



Andy Schor, Mayor

City of Lansing HRCS Advisory Board Meeting Summary
Tuesday, June 24, 2025 – 5:30 p.m. – 8:00 p.m.
Foster Community Center – 200 N. Foster, Room 211
Lansing, Michigan 48912

Attendance: Paul Dripchak, Ron Embry, Sean Gehle, Melissa Horste, Glenn Lopez, and Dr. Thomas Woods

Staff: Kim Coleman, Amy Crank, Renee Morgan Freeman & Delvata Moses

Others: Daniel J. DuChene (OCA)

Absent: Dr. Versey Williams

This meeting was called to order at 5:33 p.m. by Chair Ron Embry. R. Freeman conducted a roll call. A quorum was established

Dr. T. Woods moved to approve the agenda as presented. Second, by P. Dripchak. Motion carried.

M. Horste moved to approve the minutes of April 8, 2025. Second, by S. Gehle. Motion carried.

There was no public comment.

An email was received from Frank Lee on May 2, 2025, to inform the Mayor, HRCS Advisory Board Chair, and Director Coleman of his resignation from the board, effectively immediately. S. Gehle moved to accept Mr. Lee's resignation. Second, by M. Horste. Motion carried.

Director Coleman directed the board's attention to the Executive Summary of Lansing's Path Forward – Homelessness Study Outcomes and Community Feedback (April 2025). A full copy of the report is available on request. Her report included mention of Rent Smart, which will resume on July 10th, the Celebration of Diversity held on June 5th event was very successful. The DEI Progress Report reflecting 2024-2025 MRJEA Accomplishments (June 2025) was distributed. HRCS is now moving towards a needs assessment RFP. An assessment would be helpful to determine where funds should be directed. The first year would help guide decisions for upcoming cycles. Although there are other needs assessments in the community, it is believed that HRCS must conduct its own needs assessment to address funding priorities as outlined in Ordinance 240. There will be a call to action meeting consisting of community agencies to identify the best approach to carrying out the recommendations highlighted in the recent homelessness study. Director Coleman asked Deputy Director Moses to provide a critical services report.

Deputy Director Moses reported that the Critical Services Team (CST) was launched in January 2024. Deputy Director Moses is the direct report for the CST team which consists of the Housing Ombudsman, Department Coordinator, Community Liaison & Critical Services Coordinator, and Office Assistant. The CST is tasked with providing support to residents in the areas of utility assistance, birth certificates, eviction prevention, landlord/tenant assistance, and relevant resources and referrals. The CST also collaborates with agencies to seek funding assistance for the citizen assist cases. The following stats represent the assistance provided by the CST for the period of January 2025 to date: 93 families received housing assistance, 32 birth certificates were provided, 74 families received financial assistance for utilities, and 30 families received financial assistance for eviction prevention. Additionally, during this time frame, the Lansing 311 Call Center received 1400 calls for HRCS and forwarded 709 of the calls to HRCS to provide direct assistance. CST initiatives included two housing rights and resource fairs, one in partnership with the Fair Housing and the other with Legal Services. Deputy Director Moses reported that after careful consideration, the 2025 Health and Wellness Fair scheduled for August 7th has been cancelled due to vendor fatigue and a duplication of fairs being held by several organizations around the same time. HRCS will pivot to a Communications Campaign with emphasis on opioid awareness, treatment, and health and wellness. One of the initiatives will be placing signage in parks with encouraging self-help, treatment and recovery messages, tips and a QR code directed to resources. Other initiatives will be PSA's, billboards, television and radio commercials, social media, and printed media. HRCS is also developing a two-page layout in the Michigan Bulletin to spotlight the department. The board expressed thanks

for such an informative report as well as concerns regarding the postponement of the H&WF. It was also asked if HRCS could consider collaboration efforts with other agencies which HRCS had planned to pursue. HRCS could also consider tabling at similar community events.

Amy Crank, Contract Administrator, provided a report on contract management and grants. A copy of the general fund grant recommendations that were provided to the City Council was distributed and referenced. Letters have been sent to agencies for acceptance of grant awards. Thereafter, contracts will be composed and implemented. An updated monitoring report was shared with mention of what a monitoring session entails. Fifty-six agencies were monitored, which included 17 new agencies. There was not a significant need to monitor agencies that were monitored last year unless there were special circumstances. An improvement was seen in the agencies monitored. A rotating three-to-four-year monitoring cycle will be developed with a track list. There was an inquiry into the possibility of board members visiting agencies. Director Coleman asked that any visits to agencies be coordinated with Amy.

Dr. Woods inquired about what happens to the agency allocation funds approvals which are refused. Director Coleman indicated that those funds are returned to the City's general funds. The department may request that the funds be relocated, if approved they become carryforward dollars for use as approved. The question was raised about what can be done for agencies who lose federal funding. Director Coleman stated that only 1.35% of the City's budget is allotted for disbursement via the General Funds grants by HRCS. These funds are reviewed and ranked by the Advisory Board. There would be no other fund to replace lost funding for those agencies with that experience. She also shared that the Racial Equity Grants have been renamed Community Empowerment Grants, and the Prevailing Wage position renamed Prevailing Wage & Culture and Accountability Specialist. There was discussion about the HRCS Advisory Board taking action to address the gaps within the homelessness study.

There was no unfinished or new business. The meeting was adjourned at 6:32 p.m.