HOUSING SERVICES MID MICHIGAN

December 13, 2016 Meeting

**Call to order**: President Bob Brown called the meeting to order at 1:42 p.m.

**Present**: Brown, Nicole Shannon, Jim Dexter, Sue Hoffman, Tom Fuller, Sean Cotter, Denise Dunn (ex officio). Dar Benjamin proxy to Brown.

**Minutes**: Approval of the HSMM Minutes for October 2016. Move to approve minutes by Cotter. Hoffman seconded. Motion carried.

**Acceptance of Financial Report**: Dunn pointed out that approximately $40,000 in reimbursement was submitted at the end of the month and JHLPR checks came in shortly before the meeting. Acceptance of financial report by Hoffman. Shannon second. Motion carried.

**Executive Director’s Report**: Dunn reported that we did not apply for a Homeless Youth grant this round but we expect to apply in the future. We also applied for a Family Self-Sufficiency Grant for which we were not selected but received feedback for the future. Dunn and Assistant Director put together a video history of the organization.

**Old Business:**

New Proposed Board Member: Levi Martin attended the staff portion of the meeting at 12:00. Cotter moved to accept him as a new board member. Dexter second. Motion carried. Dunn will set up board member orientation.

Golf Outing: Tabled

**New Business:**

PATH Grant Application: Dunn reported we applied to a regional grant that will allow us to go into the field and locate clients, particularly clients who are eligible for Permanent Supportive Housing. We would be the fiduciary with Advent House in Lansing working as a subgrantee. There will be one staff in Clinton/Eaton and one in Ingham. Though we have not officially been awarded the grant we expect to receive it.

Financial Capacity Building: Dunn reported that we purchased a scanner and software for approximately $3,000 that dramatically reduces the labor involved in entering financial information and client file information. This will reduce our need to keep paper files on site for 7 years.

Formal Appeal: Dunn reports the organization is engaged in a formal appeal on behalf of a client attempting to get into housing. The client was a victim of financial exploitation leading to a judgment against her, preventing her from leasing an apartment.

United Way: Dunn reported that the Eaton County United Way is considering joining the Capital Area United Way.

Nominating Committee: Cotter will chair the committee. All current officers expressed interest in continuing their positions.

Brown adjourned at 3:00 p.m.

Respectfully submitted,

Nicole Shannon

Secretary