665.31	5,000.00
TRI COUNTY Admin	382.00	679.45	0.00	679.45	0.00
CRCF client payments	573.94	14,117.79	7,500.00	6,617.79	15,000.00
HEART 1300 salary	190.02	801.04	663.48	137.56	1,327.00
HEART 1300 rental leasing	0.00	0.00	2,916.00	(2,916.00)	5,832.00
HEART 1300 admin	0.00	12.67	127.98	(115.31)	256.00
PSH 1400 salary	845.61	3,554.71	4,849.98	(1,295.27)	9,700.00
PSH 1400 rental leasing	3,758.00	23,898.00	20,412.00	3,486.00	40,824.00
PSH 1400 admin	0.00	2,084.38	1,187.52	896.86	2,375.00
PSH 1400 client support	0.00	391.35	0.00	391.35	0.00
OTHER payroll/mileage	0.00	468.41	0.00	468.41	0.00
OTHER prevention payment	(525.00)	(253.46)	0.00	(253.46)	0.00
OTHER sundry	404.00	7,520.65	4,999.98	2,520.67	10,000.00
Project Connect Outreach	0.00	0.00	375.00	(375.00)	750.00
Emergency Fund	513.00	513.00	1,000.02	(487.02)	2,000.00
Adopt A Family Expenses	0.00	0.00	124.98	(124.98)	250.00
IDA Salary	0.00	296.83	430.02	(133.19)	860.00
IDA client payments	11.96	11.96	0.00	11.96	0.00
IDA office expenses	0.00	50.00	0.00	50.00	0.00
HEART 1800 salary	246.99	1,036.55	280.02	756.53	560.00
HEART 1800 client payment	750.00	4,500.00	1,999.98	2,500.02	4,000.00
HEART 1800 admin	0.00	189.09	112.50	76.59	225.00
Sec 8 Payroll	4,239.99	16,256.76	13,000.02	3,256.74	26,000.00
Sec 8 Rental subsidy	36,658.00	224,759.00	192,232.98	32,526.02	384,466.00
Sec 8 Office admin	737.91	3,451.83	6,000.00	(2,548.17)	12,000.00
Sec 8 Accounting Fees	165.00	990.00	1,999.98	(1,009.98)	4,000.00
Sec 8 Audit	0.00	4,500.00	2,500.02	1,999.98	5,000.00
REACH salaries	2,815.57	8,245.72	6,499.98	1,745.74	13,000.00
REACH rental pay	3,317.00	19,220.00	17,405.64	1,814.36	34,811.25
REACH admin	101.81	958.05	1,099.98	(141.93)	2,200.00
REACH supportive services	6.00	53.00	1,200.00	(1,147.00)	2,400.00
NFMC office expenses	0.00	0.00	2,074.98	(2,074.98)	4,150.00
Homebuyer Education Salary	0.00	0.00	2,500.02	(2,500.02)	5,000.00
Homebuyer Education Admi	0.00	0.00	150.00	(150.00)	300.00
CAPR Salaries	8,042.29	47,221.76	58,312.02	(11,090.26)	116,624.00
CAPR Rental payments + uti	9,903.86	58,199.36	62,250.00	(4,050.64)	124,500.00
CAPR office expenses	349.21	5,246.27	7,999.98	(2,753.71)	16,000.00

For Management Purposes Only

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Housing Services Mid Michigan
 Director Report
 For the Six Months Ending November 30, 2016

