City of Lansing | January 8, 2020

Analysis of the Human Relations and Community Services Department



plante moran |

Audit. Tax. Consulting. Wealth Management.

ATTORNEY WORK PRODUCT - PRIVILEGED & CONFIDENTIAL

TABLE OF CONTENTS

Executive Summary	2
Report Format	3
1. Information Sources	4
2. Procedures Performed	5
3. Funding and Disbursement Processes	6
4. Applicable Rules, Regulations, and Laws (RR&L)	8
5. Key Individuals and Entities	12
Key Individuals	13
Key Entities	
6. Findings and Potentially Problematic Activity	18
A. Conflict of Interest – Knowledge of the RR&L	
B. Conflict of Interest – Problematic Relationships and Transactions	22
C. Conflict of Interest – Questionable Transactions	
D. Conflict of Interest – Improper Use of City Resources	33
E. Conflict of Interest – Potential Concealment and Lack of Disclosure	34
F. Other Potentially Problematic Disbursements	37
7. Other Potential Issues	
Signature	41
·	

ATTACHMENTS

- Attachment 1 The City of Lansing Ethics Manual
- Attachment 2 Relationship Diagram
- Attachment 3 Relationship Timeline
- Attachment 4 Disbursements to OCOF
- Attachment 5 Disbursements to C4K
- Attachment 6 Disbursements to L&F
- Attachment 7 Disbursements to CACS
- Attachment 8 Disbursements to CAHS
- Attachment 9 Disbursements to HWP
- Attachment 10 OCOF 2017 CoC Grant Application



ATTORNEY WORK PRODUCT - PRIVILEGED & CONFIDENTIAL

January 8, 2020

James D. Smiertka, Esq. City of Lansing City Attorney 5th Floor 124 W. Michigan Avenue Lansing, MI 48933

Re: Analysis of the Human Relations and Community Services Department

Dear Mr. Smiertka:

As requested, we provided an analysis of the Human Relations and Community Services ("HRCS") Department for the City of Lansing (the "City"). Our work included forensic investigative services in connection with HRCS during the time period of July 1, 2017 through September 30, 2019 (the "initial scope period"). More specifically, we analyzed select transactions to identify if funds disbursed by HRCS were problematic (e.g., involved entities with conflicts of interest, were improperly spent, were diverted, etc.). Our scope was subsequently expanded to include select transactions and relationships occurring prior to July 1, 2017, as information became available.

For this engagement, we performed the following:

- Obtained and analyzed select information/data provide by and/or located at the City.
- Performed background research on select individuals and entities.
- Performed interviews with select City employees involved in the grantee selection and monitoring processes of the HRCS Department.

Our report is to provide you with the results of our analysis. It is not intended to express an opinion on the City's internal controls or financial statements in accordance with standards issued by the American Institute of Certified Public Accountants.



EXECUTIVE SUMMARY

On September 30, 2019, the City received a monitoring report and corresponding letter from the U.S. Department of Housing & Urban Development ("HUD") regarding the City's Continuum of Care ("CoC") Program. The report contained multiple findings, including HUD's discovery that the City's Director of HRCS, Joan Jackson Johnson (the "HRCS Director"), is also the Director of the grant subrecipient, OCOF Nonprofit Housing Corporation, also known as One Church One Family ("OCOF"). The City engaged us to further research this finding and identify if other potentially problematic conflicts and/or transactions exist. Based on analysis, the following issues were identified:

- The HRCS Director has held positions and/or approved transactions which violate the City's Code of Ordinances Conflict of Interest Policy (5-505), the City's Code of Ordinances Ethics Policy (290.04), HUD's Conflict of Interest Policy (578.95), and/or the State of Michigan's Contracts of Public Servants with Public Entities Act 317 of 1968 (MCL 15.321).
- The HRCS Director's conflicts of interest expand beyond OCOF, as she has held, holds and/or maintains relationships with multiple entities receiving funds disbursed through HRCS.
- 3. The HRCS Director's husband and daughter are/were in leadership positions at entities receiving funds from HRCS in violation of the City's Ethics Policy.
- 4. HRCS paid at least \$1,380,000 to entities during a time period when the HRCS Director had a conflict of interest with those entities, including OCOF receiving ~\$498,000, and Loaves and Fishes receiving ~\$303,525.
- 5. HRCS paid at least \$86,000 that, ultimately, benefitted entities in which the HRCS Director has/had a conflict of interest.
- Supporting documentation evidences the HRCS Director was made aware, and acknowledged her awareness, of the rules, regulations and/or laws regarding conflicts of interest prior to her multiple violations.
- Supporting documentation indicates the HRCS Director performed transactions in a manner that lacked transparency and may have misrepresented her actions, potentially to conceal her violations.
- 8. The HRCS Director permitted a non-City individual (an OCOF contract worker) to utilize City office space, City email, and a City phone number without approval from the City



- Human Resources Department. The HRCS Director also requested a City vehicle for this individual; however, that request was denied.
- The HRCS disbursement process is set up in a manner that provides the HRCS Director the ability to disburse approximately \$1.6M annually in general fund money with limited oversight/approval.
- 10. Supporting documentation detailed at least two occurrences whereby money spent by OCOF appeared to directly/personally benefit the HRCS Director.

REPORT FORMAT

The subsequent pages of this report contain the following sections and subsections:

Evidence:

1. Information Sources

Scope:

2. Procedures Performed

Background Information:

- 3. Funding and Disbursement Processes
- 4. Applicable Rules, Regulations, and Laws ("RR&L")
- 5. Key Individuals and Entities

Results:

- Findings and Potentially Problematic Activity
 - A. Conflict of Interest Knowledge of the RR&L
 - B. Conflict of Interest Problematic Relationships and Transactions
 - C. Conflict of Interest Questionable Transactions
 - D. Conflict of Interest Improper Use of City Resources
 - E. Conflict of Interest Potential Concealment and Lack of Disclosure
 - F. Other Potentially Problematic Disbursements
- Other Potential Issues



1. INFORMATION SOURCES

We obtained information via Thomson Reuters CLEAR¹ and internet research (e.g., state business registration and licensing sites, social media, websites of key entities, etc.). In addition, we relied upon the following information provided by the City

- Select contracts between the City and key entities
- Extractions from the City's accounting system, including:
 - Check registers
 - o Employee master file
 - o Vendor master file
 - o General ledger ("GL") detail
- Supporting documentation for select disbursements, including check stubs, invoices, receipts, grantee monitoring reports, etc.
- Information extracted from the HRCS Director's personnel file
- · Select emails and communications to and/or from key City employees
- Formal communications from HUD
- The City Code of Ordinances
- Select information related to OCOF located onsite at the City

Last, we performed interviews with the following City employees:

- Joan Jackson Johnson, HRCS Director
- Toni Young, HRCS Contract Manager
- Katrina Urista, HRCS Contract Manager
- Donald Kulhanek, Development Manager

http://legalsolutions.thomsonreuters.com/law-products/solutions/clear-investigation-software



2. PROCEDURES PERFORMED

For this engagement, we performed the following:

- Obtained select information and data from the City, including, but not limited to: check registers, GL, contracts, select invoices, cancelled check images, and other supporting documentation;
- b. Analyzed select contracts to identify individuals and entities receiving funds from HRCS (either directly or indirectly);
- c. Performed background research on select individuals and entities (e.g., City employees, grant recipients and/or subrecipients, entities/individuals with a potential conflict of interest, etc.) to compile biographical information (e.g., address, phone number, etc.);
- d. Compared the results/data from our background research to identify potential relationships and/or conflicts of interest between City personnel and entities/individuals receiving funds from the City and HRCS;
- e. Analyzed supporting information for select HRCS disbursements; and
- f. Performed interviews with select City employees involved in the grantee selection and monitoring processes.



3. FUNDING AND DISBURSEMENT PROCESSES

The HRCS receives funds from multiple sources, including federal grants, state grants, general fund operating expenses and general fund appropriations. The process for disbursing funds is similar amongst the sources, in that, HRCS submits requests to the Finance Department, which processes the checks. However, the level of supporting documentation obtained, reviewed, and approved prior to approval of the requests varies depending on *which* funds are being disbursed.

General Fund Appropriations

Recipient Selection: The HRCS receives a percentage of the general fund budget, (1.25%; ~\$1.6M in 2018) separate from its operating expenses, which it uses at its discretion. Many of these funds are given to not-for-profit entities through contracts and/or grants. HRCS personnel represented their procedure for determining whom receives these funds involves a public forum (i.e., meeting) in which entities have a designated amount of time to present/pitch their funding need and purpose. In addition, personnel analyze data to identify specific needs. Applications are required to be submitted, which are to include audited financial statements and other biographical information about the entity applying for the funds. It was represented the HRCS Contract Managers and Director work collaboratively to determine the recipients of this money; however, it is our understanding the HRCS Director has the ultimate authority regarding whom is paid, regardless of the results from the aforementioned procedures.

<u>Disbursement Monitoring:</u> These disbursements are not reviewed by someone independent from HRCS, but for the occasional review of contracts should a contract be established to disburse the funds. In addition, it was represented by HRCS personnel that supporting documentation (e.g., invoices, receipts, etc.) is not required to be provided by the recipients and, instead, recipients merely need to provide a document representing they spent the funds appropriately. HRCS personnel represented they *attempt* to annually perform a desk audit and prepare a monitoring report for these recipients, for which they request one month's worth of support; however, time and staffing constraints may prevent them from being able to monitor all recipients. The selection of recipients to monitor is discretionary and is not risk based, other than occasionally selecting those who may not have provided a *representation* in a few months. (It was represented HRCS personnel will choose to perform a site visit at locations with something new or exciting going on, versus a location with entities deemed to be at a higher risk of non-compliance).



Federal Grant - HUD Continuum of Care ("CoC")

<u>Recipient Selection:</u> Subrecipients submit applications to the CoC board, which selects the grantees via a voting process. The board operates separately from the City; however, it is our understanding that Ms. Brown from HRCS is on the board, in addition to a City employee from the Planning Department. Despite this independence, it was represented to us during interviews that the HRCS Director may have *significant influence* in determining how the votes are cast (i.e., select board members may vote for whomever the HRCS Director requests). The exception is that the employee from the Planning Department occasionally votes opposingly from Ms. Brown, as they do not always agree with one another regarding which subrecipients are optimal.

<u>Disbursement Monitoring:</u> These funds require a monthly *desk audit*, in which all disbursements require a supporting receipt prior to the recipient being reimbursed. The HUD contracts have specific RR&L which dictate the eligibility of costs. The HRCS Contract Managers review the supporting information and determine spending eligibility. HUD periodically performs monitoring visits during which they analyze the City and subrecipient's compliance with their RR&L.

Federal Grant - HUD Emergency Services

<u>Recipient Selection:</u> This funding is determined in the same manner as the CoC funding (i.e., via the CoC board).

<u>Disbursement Monitoring:</u> This monitoring is performed in the same manner as the CoC funding (i.e., monthly desk audits).

State Grant (Federal pass-through) - Michigan State Housing Authority ("MSHDA")

Our analysis did not identify these funds as paid to key entities during our scope period. Therefore, we did not seek to understand how the spending of these funds is monitored and no further analysis was performed by us.



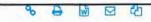
4. APPLICABLE RULES, REGULATIONS, AND LAWS (RR&L)

The following RR&L are applicable and relevant (as they may have been violated based upon the plain language), but not exhaustive, to disbursements made by HRCS.

The Codified Ordinances for the City of Lansing (Article 5 5-505):

The City Codified Ordinances dictates, in part, "A City employee who may derive any benefit, directly or indirectly, from a contract with the City, shall file an affidavit with the City Clerk detailing such benefit." In addition, "An employee who has any other conflict between a personal interest and public interest (i.e., the HRCS Director regarding OCOF and the City) as defined by State law, this Charter, or ordinance, shall fully disclose to the City Attorney the nature of the conflict."

5-505 - Conflict of interest.



- .1 At least ten (10) days prior to the first of any of the events set forth in (A), (B), (C), (D) and (E) below, a City officer or employee who may derive any income or benefit, directly or indirectly, from a contract with the City or from any City action, shall file an affidavit with the City Clerk detailing such income and benefit to be derived:
 - (A) The bidding of the contract;
 - (B) The negotiation of the contract;
 - (C) The solicitation of the contract;
 - (D) The entry into the contract;
 - (E) Any City action by which the City officer or employee may derive any income or benefit, directly or indirectly.
- .2 An officer or employee who has any other conflict between a personal interest and the public interest as defined by State law, this Charter, or ordinance, shall fully disclose to the City Attorney the nature of the conflict.
- .3 Except as provided by law, no elective officer, appointee or employee of the City may participate in, vote upon or act upon any matter if a conflict exists.



The Codified Ordinances for the City of Lansing (Ethics Article 290) AND the City of Lansing Ethics Manual, as adopted in March 11, 1997 and published in May 1997:

The City Codified Ordinances and Ethics Manual (Attachment 1) dictates, in summary,

- A. A business with which an individual is associated means a business in which the individual is (1) a director, or (2) a member of the individual's immediate family (e.g., spouse or child) is a director.
- B. You are a covered member if you are a City employee.
- C. Section 290.04(g) (and page two of the Ethics Manual) asserts, in summary: An employee shall not use personnel, resources, property or funds under her official care and control to obtain personal financial gain, in addition to a member of his or her immediate family, or a business with which either is associated.
- D. Section 290.04(k) (and page two of the Ethics Manual) asserts, in summary No employee shall participate in, vote on, or act upon contracts for making loans or grants of public funds, subsidies relating to any business you are associated with (or a member of your immediate family is associated with).
- E. The Penalties section on page three of the Ethics Manual asserts, in summary violation of this ordinance shall be a misdemeanor and, if you violate this ordinance, you can be penalized or fired, just as you can for any other employment violation.

HUD Conflict of Interest Policy per Contractual Language in addition to 24 CFR 578.95:

The HUD contracts contain specific language regarding Conflicts of Interest (as shown). In addition, HUD's policy 24 CFR 578.95 further discusses Conflicts of Interest. The contract states, in part: No employee of the City who exercises any function or responsibility in connection with the administration of the City's CoC Program Grant (i.e., the HRCS Director and Contract Managers) shall have any interest, direct or indirect, in the funds provided under this Contract.



31. <u>Conflicts of Interest</u>. The Sub-recipient covenants that it has no conflicts of interest with any person having any interest in this Contract. Sub-recipient further agrees that no person having such a conflict of interest shall be employed by the Sub-recipient for the purpose of fulfilling the terms, conditions, obligations, covenants, agreements, or stipulations of this Contract. Sub-recipients will comply with the requirements of 24 CFR 578.95, <u>Conflicts of Interest</u>, as amended, and 2 CFR 200.318, as may be amended from time to time.

The Sub-recipient shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of, being motivated by a desire for private gain for themselves or others.

No officer or employee of the City or City official who exercises any function or responsibility in connection with the administration of the City's Continuum of Care Program Grant, shall have any interest, direct or indirect, in the funds provided under this Contract, or any Contract entered into by the Sub-recipient for the performance or work financed in whole or in part with the proceeds received under this Contract.

Michigan's Contracts of Public Servants with Public Entities Act 317 of 1968 (MCL 15.321):

MCL 15.321 to MCL 15.327 details a State law regarding conflicts of interest involving Public Servants.

