



Andy Schor, Mayor

City of Lansing HRCS Advisory Board Agenda

Tuesday, May 25, 2021

5:30 p.m. - 7:00 p.m.

Microsoft Teams Virtual Meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 313-324-6091,,564842391#](#) United States, Detroit

Phone Conference ID: 564 842 391#

I. Call to Order

II. Roll Call

☐ Dr. Jeffrey Brown (Vice-Chair); ☐ Mark Eagle; ☐ Ronald Embry (Chair);
☐ Chad Guarrant; ☐ Josephine Washington (Secretary); ☐ Versey Williams

Note: Two Vacancies

HRCS Staff

☐ Kimberly A. Coleman, Director, ☐ Guadalupe Ayala ☐ Renee Freeman ☐ Delvata Moses
☐ Katrina Urista ☐ Willard Walker

III. Approval of Agenda

IV. Approval of Minutes

V. Public Comment

VII. Communications

VIII. Petitions/Complaints

IX. Chairperson's Report

X. Director's Report

XI. Committee Reports (Program; Budget; Policy; Complaint)

XII. Old Business

XIII. New Business

- a. Homelessness Ad Hoc Committee
- b. Vote to accept the resignation of Cheryl Tennis
- c. 2021 Meetings – Virtual or In-Person (Per City Council)

XIV. Adjournment

HRCS Advisory Board Members: Dr. Jeffrey Brown (Vice-Chair); Mark Eagle; Ronald Embry (Chair); Chad Guarrant; Josephine Washington (Secretary); Versey Williams, One Vacancy

HRCS Director: Kimberly A. Coleman

Next Meeting: Tuesday, July 27, 2021

Human Relations and Community Services Advisory Board
General Fund Grant Allocations Training Meeting
Thursday, February 18, 2021
10:00 a.m. – 11:30 a.m. – Virtual Microsoft Teams
Summary of Meeting

The meeting was called to order at 10:12 a.m. by Chairperson Ron Embry

R. Freeman conducted roll call: Jeffery Brown (V. Chair), Lansing, MI; Ron Embry (Chair), Lansing, MI; Chad Guerrant, Lansing, MI; and Cheryl Tennis, Lansing, MI. Versey Williams, Lansing, MI, joined later.

H.R.C.S. Staff: Kim Coleman; Renee Freeman; Katrina Urista; and Toni Young

Chairperson Embry turned the meeting over to Director Coleman, who welcomed board members' participation and stated the purpose of the process.

T. Young and C. Guerrant provided brief introductions.

There was no public comment.

Director Coleman provided a brief overview of the H.R.C.S. department.

T. Young provided a review of the general funds' allocations process timeline, which was previously advanced and designed to allow more time for board members to score the grants. T. Young shared a summary of the information regarding basic services/needs and community gaps the agencies provided and briefly explained the highlights.

K. Urista provided an overview of the funding criteria, a formula used, program and funding categories, community-supported agencies, and cultural arts. She shared the excel tool that the board will utilize, which includes an agency-assigned application number and sections of the application that will be scored and allow an area to provide comments. Please note that some agencies submitted more than one application, and each application has to be scored.

K. Urista then shared the actual application on the screen and summarized each section. T. Young provided some additional comments regarding the application and tips.

Director Coleman reminded the board that their conflict of interest form is appreciated as soon as possible.

J. Brown moved that the meeting be adjourned. The meeting was adjourned at 11:24 a.m.

Respectfully submitted,

***Renee Morgan Freeman on behalf of the
H.R.C.S. Advisory Board Secretary
Josephine Washington***



Andy Schor, Mayor

City of Lansing HRCS Advisory Board

Special Meeting

Friday, February 26, 2021

4:00 p.m. - 5:30 p.m.