	Current Month	Year to Date	Year to Date	Year to Date	Difference	Annual
	Actual	Actual	Budget	Budget		Budget
CAPR Mileage	528.53	3,622.52	7,999.98	16,000.00	(4,377.46)	16,000.00
CAPR SD pool	0.00	2,485.23	0.00	0.00	2,485.23	0.00
CAPR Participant Funds	0.00	2,030.58	1,999.98	4,000.00	30.60	4,000.00
SSVF Salary	10,856.45	54,909.43	56,061.48	112,123.00	(1,152.05)	112,123.00
SSVF Client Payments	1,417.00	17,015.25	10,020.00	20,040.00	6,995.25	20,040.00
SSVF Admin	479.88	7,605.84	7,249.98	14,500.00	355.86	14,500.00
SSVF Marketing/Outreach	1,528.48	12,515.39	1,399.98	2,800.00	11,115.41	2,800.00
SSVF Client Prevent Paymen	2,853.28	9,879.98	5,779.98	11,560.00	4,100.00	11,560.00
SSVF Mileage	913.57	4,878.85	4,404.48	8,809.00	474.37	8,809.00
SSVF BUW Operating Costs	225.00	1,350.00	0.00	0.00	1,350.00	0.00
SSVF Training	200.00	390.64	3,000.00	6,000.00	(2,609.36)	6,000.00
SSVF Equipment	0.00	0.00	357.48	715.00	(357.48)	715.00
HEP Salary	2,347.28	4,030.34	1,015.02	2,030.00	3,015.32	2,030.00
HEP ADMIN	82.40	1,402.23	0.00	0.00	1,402.23	0.00
HEP Mileage	40.54	40.54	0.00	0.00	40.54	0.00
HEP Direct Costs	53.92	90.48	0.00	0.00	90.48	0.00
CoC Planning Grant Salary	381.73	1,745.25	1,288.98	2,578.00	456.27	2,578.00
CoC Planning Grant Admin	0.00	1,405.95	330.00	660.00	1,075.95	660.00
CoC Planning Grant Mileage	61.24	253.28	100.02	200.00	153.26	200.00
CoC Other Partners	0.00	8,404.00	3,024.00	6,048.00	5,380.00	6,048.00
NMS ROUND 6 Salary	0.00	15,810.66	28,999.98	58,000.00	(13,189.32)	58,000.00
NMS ROUND 6 Admin	0.00	1,178.45	2,471.88	4,943.75	(1,293.43)	4,943.75
NMS ROUND 6 Mileage	0.00	516.51	3,000.00	6,000.00	(2,483.49)	6,000.00
NMS ROUND 6 Outreach/M	0.00	0.00	750.00	1,500.00	(750.00)	1,500.00
NMS ROUND 6 Training	0.00	0.00	750.00	1,500.00	(750.00)	1,500.00
NMS ROUND 7 Admin	0.00	2,448.49	1,249.98	2,500.00	1,198.51	2,500.00
NMS ROUND 7 Outreach/M	0.00	7,188.17	7,500.00	15,000.00	(311.83)	15,000.00
NMS ROUND 7 Training	0.00	4,090.86	4,999.98	10,000.00	(909.12)	10,000.00
ESG VET SALARY	0.00	0.00	766.50	1,533.00	(766.50)	1,533.00
ESG VET Rapid Rehousing	0.00	2,450.00	2,299.02	4,598.00	150.98	4,598.00
ESG VET ADMIN	0.00	168.68	191.52	383.00	(22.84)	383.00
ESG VET PREVENTION	0.00	1,149.00	574.50	1,149.00	574.50	1,149.00
HEART 4 Salary	0.00	0.00	0.00	7,440.00	0.00	7,440.00
HEART 4 Leasing	0.00	0.00	0.00	28,000.00	0.00	28,000.00
HEART 4 Admin	0.00	0.00	0.00	1,465.00	0.00	1,465.00
HEART 4 Bus Tokens	0.00	0.00	0.00	166.68	0.00	166.68
Clinton HARA Salary	3,951.83	5,452.32	6,366.50	25,466.00	(914.18)	25,466.00
Clinton HARA Rapid Rehous	324.00	2,333.34	2,333.34	9,333.36	(2,009.34)	9,333.36
Clinton HARA Admin	1,105.15	2,384.81	806.18	3,224.72	1,578.63	3,224.72
Clinton HARA Prevention	0.00	0.00	1,666.68	6,666.72	(1,666.68)	6,666.72
Clinton HARA Mileage	55.30	333.30	333.30	666.64	(278.00)	666.64
Clinton HARA Bus Tokens	0.00	80.00	66.66	133.28	13.34	133.28