- A. The HRCS Director is considered a "Public Servant" and the City is considered a "Public Entity", by definition of 15.321.
- B. In summary, A Public Servant shall not directly or indirectly solicit any contract between the public entity of which she is an employee (i.e., the City) and any private corporation of which she is an officer, director, or employee (i.e., OCOF); per MCL 15.322.
- C. When such a conflict exists, a contract exists, the Public Servant (i.e., the HRCS Director) shall disclose the conflict to "presiding officer" or the Clerk, of whom will post the conflict in the same manner as a public meeting notice. Additional steps and public disclosures, such as a two-thirds vote by Council, may be required; per MCL 15.323.
- D. MCL 15.327 states any person violating the provisions of this act is guilty of a misdemeanor.



CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT) Act 317 of 1968

15.321 Public servants, contracts with public entities; definitions.

Sec. 1.

As used in this act:

- (a) "Public servant" includes all persons serving any public entity, except members of the legislature and state officers who are within the provisions of section 10 of article 4 of the state constitution as implemented by legislative act.
- (b) "Public entity" means the state including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.

15.322 Public servant; soliciting, negotiating, renegotiating, approving, or representing a party to a contract with public entity prohibited.

Sec. 2.

- (1) Except as provided in sections 3 and 3a, a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee.
- (2) Except as provided in section 3, a public servant shall not directly or indirectly solicit any contract between the public entity of which he or she is an officer or employee and any of the following:

(a) Him or herself.

- (b) Any firm, meaning a co-partnership or other unincorporated association, of which he or she is a partner, member, or employee.
- (c) Any private corporation in which he or she is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000.00 if the stock is listed on a stock exchange or of which he or she is a director, officer, or employee.

(d) Any trust of which he or she is a beneficiary or trustee.

- (3) In regard to a contract described in subsection (2), a public servant shall not do either of the following:
- (a) Take any part in the negotiations for such a contract or the renegotiation or amendment of the contract, or in the approval of the contract.
- (b) Represent either party in the transaction.

15.323 Applicability of MCL 15.322 to public servants; requirements of contract; making or participating in governmental decision; counting members for purposes of quorum; voting; affidavit; "governmental decision" defined.

Sec. 3.

- (1) Section 2 does not apply to either of the following:
- (a) A public servant who is paid for working an average of 25 hours per week or less for a public entity.

(b) A public servant who is an employee of a public community college, junior college, or state college or university.

- (2) A contract as defined in and limited by section 2 involving a public entity and a public servant described in subsection (1) shall meet all of the following requirements:
- (a) The public servant promptly discloses any pecuniary interest in the contract to the official body that has power to approve the contract, which disclosure shall be made a matter of record in its official proceedings. Unless the public servant making the disclosure will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the public servant files a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:
- (i) The public servant promptly discloses in writing to the presiding officer, or if the presiding officer is the public servant who is a party to the contract, to the cierk, the pecuniary interest in the contract at least 7 days prior to the meeting at which a vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.
- (ii) The public servant discloses the pecuniary interest at a public meeting of the official body. The vote shall be taken at a meeting of the official body held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the public servant is more than \$5,000.00, disclosure must be made as provided under this subparagraph.
- (b) The contract is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.

(c) The official body discloses the following summary information in its official minutes:

(i) The name of each party involved in the contract.

- (ii) The terms of the contract, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.
- (iii) The nature of any pecuniary interest.

15.327 Penalty for violation.

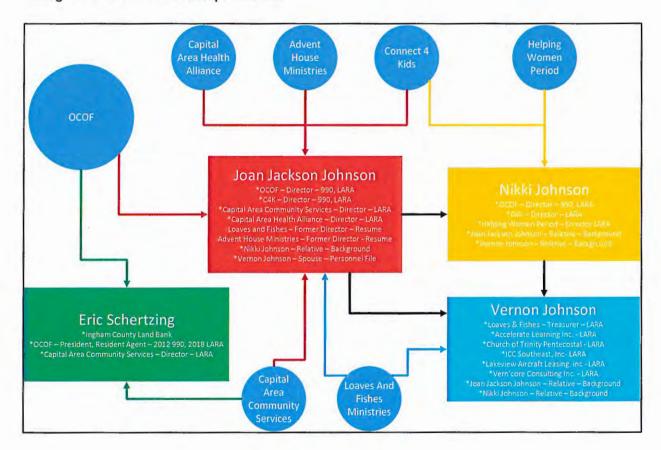
Sec. 7.

Any person violating the provisions of this act is guilty of a misdemeanor.



5. KEY INDIVIDUALS AND ENTITIES

We performed research on select subrecipients and HRCS personnel. We utilized the Thomson Reuters product CLEAR² to perform our initial research. We supplemented our research via review of state agency websites, select source subrecipient documents (e.g., invoices, check stubs, etc.), social media, and personnel files. Our research identified multiple entities with whom HRCS employees have an apparent conflict of interest per one or more of the aforementioned RR&L. The ensuing relationship diagram (Attachment 2) and timeline (Attachment 3) detail the relationships between key individuals and select entities, and the known timing (if applicable) during which those relationships existed.



http://legalsolutions.thomsonreuters.com/law-products/solutions/clear-investigation-software



Person	Organization	(or unknown)	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Source
Joan Jackson Johnson	OCOF	×	Х	×	X		×	Х	x	-8	×	×	LARA
Joan Jackson Johnson	C4K	-	-				-	-	X	X	X	X	LARA
Joan Jackson Johnson	Capital Area Community Services			.*		-	-			×		X	LARA
Joan Jackson Johnson	Capital Area Health Alliance		-	-	-		-			*	. *	119	LARA
loan Jackson Johnson	Advent house	X	*		-	-	-		7			100	Resume
Joan Jackson Johnson	Loves & Fishes	×							. *		*	-	Resume
likki Johnson	OCOF		×.	-	-	-	×	X	×	×	×	X	LARA
likki Johnson	C4K		-	-	-	-	*	-	X	х	Х	Х	LARA
Nikki Johnson	Helping Women Period		-				-		-	-	-		LARA
/ernon Johnson	Loves & Fishes			-				×	х	х	ж	-	LARA
Eric Schertzing	OCOF	х .	X	x	x	-	X	×	X	×.	×	-	LARA
ric Schertzing	Capital Area Community Services		-	-	x	X	×	- *	- 7		×	X	LARA
Eric Schertzing	Ingham County Treasurer			×	×	×	×	× .			- 10	- 8	Linkedin
Eric Schertzing	Michigan Association of Land Banks		-	-	*	- 2	-×	- 8	1.8	X	- 1	- 1	Linkedin
Fric Schertzing	Ingham County Land Senk		×	×	×	×	y	×		×	x	×	Ingham County Land Bank website + articles of incorporation

Key Individuals

Joan Jackson Johnson - HRCS Director

It is our understanding the HRCS Director resides at Lansing, MI, 48912. She also owns the following addresses, which are believed to be rental properties:

- 603 W Lake Lansing Rd, East Lansing, MI 48823; purchased from the Ingham County Land Bank for \$19,000.
- 615 W Lake Lansing Rd, East Lansing, MI 48823; purchased from the Ingham County Land Bank for \$8,000.

In addition, the HRCS Director owns and operates a business (counseling/psychology), *East Lansing Center for Family*, located at 425 W Grand River, East Lansing, MI 48823. Further, the HRCS Director is currently and/or was formerly associated with the following entities:

- OCOF (Resident Agent, President, Treasurer, Secretary per LARA and other sources)
- Connect 4 Kids (Resident Agent, President, Treasurer, Secretary, and Director per LARA)
- Capital Area Health Alliance (Director per LARA)
- · Capital Area Community Services, Inc. (Director per LARA)
- Loaves and Fishes Core Community (Co-Chairperson per 2006 Resume')
- Advent House Ministries (Board Member per 2006 Resume')
- African American Health Institute (Board of Chairperson per 2006 Resume')
- Catholic Social Services / St. Vincent Home. Inc. (Board Chairperson per 2006 Resume')
- Ingham County Child Death Review (Board Member per 2006 Resume')
- Capital Area Food Security Coalition (Board Member per 2006 Resume')



b. Nikki Johnson - Presumed Daughter³ of the HRCS Director

It is our understanding that Nikki Johnson resides at _______, East Lansing MI, 48823.

Ms. Johnson is currently and/or was formerly associated with the following entities:

- OCOF (Director per LARA)
- Helping Women Period, Inc. (Director per LARA)
- Connect 4 Kids (Director per LARA)

c. Vernon Johnson - Presumed Husband⁴ of the HRCS Director

It is our understanding Vernon Johnson resides at Lansing, Mi, 48912. Mr. Johnson is currently associated with the following entity:

Loaves and Fishes (Treasurer per LARA)

d. Eric Schertzing - Ingham County Treasurer

This individual was listed as associated with multiple key entities, including:

- OCOF (Resident Agent through 2018 per LARA, first President per LARA)
- Capital Area Community Services (Director per LARA)
- Ingham County Land Bank (current Director)

Key Entities

a. OCOF Nonprofit Housing Corporation

OCOF was established on August 15, 2008. The first annual report (2009) contained on the Michigan LARA website lists Eric Schertzing as the President (and a Director), the HRCS Director as the Vice President (and a Director) and Mary Ruttan, Bob Johnson, and the Rev. Sam Duncan Jr. as Directors and/or holding other positions.

It was represented to us OCOF's original purpose was to providing low-rent and/or free housing to families in need. According to a CoC grant application for 2018-2019, the OCOF's mission is to help alleviate the suffering of individuals, children, and families by providing programs to enhance the quality of life...to help individuals and families achieve safety,



Referred to as "daughter" for the purposes of this report.

⁴ Referred to as "husband" for the purposes of this report.

independence and self-sufficiency through the provision of professional, fiscally responsible, quality resources in a collaborative and courteous environment.

OCOF purchased nine (9) houses from the Ingham County Land Bank between September 15, 2010 and December 21, 2011. It is our understanding that Eric Schertzing was the Director of the Land Bank at the time these homes were purchased. Therefore, Mr. Schertzing, as the President of OCOF, appeared to have purchased properties from the Land Bank while also working as a Director of the Land Bank. These purchases were made with Neighborhood Stabilization Program grant funds disbursed through the City at the time the HRCS Director was also the Vice President of OCOF. We identified the purchase price for eight (8) of the nine (9) homes, which totaled \$728,100. In addition to NSP grant dollars for the purchase price, hundreds of thousands were provided for OCOF to renovate the properties, with the stipulation the homes are rented to individuals who comply with NSP requirements.

It is our understanding OCOF currently maintains and rents the nine (9) properties, potentially earning program income just under \$100,000 annually. OCOF and individuals knowledgeable of OCOF refer to these nine properties as "Mother". The nine (9) Mother properties are:

- 3201 Risdale Ave purchased on September 15, 2010 for \$80,000
- 5321 Granger Dr purchased on March 4, 2011 for \$89,900
- 1913 Moffitt St purchased on March 4, 2011 for \$84,900
- 305 W Cesar E. Chavez Ave purchased October 10, 2010 for \$118,900
- 816 N Walnut St purchased on October 12, 2011 for \$95,000
- 1212 W Iona St purchased on October 12, 2011 for \$90,000
- 1205 E Malcolm X St purchased on December 21, 2011 for an unknown amount
- 1101 Climax St purchased on March 30, 2011 for \$90,000
- 4321 Stillwell Ave purchased on August 3, 2011 for \$79,400

It was represented to us that, a couple of years ago (surmised to be 2017 based upon an analysis of disbursements), the entity performing services under the HUD Emergency Service Grant (home relocation services, eviction prevention, etc.) decided it would no longer perform those services. The HRCS Director, acting on behalf of OCOF, concluded OCOF would perform those services under the grant. OCOF and individuals familiar with OCOF refer to these services as "Child".



b. Connect 4 Kids ("C4K")

C4K was established in December 2015 by the HRCS Director, whom was listed as the Resident Agent and the sole incorporator. The HRCS Director listed HRCS's address, 124 West Michigan Ave, 4th Floor, Lansing, MI, as the address for the entity. No paperwork was filed with LARA for this entity until February 2019, at which time the HRCS Director filed the 2016, 2017, and 2018 Annual Reports simultaneously.

On November 8, 2019, the HRCS Director switched the address of C4K from the HRCS office to the location of her private business, 425 W Grand River, East Lansing, MI. On November 15, 2019, her daughter, as C4K's Secretary, filed the 2019 Annual Report. This report included new Directors and some role changes; however, it listed her daughter as the Secretary and the HRCS Director as a Director.

The HRCS Director, as the Resident Agent, filed restated Articles of Incorporation with LARA on November 17, 2019, formally changing the entity's name to "Pat Babcock Connect 4 Kids". On November 25, 2019, the HRCS Director filed a Restated Articles of Incorporation for C4K.

C4K does not appear to have its own website. A keyword search on Google identified a page for C4K on the City's website⁵. The website describes C4K as, "an event for Head Start and K-12th grade students to go back to school feeling good! The event caters to children in the Ingham County area by providing a one-stop location to receive immunizations, optical and physical screenings, haircuts, personal needs items, a clothing voucher, and a variety of other services and resources to get the new school year started off right". The site lists the HRCS Director as the contact.

c. Loaves and Fishes Ministries ("L&F")

L&F was created in 1981 which, according to the Articles of Incorporation, is to "provide emergency night shelter, for those who need it and to provide meals and other services to the poor that are permissible by law". L&F's leadership has changed multiple times throughout the years, according to documents filed with LARA. In addition, the forms filed by L&F have not always detailed all Officers and Directors. However, Vern Johnson's (the HRCS Director's husband) name first appears on filings beginning in 2015 as the Treasurer.



⁵ https://www.lansingmi.gov/526/Connect-4-Kids

d. Advent House Ministries, Inc. ("Advent House")

Advent House was established in 1987 which, according to the Articles of Incorporation, is to "assist, represent, and meet the physical, emotional, and spiritual needs of the poor and burdened members of the Lansing, Michigan, community through a ministry to them and with their participation and, educate the general public regarding these problems."

e. Helping Women Period, Inc. ("HWP")

HWP was established in 2015 which, according to the Articles of Incorporation, is to "create lasting solutions to poverty and hunger in under-served populations in the Greater Lansing Michigan area." The 2016 Annual Report was more specific, stating its purpose was to "distribute pads, tampons, and pantyliners to low income women." Nikki Johnson (the HRCS Director's daughter) is the named Director in the 2019 Annual Report filed on September 13, 2019.

f. Capital Area Community Services ("CACS")

CACS was established in 1964 which, according to the Articles of Incorporation, is to "plan, establish, coordinate and carry out programs to promote the health, education and welfare of the residence of the Tri-County area, with the power to apply for, receive, administer and disburse funds for such purposes as provided under the Economic Opportunity Act of 1965. CACS's website states it's dedicated to community action by reaching out to low-income people and addressing their needs. The HRCS Director is listed on the CACS website as a board member.

g. Capital Area Health Alliance ("CAHA")

CAHA was established in 1993 which, according to its Articles of Incorporation, was to "promote high quality health care for all residents of the Counties of Ingham, Eaton, and Clinton, Michigan, at the lowest possible cost through a community planning and implementation process..." CAHA's website states its mission is to advocate for community and population health. The HRCS Director is listed as a board member on CAHA's website.



6. FINDINGS AND POTENTIALLY PROBLEMATIC ACTIVITY

A. Conflict of Interest - Knowledge of the RR&L

There are multiple sources of evidence confirming (i.e., rather than a mere inference) the HRCS Director was aware of the aforementioned RR&L. The following supporting documentation supports this assertion:

- The HRCS Director's employment contract, dated November 1, 2006 and signed by the HRCS
 Director, contains a provision whereby the HRCS Director represents she read the Ethic's
 Ordinance (in addition to State law MCL 15.321, among others RR&L), as shown:
 - 9. Employee represents to the City that he/she has read the Personnel Rules. All applicable City Ordinances and City Charter provisions, including but not limited to, the City's Equal Employment Policy, the City's Affirmative Action Plan, the City's Sexual Harassment Policy, the City's Handicappers' Policy and the City's Ethics Ordinance contained in Chapter 290 of the Codified Ordinances of the City of Lansing, and the State of Michigan Ethics Law, specifically MCL §15.321, et seq. Employee shall comply with the above provisions.