ZOOM Meeting Information

<https://us02web.zoom.us/j/83381961275?pwd=Y00yaWxUdDlhMnBtaDU0WG1qWmR3dz09>

Meeting ID: 833 8196 1275 Passcode: 329471

Dial In:

One tap mobile

+13126266799,,83381961275#,,, *329471# US (Chicago)

+16465588656,,83381961275#,,, *329471# US (New York) OR

Dial by your location: +1 312 626 6799 US (Chicago) OR +1 646 558 8656 US (New York)

Summary of the Special Meeting

- I. Call to Order – By Ron Embry, Chair at 5:35 p.m.
- II. Roll Call – Jeffery Brown (V. Chair), Lansing, MI; Ron Embry (Chair), Lansing, MI; Chad Guerrant, Lansing, MI; and Versey Williams, Lansing, MI,
- III. Public Comment – None

The purpose of the special meeting was for the HRCS Advisory Board to receive informational training from the Office of the City Attorney, which was conducted by Attorney Joseph Abood.

The training placed emphasis on the type of complaints received by the HRCS department and those responsible for investigating a complaint.

VII. Adjournment

HRCS Advisory Board Members: Dr. Jeffrey Brown (Vice-Chair); Mark Eagle; Ronald Embry (Chair); Chad Guerrant; Cheryl Tennis, Josephine Washington (Secretary); Versey Williams, One Vacancy
HRCS Staff: Kimberly A. Coleman (Director)



Andy Schor, Mayor

City of Lansing HRCS Advisory Board Meeting Summary
Special Meeting
Tuesday, March 9, 2021
3:00 p.m.
Microsoft Teams

Chairperson Ron Embry called the meeting to order at 3:12 p.m.

Roll Call was taken as follows:

☒ Dr. Jeffrey Brown (Vice-Chair) (V-Lansing, MI); ☐ Mark Eagle; ☒ Ronald Embry (Chair) (V-Lansing, MI); ☒ Chad Guerrant (V-Lansing-MI); ☐ Cheryl Tennis; ☒ Josephine Washington (V-Lansing, MI) (Secretary); ☒ Versey Williams (V-Lansing) – Entered late.
4 Present – 3 absent - Changed to 5 Present – 2 Absent during V. Williams attendance.

HRCS Staff

☐ Kimberly A. Coleman
☐ Katrina Urista
☐ Toni Young
☐ Renee Morgan Freeman
☐ Kim Dunbar

There was no public comment.

The meeting was then put into the hands of Director Coleman.

Director Coleman stated that the purpose of the special meeting is to review scoring and finalize recommendations for allocating general grant funds for submission to Mayor Schor.

The meeting was then turned into the hands of T. Young, who presented an overview of the grant/allocation process. K. Urista also provided some input.

Director Coleman introduced Kim Dunbar, who will be conducting contract manager services on a contractual basis.

There was discussion surrounding the need for more community engagement with more direct contact with the residents of Lansing, who are experiencing the gaps in service and may be in a better position to provide some input. All comments and concerns will be taken into consideration.

KU: Careful on how to collect data as it could be challenged, and there is a collection and method in

K. Urista presented an Excel document outlining the scoring of the agency grant applications. Columns consisted of their average score, historical allocation from the past year, agency FY 2021/2022 request, and the HRCS FY 2021/2022 recommendation for a status quo budget.

Reference was made to new agencies and others agencies that redirected their requests to other areas.

An inquiry was made regarding if any agencies were not issued their second installment due to none or insufficient reporting. It was reported that some second installments are being withheld due to COVID challenges and others submitting amendments. Also, it was asked if any grant allocations were amended due to non-compliance or other circumstances.

Because of the recent ordinance change, HRCS plans to provide the Board with more metrics and data for the next grant allocation scoring. There was a brief discussion regarding the ordinance change and the 1.35% allocated for racial equity.