For Management Purposes Only

Housing Services Mid Michigan
Director Report
For the Six Months Ending November 30, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Clinton HARA HMIS	0.00	0.00	345.50	(345.50)	1,382.00
Clinton EFSP Rents	3,558.00	5,404.92	2,240.00	3,164.92	7,840.00
Clinton EFSP Admin	0.00	0.00	45.75	(45.75)	160.00
Clinton Moteling(ESP)	1,300.00	1,300.00	1,350.00	(50.00)	5,400.00
Clinton Moteling(ESP) Admi	77.54	104.30	150.00	(45.70)	600.00
5/3 Bank Mileage	20.26	20.26	0.00	20.26	0.00
5/3 Bank Client Support	41.76	41.76	0.00	41.76	0.00
Total Expenses	167,383.59	953,994.93	899,117.09	54,877.84	1,868,809.90
Net Income	\$ (60,037.23)	\$ (130,836.56)	\$ 23,225.53	(154,062.09)	\$ 45,048.14

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Clinton October 2016

CLIENT EMERGENCY STATUS			
Total (Screening) Inquiries		59	
Intakes		22	61%
Number of "No Shows"		5	14%
Rescheduled		5	14%
Cancelled		0	0%
File Updates		3	8%
Inspections		0	0%
Veterans		1	3%
			0%
			0%
			0%
Total Appointments		36	100%
Total # Payments		3	

CLIENT EMERGENCY STATUS			
Homeless		3	14%
Eviction		13	59%
Relocation		6	27%
		0	0%
		0	0%
			0%

CLIENT PAYMENTS			
Client Paid		\$967.00	20%
Leveraged Funds		\$1,926.88	41%
HSMM		\$1,846.92	39%
Total Payments Made		\$4,740.80	100%

Outreach		Response
Agency		16
Facebook		0
Lender		0
Mailer		0
Walk in		0
Newspaper		0
Website		0
Word of mouth		5
211		1
No Response		0

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bath	2	2	2	9%
Dewitt	3	3	4	14%
Eagle	0	0	0	0%
East Lansing	2	3	1	9%
Elsie	3	3	1	14%
Fowler	0	0	0	0%
Lansing	4	7	8	14%
Maple Rapids	0	0	0	0%
Ovid	1	2	3	5%
St. Johns	7	10	5	36%
Watertown Twn	0	0	0	0%
Totals	22	30	24	100%

STATUS					Total
H	E	R	Veteran		
	0	1	1	0	2
	0	1	2	0	3
	0	0	0	0	0
	0	2	0	0	2
	0	2	1	0	3
	0	0	0	0	0
	1	2	1	0	4
	0		0	0	0
	0	1	0	1	1
	2	4	1	0	7
	0	0	0	0	0
	3	13	6	1	22

Eaton/Barry October 2016

Total Inquiries	142	
Intakes	54	44%
Number of "No Shows"	28	23%
Rescheduled	11	9%
Cancelled	5	4%
File Updates	22	18%
Foreclosure Follow Ups	0	0%
Inspections	3	2%
Veterans	3	2%
Homebuyer Education	0	
Financial Capabilities	0	
Total Appointments	123	100%
Total Payments	28	

CLIENT EMERGENCY STATUS			
Homeless	8	14%	
Eviction	13	23%	
Relocation	25	44%	
Foreclosure	2	4%	
Back Property Taxes	6	11%	
Veterans	3	5%	

CLIENT PAYMENTS			
Client Paid	\$5,957.50	19%	
Leveraged Funds	\$5,765.40	18%	
HSMM	\$19,866.64	63%	
Total Payments Made	\$31,589.54	100%	

Outreach Response	
Agency	19
Facebook	1
Lender	0
Mailer	1
Walk in	4
Newspaper	0
Website	0
Word of mouth	15
	211
No Response	9

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	3	6	5	6%
Charlotte	20	28	19	37%
Delta Twn(48917)	8	9	7	15%
East Lansing	1	1	0	2%
Eaton Rapids	6	8	7	11%
Grand Ledge	5	8	9	9%
Hastings	1	1	2	2%
Lansing	7	7	8	13%
Olivet	1	2	2	2%
Potterville	1	2	2	2%
Vermontville	1	1	0	2%
				0%
				0%
Totals	54	73	61	100%

STATUS					
H	E	F	R	T	Vets Total
0	1	0	2	0	3
7	4	0	7	2	20
0	5	0	3	0	8
0	0	1	0	0	1
0	0	0	5	1	6
0	1	0	2	2	5
0	0	1	0	0	1
1	2	0	4	0	7
0	0	0	1	0	1
0	0	0	0	1	1
0	0	0	1	0	1
					0
					0
8	13	2	25	6	57