IN WITNESS WHEREOF, the pa	arties have executed this Agreement on the day and year first
WITNESSES:	CITY OF LANSING
Bern Shenn	By: VIRG BERNERO, Mayor
	JOADYJACKSON JOHNSON, Employee
Approved as to form:	I hereby certify as to the availability of funds For the performance of this Agreement in Account No.
City Attorney Stown	Finance Director

The Frequently Asked Questions ("FAQ") section of the Ethics Manual explicitly details, multiple times, the problematic activity for which the HRCS Director conducted, in that it expressly states the following:



o It would be "definitely wrong" and a "Misuse of Position or Power" (emphasis added) for the HRCS Director to use their employment with the City to do some good for their relatives or nonprofit organizations, as shown:

FREQUENTLY ASKED QUESTIONS ABOUT..... MISUSE OF POSITION OR POWER

I know it would be wrong to use my employment with the city to further my own interests, but if I can do some good for my friends, relatives or nonprofit organizations, is there any harm in helping them?

Definitely. The ethics ordinance states that city officers and employees may not use their public offices for the private gain of others, which means your own gain or the gain of individuals or organizations with which you are connected.

o It also outlines that, beyond the documented rules (which the HRCS Director is in violation), the mere "appearance" of a conflict of interest is concerning and must be disclosed to the Ethics Board and, further, it details the types of relationships and affiliations that would constitute the appearance of a conflict of interest. Three of the examples directly apply to the HRCS Director and her family, as shown.

FREQUENTLY ASKED QUESTIONS ABOUT..... IMPARTIALITY IN PERFORMING PUBLIC DUTIES

Do the provisions of the ethics ordinance concerning conflicts of interest cover all potential conflicts of which I should concern myself?

No. There are many more and it would be impossible to describe all the potential conflicts that might arise. The Standards of Conduct Provision of the City Charter (Chapter 5, Section 5-501) goes even further than the conflict of interest provisions. Under Standards of Conduct, situations that give even the appearance of a loss of impartiality are subject to Board of Ethics scrutiny.

What kinds of situations would come under this "appearance" provision?

Situations in which you, as a city officer or employee, may be called upon to participate in a matter involving parties and you know that...



- * a person or organization for whom your spouse, parent or dependent child is, to your knowledge, serving or seeking to serve as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee;
- * any person or organization for whom you have, within the last year, served as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee; or
- * an organization, other than certain political organizations, in which you are an active participant.

If I think something I am doing creates the "appearance" of a conflict of interest, what should I do?

Discuss the matter with your supervisor and file an Affidavit of Disclosure with the Board of Ethics

o This same section provides specific examples of what would constitute the appearance of a conflict of interest. The first example matches to one of the findings referenced in this report - the HRCS Director's husband as an executive director of a non-profit for which she reviews grant requests, as follows:

Give me some examples...

Your spouse is the executive director of a non-profit organization that receives a large grant from the city each year. You review the grant requests and make recommendations on selection of recipients.

- We were provided two pieces evidence from 2006, when the HRCS Director was hired, which
 indicates then Chief Deputy City Attorney, spoke with the HRCS Director
 about her board positions at entities receiving funds from the City and the conflicts they cause.
 - The HRCS Director's Resume': The resume' detailed several associations and entities for which the HRCS Director was a current board member. In addition, the resume' contained hand-written notes, (represented by the City to be from



- then Chief Deputy City Attorney), which detailed four entities for which the HRCS Director held fundraisers at her personal home (Advent House, L&F, Ballentine Stepping Stone, and Red Cross Food Distribution), in addition to the following note: "She will resign from these boards before new contracts are solicited and are charities for which she sits on the board of directors and that have grant contracts with the City."

 Meeting notes from November 14, 2006: These notes were represented by the City to have been written by then Chief Deputy City Attorney, regarding his conversation with the HRCS Director about her conflicts of interest. The note stated, in summary, The HRCS Director discussed that she currently is on the Board of Directors of several Nonprofit Charities, three of which receive HRCS grants from the City and one which has a current request. The Attorney advised that under State Statute on contracts, the HRCS Director cannot personally be on the Board of Directors and the Statute does not distinguish between for profit and nonprofit corporations (MCL 15.321).
 - It should be noted that another portion of these meeting notes indicates informed the HRCS Director that a conflict may not exist for her husband to be a board member, as long as he is not receiving profit.
- o In addition to being advised of the laws regarding conflict of interest, the HRCS Director was recommended to make a disclosure to the Ethics Board regarding her personal fundraising for entities receiving City funds.
 - It did not appear the HRCS Director followed this recommendation, as a follow-up note, dated August 7, 2007 (contained on the same piece of paper), stated she re-questioned that recommendation, to which she was recommended the same. The subsequent ethics board meeting was held on August 14, 2007. We were not provided the minutes from that meeting; however, it was represented to us that no disclosures had been made.
- The City Attorney provided an ethics training in 2018 for the cabinet, and the City Attorney's office staff provided an ethics training for the cabinet in 2019. We cannot substantiate whether the HRCS Director attended the trainings; however, Department Directors are expected to attend the cabinet meetings and, therefore, it would have been expected she attended at least one, if not both, of these trainings.
 - We were provided a copy of the PowerPoint slide deck presented at the cabinet meetings. The presentation contained 12 slides, including a slide that discussed when



a City employee should file an Affidavit of Disclosure. Almost every bullet point on this slide describes a situation the HRCS Director has been and/or is involved in, as shown:

When should I file an Affidavit of Disclosure? You, your family, or your close associate has a financial interest in a corporation/business that is involved in a City matter An organization that you, your family, or close associates are involved with, or have prospective employment with, is involved in a City matter You have a position outside the City, which may be affected by your position with the City You have an interest, other than as a citizen of the City, that is directly or indirectly involved in a City matter Any situation that gives rise to even the appearance of

A subsequent slide titled, "Misuse of Position of Power", states, "DO NOT use your office for the private gain of others, including yourself, your family, or nonprofits", as well as "DO NOT use City property for personal business, including stationary and phones".

conflict- When in doubt, disclose it!

- o The final slide is titled, "The Smell Test" and discusses, in summary, just because something isn't a clear violation, if it is something that could be interpreted by the public as a violation (i.e., "smell bad"), you should ask the City Attorney.
- The HRCS Director has signed numerous contracts between the City and HUD, in which the HUD conflict of interest policy is explicitly detailed.

In summary, the HRCS Director was made aware via multiple sources, since 2006, that she could not be a board member of an entity receiving funds from the City. It is possible the guidance provided by the former Chief Deputy City Attorney regarding the HRCS Director's spouse could have led to initial confusion regarding family affiliations; however, the Director was instructed/informed via multiple other channels that those affiliations were also problematic and were to be disclosed. The City has represented to us that no such disclosures have been made.

B. Conflict of Interest – Problematic Relationships and Transactions

As previously stated, the HRCS Director's activities are regulated by multiple RR&L. While the language of the various stipulations varies slightly, they all state, in summary:



No employee shall solicit from the City and/or participate on behalf of the City in approving contracts for making loans, grants of public funds, or subsidies relating to any business of which they are associated, without making specific disclosures.

The Ethics Manual extends this requirement to an employee's immediate family.

We requested the City provide us any disclosures made by the HRCS Director and it was represented to us that no such disclosures have been made. This subsection details the City's disbursements to entities in which the HRCS Director had a conflict of interest.

OCOF (Attachment 4)

- The 2012 annual report lists the HRCS Director as the Vice President (and a Director).
 - One (1) payment, for \$13,250, was paid to Advent House in 2012, but referenced OCOF in the GL description. HRCS personnel represented that, instead of the City paying OCOF directly, HRCS would route funds through Advent House, which would subsequently pay for OCOF expenses.
- We did not identify an annual report filed for 2013; however, it can be surmised the HRCS
 Director maintained, at a minimum, her Director position given her increased role from
 2014 forward.
 - o Two (2) payments, totaling \$25,750, was paid to Advent House in 2013, but referenced OCOF in the GL description. Further, HRCS personnel represented that, instead of the City paying OCOF directly, HRCS would route funds through Advent House, which would subsequently pay for OCOF expenses.
- The annual report for 2014 lists the HRCS Director as the President, Secretary, Treasurer and Director. In addition, the report lists the HRCS Director's daughter as a Director.
 - One (1) payment, for \$12,500, was paid to Advent House in 2014, but referenced OCOF in the GL description. Further, HRCS personnel represented that, instead of the City paying OCOF directly, HRCS would route funds through Advent House, which would subsequently pay for OCOF expenses.
- The annual report for 2015 lists the HRCS Director as the President, Secretary, Treasurer and Director. In addition, the report lists the HRCS Director's daughter as a Director.
 - One (1) payment, for \$10,000, was paid to Advent House in 2015, but referenced OCOF in the GL description. Further, HRCS personnel represented that, instead of the City paying OCOF directly, HRCS would route funds through Advent House, which would subsequently pay for OCOF expenses.



- The annual report for 2017 lists the HRCS Director as the President, Secretary, Treasurer and Director. In addition, the report lists the HRCS Director's daughter as a Director.
 - Three (3) payments, totaling ~\$24,580, were made directly to OCOF.
- The annual report for 2018 lists the HRCS Director as the President, Secretary, Treasurer and Director. In addition, the report lists the HRCS Director's daughter as a Director.
 - Twelve (12) payments, totaling ~\$272,445, were made directly to OCOF.
- The annual report for 2019 lists the HRCS Director as the President, Secretary, Treasurer,
 Director and Resident Agent. In addition, the report lists the HRCS Director's daughter as a Director.
 - Ten (10) payments, totaling ~\$200,665, were made directly to OCOF.

Therefore, the City made **twenty-five (25) payments**, **totaling \$497,693**⁶, directly to this entity with whom the HRCS Director had a conflict of interest. Based upon the plain language of the RR&L, each of these transactions would constitute a violation without proper disclosures being made.

In addition, the City made at least **five (5) payments, totaling \$61,500**⁷, to Advent House, but were represented to be for the benefit of OCOF. It is not clear if these transactions would constitute a violation; however, they appear to violate the spirit of the RR&L (i.e., the "smell test" as referenced in the aforementioned ethics training).



⁶ Between the time period of January 1, 2017 through September 30, 2019.

⁷ Between the time period of January 1, 2012 through December 31, 2015.

C4K (Attachment 5)

- The HRCS Director is known to have held a Director position since the inception of C4K
 in December 2015. The City did not make any payments to C4K in 2015; however, it is
 possible payments were made to other entities for the benefit of C4K, in potential violation
 of the RR&L.
- The 2016 Annual Report lists the HRCS Director as the President and Director. In addition, it included her daughter, Nikki Johnson, as the Secretary and a Director.
 - No payments were made directly to C4K in 2016; however, at least two (2) payments, totaling ~\$290, were made to other entities, but referenced C4K in the GL (i.e., surmised to indirectly benefit C4K).
- The 2017 Annual Report lists the HRCS Director as the President, Treasurer, Secretary, and Director. In addition, it included her daughter, Nikki Johnson, as the Director.
 - No payments were made directly to C4K in 2017; however, at least seven (7) payments, totaling ~\$6,490, were made to other entities, but referenced C4K in the GL (i.e., surmised to indirectly benefit C4K).
- The 2018 Annual Report lists the HRCS Director as the President, Treasurer, Secretary, and Director. In addition, it included her daughter, Nikki Johnson, as the Director.
 - Two (2) payments, totaling ~\$230, were made directly to C4K.
 - Six (6) payments, totaling ~\$6,330, were made to other entities, but referenced
 C4K in the GL (i.e., surmised to indirectly benefit C4K).
- The 2019 Annual report....
 - Four (4) payments, totaling ~\$6,235, were made directly to C4K.
 - Thirteen (13) payments, totaling ~\$11,395, were made to other entities, but referenced C4K in the GL (i.e., surmised to indirectly benefit C4K).

Therefore, the City made **six** (6) **payments, totaling** \$6,464⁸, directly to this entity with whom the HRCS Director had a conflict of interest. Based upon the plain language of the RR&L, each of these transactions would constitute a violation without proper disclosures being made.

In addition, the City made at least **28 payments, totaling \$24,509**, to other entities, but were potentially for the benefit of C4K. It is not clear if these transactions would constitute a



⁸ Between the time period of January 1, 2016 through September 30, 2019.

⁹ Between the time period of January 1, 2016 through September 30, 2019.

violation; however, they appear to violate the spirit of the RR&L (i.e., the "smell test" as referenced in the aforementioned ethics training).

It is likely the amounts indirectly received were significantly higher, as over \$344,000 was budgeted by HRCS for C4K expenses during our initial scope period.

L&F (Attachment 6)

- The 2015 Annual Report lists the HRCS Director's husband as the Treasurer.
 - 20 payments, totaling ~\$47,000, were made directly to L&F.
- The 2016 Annual Report lists the HRCS Director's husband as the Treasurer.
 - 16 payments, totaling ~\$65,765, were made directly to L&F.
- The 2017 Annual Report lists the HRCS Director's husband as the Treasurer.
 - 20 payments, totaling ~\$64,800, were made directly to L&F.
- The 2018 Annual Report lists the HRCS Director's husband as the Treasurer.
 - 14 payments, totaling ~\$65,865, were made directly to L&F.
- The 2019 Annual Report has not been listed on LARA as of the date of this report; however, it is unlikely the HRCS Director's husband has changed roles, given the lack of correcting actions to date.
 - 16 payments, totaling ~\$60,090, were made directly to L&F.

Therefore, the City made **70 payments, totaling \$243,434**¹⁰, directly to this entity with whom the HRCS Director had a conflict of interest. Based upon the plain language of the RR&L, each of these transactions would constitute a violation without proper disclosures being made.

In addition, the City made **16 payments, totaling \$60,091**¹¹, to this entity at which time, it is highly probable but not confirmed, that the HRCS Director had a conflict.

CACS (Attachment 7)

- The 2016 Annual Report lists the HRCS Director as the Director.
 - 24 payments, totaling ~ \$272,000 were made directly to CACS.
- The 2017 Annual Report lists the HRCS Director as the Director.
 - o 11 payments, totaling ~ \$285,000 were made directly to CACS.
- The 2018 Annual Report lists the HRCS Director as the Director.



¹⁰ Between the time period of January 1, 2015 through December 31, 2018.

¹¹ Between the time period of January 1, 2019 through September 30, 2019.

- o Three (3) payments, totaling \$46,000 were made directly to CACS.
- The 2019 Annual Report lists the HRCS Director as the Director.
 - o One (1) payment in the amount of \$20,000 was made directly to CACS.

Therefore, the City made 39 payments totaling \$623,758¹², directly to this entity with whom the HRCS Director had a conflict of interest. Based upon the plain language of the RR&L, each of these transactions would constitute a violation without proper disclosures being made.

The City paid CACS ~\$3,800,000 between July 30, 2008 and December 9, 2015. However, these payments do not appear problematic, as no documentation analyzed indicates the HRCS Director was affiliated with CACS during this time.

CAHS (Attachment 8)

- The 2018 Annual Report lists the HRCS Director as the Director.
 - One (1) payment in the amount of \$2,000 was made directly to CACS.
- The 2019 Annual Report lists the HRCS Director as the Director.
 - No payments were made directly to CACS.