Director Coleman directed everyone's attention to the beginning of the Excel document to review each agency's status. After that, attention would be focused on new requests. After a lengthy discussion, the following actions were taken:

C. Gurrant moved to accept the \$65,000 request from #110/Care Free Medical. No Second. Motion failed.

R. Embry moved to allocate #110/Care Free Medical \$55,000. V. Williams seconded it. Roll Call: J. Brown/no, J. Washington/no, V. Williams/no, R. Embry/yes, and C. Guerrant/yes. Motion fails.

J. Brown moved for #110/Care Free Medical to be allocated \$45,000 and seconded by J. Washington. Roll Call: V. Williams/yes, R. Embry/yes, C. Gurrant/no, J. Brown/yes, and J. Washington/yes. Motion carries.

J. Brown moved for \$10,000 for #111C/Children and Family Charities-Teen Court. There was no second. Motion failed.

J. Washington moved for #116/Eastside Community Action Center to be allocated \$10,000 and seconded by R. Embry. Roll Call: R. Embry/yes, G. Gurrant/no, J. Brown/yes, and J. Washington/yes. Motion carries.

J. Brown moved that #119/Endeavor House Ministries receive no funding. J. Washington seconded it. Roll Call: R. Embry/yes, C. Gurrant/yes, J. Brown/yes, J. Washington/yes. Motion carries.

R. Embry moved that #172 receive no funding. J. Brown seconded it. Roll Call: R. Embry/yes, C. Gurrant/yes, J. Brown/yes, J. Washington/yes. Motion carries.

J. Brown moved that #160/Student Statesman receive no funding. R. Embry seconded it. After discussion, J. Brown withdrew his motion because K. Urista would have a direct conversation with the agency.

C. Guerrant moved that #109B/CAUW/211B VITA be allocated \$15,000. No Second. Motion failed.

R. Embry moved that 109B/CAUW/211B/Vita be allocated \$10,000. No Second. Motion failed

R. Embry moved that a decision for #133/International Humanitarian Services be tabled.

Existing agencies, with exception of those who submitted late applications, were supported, and will all will receive funding in an amount no less than the current year.

With no other business to come before the body, this meeting adjourned 6:15 pm



Andy Schor, Mayor

City of Lansing H.R.C.S. Advisory Board Summary of Meeting

Tuesday, March 23, 2021

5:30 p.m. - 7:00 p.m.

ZOOM Meeting Information

<https://us02web.zoom.us/j/84314959672?pwd=U0dGRi93d1FWYy9wNEExNlFwY05VQj09>

Meeting ID: 843 1495 9672 Passcode: 572550

Dial-In:

One tap mobile: +16468769923, 84314959672#,,,,*572550# U.S. (New York)

OR +13017158592,,84314959672#,,,,*572550# US (Washington D.C)

Dial by your location +1 646 876 9923 US (New York) OR +1 301 715 8592 US (Washington D.C)

The meeting was called to order at 5:37 p.m. by Chairperson Ronald Embry

Attendance was taken by Roll Call:

- ☒ Dr. Jeffrey Brown (Vice-Chair); Lansing, MI
- ☒ Mark Eagle; Lansing, MI
- ☒ Ronald Embry (Chair); Lansing, MI
- ☒ Josephine Washington (Secretary); Lansing, MI
- ☒ Versey Williams; Lansing, MI

HRCS Staff: Kimberly A. Coleman, Guadalupe Ayala, and Katrina Urista

J. Washington moved to accept the agenda. M. Eagle seconded it. Motion carried by the majority.

J. Washington moved to accept the January 26, 2021 meeting minutes as presented. J. Brown seconded it. Motion carried by the majority.

There was no public comment.

Members watched the City Attorney's Office Ethics Training for Boards and Committees Video.

There was no communications report.

There were no petitions/complaints for the Board.

Chairperson Embry reminded members to submit their original notarized conflict of interest as soon as possible to the City Clerk's office.