October 2016

Date	Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
10/03/16				Reviewed new data bins for Clinton County			
10/04/16	VA	SSVF		Worked on re-writing SSVF Policy Manual			
10/05/16				Met the new SIREN E.D.; took her to lunch.			
10/06/16				Reviewed a possible choice for new financial software.			
10/07/16				Attended Clinton CoC meeting			
10/10/16				Attended Eaton CoC meeting.			
10/11/16				PR reports turned in			
10/12/16				Homeless Youth Demonstration discussion for a joint app from Region 7.			
10/13/16	HUD			Conference call regarding applying for PATH-HUD grant for outreach in tri-county area: HSMH in Eaton/Clinton, Advent House contracting from HSMH for Ingham			
10/14/16	MSHDA			Submitted Family Self-Sufficiency grant, with Christie.			
10/17/16				Held interviews for new AmeriCorps member			
10/18/16				Sent 2 staff members to Clinton County Commissioner for Homeless Awareness Week resolution.			
10/19/16				Worked on a new grant from a new funding source for outreach in tri-county area PATH			
10/20/16	HUD			Submitted HUD APR for our largest & oldest HUD grant			
10/24/16				Sent Clinton CoC updates.			
10/25/16				Attended CQI meeting – collection of housing inventory			
10/26/16				Hired an AmeriCorps member			
10/27/16				Attended Clinton CoC meeting			
10/28/16				Press release & picture with Eaton County Treasurer: regarding County foreclosure assistance.			

Clinton November 2016

Total (Screening) Inquiries	41	
Intakes	16	46%
Number of "No Shows"	3	9%
Rescheduled	5	14%
Cancelled	1	3%
File Updates	6	17%
Inspections	3	9%
Veterans	1	3%
		0%
		0%
Total Appointments	35	100%
Total # Payments	7	

CLIENT EMERGENCY STATUS			
Homeless	4	25%	
Eviction	6	38%	
Relocation	6	38%	
	0	0%	
	0	0%	
		0%	
CLIENT PAYMENTS			
ESP	\$1,105.00	11%	
Client Paid	\$698.71	7%	
Leveraged Funds	\$1,064.83	11%	
HSMIM	\$6,852.28	70%	
Total Payments Made	\$9,720.82	100%	

Outreach	Response
Agency	13
Facebook	0
Lender	0
Mailer	0
Walk in	1
Newspaper	0
Website	0
Word of mouth	1
211	1
No Response	0

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bath	0	0	0	9%
Dewitt	2	3	2	14%
Eagle	1	2	3	0%
East Lansing	0	0	0	9%
Elsie	1	1	1	14%
Fowler	0	0	0	0%
Lansing	4	7	4	14%
Maple Rapids	0	0	0	0%
Ovid	3	4	4	5%
St. Johns	5	6	3	36%
Watertown Twrn	0	0	0	0%
				0%
Totals	16	23	17	100%

STATUS					
H	E	R	Veteran	Total	
0	0	0	0	0	
1	1	0	1	2	
1	0	0	0	1	
0	0	0	0	0	
0	0	1	0	1	
0	0	0	0	0	
0	3	1	0	4	
0	0	0	0	0	
1	0	2	0	3	
1	2	2	0	5	
0	0	0	0	0	
4	6	6	1	0	16

Eaton/ Barry November 2016

	175
Total Inquiries	
Intakes	40
Number of "No Shows"	15
Rescheduled	18
Cancelled	5
File Updates	30
Foreclosure Follow Ups	0
Inspections	1
Veterans	2
Homebuyer Education	6
Financial Capabilities	0
Total Appointments	109
Total Payments	23
	100%

CLIENT EMERGENCY STATUS		
Homeless	6	15%
Eviction	12	30%
Relocation	15	38%
Foreclosure	3	8%
Back Property Taxes	4	10%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$5,464.58	24%
Leveraged Funds	\$5,048.67	22%
HSMMD	\$12,480.22	54%
Total Payments Made	\$22,993.47	100%

Outreach Response	
Agency	16
Facebook	0
Lender	0
Mailer	0
Walk in	8
Newspaper	0
Website	0
Word of mouth	6
	211
No Response	7