Therefore, the City made **one** (1) payment, totaling \$2,000¹³, directly to this entity with whom the HRCS Director had a conflict of interest. Based upon the plain language of the RR&L, this transaction would constitute a violation without proper disclosures being made.

The City paid CAHS ~\$16,000 between November 4, 2009 and February 15, 2017. However, these payments do not appear problematic, as no analyzed documentation indicates the HRCS Director was affiliated (i.e., conflicted) with CAHS during this time.

HWP (Attachment 9)

- The 2019 Annual Report lists Nikki Johnson, the HRCS Director's daughter, as the Director.
 - One (1) payment in the amount of \$7,500 was made directly to HWP.

Therefore, the City made **one** (1) payment, totaling \$7,500 during 2019, directly to this entity with whom the HRCS Director had a conflict of interest. Based upon the plain language of the RR&L, this transaction would constitute a violation without proper disclosures being made.



¹² Between the time period of January 1, 2016 through September 30, 2019.

¹³ Between the time period of January 1, 2018 through September 30, 2019.

The City paid HWP ~\$17,500 between July 6, 2017 and December 5, 2018. However, these payments do not appear problematic, as no documentation analyzed indicates the HRCS Director was affiliated (i.e., conflicted) with HWP during this time.

Summary - Amounts paid to Conflicted Entities

Payments Made D	During Which a Confirmed Conflict Exists(e	d)		
Payee_	Time Period	* <u> </u>	Amount	
OCOF	January 1, 2017 to September 30, 2019	\$	497,693.17	1
L&F	January 1, 2015 to December 31, 2018		243,433.91	1
C4K	January 1, 2018 to September 30, 2019		6,464.31	
CACS	January 1, 2016 to September 30, 2019		623,758.23]
CAHS	January 1, 2018 to September 30, 2019		2,000.00]
HWP	January 1, 2019 to September 30, 2019		7,500.00	1
		\$	1,380,849.62	•
Payments Made L Payee	Time Period		Amount	
	During Which a Conflict Likely Exists(ed)			
L&F		\$	60,091.35	1
	[<u> </u>		1
Indirect Payments	Made to Entities for Which a Conflict Exis	ts(ed))	
Payee	Time Period		Amount	Surmised to Benefit
Advent House	January 1, 2012 to December 31, 2015	\$	61,500.00	OCOF
Multiple			24,508.52	
manpio	July 1, 2016 to September 30, 2019	l	24,500.52	U4K

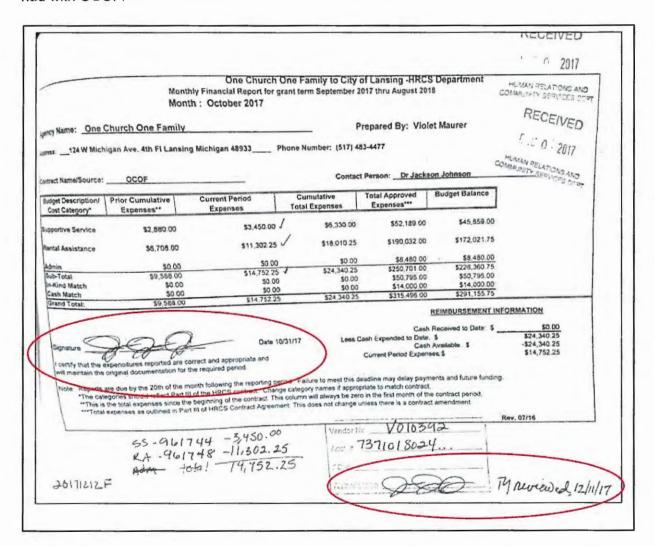
C. Conflict of Interest - Questionable Transactions

The HRCS Director performed transactions that, separate from (i.e., in addition to) the problematic relationships and affiliations, appear questionable. We identified multiple instances for which the HRCS Director submitted the request for funds on behalf of OCOF and subsequently approved her own request on behalf of the City.



Example One:

As shown in the ensuing example, the HRCS Director signed a grant fund request, **on behalf of OCOF**, "I certify that the expenditures reported are correct and appropriate and will maintain the original documentation." The HRCS Director also signed, **on behalf of the City**, "Reviewed 12/11/17" and signed the reviewer stamp, representing she approved the transaction. This blatant conflict of interest extends beyond the improper relationship, of which the HRCS Director also had with OCOF.



Example Two:

The next example demonstrates an invoice from OCOF (i.e., from the HRCS Director, as she is the President and Director of OCOF at the time) was approved by the HRCS Director on behalf of the City and paid with general fund money.



Bit To HRCS Address 124 A Invoce For	GLIB Driver for Food Products	Proce 517 483 4477 Fax: Email		Invoice # Jan 201 Invoice Date: June	9-Jun 2019
Item #	Description	Qty	Unit Price	Discount	Price
Ian 19	Orive Tractor trailer to MEP sites. Return Trailer to GLFB				\$ 300.0
Feb-19					5 4 5 300.00
Mar 19					\$ 300.00
Apr-19					\$ 300.00
May-19				1	\$ 300.00
Jun-19					\$. 300.00
					s .
					s .
					5 .
					s .
					s .
					3
		-		Invoice Subtotal	\$ 1,800.00
				Tax Rate	
				Sales Tax	\$
				Other	M
Make all chec	is a payable to One Church One Family	v.		111013	0-96031

This invoice (invoice# Jan 2019-June 2019) from OCOF states its purpose was for driving services related to the Mobile Food Pantry. The HRCS Director authorized this invoice despite the lack of supporting documentation/information, such as the driver's name, dates services were performed, hours worked and/or quantity of trips made, etc. In addition, the invoice has characteristics common of problematic invoices, including an improper address format and the phone number for OCOF is the phone number for the HRCS office (i.e., not OCOF).



Example Three:

As previously stated, OCOF owns the property at the address 4321 Stillwell Avenue, Lansing, MI, 48911. Check number #658985 for \$4,902.60, dated July 10, 2019, was paid to OCOF using money from the City's general fund. The supporting documentation for this check was an invoice from OCOF stating it was for "eviction prevention" to prevent from being evicted from OCOF's 4321 Stillwell Avenue address. In other words, this payment involved the City using its general fund to pay OCOF for back due rent alleged by OCOF as owed from the resident (

/	INVOICE
	One Church One Family, EFH-RRI 425-W Grand Rive Earl Lansing, MI 4822 Clo Hacs
TO: Eviction Prevention HRCS 124 W Michigan 4th Flr Lansing, Michigan 48933	<u>Invoice # 89194-2</u> <u>Date: 06/03/2019</u>
RE: Family – Single parent with eight sel Name: Address: 4321 Stillwell Avenue Lans	
Billing Period: December, 2018 – March SPDAT assessment Holy Cross Services Referral to PSH Fam	b, 2019
Summary of Services: December pro-rated rent \$1,345,00/ 3 January Rent February Rent March Rent	11 days =\$43.38 X 20 days = \$867.60 \$1,345.00 \$1,345.00 \$1,345.00
	Total Amount Due \$4,902.60
	Vendor No. V 010392 KW Voucher # Acct. # 1013720-960325
	P.O. 8 Authorization



While eviction prevention is within the purview of the HRCS Department, this transaction is problematic for multiple reasons.

- As shown, the HRCS Director is the individual who signed and approved the invoice on behalf of the City and, therefore, the HRCS Director is essentially using City dollars to fund a cash shortfall at a nonprofit of which she is the President and Director (among other roles). The HRCS Director is guaranteeing a consistent and continued rental income to this nonprofit, as she will use City funds to subsidize shortages in the event a resident is unable to make payments.
- This transactions conflicts with a Lansing State Journal article, dated December 23, 2018¹⁴, discussing this rental. The article applauds OCOF for its ability to rescue a homeless family of nine (9) from a motel and provide them free and, subsequently, extremely discounted housing. It states that OCOF's costs are covered by Federal Funds.

The article highlights the HRCS Director, featuring a full picture of just her and referring to her as "Lansing's advocate of the poor" and quoting as "thanking god for Ms. Johnson".

The article states that the HRCS Director steered to the OCOF. Further, it states, "A motel is no place for kids, especially babies, Johnson fretted, and she wanted them to get out as soon as possible and into the housing program called One Church One Family." This indicates the HRCS Director played a significant role in placing this family in OCOF.

The article quotes the HRCS Director as saying,

The south Lansing house will be rent free for six months then will cost the family just a few hundred dollars a month. Comparable housing and utilities would cost \$1.400 a month. Johnson said.

The family can stay indefinitely.

It is not clear why the HRCS Director would approve a \$4,902.60 invoice from OCOF, alleging the residents owe back rent of \$1,345 per month, for their first four months of rent,

¹⁴ https://www.lansingstatejournal.com/story/news/2018/12/23/one-church-one-family-homeless-kids/2286997002/



or they would face eviction from OCOF, when she stated to the media the family would be living rent free for six months and, subsequently, live for a few hundred dollars a month. Further, it is unclear why the City's general funds would be the source of payment for this alleged back rent, when OCOF's costs for this program are covered by federal funds.

We have not yet analyzed the supporting for all transactions paid to OCOF to quantify the specific number of times these conflicts/dual approvals occurred; however, it has occurred on multiple occasions, as shown.

D. Conflict of Interest - Improper Use of City Resources

As previously stated, Section 290.04(g) (and page two of the Ethics Manual) asserts, in summary:

An employee shall not use personnel, resources, property or funds under her official care and control to obtain personal financial gain, in addition to a member of his or her immediate family, or a business with which either is associated.

Interviews with HRCS personnel, including the Director, identified the HRCS Director is allowing OCOF contract workers to utilize City office space at the HRCS Department. Further, the HRCS Director has provided the OCOF contract worker, Peggy Brown, with a City email address and a City phone number. Ms. Brown's name and extension even appears on the window at the front of the HRCS Department. It is our understanding the HRCS Director tried to obtain a City vehicle for Ms. Brown; however, that request was denied.

The HRCS Director valued¹⁵ OCOF's use of City office space at \$9,000 annually and OCOF's use of City receptionist services (e.g., phone calls, foot traffic, copier, internet, etc.) at \$4,200 annually. In addition, it appears the City may be paying for OCOF workers to park at the City owned parking garage for free, which is valued at \$960 annually, according to the grant application.

The HRCS Director represented in multiple grant documents that allowing the OCOF contractor to use City office space, a City email, and a City phone is an "in-kind" donation and/or grant to OCOF. However, it is a direct violation of the Ethics Manual to use City resources and property for a business in which a City employee is associated (i.e., the President or a Director). In addition

¹⁵ In a 2017 CoC grant application the HRCS Director completed on behalf of OCOF (Attachment 10).



to the ethics violation, providing a City email address and phone number might be confusing, since Ms. Brown may be mistaken for (or intentionally represent herself as) a City employee.

E. Conflict of Interest - Potential Concealment and Lack of Disclosure

Supporting documentation indicates a pattern of non-compliance, lack of proper disclosures and transactions of which the true nature appeared to be concealed by the HRCS Director.

OCOF - Lack of Disclosure

It appears known to the general public that the HRCS Director is also the Director of OCOF. Supporting documentation indicates the Capital Region Housing Collaborative board knew of her dual roles and even the aforementioned Lansing State Journal article referred to the HRCS Director as the Director of OCOF. However, this general knowledge does not preclude the HRCS Director from having to file the Affidavit of Disclosure regarding her conflict of interest, as required by the Ethics Ordinance.

Separate from the required Affidavit of Disclosure, the HRCS Director was required to file a Statement of Financial Interests with the City on an annual basis. Based on review of these annual statements, the HRCS Director did not disclose her role in OCOF. However, the language on the filings includes a stipulation stating the employee needs to receive more than \$2,500 in income from the organization in order to require a disclosure (on this form).

STATEMENT OF FINANCIAL INTERESTS

1. Organization and Entities: In the previous calendar year were you a part of an organization or entity other than the City of Lansing in which you are or were an officer, director, associate, purtner, proprietor or employee; and, in the previous calendar year, received more than \$2,500 in income from the organization or entity?

No Ves: For each organization or entity please list below and complete "Attachment to Statement of Financial (merests"

We have not analyzed OCOF's books and records to know if the HRCS Director received \$2,500 or more in income during any fiscal year; however, it did appear she received at least \$4,200 in personal benefits (i.e., income) in fiscal year 2017, as discussed in **Section F** of this report.



OCOF - Potential Concealment of Payments

At least \$61,500 in general fund money was paid to Advent House with the expectation that Advent House would use that money to cover OCOF expenses. HRCS personnel stated that Advent House used this money to pay for stated that Advent House used this money to pay for stated that Advent House used this money to pay for stated that Advent House used this money to pay for stated that Advent House used this money to COF "Mother" properties. We inquired as to the reasons the City would give Advent House funds to cover OCOF's expenses instead of providing the funds directly to OCOF, to which HRCS personnel represented, in summary, that OCOF didn't have enough properties to employee a full-time employee, so it was easier to give the money to Advent House and have them pay one of their employees to maintain the properties. This explanation is suspect as OCOF could have hired a contract worker, similar to its other workers (even if that contract worker was

Potential Misrepresentation to HUD

As previously stated, HUD identified the HRCS Director was also the OCOF Director and, further, she could not provide a document providing evidence she had previously disclosed that relationship to the City. HUD's finding detailed in the monitoring report includes language from its Conflicts of Interest policy 24 CFR 578.95. A portion of this policy states, "Organizational Conflict: ...Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, to the organization that such member represents."

HUD offered two options to remedy the finding, "the grantee's options are for the HRCS Director to either resign from one role (either the City or OCOF) or to request in writing an exception from HUD according to the criteria established under 24 CFR 578.95."

The HRCS Director responded to HUD's finding by indicating she would resign from OCOF, effective November 1, 2019 and provided the following letter, representing she resigned.



October 25, 2019

Dr. Joan Jackson Johnson

Lansing, Michigan

To Whom It May Concern,

It is with deep regret that I announce my resignation from One Church One Family as of November 1, 2019. Although it has not been without challenges, it has been my pleasure to lead this agency and all the excellent work to help improve the lives of some of the most vulnerable in the community of Lansing, Michigan.

I wish the best to this agency and every agency that has the best interest and high mission to help the down trodden.

Sincerely,

Dr. Joan Jackson Johnson

HUD accepted her letter at face value (i.e., presumed that the letter meant she did, in fact, resign), replying on November 5, 2019, as follows:

Finding #3 - The City of Lansing Director of HRCS is also the Director of the subrecipient One Church One Family creating a potential conflict of interest.

Dr. Johnson has resigned from all positions she currently holds in One Church One Family effective November 1, 2019. This eliminates any conflicts for the City and the Agency. We recommend the city find another representative from the Homeless Community to join the Board of Directors. This Finding is closed.

However, the letter and respective representation made by the HRCS Director is questionable:

As of December 23, 2019, almost two months after the HRCS Director alleged she
resigned from OCOF, she is still listed as the President, Secretary and Treasurer on
state filings. Further, we contacted the State of Michigan via phone and confirmed
that no documents (i.e., changes) have been submitted for OCOF since the date of



- the letter. Therefore, while the HRCS Director alleged in a letter written "to whom it may concern" that she resigned, state filings indicate this has not officially happened.
- Even if the HRCS Director resigned from her multiple roles at OCOF, she failed to disclose that her daughter still holds a Director-level position at the entity.

Withheld Information

Subsequent to HUD conveying to the City her conflict of interest with OCOF, the HRCS Director had several conversations with the mayor's administration and the City attorney, the purposes of which were to discuss the OCOF situation (i.e., her conflict) and her planned remedy and response to HUD. It was represented that the HRCS Director never mentioned or disclosed her other personal conflicts and affiliations during those meetings nor were her husband or daughter's affiliation with entities receiving funds from the City disclosed/revealed.