Director Coleman reported that the position of Commission Investigator had been filled and would start on April 19. They will be available for introduction at the next meeting. There are some Human Rights Complaints being handled by G. Ayala. During the Attorney Abood meeting to explain the various complaints, he mentioned that he would provide some tools to the Board. The recommendations for General Fund Allocations will be finalized and submitted to Mayor Schor. Any changes to the

recommendations by the Mayor will be shared with the Board. City Council has approved the Basic Human Services Ordinance, Chapter 240, which allows for an increase of 1.35 % (\$135,000), which shall be reserved for local agencies or activities that address the root causes of racism and/or promote racial equity. H.R.C.S. will reach out to community agencies for requests on how the funds should be distributed. When a final strategy has been put in place, the Board will be informed.

G. Ayala provided an update report on M.R.J.E.A. Workgroup submissions are due by the end of the month. City of Lansing staff is asked to complete the employee survey by March 31. A writer has been secured to pull all information together. The final plan should be completed by the end of May.

K. Urista reported on COVID emergency funds. The City of Lansing will serve as the fiduciary \$14 million in funds for housing, utilities, and internet services. If 65% of the funds are not utilized by September, the funds will be awarded to other counties/cities. H.R.C.S. has hired a contractual employee to assist with the COVID grant.

There were no official committee reports. Chairperson Embry stated that committee guidelines would be sent to the committee chairs.

There was no old business.

New business. J. Washington moved that the Homelessness and Encampment Ad Hoc Committee be formalized. M. Eagle seconded it. Motion carried by the majority.

J. Brown moved that the meeting be adjourned. V. Williams seconded it.

This meeting was adjourned at 6:56 p.m.

Respectfully submitted,

***Renee Morgan Freeman on behalf of the
H.R.C.S. Advisory Board Secretary
Josephine Washington***

Note: All motions were conducted with a roll call vote.

Next Meeting: Tuesday, May 25, 2021

H.R.C.S. Advisory Board Members: Dr. Jeffrey Brown (Vice-Chair); Mark Eagle; Ronald Embry (Chair); Chad Guerrant; Cheryl Tennis, Josephine Washington (Secretary); Versey Williams, and one Vacancy

H.R.C.S. Staff: Kimberly A. Coleman (Director); Renee Morgan Freeman (Department Coordinator)

Approved KC_052121

Freeman, Renee

From: Cheryl Tennis <cat48911@yahoo.com>
Sent: Thursday, April 15, 2021 11:52 AM
To: rtembry@hotmail.com
Cc: Freeman, Renee
Subject: [EXTERNAL] Resignation

Dear Reverend Embry,

Please accept this as formal notice of my resignation as a board member on the HRCS Board for the city of Lansing.

I was discharged from the hospital yesterday after a 9 day stay and have come to the conclusion that my health needs to take priority.

Thank you for your leadership and kindness. Even though I was only on the board a short time I appreciate the opportunity to work with you, Kimberly Coleman, Renee Freeman and the entire board. Each of you seem to be genuinely compassionate.

Thank you for the opportunity and I wish each of you the best for the future.

Kind Regards,

Cheryl A. Tennis

Sent from my iPhone

Freeman, Renee

From: Richmond, Renee
Sent: Tuesday, May 18, 2021 1:27 PM
Cc: Boak, Sherrie
Subject: Boards, Authorities & Commissions 2021 Schedules

Good afternoon,

Per the recent CDC guidelines I wanted to reach out regarding schedules for current and future meetings.

Please respond and let me know if you plan to continue with virtual meetings and possibly how long that may last. If you plan to move to in-person and can provide me with a date that would be appreciated.

This will assist in keeping the Weekly Schedule accurate.

Thank you and I look forward to hearing from you.

Renee Richmond

City Council Administrative Assistant

124 W. Michigan Ave. | Lansing, MI 48933

O: 517-483-4183 | renee.richmond@lansingmi.gov | city.council@lansingmi.gov

www.lansingmi.gov/City_Council | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Census 2020 Website](#)



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LANSING**

CENSUS 2020

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