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Battle Creek	1	1	0	3%
Bellevue	1	1	1	3%
Charlotte	13	16	17	33%
Delta Twn	6	7	8	15%
Eaton Rapids	3	4	2	8%
Grand Ledge	2	2	6	5%
Lansing	3	3	8	8%
Middleville	1	1	0	3%
Mulliken	1	1	0	3%
Nashville	1	2	0	3%
Plainwell	1	1	0	3%
Pottersville	4	7	7	10%
Vermontville	3	4	2	8%
Totals	40	50	51	100%

STATUS						
H	E	F	R	T	O	Total
					1	1
				1		1
4	2			6	1	13
	4			2		6
	1		1	1		3
	1				1	2
	2			1		3
			1			1
1						1
					1	1
			1			1
	1			3		4
1	1			1		3
6	12	3	15	4	0	40

November 2016

Date	Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
11/01/16				Website training for 4 staff members			
11/02/16				Attended CRCF grant disbursement decision-making event			
11/03/16				Applied for a PATH grant			
11/07/16				DHHS training for Clinton ESP and Eaton REACH			
11/08/16				Sent staff for training at a Legal Services conference			
11/09/16				Sent press release for Adopt-A-Family, to advertise the program to potential donors.			
11/10/16-11/11/16				Held discussions with Eaton United Way on the potential merger with Capital Area United Way, and what that means to HSM. Also discussed the application process to CAUW			
11/14/16				Attended CoC-Vet Pledge. Rep. Tom Barrett also attended			
11/15/16				Gave presentation for funds to the Women Giving Together group			
11/16/16				Met with staff of Sen. Stabenow, Sen. Peters, and Rep. Walberg at a "Meet & Greet," held by the Michigan Coalition Against Homelessness - discussed areas of concern & what's going well.			
11/17/16				Chaired the Region 7 meeting			
11/17/16				Submitted a required SSVF Gaps Analysis to the VA			
11/18/16				Interviewed for our 4 th video - a history of the agency and the programs we offer.			
11/21/16				E-mailed Flagstar Bank about setting a meeting to get re-connected.			
11/22/16				Started the internal United Way campaign.			
11/23/16				Had a discussion and demo for a software package for our financial department.			
11/24 & 25				Closed for Thanksgiving Holiday			
11/28/16				Opened a new IDA account			
11/29/16				Purchased new scanning system.			
11/30/16				Attended a meeting in Lansing with Mid-Michigan Recovery staff. Discussed new substance abuse grant they received for the Tri-County area.			

Contribution Rate Notice

Pick Notice Year: 2017 ▼

The 501 Alliance
 Notice of Contribution Rate for Calendar Year 2017
 Issued December 1, 2016

Employee Number: 0859504

Ms. Denise Dunn
 Housing Services Mid-Michigan
 319 S. Cochran
 Charlotte, MI 48813

In accordance with a resolution adopted by the Board of Directors, your contribution rate for calendar year 2017 is shown below.

Date	Code	Account History	Taxable Wages*	Ratio	2017 Rate
06/30/2016	3	24687.43	172536.85	14.308	1.93

Code 2: All new member agencies that are contributing employers are assessed a rate that is 25% less than their current rate with the state for their first two years of membership, unless they qualified under an alternative rate. All new member agencies that are reimbursing employers are assessed a rate of 2.50% for their first two years of membership. A new member that does not have any unemployment benefits charged to their account for their first two years of membership can remain at the rate that they were originally assigned in the next calendar year or until benefits are charged to their account or until their calculated rate is lower than their original rate.

Code 3: The rate formula for member agencies having a positive account history as of June 30, 2016 is shown below.

Code 4: The rate formula for member agencies having a negative account history as of June 30, 2016 is shown below.

Code 3 Formula:

Rate = 3.00% - {0.075 x (Account History/Average Taxable Wages)}
 Minimum Rate: 0.25% Maximum Rate: 3.00% Taxable Wage Base: \$9,000

4560-00 Lansing/Eaton,Ingham Counties, MI

LRO 006

Denise Dunn, Executive Director
Housing Services Mid Michigan
319 Cochran
Post Office Box 746
Charlotte, MI 48813

LRO ID: 456000-006

RE: Account Status for Phase 33 **LRO ID: 456000-006**

The funds you are receiving are Federal funds as authorized under Public Law 114-4. The CFDA number for the Emergency Food and Shelter Program is 97.024.