Summary

There are numerous opportunities whereby the HRCS Director could have voluntarily disclosed her conflicts of interest but did not do so. The multiple situations described above, at a minimum, give the appearance of intentional concealment and/or misrepresentation. We do not speculate as to the HRCS Director's decision making and/or thought process; however, the HRCS Director is quoted in a Lansing State Journal article, dated December 26, 2017, in summary, that she does what she feels called to do and asks for forgiveness later.

For more than a decade, she's had the unwavering trust of Mayor Virg Bernero to "do what you feel called to do and ask for forgiveness later," as Johnson explained it.

F. Other Potentially Problematic Disbursements

The City has not executed its right to audit clause with OCOF as of the end of our scope period (September 30, 2019). Therefore, we are unable to analyze the appropriateness of expenditures made by this nonprofit using City and/or grant funds. However, during our fieldwork at the HRCS Department (i.e., City property/office space), we located documentation which appeared to be invoices paid by OCOF.



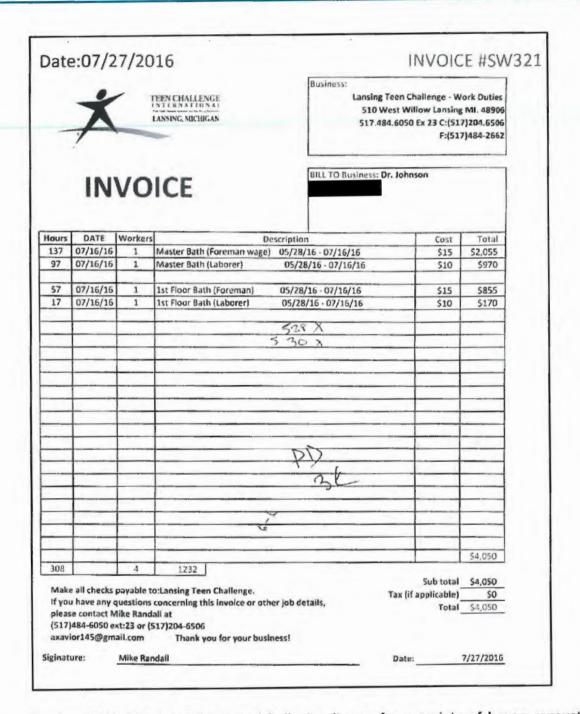
Most of the invoices appeared to be related to "mother", as they related to the rental properties owned and managed by OCOF. However, we identified two (2) questionable invoices which appeared to directly (and personally) benefit the HRCS Director. These invoices were from Lansing Teen Challenge, an entity established in 1987 which, according to state registration documents, was to "evangelize people who have life-controlling problems and initiate the discipleship process to the point where the student can function as a Christian in society applying spiritually motivated Biblical principles to relationships in the family, local church, chosen vocation, and the community ¹⁶." According to a WLNS news article, Lansing Teen Challenge was shut down nearly three (3) years ago due to a failed review of performance standards, including its failure to maintain standards in areas such as maintenance and reporting finances ¹⁷.

The Teen Challenge invoices paid by OCOF stated they were for "work duties" and included an address, which based on other invoices, is the address at which the work was performed. We surmise these work duties were performed by individuals in the Teen Challenge program to provide them work experience, skills, compensation, etc.; however, we cannot confirm that assumption. Regardless of the purpose of the work, the invoices in question reference two addresses which are known to be associated with the HRCS Director personally, as one address is the address at which she resides while the other is a rental property she owns, as shown:

¹⁶ A separate issue may exist, should federal grant funds have been paid to Teen Challenge, as it may be considered a religious organization based upon its description on registration documents and select federal grants contain language preventing the use of federal money for "Sectarian or religious Activities".

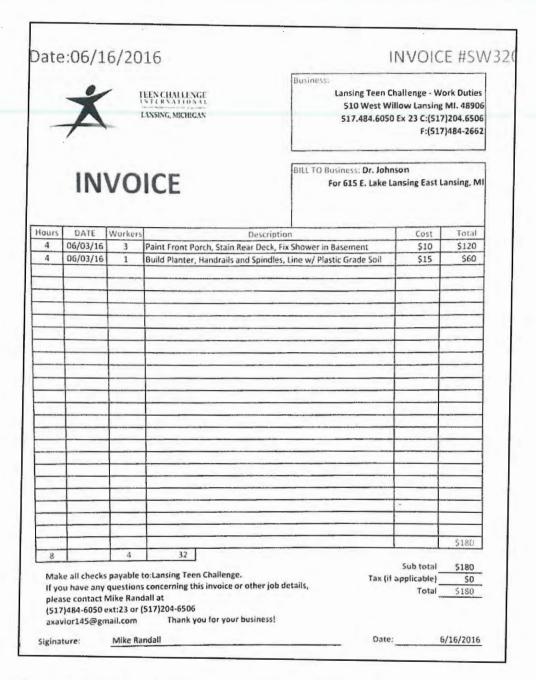






Invoice #SW320 totaled \$180 and indicates it was for a variety of house renovation projects, including painting the front porch, staining the rear deck, building planters, and fixing the basement shower, among others. This work is listed as being performed at 615 E. Lake Lansing, East Lansing, MI. This address is believed to be a rental property personally owned by the HRCS Director (i.e., not related to OCOF).





Therefore, it appears at least \$4,200 spent by OCOF in 2016 was for the personal benefit of the HRCS Director. As previously stated, it is our understanding the HRCS Director did not disclose this indirect (or direct) benefit received by the entity on her annual statement of financial interest disclosure filing nor on a separate affidavit. The totality of funds spent by OCOF on and/or personally for the HRCS Director is not known, as the City has not executed an audit of OCOF's expenditures.



7. OTHER POTENTIAL ISSUES

It was represented to us in interviews that, in 2015 or 2016, the HRCS Director utilized her office's purchasing card to make approximately \$100,000 of purchases related to an emergency Community Development Block Grant ("CDBG") situation. However, when supporting documentation was requested and submitted, the HRCS Director was only able to generate approximately \$15,000 worth of acceptable supporting documentation. We have not researched this issue further as it is beyond our current scope of work but wanted to convey this learned information.

SIGNATURE

We would be pleased to update these findings, upon request, should additional information become available.

Very truly yours,

PLANTE & MORAN, PLLC

Plante & Moran, PLLC



City of Lansing Ethics Manual

Prepared by:

City of Lansing Personnel Department Lansing, MI 48933

Published: May, 1997

Adopted by:

City of Lansing Board of Ethics March 11, 1997

To Employees of the City of Lansing:

On November 8, 1994, the voters of the City of Lansing amended Chapter 5 of Article 5 of the City Charter regarding the standards of conduct for elected officials and employees of the City. In addition, the amendment changed the membership of the Board of Ethics and expanded its duties.

On August 26, 1996, the City Council adopted a new Ethics Ordinance (Ordinance No. 953) which amends Chapter 290 of the City Code of Ordinances. This amendment puts into effect the requirements of the new Charter amendment passed in 1994.

This manual fulfills the requirements of the Charter to provide information to City officers and employees about standards of conduct, protection of the public interest, and conflict of interest. It also explains how an officer or employee can receive assistance from the Board of Ethics.

As elected officials and public employees, we recognize our important responsibility to serve the public fairly and without self interest. We are part of a profession that has been both honored and condemned. In our daily tasks, we each have an opportunity to establish the trust and respect that is the best of our profession.

With the information provided by this manual, officials and employees together can provide quality service at the highest ethical standards that enable us and the citizens of Lansing to be proud of Lansing City Government.

David C. Hollister, Mayor

Doni C. Hatteder

THE BOARD OF ETHICS

The Board of Ethics of the City of Lansing was established by the City Charter which was adopted by the voters of Lansing in 1978 and amended on November 8, 1994.

The Board consists of eight members; four of whom are appointed by the City Council and four by the Mayor.

The Board normally meets once a month. Special meetings may be held when called in the manner provided in the rules of the Board. The meeting schedule and agendas are posted in the City Clerk's Office. Proceedings before the Board are subject to the applicable state law regarding the conduct of public meetings. Records of the Board are placed on file with the City Clerk and are available for public review as required by state law.

The City Clerk serves as Secretary to the Board of Ethics and provides administrative support. All items to be forwarded to the Board or placed on the Board Agenda should be sent to the Clerk. Copies of Affidavits of Disclosure, Statements of Financial Interest and other forms used by the Board may be obtained from the Clerk's Office.

The City Attorney assists and advises the Board. Individuals desiring clarification or interpretation of the Ethics Ordinance and the Ethics Chapter of the City Charter may do so in writing to the City Attorney. The City Attorney will either provide a written response or refer the request to the Board of Ethics.

Additional copies of this manual are available in the City Clerk's Office and the Personnel Department.

TABLE OF CONTENTS

Summary of Ethics Ordinance Contents	1-3
Frequently Asked Questions	, 4-9
City Charter Ethics Provisions	
Standards of Conduct	10
Membership and Duties, Board of Ethics	10-12
Protection of Public Interest	12
Conflict of Interest	13
Ethics Ordinance	
Declaration of Purpose; Findings	14
Definitions	14-16
Complaint Process	16-18
Prohibitions	18-20
Participation in Governmental Decisions	21
Investigative Assistance	21
Statements of Financial Interests	22-25
Lobbyist and Contractor Disclosure	25
Penalties	26
Education	26
Whistle-Blower Protection	26

ETHICS ORDINANCE SUMMARY

The following is a summary of the basic provisions of the Ethics Ordinance. This summary and the "Frequently Asked Questions" sections of this manual are not inclusive. The full text of the Charter Amendments and the Ethics Ordinance is included on pages 11-29 and should be read for full understanding of the provisions.

Purposes of Ordinance

- Identifies minimum standards of ethical conduct for public servants.
- Establishes penalties for public servants who violate the public trust.
- Provides a process for public servants to identify and resolve ethical issues.
- Intends to promote public confidence in the integrity of public servants.

Scope of Ordinance

You are covered by this ordinance if you are:

- ▶ a person who might offer a gift to a city officer or employee
- a city officer
- a city employee
- a candidate for a city elective office
- a member of the immediate family of any of the above
- a business with which any of the above is associated

*Conflict of interest questions raised by or about a City Councilmember, at a City Council Meeting, and related to an Agenda Item, will be determined by the City Council at that meeting.

Prohibitions

If you are covered by this ordinance, you must not:

- Accept non-monetary gifts with a value greater than \$50
- Offer or give (directly or indirectly) any gift, loan, services, etc., or other

thing of value with the agreement or understanding that a vote or official action of an officer or employee will be influenced.

- Solicit (directly or indirectly) any payment, gift, loan, contribution, services, etc., or other thing of value based on any agreement or understanding with a person, including any administrative board established under the City Charter with the agreement or understanding a vote or official action will be influenced.
- Falsely represent personal opinions to be those of the governmental body of which you are a member or employee.
- Divulge confidential information before it is authorized to be released.
- Use the power of your office to intimidate or threaten other city employees or members of the public.
- Use your position to obtain financial gain for yourself or for your immediate family or a business in which you, or they, are associated.
- Use resources, property or funds under official control and care to obtain personal financial gain for yourself or immediate family members or business in which you, or they, are associated.
- Act on behalf of the city by making any policy statements promising to authorize or to prevent any future action, agreement or contract when you have no authority to do so.
- Engage in a business transaction that allows you to profit from confidential information you have obtained or may obtain because of your position or authority.
- Participate in, vote on, or act upon contracts for making loans or grants of public funds, subsidies, issuing permits or certificates or any other regulations relating to any business you are associated with or have an interest in.
- Participate in, vote on, or act upon any matter if you have a conflict of interest or have a financial interest, other than as a citizen of the city.
- Assist or agree to assist, directly or indirectly, in the violation of this

ordinance.

Penalties

- Violation of this ordinance shall be a misdemeanor.
- ► If you violate the ordinance, you can be penalized or fired, just as you can for any other employment violation.

This ordinance does not prohibit anything that is allowed by your collective bargaining agreement.

FREQUENTLY ASKED QUESTIONS ABOUT... GIFTS

What is the rule on accepting gifts while a city officer or employee?

First of all, let's define a gift. A gift is anything of value given without the expectation of receiving something in return. Gifts may include free meals, tickets to spectator events, free trips and services as well as actual cash gifts.

What if I work in purchasing and a vendor gives me a box of candy at Christmas? Can I accept this?

Probably. This gift would be allowed under the \$50 exception provided you did not ask for the gift, that total gifts from this vendor would not exceed \$50 in any year, and if there was no understanding with the vendor that your receiving such a gift would influence any decision relative to orders granted to the vendor.

What if I am a city building inspector and, when I'm at a home, the owner gives me \$40 in cash? Can I keep this?

No. Even though this would be under the \$50 exception, clearly there is an implied expectation on the part of the homeowner that your acceptance of this gift might influence your inspection report. Further, the \$50 exception only applies to non-monetary gifts.

Examples of prohibited gifts:

- A representative from a company that is applying for a grant from your department offers to give you an expensive present if there is an understanding or agreement that their official action will be influenced, and the value of the gift is greater than \$50.00.
- A salesman that sells software to your department invites you to dinner at a fancy restaurant if there is an agreement or understanding that official action will be influenced, and the dinner costs more than \$50.00.
- A local theater sends free season tickets to you and all other highranking employees in your section just because you work there if there is an understanding that an official action will be influenced and the tickets are worth more than \$50.00.

So, are there any gifts that I can accept?

Employees can, of course, accept gifts from defined categories of relatives and spouses of such relatives or gifts that are clearly given because of a family or personal friendship.

Free attendance at city sponsored events such as the Human Services Fair, where lunch or other services may be included.

Snacks like soft drinks, coffee, or donuts that are not offered as part of a meal

Items of little inherent value such as plaques, certificates, trophies.

Anything for which you pay market value is not a gift.

Gifts between co-workers and supervisors of a department.

Key factors are: was the gift solicited by you? Was there an agreement or understanding that any decision you might make as a city officer or employee will be influenced? Is the gift over \$50 in value?

There may be more exceptions than this. If in doubt, ask the City Attorney about your specific case by calling 483-4320.

FREQUENTLY ASKED QUESTIONS ABOUT..... FINANCIAL CONFLICTS OF INTEREST

I have stock in a corporation that is involved in a matter for which I have some job responsibility. Would my official participation in this matter be a problem?

It might be. You may be prohibited from participating in decisions involving this corporation. The prohibition would also apply when you know that any of the following individuals or organizations have a financial interest in the corporation, even if you personally don't:

- your spouse
- your minor child

- an organization for which you serve as an officer, director, trustee, general partner, or employee; and
- a person or organization which you are negotiating with, and/or have an arrangement concerning prospective employment

If any of these conditions exist, you should file an Affidavit of Disclosure with the Board of Ethics. You also should report your association with this corporation on your annual financial disclosure form if you are a reporting individual.

My wife is the owner of the major local supplier of cellular phones. I work in purchasing and specifically with the procurement of cellular phones for city departments. Am I restricted from doing business with my wife's firm?

That depends. Are vendors for cellular phones selected by a blind bid process? Do you write the specifications for the bids? You should file an Affidavit of Disclosure with the Board of Ethics before proceeding.

I work in the building department. I also operate a plumbing business in the evenings and on weekends. Someone told me that I have a big problem doing this. Is this right?

What is your job in the building department? Do you inspect plumbing in residences? Would you be in the position of inspecting your own work? Depending on your answers to these questions, you may very well have a problem. To make sure you do not have a problem, submit an Affidavit of Disclosure to the Board of Ethics.

