

**City of Lansing Human Relations & Community Services  
Advisory Board  
Held Jointly with The  
Mayor's Neighborhood Advisory Board**

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**Date of Meeting: Tuesday, November 18, 2025  
Time of Meeting: 5:30 PM – 8:00 PM  
Place of Meeting: Foster Community Center  
200 N. Foster, Room 213  
Lansing, MI 48912**

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**~ Agenda ~**

- I. Call to Order ..... Ron Embry, Chair
  - a) State Purpose of the Meeting
  - b) State Rules for Public Comment
- II. Roll Call for Both Boards ..... HRCS & DNACE\* Staff
- III. Establish a Quorum for Both Boards ..... HRCS & DNACE Staff
- IV. Approval of the Agenda ..... Receive a Motion
- V. Approval of Minutes (October 28, 2025)..... Receive a Motion
- VI. Public Comment (1 minute)..... Chair Embry
- VII. Communications..... Chair Embry
- VII Director's Report..... Kim A. Coleman
- Introduction of Facilitator – Yarden Blumstein, Executive Director  
Resolution Services Center
- IX. New Business ..... Chair Embry
- Creation of a binding format for how the advisory boards will reach a leadership  
decision on a site proposal for the Nova Lansing Housing Initiative
- X. Adjournment ..... Receive Motion

**HRCS Advisory Board Members:** Paul Dripchak LMSW/Secretary (4<sup>th</sup> Ward), Ronald Embry/Chair (2<sup>nd</sup> Ward), Sean Gehle (MAL), Melissa Horste/Vice Chair (MAL), Glenn Lopez (1<sup>st</sup> Ward), Versey Williams (3<sup>rd</sup> Ward), Thomas Woods (MAL), Vacancy (MAL)

**Mayor's Neighborhood Advisory Board Members:** Brian Baer 1<sup>st</sup> Ward), Florence Baerren (2<sup>nd</sup> Ward), Matthias Bell (4<sup>th</sup> Ward), Courtney Cole (3<sup>rd</sup> Ward), Christopher Smadzinski-Green (2<sup>nd</sup> Ward), MaryBeth VanHorn (1<sup>st</sup> Ward); and Tirstan Walters

\*DNACE: Department of Neighborhoods, Arts and Citizen Engagement



Andy Schor, Mayor

**City of Lansing HRCS Advisory Board Meeting Summary**  
**Tuesday, October 28, 2028 – 5:30 p.m.**  
**Foster Community Center – 200 N. Foster, Room 211**  
**Lansing, Michigan 48912**

**Attendance:** Paul Dripchak, Sean Gehle, Melissa Horste, Glenn Lopez, and Dr. Versey Williams

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

**Others:** Patrick Abood (OCA), Daniel DuChene (OCA)

**Absent:** Ron Embry and Dr. Thomas Woods

This meeting was called to order at 5:36 p.m. by Vice Chair Melissa Horste. R. Freeman conducted roll call. A quorum was established

V. Williams moved to approve the agenda as presented. Second by S. Gehle. Motion carried.

V. Williams moved to approve the minutes of September 23, 2025. Second by G. Lopez. Motion carried.

There were no public comments or communications.

Director Coleman reported that HRCS held community conversations in each Ward. At each Ward meeting, an introduction to the NOVA Lansing Housing Initiative was provided, followed by a question-and-answer session facilitated by Resolution Services. The NOVA presentation was also shared with the advisory board.

Following the presentation, extensive discussion took place regarding the ModPods, with site location identified as the most critical factor. It was noted that a ModPod Location Assessment Checklist had been used to score more than 30 potential sites. A verbal proposal was presented to the mayor recommending that the Human Relations and Community Services Advisory Board (HRCS AB) and the Mayor's Neighborhood Advisory Board (NAB) collaborate to assess the top five locations and present a joint recommendation. The mayor agreed with this proposal.

M. Horste moved that the HRCS AB, with the consent and flexibility of the NAB and HRCS staff, conduct joint and special meetings on Tuesday, November 18; Thursday, November 20; and Tuesday, December 2 for the purpose of establishing a collaborative process to ultimately present the mayor with a recommended location for the NOVA Housing Initiative. The motion was seconded by G. Lopez and carried.

There was no unfinished business.

S. Gehl moved that the 2026 HRCS Advisory Board Meeting schedule be accepted as presented. Second, by G. Lopez. Motioned carried.

The meeting adjourned at 7:08 p.m.