If your LRO is receiving funds for the first time from EFSP, a check will be issued. However, you will need to complete the Electronic Funds Transfer Form (EFT) and submit it to the National Board, along with an original voided check from the account in which your agency wishes to have future funds deposited. EFSP will not issue any future payments to your agency via check. The form can be found on the website once you sign in using your log-in ID and password.

The Second Payment Request/Interim Report may be found on the Emergency Food and Shelter Program (EFSP) website, efsp.unitedway.org You may now access the form and instructions online for submission to your Local Board. After signing in, select **Interim and Second Payment** from the menu on the left side of the screen.

Your Local Board has been notified that a payment has been issued to your LRO. They will also be notified that Second Payment Requests/Interim Reports and EFT Forms are available online for funded LROs.

As of today, our records indicate that your LRO has received the following awards(s) under this phase of the Emergency Food and Shelter National Board Program:

Award Amount	\$30,300.00
Award Adjustments	\$0.00
Award Total	\$30,300.00

Your LRO may begin charging expenses against this total as of 12/01/2015. Funds must be expended prior to 05/31/2016.

To date, your LRO has received the following payment(s):

First (EFT E371911)	\$15,150.00
Bank Account ABA# 272471166 Acct# XXXXXXXXXXX1091 Deposited: 11/14/2016	
Payment Total	\$15,150.00

Monies still due your LRO: \$15,150.00

Sincerely,

Yvonne Walker
Vice President

4670-00 Clinton County, MI

LRO 005

Denise Dunn
Housing Services Mid Michigan
319 S. Cochran Avenue
Charlotte, MI 48813

LRO ID: 467000-005

RE: Account Status for Phase 33 **LRO ID: 467000-005**

The funds you are receiving are Federal funds as authorized under Public Law 114-4. The CFDA number for the Emergency Food and Shelter Program is 97.024.

If your LRO is receiving funds for the first time from EFSP, a check will be issued. However, you will need to complete the Electronic Funds Transfer Form (EFT) and submit it to the National Board, along with an original voided check from the account in which your agency wishes to have future funds deposited. EFSP will not issue any future payments to your agency via check. The form can be found on the website once you sign in using your log-in ID and password.

The Second Payment Request/Interim Report may be found on the Emergency Food and Shelter Program (EFSP) website, efsp.unitedway.org You may now access the form and instructions online for submission to your Local Board. After signing in, select **Interim and Second Payment** from the menu on the left side of the screen.

Your Local Board has been notified that a payment has been issued to your LRO. They will also be notified that Second Payment Requests/Interim Reports and EFT Forms are available online for funded LROs.

As of today, our records indicate that your LRO has received the following awards(s) under this phase of the Emergency Food and Shelter National Board Program:

Award Amount	\$8,000.00
Award Adjustments	\$0.00
Award Total	\$8,000.00

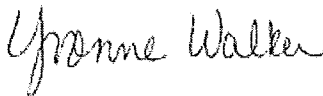
Your LRO may begin charging expenses against this total as of 09/01/2015. Funds must be expended prior to 12/31/2016.

To date, your LRO has received the following payment(s):

First (EFT E371919)	\$4,000.00
Bank Account ABA# 272471166 Acct# XXXXXXXXXXX1091 Deposited: 11/14/2016	
Payment Total	\$4,000.00

Monies still due your LRO: \$4,000.00

Sincerely,



Yvonne Walker
Vice President



United States Department of Agriculture

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 5/31/16

Dear Board Members:

We have reviewed your audit reports for the period of June 1, 2015 to May 31, 2016.

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,

BETTY
HAIRE

Digitally signed by BETTY HAIRE
DN: cn=US, ou=U.S. Government,
ou=Department of Agriculture,
cn=BETTY HAIRE,
0.9.2342.19200300.100.1.1=120
01000470799
Date: 2016.11.15 08:57:35 -0500

B. J. Haire
Area Specialist

Rural Development

PO Box 703180 • Plymouth, MI 48170 • Voice (517) 242-5844 • Fax (734) 468-8500 • TDD (517) 324-5200

USDA is an equal opportunity provider and employer.

