



## Housing Solutions Board Minutes

**Meeting Date: April 21, 2017**

**Present:**

**Chair,** Matt Lynn-Director of Community Impact, United Way of Battlecreek and Kalamazoo

**Secretary,** Nicole DuPont-TCC Operations Lead, Summit Pointe

**Treasurer,** Elaine Hunsicker-Executive Director, The Haven of Rest Ministries

Jessica Edel Harrelson-Executive Director, SAFE Place

Chris Lussier-Community Development Manager, City of Battle Creek

Alisa Parker-Attorney, Legal Services of South Central Michigan

Lee Talmage-Executive Director, Battle Creek Housing Commission

Time	Agenda Item & Discussion Notes	Decisions/Next Steps
10am	<b>I. Welcome</b>	
	<b>II. Approval of March Minutes</b> <ul style="list-style-type: none"> <li>• Moved by Nicole DuPont. Second by Jessica Edel Harrelson. Motion carried.</li> </ul>	
	<b>III. Homeless Coalition Action Group Updates</b> <ul style="list-style-type: none"> <li>• ID Task Force – Resolution supported by Calhoun County; Share Center will continue initiative support.</li> <li>• Landlord Roundtable –Next event May 25<sup>th</sup> 5-6:30pm regarding Inspections; last meeting was a collaborative session between landlords and nonprofit staff centered on visioning and improving working relationships to support at-risk.</li> <li>• Health Fair – Calvary Baptist has offered to support continental breakfast; Food Bank will donate \$1700 of food but we need a match; hairdresser flyer being created; paperwork for VA grant has submitted for \$3k; planning being performed by designated committees – all on track.</li> <li>• HMIS update – Nicole is now Sys Admin and will be involved in transition planning; User Group meetings will be mandatory.</li> </ul>	

	<p><b>IV. HUD and Grant opportunities</b></p> <ul style="list-style-type: none"> <li>MSHDA – ESG NOFA 2017-18 – Nicole DuPont to share spreadsheet with deadlines; Nicole to publicize that we are taking in applications for new projects on website and via weekly Announcements; a requirement of orgs is that they must participate in HMIS; Dates in June for grant discussions will be set next week; Nicole to work with Jessica on Debriefing from last round</li> <li><b>Homeless Coalition Community Project Fund Application/BCCF Fiscal Sponsorship Agreement</b>  <b>Matt Lynn provided application walk-through; Matt to sign as Representative of HSB.</b>  <b>Signatories for expenditures will be Elaine Hunsicker (Primary Contact, Fund Representative and Treasurer), Matt Lynn (Chair of HSB), Lee Talmage (Chair CoC), Alisa Parker (Project Chair) and Helen Guzzo (as a Project Administrator).</b>  <b>I. For all expenditures the Treasurer must be notified;</b>  <b>II. For all expenditures over \$250 the requirement is 2 signatures; one of which is that of the Treasurer of the HSB:</b> <ul style="list-style-type: none"> <li><b>a. If the Treasurer is not available to sign as a second signatory then the Chair of HSB may sign</b></li> <li><b>b. If the Chair of the HSB is not available to sign as a second signatory then the Chair of HC may sign.</b></li> </ul> </li> </ul> <p><i>Approval of Matt Lynn being the authorized signatory for the contracts with BCCF as fiscal sponsor and acceptance of the procedures for expenditures.</i>  <i>Moved by Jessica Edel Harrelson. Second by Lee Talmage. Motion carried.</i></p> <ul style="list-style-type: none"> <li>Meeting with Chief of Police to align work of Roundtable with BYRNE grant</li> <li>Region 8 Homeless Preference Data Update</li> <li>Pay for Performance MSHDA – we may not qualify due to lack of Permanent Housing in Community</li> </ul>	PRIORITY SECTION
	<p><b>V. Health &amp; Wellness</b></p> <ul style="list-style-type: none"> <li>Document given for review</li> </ul>	
	<p><b>VI. Outreach and Relationship Building</b></p>	
	<p><b>VII. Upstream</b></p>	
11:45am	<p><b>VIII. Other</b></p> <ul style="list-style-type: none"> <li>SHARE Center – for next month’s agenda</li> </ul>	

	<ul style="list-style-type: none"><li>• Silver Star III Project – for next month’s agenda</li><li>• VA representation – for next month’s agenda</li><li>• 2015 Homeless Coalition of Greater Battle Creek &amp; Calhoun County Org Assessment – for next month’s agenda</li><li>• Diabetic Needle depository for Homeless – Bronson? Grace Health? – for next month’s agenda</li><li>• Resource Business Cards – different orgs will look to raise \$</li></ul>	
<b>pm</b>	<b>IX. Adjourn</b>	<b>MTG Reminder:</b> May 12, 2017 10am Summit Pointe