## ModPod Site Assessment Check Sheet

Title: Pod Community Site Assessment Checklist

Site: \_\_\_\_\_ | Ward/Neighborhood: \_\_\_\_\_ | Date: \_\_/\_\_/\_\_\_\_

### A. Location & Access to Minimize Barriers

- Proximity to public transit within 0.5 miles: reasonable travel time, commute
- Proximity to essential services 0.5 – 1 mile: primary care, behavioral health, food/grocery, social services.
- Employment centers/workforce programs 1 – 2 miles or accessible via transit
- Neighborhood fit: how well the Pod community aligns with the surrounding area and its residents, services in ways that support stability, safety, and wellbeing for guests
- Visibility and safety: adequate lighting, sightlines, passive surveillance
- Walkability: safe routes to transit and services, reducing barriers to follow-through

### B. Physical Site & Infrastructure

- Pod compatibility: suitable footprint for modular/prefab pods; space for circulation and common areas
- Utilities: reliable water, electricity, wastewater; capacity for climate control
- Sanitation & Hygiene: adequate toilets/showers; access to waste removal
- Accessibility: ADA or local equivalents; accessible entrances/restrooms
- Safety & resilience: fire protection, egress, structural integrity; weather resilience
- Site layout: zones for residents, staff, service providers; parking/vehicular turning space
- Environment: shade, flood zone, stormwater management, energy efficiency opportunities
- Neighborhood stability: crime rates, lighting, visibility, and neighborhood perception of safety
- Common spaces and outdoor areas available

### C. Regulatory & Legal

- Zoning: permitted or workable zoning pathway; permit process identified
- Licensing: State campsite licensing,

### D. Services Access & Staffing

- On-site service footprint: group training, case management, counseling, recovery supports (or adjacent partner access)
- Staffing logistics: offices, break areas, storage; staff parking/commuting considerations
- Partner footprint: potential co-location or predictable partner visits

**E. Social and Community Integration**

- Community readiness: receptivity, attitudes of neighbors/local organizations regarding guest
- Peer support opportunities: community centers, churches, nonprofits for regular programming

**F. Financial & Land Use**

- Acquisition/lease terms: cost, duration, options for renewal
- Offsets/partnerships: in-kind/contributions to reduce cost

**G. Documentation (optional)**

- Supporting documents attached: map, site photos, zoning letters, initial floor plan concepts
- Notes and observations: \_\_

Evaluator Sign-off: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes:

## ModPod Community Site Selection

### Scoring Rubric Sheet

Purpose: Quantify site suitability with a transparent, auditable scoring system.

#### Scoring legend

0 = Not feasible

1 = Poor

2 = Moderate

3 = Good

4 = Very good

5 = Excellent

#### Scores:

#### A. Location & Access: 25

- Proximity to transit: 0-5
- Proximity to services: 0-5
- Neighborhood fit: 0-5
- Visibility/safety: 0-5
- Walkability: 0-5

Score: \_\_\_\_\_

#### B. Physical Infrastructure Readiness: 45

- Pod compatibility: 0-5
- Utilities capacity: 0-5
- Sanitation facilities: 0-5
- Accessibility: 0-5
- Safety/resilience: 0-5
- Site layout/configuration: 0-5
- Environment: 0-5
- Neighborhood stability: 0-5
- Common spaces: 0-5

Score: \_\_\_\_\_

#### C. Zoning & licensing Path: 10

- Zoning eligibility: 0-5
- State Licensing: 0-5

Score: \_\_\_\_\_

#### D. Service Access & Parking: 15

- On-site service footprint: 0-5
- Staff parking: 0-5
- Partner and guest parking: 0-5

Score: \_\_\_\_\_

**E. Social and Community Integration: 10**

- Community readiness: 0-5
- Peer support opportunities: 0-5

Score: \_\_\_\_\_

**- Financial and land use: 15**

- Acquisition/lease terms 0-5
- Offsets/partnerships 0-5

Score: \_\_\_\_\_

**Total Score: \_\_\_\_\_/115**

Pass: Total  $\geq$  77

Conditional: 60–76

Fail: < 59

**Summary:**

Why this site is considered: \_\_\_\_\_

Key strengths: \_\_\_\_\_

Primary risks/mitigations: \_\_\_\_\_

\_\_\_\_\_

Location & Accessibility: \_\_\_\_\_

Proximity to transit, services, and residents: \_\_\_\_\_

Neighborhood context and compatibility: \_\_\_\_\_

Visibility, safety, and pedestrian access: \_\_\_\_\_

\_\_\_\_\_

Site & Infrastructure: \_\_\_\_\_

Pod compatibility and footprint: \_\_\_\_\_

Utilities and sanitation readiness: \_\_\_\_\_

Accessibility compliance: \_\_\_\_\_

\_\_\_\_\_

Financial Snapshot: \_\_\_\_\_

\_\_\_\_\_

**Estimated cost for sight prep and development: \_\_\_\_\_**