Thank you Lisa!

From: [REDACTED]

Sent: Wed, Oct 26, 2016 at 2:35 pm

To: lash@hs-mm.org

I just wanted to say thank you so very much! When I came into your office I was very anxious and felt without hope of saving my home. You immediately made me feel at ease and gave me that hope back that there was help for me and my daughter. I hope you understand the magnitude of what you do on a daily basis. What a blessing!

God Bless You,

[REDACTED]

Housing Services Mid Michigan now serving the homeless in Clinton County

Starting Oct. 1, Housing Services Mid Michigan will be serving the homeless population in Clinton County. In August the Clinton County Housing and Homeless Coalition (CCHHC) approved HSMM's application to be the Housing Assessment and Resource Agency (HARA) for Clinton County.

HARA case managers work in communities to provide a comprehensive service to rapidly rehouse people who are homeless and to prevent evictions. Case managers work with clients to make positive decisions to address housing issues. HARA case managers will also work with the CCHHC to ensure quality service to clients.

As the HARA for Clinton County, HSMM will be providing intake and housing assessment services. HSMM is currently the HARA for Eaton County. This opportunity expands homeless services through Housing Services to Clinton County.

"Our Housing Resource

Manager is very experienced," said Denise Dunn, Director of Housing Services.

Lan Bulliner will be moving from the Charlotte office to the office in St. Johns, located at 105 Tolles Road, starting Oct. 3.

"Lan's experience as the HARA manager in Eaton County will easily transfer to Clinton County and be an asset to the community," Dunn said.

For HARA services in Clinton County, Lan Bulliner can be contacted by calling (989) 224-5538 or by e-mail, lbulliner@hs-mm.org. Lan's office will be located in St. Johns at the DHHS building at 105 Tolles Rd.

For additional information about the HARA program contact Housing Services Mid Michigan at (517) 541-1180 or go on line at HSMidMichigan.org.

Housing Services Mid Michigan is a 501(c)3 organization dedicated to serving the homeless with programs

that reach into Barry, Clinton and Eaton counties. Because of the generosity of the local community, the agency was able to assist 1,892 individuals, including 1,110 adults with 782 children in 2015. To resolve these housing crises, the agency dispersed over \$880,000 in direct fi-

nancial assistance. Housing Service Mid Michigan is an Eaton County United Way partnering agency. As a non-profit, donations may be tax deductible.

Article submitted by
Housing Services Mid
Michigan.



Photo provided

Pauline Baert from CCHHC, (right) awards a certificate of appreciation to Lan Bulliner (left) from HSMM for assuming the HARA responsibilities in Clinton County.

**Behind on your Mortgage or
Property Taxes?**

**Don't Lose Your
House!!!**

Housing Services Mid Michigan is a non-profit agency,
HUD approved agency serving Barry and Eaton Counties.

FREE Foreclosure Prevention Counseling

- Education on foreclosure prevention options
- Information on available programs
- Assistance with application process
- Property tax assistance

To contact us about our services please call us at:

517-541-1180

Mon-Fri 8:30-5:00

Resources can also be found on our website:

www.hsmidmichigan.org



HOUSING SERVICES
M I D M I C H I G A N

"Opening doors for people in our communities."

FLASHES 10-8-16

Housing Services Mid Michigan remembers homeless veterans

Nov. 12 through Nov. 20 has been designated as National Hunger & Homeless Awareness Week by the National Coalition for the Homeless. Housing Services Mid Michigan works very hard to serve the homeless population in Eaton and Clinton Counties. Services include homeless services leading to housing, prevention, permanent supportive housing, classes on homebuyer education, foreclosure counseling and Section 8 mainstream vouchers. Additionally, HSMM works equally hard to serve our homeless veterans population in Barry, Eaton and Clinton counties through the Supportive Services for Veteran Families program. This program is a federally funded program with the goal of eliminating veteran homelessness.

While we do not often think about our veterans as being homeless, it is more prevalent than you may think. Veterans are a proud group and are often hesitant to use services like the SSVF program. We often think of homelessness as the person standing on the corner with the cardboard sign, but the reality is that it is often the person sleeping at friend's house or the family that has lost a substantial portion of their income and is in danger

of losing their housing through eviction.