What kinds of decisions would the Board of Ethics make in these instances?

The Board might ask that you remove yourself from the decision making process for a specific issue; sell an asset which creates a conflict of interest; resign from an outside position or find that you do not have a conflict of interest.

FREQUENTLY ASKED QUESTIONS ABOUT..... IMPARTIALITY IN PERFORMING PUBLIC DUTIES

Do the provisions of the ethics ordinance concerning conflicts of interest cover all potential conflicts of which I should concern myself?

No. There are many more and it would be impossible to describe all the potential conflicts that might arise. The Standards of Conduct Provision of the City Charter (Chapter 5, Section 5-501) goes even further than the conflict of interest provisions. Under Standards of Conduct, situations that give even the appearance of a loss of impartiality are subject to Board of Ethics scrutiny.

What kinds of situations would come under this "appearance" provision?

Situations in which you, as a city officer or employee, may be called upon to participate in a matter involving parties and you know that...

- the matter is likely to affect the financial interests of a member of your household; or
- one or more of the parties to the matter is represented by:
 - a person or organization with whom you have or seek a business relationship that involves something more than a routine consumer purchase;
 - * a person who is a member of your household, or who is a relative with whom you have a close personal relationship;
 - * a person or organization for whom your spouse, parent or dependent child is, to your knowledge, serving or seeking to serve as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee;
 - * any person or organization for whom you have, within the last year, served as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee; or
 - * an organization, other than certain political organizations, in which you are an active participant.

Give me some examples...

Your spouse is the executive director of a non-profit organization that receives a large grant from the city each year. You review the grant requests and make recommendations on selection of recipients.

Your daughter is an electrician. You do electrical inspections in the same area as your daughter's business.

If I think something I am doing creates the "appearance" of a conflict of interest, what should I do?

Discuss the matter with your supervisor and file an Affidavit of Disclosure with the Board of Ethics.

FREQUENTLY ASKED QUESTIONS ABOUT..... MISUSE OF POSITION OR POWER

I know it would be wrong to use my employment with the city to further my own interests, but if I can do some good for my friends, relatives or nonprofit organizations, is there any harm in helping them?

Definitely. The ethics ordinance states that city officers and employees may not use their public offices for the private gain of others, which means your own gain or the gain of individuals or organizations with which you are connected.

My supervisor strongly suggested that I have my new home built by a local contractor. I happen to know that my Supervisor's brother owns this firm. I'm afraid that if I don't use this firm, I may not get the promotion I've been working for. What should I do?

Your supervisor may have violated a provision of the ethics ordinance. This provision states that no officer or employee shall use the power of his or her office to intimidate or threaten city employees or members of the public to gain personal, financial or political advantage.

A co-worker of mine has access to confidential information about a sensitive city matter. The local newspaper printed a big story about this

i

matter and my co-worker admitted they were the source of the leak. Is this a misuse of access to this confidential information?

Yes. This is a clear violation of the ethics ordinance.

I work very hard but my department has some times of the year when we're really not very busy. I use these times to catch up on personal correspondence, update my resume, and other personal items. I figure that I might as well do something worthwhile to keep me busy. My coworker filed a complaint with the Board of Ethics. What's wrong with what I did? I didn't receive any financial gain from it.

Employees must use official time in an honest effort to perform official duties and to conserve government property (including equipment and facilities) and may not use city property for unauthorized purposes.

Give me some other examples of misuse of public office...

Writing a personal complaint letter to a merchant on city departmental stationery.

Using your work telephone to schedule appointments for your second job.

Calling the traffic department to tell them they better do you a favor and void your brother's parking ticket.

Deliberately giving false information to callers because they are rude to you, or for any other reason.

CITY CHARTER ETHICS PROVISIONS CHAPTER 5. BOARD OF ETHICS

5-501 Standards of conduct.

- I The people of this City recognize that the continuation of the proper operation of the City requires that public officers and employees be independent, impartial and responsible to the people; that decisions and policy be made in the proper channels of governmental structure; that members of the public have access to information upon which decisions affecting their City are made; that public office and employment not be used for personal gain; that the integrity and operation of City government to be subject to scrutiny of the public; and that acts or actions not compatible with the best interests of the City be defined and prohibited.
- .2 In order to provide an orderly procedure for consideration and review of the issues which may arise concerning questions of standards of conduct for public officers and employees, a Board of Ethics is created.

5-502 Membership.

- .1 The Board of Ethics shall be a review board and shall consist of eight members; four members shall be appointed by the City Council, one from each city ward, and four shall be appointed by the Mayor. The City Attorney shall assist and advise the Board and the City Clerk shall serve as Recording Secretary to the Board and provide such administrative services to the Board as may be necessary; however, neither shall be eligible for appointment as board members.
- .2 Of the members appointed to the initial Board, the Mayor and the City Council shall each appoint members for a one year, a two year, a three year, and a four year term. A member shall hold office until a member's successor is appointed. Thereafter each Mayoral-appointed member and each Council-appointed member shall serve for a term of four years. An appointment to fill a vacancy shall be made by the Mayor to fill a vacant Mayoral-appointed member position and by the City Council to fill a vacant Council-appointed member position. Persons serving as members of the Board of Ethics on the effective date of this section shall continue as members until the expiration of their original terms.
- .3 Members of the Board of Ethics shall be residents of the City and shall hold no elected public office and no other City office or employment.

- .4 The Board shall adopt rules governing its procedure and the holding of regular meetings, subject to the approval of City Council. Special meetings may be held when called in the manner provided in the rules of the Board. The Board shall select its own presiding officer from among its members.
- .5 If any issue before the Board involves any member of the Board, such member may not participate in Board deliberations pertaining to the member's issue nor shall such involved member be eligible to vote on any actions concerning the issue.
- .6 All City employees and elected or appointed officials of the City shall cooperate with any investigations by the Board, such cooperation shall include the compilation and production of any information requested by the Board during an investigation unless the information requested is exempt from disclosure under the applicable state law.
- .7 If any issue before the Board involves the office of the City Attorney, the Board may engage the services of outside counsel upon terms and arrangements approved by City Council.

5-503 Duties.

- .1 At the request of a person, the Board of Ethics may render an informal opinion with respect to the prospective conduct of such person. An informal opinion need not be written and may be provided directly to the requestor of such opinion. All written opinions of the Board of Ethics shall be filed with the City Clerk and are open to public inspection. Written informal opinions shall be drafted in such a way as not to reveal information exempt from public disclosure under the applicable state law.
- .2 The Board of Ethics on its own initiative or upon request may render and publish a formal opinion on any matter within the scope of the Board's authority which it may deem appropriate.
- .3 The Board of Ethics does not have the authority to reverse or modify a prior action of the Mayor, City Council, or an officer or employee of the City. If the Board finds a prior action of the Mayor, Council, officer, or employee to have been ethically improper, the Board may advise the appropriate party or parties that the action should be reconsidered. Upon such advice by the Board, the action shall be reconsidered by the appropriate person or public body. If the Board determines an existing City contract to be ethically improper, after such determination and advice from the Board the

City may void or seek termination of the contract if legally permissible. The Board may refer a matter to the City Attorney for review and consideration for appropriate action. Upon completion of review and consideration, the City Attorney shall report its findings to the Board.

- .4 The Board of Ethics may recommend to the Council standards of conduct for officers and employees of the City and changes in the procedures related to the administration and enforcement of those standards.
- .5 The Board of Ethics shall review, at least annually, any documents required to be filed under ordinances adopted by the City for the purpose of establishing standards of conduct for officers and employees.
- .6 The Board, when it deems it appropriate, may request the City Attorney's Office for assistance in compelling the production of documents and witnesses to assist the Board in the conduct of any investigation.
- .7 Within one year from the effective date of this section the City shall provide an ethics manual for the use of all City officers and employees. Such manual shall first be approved by the Board of Ethics before distribution. Each City officer and employee shall acknowledge receipt of said manual.
- .8 Proceedings before the Board are subject to the applicable state law regarding the conduct of public meetings. Records of the Board shall be filed with the City Clerk and are available for public review as required by state law.

5-504 Protection of public interest.

- .1 The City shall adopt, by ordinance, such standards for the conduct of public affairs as may be deemed necessary to protect the public, including the ordinances referred to in this section.
- .2 The City shall adopt, by ordinance, no later than one year after the effective date of this section, restrictions similar to those enacted by the State of Michigan by statute, prescribing standards of conduct for City officers and employees. To the extent permitted by law, the ordinance shall generally include, but not be limited to, prohibiting the use of City office or employment for the private benefit of any person; prohibiting the divulging of confidential information in advance of the time prescribed for its authorized release to the public; prohibiting the use of City personnel resources for private gain; prohibiting the profit from an official position and acceptance of things of

value by City officers or employees; requiring the financial disclosure by City officers and employees; and requiring lobbyist disclosure for all City officers and employees.

.3 Any violations of ordinances dealing with matters in this section shall be punishable to the maximum extent permitted by law and may be made punishable by forfeiture of office or position.

5-505 Conflict of interest.

- .1 At least ten (10) days prior to the first of any of the events set forth in (A), (B), (C), (D), and (E) below, a City officer or employee who may derive any income or benefit, directly or indirectly, from a contract with the City or from any City action, shall file an affidavit with the City Clerk detailing such income and benefit to be derived:
 - (A) The bidding of the contract;
 - (B) The negotiation of the contract;
 - (C) The solicitation of the contract;
 - (D) The entry into the contract;
 - (E) Any City action by which the City officer or employee may derive any income or benefit, directly or indirectly.

The above provisions shall not apply to individual or collective bargaining agreements pursuant to which a City officer or employee directly or indirectly receives income or benefits in the form of official remuneration as an officer or employee, or any City action pursuant to which a City officer or employee directly or indirectly receives income or benefit as a member of the public at large or any class thereof. At the first regularly scheduled City Council meeting following the filing of an affidavit pursuant to this section, the City Clerk shall notify the City Council of such filing. In particular cases and for good cause shown, the Board may waive the ten (10) day prior notice requirement contained herein.

- .2 An officer or employee who has any other conflict between a personal interest and the public interest as defined by State law, this Charter, or ordinance shall fully disclose to the City Attorney the nature of the conflict.
- .3 Except as provided by law, no elective officer, appointee or employee of the City may participate in, vote upon or act upon any matter if a conflict exists.

CITY OF LANSING ETHICS ORDINANCE ORDINANCE NO. 953

Adopted by the Lansing City Council on August 26, 1996

An Ordinance to amend Chapter 290, Conflicts of Interest, of the Codified Ordinances of Lansing, Michigan 1988, to retitle the Chapter "Ethics"; to declare public office and public employment as a public trust involving a fiduciary duty; to establish a complaint procedure applicable to the Board of Ethics; to define certain prohibited transactions; to regulate the participation in government decisions; to provide for financial disclosure by elected and appointed officials; to adopt gift regulations; to require lobbyist disclosure by city officers and employees; to provide for education concerning the provisions of this chapter; and to provide whistle blower protection.

The City of Lansing Ordains:

Section One. That Chapter 290 of the Code of the City of Lansing, be and hereby is amended to read as follows:

CHAPTER 290 ETHICS

290.01. DECLARATION OF PURPOSE; FINDINGS.

The People of the City of Lansing declare public office and public employment are held as a public trust and any effort to realize personal gain through official conduct is a violation of that trust. It is the finding of Council that all city officers and employees are trusted with public functions for the good of the public, that their official powers are fiduciary and are to be used to protect, advance and promote the public interest and not their own; that the people of the City want legislation to ensure that conflicts of interest of officers and employees are eliminated to the fullest extent possible and that violations of rules of ethical conduct are appropriately corrected.

290.02. DEFINITIONS.

As used in this chapter:

(a) "Board of Ethics" means the Board of Ethics created under Chapter 5 of Article V of the City Charter.

- (b) "Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, activity or entity, excluding a municipal corporation or governmental entity.
- (c) "Business with which an individual is associated" means a business in which any of the following applies:
 - 1. The individual is an owner, partner, director, officer or employee;
 - 2. A member of the individual's immediate family is an owner, partner, director or officer;
 - 3. The individual or a member of the individual's immediate family is a stockholder of close corporation stock which is worth at least one thousand dollars (\$1,000) at fair market value or which represents more than a five percent equity interest; or
 - 4. The individual or a member of the individual's immediate family is a stockholder of publicly traded stock which is worth at least twenty-five thousand dollars (\$25,000) at fair market value or which represents more than ten percent equity interest, other than publicly traded stock under a trading account if the individual reports the name and address of the stockholder.
- (d) "Business with which an officer, employee or candidate is associated" means a business with which the individual is associated.
- (e) "Candidate" means an individual who is a candidate for city office, as defined in Public Act 388 of 1976, as amended, being M.C.L.A. 169.201 through 169.282.
- (f) "Child" means a son or daughter, whether or not the son or daughter is the natural offspring of the legal parent or parents and whether or not the son or daughter is financially dependent on the parent or parents.
- (g) "Confidential information" means information which has been obtained in the course of holding office or employment with the City, and which information is not available to members of the public under the Freedom of Information Act or other law or regulation and which the employee or officer has been instructed is being held confidentially. Any information which is disclosed in a meeting open to the public is deemed not

to be confidential.

- (h) "Gift" means a payment, subscription, advance, forbearance, rendering or deposit of money, services or anything of value, made without the exchange of reasonable consideration. Gift does not include anything of value received as a devise, bequest or inheritance or a loan or credit arrangement made according to reasonable and prevailing rates and terms, and which does not discriminate against or in favor of an individual who is an officer or employee because of such individual's status as an officer or employee. "Gift" does not include a contribution or expenditure required to be recorded or reported pursuant to Public Act 388 of 1976, as amended, being M.C.L.A. 169.201 to 169.282. "Gift" does not include a gift received from one or more of the following:
 - 1. A relative within the fifth degree of consanguinity, under the civil law computation method, to the officer or employee, or the spouse of such a relative; or
 - 2. A spouse of the officer or employee, or a spouse's relative within the fifth degree of consanguinity to the spouse, under the civil law computation method.
- (i) "Governmental body" means an authority, department, commission, committee, council, board, bureau, division, office, legislative body or other agency (as defined in the City Charter) of the City.
- (j) "Immediate family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.
- (k) "Loan" means a transfer of money, property or anything else of ascertainable monetary value in exchange for an obligation, conditional or not, to repay in whole or in part.
- (1) "Officer or employee" means an elected or appointed officer or an employee of a governmental body of the City.

290.03. COMPLAINTS.

(a) Any person may file a signed written complaint with the City Clerk

alleging a violation of Chapter 5 of Article V of the City Charter or of this chapter. Upon receipt of such a complaint, the City Clerk shall simultaneously forward the complaint to the Board of Ethics, the person named in the complaint and the City Attorney. The City Attorney shall provide the Ethics Board with a preliminary written analysis of the complaint no later than thirty (30) days from the date the complaint was filed with the City Clerk. At the next regular meeting following receipt of the City Attorney's analysis, the Board of Ethics shall review and consider the complaint and the City Attorney's analysis. At any time after such review and consideration, the Board of Ethics may do any of the following:

- 1. Request the City Attorney to investigate the complaint and report all findings back to the Board; or
- 2. Schedule the complaint for further review and consideration, or
- 3. Refer the complaint to the City Attorney for criminal prosecution consideration; or
- 4. Issue such reports, opinions and findings as the Board deems advisable under the circumstances and in accordance with the City Charter and ordinances; or
- 5. Dismiss the complaint based on any of the following grounds:
 - (a) Lack of jurisdiction in the Board of Ethics;
 - (b) Failure of the complaint to state a claim of a violation of the Ethics provisions contained in the Charter, law or ordinances;
 - (c) Failure of the complainant to cooperate in the Ethic Board's review and consideration of the complaint; or
- 6. Take such other action which the Board deems necessary and as authorized by the Charter or Ordinance.
 - (a) Pursuant to Michigan Compiled Laws 15.243(b)(I) and (ii), each complaint shall remain confidential until the meeting at which the Board of Ethics receives the analysis of the City Attorney. Continued confidentiality of the complaint and any material resulting from the Board's review and consideration

- shall be determined on a case-by-case basis in accordance with the Michigan Freedom of Information Act or any successor law.
- (b) No person shall knowingly make a false or misleading statement in any complaint filed with the City Clerk pursuant to this Chapter.
- (c) Except in the case of dismissal under Section 290.03(a)(5)(a and b), the Board of Ethics shall not issue an opinion on any complaint without providing the person(s) charged with written notice of a complaint and a reasonable opportunity to be heard before the Board.