The SSVF program is designed to assist low-income veteran families who are homeless or at risk of becoming homeless. The case manager assesses the veteran's situation and develops an action plan that will connect them with resources to find safe and affordable housing. Housing Services will continue to reach out to our communities for information about veterans that need assistance.

While the National Coalition for the Homeless brings awareness to the continuing problem of hunger and homelessness around the country during the week of

Nov. 12, let us not forget those that have giving so much to our country and are struggling with issues of homelessness. If you are a veteran or know a veteran that may be experiencing housing issues, call us we may be able to help. For more information about the SSVF program contact Housing Services Mid Michigan at (517) 541-1180 or go on line at HSMidMichigan.org.

Housing Services Mid Michigan is a 501(3) organization dedicated to serving the homeless with programs that reach into Barry, Clinton and Eaton counties.

Article submitted by Housing Services Mid Michigan.

*County Journal
11-5-16*

Housing Services of Mid Michigan would like to recognize and thank our Veterans for their service to our country.

If you are a Veteran or know a Veteran struggling with housing issues, call us, we may be able to help.

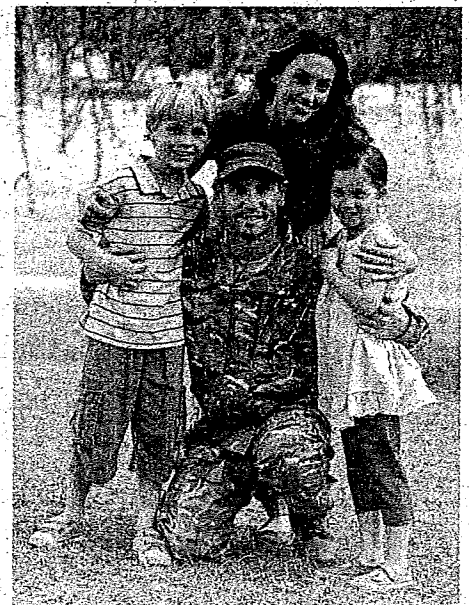
517-541-1180 / www.hs-mm.org

Supportive Services for Veteran Families



HOUSING SERVICES
M I D M I C H I G A N

"...opening doors for people in our communities..."



County Journal
10-3-16 →

HSMM offers Oct. 5 Financial Fitness Seminar at ALIVE

Are you trying to buy a home but can't seem to find enough savings in your budget and/or you need to get your credit score raised?

If so, you are invited to financial fitness classes sponsored by Housing Services Mid-Michigan. The classes are offered in a private, small group setting over four weeks. Classes will teach participants valuable money skills, such as:

- Eliminating money mistakes
- Overcoming roadblocks to saving
- Getting organized
- Knowing where your money goes
- Learning to set goals and spending/savings priorities
- Applying discipline and

adopting good financial habits

- Becoming an informed consumer

The first class takes place Wednesday, Oct. 5, from 6 to 8 p.m. at ALIVE, located at 800 W Lawrence Avenue in Charlotte.

Week one will cover: Money Management and Saving & Banking. Subsequent classes will cover:

- Coping with financial detours or roadblocks
- Which shall it be: austerity or abundance?
- Financial habits vs. financial discipline
- How to succeed using banks and financial institutions

Register now by calling (517) 541-1180 to register. The class is limited to 15 people.

County Journal 11-26-16

Housing Services Mid Michigan looking for community member to adopt an Eaton County Family

Housing Services Mid Michigan (HSMM) is gearing up for its 2016 Adopt a Family Christmas Program and is currently seeking sponsors to adopt Eaton County families within the program. Sponsoring a family is a very rewarding experience both for those in need and those making donations.

HSMM's Extended Services Program serves individuals and families that were homeless before coming to Housing Services. They are now in a transition period of creating a safe and welcoming home once more. Because these families are still regaining financial stability and independence, many are unable to participate in exchanging gifts during the holiday season, but with the help of our sponsors Housing Services hopes to give them the Christmas celebration everyone deserves.

If you are interested in sponsoring a family and making someone's holiday season brighter, please contact Anne

van den Goor at avandengoor@hs-mm.org or at (517) 541-1180.