290.04 PROHIBITIONS.

- (a) No person, including any administrative board established under Article V, Chapter 2 of the City Charter, shall directly or indirectly offer or give to any officer, employee or candidate; a member of the immediate family of any officer, employee or candidate; or a business with which any officer, employee or candidate is associated any gift, loan, money, goods, services, contribution, reward, employment or other thing of value based on an agreement or understanding that a vote or official action or decision of an officer, employee or candidate would be influenced.
- (b) No officer, employee or candidate, a member of the immediate family of an officer, employee or candidate, or a business with which an officer, employee or candidate is associated shall directly or indirectly solicit or accept any payment, gift, loan, contribution, money, goods, services, reward, employment or other thing of value based on any agreement or understanding with a person, including any administrative board established under Article V, Chapter 2 of the City Charter, that a vote or official action or decision of an officer, employee or candidate would be influenced thereby.
- (c) It shall be presumed that a non-monetary gift having a value of less than \$50 does not evidence a violation of paragraphs (a) and (b) of this Section or of Code Section 206.15. Paragraphs (a) and (b) of this Section do not prohibit communication between an individual or organization and a candidate regarding the candidate's views, record or plans for future action regarding an issue or measure in an attempt to determine a candidate's viewpoints or how the candidate plans to act in the future, if such communication results in an endorsement of the candidate, a decision not to endorse the candidate, or a contribution or expenditure required to be

recorded or reported under Public Act 388 of 1976, as amended.

- (d) No officer or employee shall falsely represent his or her personal opinion to be the official position or determination of the governmental body of which he or she is a member or employee. This subsection shall not apply to statements by elected officials made in the course of fulfilling the responsibilities of their office or in running for election to office, nor shall it apply to the professional opinions of City officers or employees rendered in the course of performing their duties, provided that such opinions are clearly identified as professional opinions.
- (e) No officer or employee shall divulge to any unauthorized person confidential information acquired in the course of holding his or her position in advance of the time prescribed by the governmental body of which he or she is a member or employee for its authorized release to the public.
- (f) No officer or employee shall use, or allow others to use, the authority, title, or prestige of his or her public office for the attainment of the officer or employee's, or that of a member of his or her immediate family's, private financial benefit in any manner that is inconsistent with public interests.
- (g) An officer or employee shall not use personnel, resources, property or funds under his or her official care and control to obtain personal financial gain in addition to his or her official remuneration as an officer or employee for himself or herself, a member of his or her immediate family, or a business with which either is associated.
- (h) No officer or employee shall act as an attorney, agent or representative of a person other than himself or herself, before the governmental body of which such officer or employee is a member or employee. This provision shall not prevent an officer or employee from performing his or her responsibilities as an officer or employee.
- (i) No officer or employee shall act on behalf of the City by making any policy statements, promising to authorize or to prevent any future action, agreement or contract, when such officer or employee has, in fact, no authority to do so.
- (j) No officer or employee shall engage in a business transaction in which the officer, employee, a member of his or her immediate family, or a business with which either is associated, may profit from his or her official position or authority, or benefit financially from confidential information which the officer

or employee has obtained or may obtain by reason of that position or authority. This subsection shall not prohibit employment or a contract to conduct instruction which is not done during regularly scheduled working hours, except for annual leave or vacation time, if the officer or employee does not have any direct dealing with or influence on the employing or contracting person or entity in performing his or her official duties for the city.

- (k) Except as otherwise provided by law, no officer or employee shall participate in, vote upon or act upon, contracts, the making of loans or grants of public funds, the granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to any business in which the officer or employee, or a member of his or her immediate family, or any business with which either is associated has a financial or personal interest, other than an interest as a citizen, officer or employee of the city.
- (1) In addition to the provisions set forth in Charter Section 5-505.1, no officer or employee, shall fail to disclose in writing to the Board of Ethics a conflict of interest or any financial interest other than as a citizen of the city in any matter prior to any action by the city in that matter. Nothing in this Section shall prohibit the request of an informal opinion by an officer or employee from the Ethics Board regarding a potential conflict of interest. Neither the filing of a request for an informal opinion, nor the making of a statement concerning a potential conflict of interest pursuant to Section 290.05(a), shall create a presumption or inference that an officer or employee actually has a conflict of interest concerning the matter filed with the Ethics Board or disclosed on the public record.
- (m) No person shall directly or indirectly solicit, agree, aid or assist any officer or employee to violate this Chapter.
- (n) The provisions and prohibitions set forth in this Section 290.04 shall not be construed to prohibit or restrict city employees from negotiating, entering into or enforcing a collective bargaining agreement between the city and a labor union to which the employee belongs pursuant to State or federal law.
- (o) The provisions and prohibitions set forth in this Section 290.04 are subject to the applicable provisions and procedures of the State Statute entitled "Contracts of Public Servants with Public Entities", being MCL 15.321, et seq. as the same may be amended from time to time. In the event of a conflict between this Section 290.04 and the State Statute in any particular case, the State Statute shall prevail.

290.05 PARTICIPATION IN GOVERNMENTAL DECISIONS.

- (a) A member of City Council who is required to make a motion to recuse herself/himself, or who is the subject of a motion to recuse herself/himself, on any question before the Council shall, before the matter is brought to a vote, first make a disclosure for the public record to the Council President of the conflict of interest or the financial interest other than as a citizen of the city, if any, or alternatively explaining why, despite any potential conflict, such member of Council is able to vote and otherwise participate fairly, objectively and in the public interest. A statement shall be entered in full in the minutes or other official record of the legislative body. The Clerk shall forthwith forward any such statement on to the Ethics Board. Compliance with the provisions of this Section 290.05(a) by an elected official shall be deemed compliance with Section 290.04(l).
- (b) The provisions and prohibitions set forth in this Section 290.05 shall not be interpreted to prohibit or restrict an employee from engaging in negotiations, approval and enforcement of a collective bargaining agreement between the city and a labor union to which the employee belongs pursuant to State and federal laws.
- (c) The provisions and prohibitions set forth in this Section 290.05 are subject to the applicable provisions and procedures of the State Statute entitled "Contracts of Public Servants with Public Entities" being MCL 15.321, et seq., as the same may be amended from time to time. In the event of a conflict between this Section 290.05 and the State Statute in any particular case, the State Statute shall prevail.

290.06 INVESTIGATIVE ASSISTANCE.

All city officers and employees shall fully and truthfully respond to any inquiries by the City Attorney or the Board of Ethics in investigating any complaint of a violation of this Chapter. All city employees and elected or appointed officials of the city shall cooperate with any investigations by the Board of Ethics; such cooperation shall include the compilation and production of any information requested by the Board during an investigation unless the information requested is exempt from disclosure under the applicable State law.

290.07 DISTRIBUTION OF COPIES OF CHAPTER.

The Department of Personnel and Training shall provide a copy of Chapter 5 Article V of the City Charter and of this chapter to each officer and employee of the City.

290.08 STATEMENTS OF FINANCIAL INTERESTS.

- (a) For purposes of this Section, the following persons shall be referred to as "reporting individuals":
 - (1) Each elected officer and
 - (2) Each appointed officer, including appointed officers of the Board of Water and Light, but excluding members of boards, commissions or agencies of the city.
- (b) Each reporting individual shall file by May 1 of each year, a sworn written statement of financial interests in accordance with the provisions of this Section, unless (s)he has already filed a statement in that calendar year.
- (c) Statements of financial interest shall also be filed by the following:
 - (1) An elected officer at the time of filing her/his oath of office;
 - (2) A reporting individual whose appointment to office is subject to confirmation by the City Council at the time when her/his name is submitted to the Council for consideration;
 - (3) Any other person at the time (s)he becomes a reporting individual.
- (d) The Department of Personnel Services, the Finance Director's Office, City Council Staff and the Office of the Mayor shall cooperate with the City Clerk in notifying individuals of their obligation to file statements of financial interests and in effecting the filing of such statements.
- (e) No appointed officer or employee shall be allowed to take the oath of office of shall enter into or continue her/his duties, unless (s)he has filed a statement of financial interests as required by this Chapter.
- (f) Statements of financial interests shall contain the following information:
 - (1) The name, address, and type of organization (other than the city) in

which the reporting individual was an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity, and from which any income in excess of \$2,500 was derived during the preceding year.

- (2) The identity of any capital asset, located within the City of Lansing, including the address or legal description of real estate from which the reporting individual realized a capital gain of \$5,000 or more in the preceding calendar year other than the sale of the reporting individual's principal place of residence.
- (3) The name of any unit of government, other than the city, which employed the reporting individual during the preceding calendar year.
- (4) The name of any person, business or organization from whom the reporting individual received during the preceding calendar year one or more gifts or honoraria having an aggregate value in excess of \$500, but not including gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under Public Act 388 of 1976, as amended.
- (5) The name and instrument of ownership in any entity conducting business in the city, in which the reporting individual, or a member of the individual's immediate family had a financial interest during the preceding calendar year. Ownership interests in publicly held corporations need not be disclosed.
- (6) The identity of any financial interest in real estate located in the city or other jurisdictions within which the city may own real estate or public utility improvements, other than the principal place of residence of the reporting individual, and the address or, if none, the legal description of the real estate, including all forms of direct or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate.
- (7) The name of, and the nature of the city action requested by, any person which has applied to the city for any license or franchise, or any permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the reporting individual or a member of the individual's immediate family has a financial interest in such person.

- (8) The name of any person doing independent contracting business with the city in relation to which business the reporting individual had a financial interest during the preceding calendar year, and the title or description of any position held by the reporting individual in such person.
- (g) Form for statement of financial interests. Typewritten or printed statements of financial interests are to be filed with the City Clerk. The statement shall be verified, dated, and signed by the reporting individual personally. It shall be submitted on a form approved by the Board of Ethics.

(h) Filing of Statements.

- (1) The City's Finance Director and the Personnel Director shall certify to the City Clerk a list (current as of the prior January 1) of the names and mailing addresses of the persons who are required to file a statement of financial interests in the current year.
- (2) The City Clerk shall, in writing, notify all persons required to file statements of financial interests under this Section. Notice shall be delivered by first class mail to the last known address appearing in city records.
- (3) All statements of financial interests shall be available for examination and duplication by the public in the office of the City Clerk during the regular business hours of the City of Lansing, except as otherwise provided by law. Costs of duplicating the statement of financial interests shall be paid by the person requesting the duplication.
- (4) No person shall use for any commercial purpose information contained in or copied from statements of financial interests required to be filed by this Chapter or from lists compiled from such statements.
- (i) Failure to file statements by deadline.
 - (1) The City Clerk shall notify any person who fails to file such a statement by May 1 of each year, by certified mail of her/his failure to file by the specified date. Such person shall file her/his statement on or before May 31, along with a late filing fee of \$20.00. Failure

- to file by May 31 shall constitute a violation of this Chapter, except as provided in subsection (3).
- (2) Any person who first becomes subject to the requirement to file a statement of financial interests within 30 days prior to May 1 of any year shall be notified at that time by the appointing or employing authority of the obligation to file and shall file his statement at any time on or before May 31 without penalty. The appointing or employing authority shall notify the City Clerk of the identity of such persons. If such person fails to file a statement by May 31, the City Clerk shall-notify such person by certified mail of her/his failure to file by the specified date. Such person shall file her/his statement of financial interests on or before June 15, along with a late filing fee of \$20.00. Failure to file by June 15 shall constitute a violation of this Chapter, except as provided in subsection (3).
- (3) A person who is required to file such statements of financial interest may have one thirty day filing extension by filing a notice with the City Clerk by the date on which the statement of financial interest is due. Failure to file by the extended deadline shall constitute a violation of this Chapter.
- (4) A statement of financial interest is considered filed when it is received by the City Clerk.

290.09 LOBBYIST AND CONTRACTOR DISCLOSURE.

- (a) All city officers and employees shall comply with the provisions of MCL 4.411, et seq., as the same may be amended from time to time, being the State act regulating lobbyists, lobbying agents, and lobbying activities, to the extent that the statutory provisions are applicable to the officers or employees activities.
- (b) All contractors or vendors having contractual relationships or open purchase orders with the city shall fully disclose in writing to the City Clerk and the Board of Ethics the existence of any employment, partnership or ownership relationship the contractor or vendor has with a former employee or officer of the city if such relationship was created within one year from the date the officer or employee terminated employment with the city.
- (c) The provision contained in Section 290.09(b) shall be included within every city contract and purchase order.

290.10 PENALTIES.

- (a) Violation by any person of any provision of this Chapter shall be a misdemeanor.
- (b) A violation of any provision of this Chapter may constitute a ground for forfeiture of office in proceedings brought pursuant to Charter 2-302.
- (c) The penalties prescribed in this Section shall be cumulative and not exclusive of each other.

290.11 EDUCATION.

The Board of Ethics shall develop a plan for implementation of a program to educate persons subject to the terms of this Chapter about their duties and responsibilities hereunder.

290.12 WHISTLE-BLOWER PROTECTION.

- (a) The provisions of the Whistle-Blower's Protection Act MCL 15.361, et seq. are intended to apply to employees who report a violation or suspected violation of this Chapter.
- (b) The city shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of employee, reports or is about to report, or is perceived to have reported or be about to report, verbally or in writing, a violation or suspected violation of this Chapter, unless the employee knows that the report is false, or because an employee is requested by the city, or any agency or officer thereof, to participate in an investigation, hearing, or inquiry held by the city, agency or official.
- **Section 2.** All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with these provisions are repealed.
- Section 3. Should any Section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part other than the part so declared to be invalid.
- Section 4. This ordinance shall take effect on the 30th day after enactment unless given immediate effect by the City Council.

Section 5. This ordinance shall expire 10 years from the date of its passage by the City Council unless readopted prior to that time.

ADOPTED BY THE LANSING BOARD OF ETHICS AT THEIR REGULAR MEETING HELD ON TUESDAY, MARCH 11, 1997

Attorney Work Product - Privileged & Confidential

Relationship Timeline

	20	

Person	Organization	(or unknown)	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Source
Joan Jackson Johnson	OCOF	×	X	X	X	-	X	Х	X	X	X	X	LARA
Joan Jackson Johnson		-	-	-	-	-	-	-	X	Х	×	Х	LARA
Joan Jackson Johnson	Capital Area Community Services	-	-	-	-	-	-	-	×	X	X	Х	LARA
Joan Jackson Johnson	Capital Area Health Alliance	-	-	-	-	-	-	-		-	х	X	LARA
Joan Jackson Johnson	Advent house	X	-	-	-	-	-	-	-	-	-	-	Resume
Joan Jackson Johnson	Loves & Fishes	×	-	-	-	-	~	-	-	-	-	-	Resume
Nikki Johnson	OCOF	-	-	-	-	-	X	X	Х	X	X	X	LARA
Nikki Johnson	C4K	-	-	-	-	-	-	-	Х	Х	X	Х	LARA
Nikki Johnson	Helping Women Period	-	-	-	-	-	-	-	-	-	-	X	LARA
Vernon Johnson	Loves & Fishes	-	-	-	-	-	-	×	X	X	X	-	LARA
Eric Schertzing	OCOF	×	X	Х	Х	-	Х	X	X	X	X	-	LARA
Eric Schertzing	Capital Area Community Services	-	-	-	х	X	×	×	x	х	Х	Х	LARA
Eric Schertzing	Ingham County Treasurer	-	×	X	х	X	X	×	×	X	x	X	Linkedin
Eric Schertzing	Michigan Association of Land Banks	-	-	-	х	Х	Х	×	х	Х	х	Х	LinkedIn
Eric Schertzing	Ingham County Land Bank		х	×	x	x	x	×	x	x	x	×	Ingham County Land Bank website articles of incorporation

Disbursements to OCOF

During a Time Which a Conflict Existed

Check	· ·	Check	
Number	Vendor Name	Date	Check Amount
639563	OCOF NON PROFIT	8/23/2017	\$ 240.00
642281	OCOF NON PROFIT	11/15/2017	9,588.00
643462	OCOF NON PROFIT	12/20/2017	14,752.25
644109	OCOF NON PROFIT	1/17/2018	14,383.20
644453	OCOF NON PROFIT	1/31/2018	25,208.23
645442	OCOF NON PROFIT	3/6/2018	33,937.39
645993	OCOF NON PROFIT	3/28/2018	28,733.00
646657	OCOF NON PROFIT	4/25/2018	23,067.00
648074	OCOF NON PROFIT	6/27/2018	10,000.00
648258	OCOF NON PROFIT	7/4/2018	19,214.00
648259	OCOF NON PROFIT	7/4/2018	20,329.30
648698	OCOF NON PROFIT	7/25/2018	20,616.75
650685	OCOF NON PROFIT	9/26/2018	21,245.72
653111	OCOF NON PROFIT	12/5/2018	40,145.1
653482	OCOF NON PROFIT	12/19/2018	15,566.80
654029	OCOF NON PROFIT	1/16/2019	28,358.84
654301	OCOF NON PROFIT	1/23/2019	5,000.00
655220	OCOF NON PROFIT	2/27/2019	1,667.74
656402	OCOF NON PROFIT	4/10/2019	29,505.56
656993	OCOF NON PROFIT	5/1/2019	22,249.00
658097	OCOF NON PROFIT	6/5/2019	29,661.76
658541	OCOF NON PROFIT	6/26/2019	25,225.93
658985	OCOF NON PROFIT	7/10/2019	4,902.60
659369	OCOF NON PROFIT	7/24/2019	29,660.3
661048	OCOF NON PROFIT	9/11/2019	24,434.68
New Ave			\$ 497,693.17

Disbursements to OCOF

Surmised to Indirectly Benefit OCOF

Check	to man coay Bonone coo.	Check			Invoice
Number	Vendor Name	Date	Invoice Number	DESCRIPTION	Amount
560231	MICHAEL PATRICK HUDSON	7/7/2010	63010	5/31-6/16/10 OCOF/HOUSING PREP	\$ 252.00
569360	LANSING SCHOOL DISTRICT	3/23/2011	20110308A	OCOF MENTORING GUIDE 50 COPIES	162.00
584481	JOAN JACKSON JOHNSON	6/27/2012	20120612	Reimb.Pmt to City TV-OCOF FAM.	125.00
586451	ADVENT HOUSE MINISTRIES	8/22/2012	2013GY1/2ADVENT	1ST HALF GEN FND PYT FY13 OCOF	13,250.00
589887	JOAN JACKSON JOHNSON	12/5/2012	20121115	OCOF MEETING	25.88
591132	ADVENT HOUSE MINISTRIES	1/16/2013	FY13OCOF2ND	OCOF 2ND HALF FY13	13,250.00
592139	JOAN JACKSON JOHNSON	2/13/2013	20130207	CITY TV DOCUM OCOF FLOETR	125.00
597376	ADVENT HOUSE MINISTRIES	8/14/2013	2014FIRST HALFOC	FY14 1ST HALF GEN FUND OCOF	12,500.00
602455	ADVENT HOUSE MINISTRIES	2/12/2014	2014 2ND HALF	FY14 GEN FUND 2ND PYT -OCOF	12,500.00
618854	ADVENT HOUSE MINISTRIES	8/26/2015	20150819E	FY16 1ST HALF PYMT GF OCOF	10,000.00

\$ 62,189.88

Vers 3.2 (03/09)

MICHIGAN DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH BUREAU OF COMMERCIAL SERVICES, CORPORATION DIVISION NONPROFIT CORPORATION INFORMATION UPDATE 2009

Identification Number 70206R	OCOF NONPROFIT HOUSING CORPORATION	
Resident agent name and	mailing address of the registered office	
MARY RUTTAN 422 ADAMS ST		
LANSING MI 48906		
The address of the regist 422 ADAMS ST	tered office	

Describe the purpose and activities of the corporation during the year covered by this report:

IT IS THE CORPORATION'S EXCLUSIVE PURPOSE, AND ALL ACTIVITIES TAKEN DURING THE YEAR
COVERED BY THIS REPORT RELATE TO, PROVIDING HOUSING FACILITIES FOR PERSONS OF LOW AND
MODERATE INCOME, OR FOR PERSONS WHOSE INCOME DOES NOT EXCEED CERTAIN ESTABLISHED

Officer/Director Information								
NAME	TITLE	BUSINESS OR RESIDENCE ADDRESS						
ERIC SCHERTZING	PRESIDENT	422 ADAMS ST LANSING MI 48906						
BOB JOHNSON	SECRETARY	316 N CAPITOL LANSING MI 48933						
REV. SAM DUNCAN, JR.	TREASURER	5304 WISE RD LANSING MI 48911						
DRR. JOAN JACKSON JOHNSON	VICE PRESIDENT	124 W MICHIGAN AVE. LANSING MI 48933						
REV. SAM DUNCAN, JR.	DIRECTOR	5304 WISE RD LANSING MI 48911						
DR. JOAN JACKSON JOHNSON	DIRECTOR	124 W MICHIGAN AVE. LANSING MI 48933						
MARY RUTTAN	DIRECTOR	422 ADAMS ST LANSING MI 48906						
BOB JOHNSON	DIRECTOR	316 N CAPITOL LANSING MI 48933						
ERIC SCHERTZING	DIRECTOR	422 ADAMS ST LANSING MI 48906						

	Electronic Signature	
Filed By	Title	Phone
MARY E RUTTAN	Resident Agent	517-267-5221
X I certify that this filing is business entity to make a	submitted without fraudulent intent and that I my changes reported herein.	am authorized by the

	Payment Information	
Payment Amount	Payment Date/Time	Reference Nbr
\$ 20.00	09/14/2009 15:45:46	71315 6800 70206R 2009

PECS/CD-2000 (08/10) DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH NONPROFIT CORPORATION INFORMATION UPDATE



2010

Due Octobe	r 1, 2010	File Online at www.michigan.gov/fileonline	e <u> </u>
Identification Num	- 100	poration name OF NONPROFIT HOUSING CORPORATION	OCT 25 2010
Posident agent p	ame and mailing	address of the registered office	<u>by Department</u> Bureau of Commercial Senicas
MARY	RUTTAN DAMS ST	RECEIVED	adread of Commission devices
	NG MI 4890	\$2 0 SEP 17 2010	
		DELEG	
the address of the			
/ filed with	the Departme	consists of 3 or more directors, and further certify that all dir nt, and that no changes have occurred in required informatione box, proceed to item 6.	on since the last filed report.
Mailing addres	ss of registered	office in Michigan (may be a P.O. Box)	2. Resident Agent
3. The address o	of the registered	office in Michigan (a P.O. Box may not be designated as the addre	ess of the registered office)
3. The address o	of the registered	office in Michigan (a P.O. Box may not be designated as the addre	ess of the registered office)
		office in Michigan (a P.O. Box may not be designated as the addre	ess of the registered office)
i. Describe the p	ourpose and act	vities of the corporation during the year covered by this report:	ess of the registered office)
Describe the p	ourpose and act	vities of the corporation during the year covered by this report: BUSINESS O	
Describe the p different	ourpose and act	vities of the corporation during the year covered by this report: AME BUSINESS O	
I. Describe the p	ourpose and act	wities of the corporation during the year covered by this report: AME BUSINESS O ed)	
I. Describe the p	purpose and act N President (Require Secretary (Require	wities of the corporation during the year covered by this report: AME BUSINESS O ed)	
5. If different than President	President (Requir Secretary (Requir Treasurer (Requir	wities of the corporation during the year covered by this report: AME BUSINESS O ed)	
4. Describe the p 5. If different than President Required 3 or more directors (3 different	President (Require Secretary (Require Treasurer (Require Vice President	wities of the corporation during the year covered by this report: AME BUSINESS O ed) ed)	
4. Describe the part of the pa	President (Require Secretary (Require Vice President	wities of the corporation during the year covered by this report: AME BUSINESS O ed) ed)	
4. Describe the part of the pa	President (Require Secretary (Require Vice President Director (Require Director (Require	AME BUSINESS O ed) ed) d) Please make your check or m. Include payment with complete	noney order payable to the State of Michigan. led report in the same envelope. Energy, Labor & Economic Growth mercial Services, Corporation Division 7

8C\$/CD-2000 (05/11)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION INFORMATION UPDATE



2011

	er 1, 201	1 File Unline	at www.michig	an.gov/illec	MINUTE.			
Identification Nu		Corporation name						
7020	6R	OCOF NONPROFIT	HOUSING CORP	ORATION			į.	
Resident agent n	ame and ma	lling address of the regis	tered office					
	RUTTAN		FILE	n REC	CEIVED)		
ľ	DAMS ST NG MI 48		4 0 000		CED 9 O A	041		
. 2			NUV 1/4	2011 20	OEP DU Z	UII)
,		•	By Departn Bureau of Commer	nent cial Services	ELEG		r Nage	
The address of th	ne registered	office				.,		
	AMS ST IG MI 48	906						
filed with	h the Depar checke (ard consists of 3 or mo tment, and that no cha d the box, proce	nges have occurred ed to item 6.			he last filed rep	ort.	viously
Mailing addres	s of register	red office in Michigan (m	ay be a P.O. Box)	100 -	110-1	2. Resident A	Igent	
422	2 /	dans St	Lansing		48906	Eric	Sche	rtzing
		red office in Michigan (a	_	-		registered office)	7
422	Adam	s St Lan	ising M	I 48	906			
4 Describe the								
It is the this rep	Corpera corpera ort relations	activities of the corporati tions exclusive to providing	on during the year con e purpose and housing faciliates and excent	vered by this repo thall activ ther for ed cortain	nt: uties taken persons of established	low and	moderat	covered by
It is the this rep for per 5.	Corperation to relations	activities of the corporation of	on during the year con e purpose an housing frei	h all activ litier for ed Cartain	nt: uties taken persins of established ESS OR RESID	low and limits ENCE ADDRES	moderat	covered by
It is the this rep for per	Corpera ort relati sons w	teams exclusive to providing hose income d	Assusing facilities not exce	h all activ I.Her for ed Cartain BUSINI	uties taken persions of established ESS OR RESID	ENCE ADDRES	<u> </u>	
It is the this rep for per 5.	Corperation to relations we be president (Re	tions exclusive to providing those income de NAME	housing facilies not exce	Lall activities for ed cartain BUSINI 22 Adam	uties taken persons of established ESS OR RESID	ENCE ADDRES	s nat	48906
It is the this rep for per 5.	President (Re Secretary (Re Lat Treasurer (Re	tions exclusive to providing hose income d NAME equired) Schertzin equired) Schertzin equired)	housing free oes not excent	Lall activities for ed cartain BUSINI 22 Adam Seymour	eties taken parsins of established ESS OR RESID	Lansing	nat MI	48906 48933
It is the this rep for per 5.	President (Re Secretary (Re Pat Treasurer (Re Vice President	tions exclusive to providing hose mine d NAME equired) Schertzin Baines Lake equired) Duncan Tr	housing free sees not excess 310	Lall actively for ed cartain BUSIN 22 Adam Seymour 4 Wise	eties taken persons of established ESS OR RESID S St- TA	Lansing W	s nat mi	-48906 48933 ?111
If is the this rep for per 5. If different than President	President (Resident (Resid	tions exclusive to providing hose inime of NAME Equired Schertzin Baines Lake Equired Duncan Tr It cksom Johns Equired	housing freeless and excess 310 530 124	Lall activities for ed cartain BUSINI 22 Adam Seymour 4 Wise W. Mic	established ESS OR RESIDI STA Rd La higan Auc	Lansing Lansing Using Lansing	nat MI NI 48 MI	48906 48933 3911 48933
If is the this rep for per 5.	President (Resident of Resident of Residen	His as exclusive to providing hose in the d NAME quired) Schertzin Baines Lake equired) Duncan Tr nt Tickson Johns quired) Baken quired) Baken	210 230 2432	Lall actively for the Contain BUSINI 22 Adam Seymour 4 Wise W. Michael Heartur 4 Heartur	established ESS OR RESIDI STA Rd La higan Auc	Lansing W Lansing W Lansing Okenss	MI MI MI MI MI	-48906 48933 3111 48933 48864
If its the this rep for per 5. If different than President Required 3 or more directors	President (Resident of Resident of Residen	tions exclusive to providing hose inime of NAME equired) Schertzin Squired Duncan Tr. nt Tackson, Johns squired) Baken Tackson Johns Tackson Johns Tackson Johns	2 124 24 25 26 27 27 27 27 27 27 27 27 27 27	Lall actively for the Contain BUSINI 22 Adam Seymour 54 Wise W. Michael Hertung	estechished Estechished Estechished ESS OR RESIDIO State Alabama Ave Lingan Ave Lingan Ave Lingan Ave	Lansing W Lensing OKemss Lansing	MI MI MI MI MI MI MI MI	48933 3911 48933 48864
It is the this rep for per 5. If different than President Required 3 or more directors (3 different individuals)	President (Respector)	tions exclusive to providing hose income of NAME squired) Schertzing Barnes Lake squired) Duncan Jr. nt Jackson, Johns squired) Baken squired) Baken squired) Tackson, Johns squired) Baken squired) Jackson, Johns squired) Jackson, Johns squired)	2 Purpose and housing facilities and excess of excess of excess on 124 4324 422	Lall activities for ed cortain BUSINI 22 Adam Seymour 4 Wise W. Michael W. Michael Adams	estechished ESS OR RESIDI Star Higan Ave bigan Ave Star L	Lansing W Lonsing OKems Lansing	MI M	48933 3911 48933 48864 48933 8823
It is the this rep for per 5. If different than President Required 3 or more directors (3 different individuals) 6. Report (Presidentifications of the presidentification of the presidentificatio	NAME squired) Schertzin Baines Lake squired) Duncan Jr. Nickson Johns squired) Baken Julied) Baken Julied) Schertzin	2 Purpose and housing facilities and excess of excess of excess on 124 4324 422	BUSINI 22 Adams Seymour W. Mice W. Mice W. Mice Adams e make your checke payment with conto: Department	ested shows of ested	Lansing W Lansing OKems Lansing OKems Lansing Transpale to the in the same enviand Regulatory	MI M	48933 3911 48933 48864 48933 8823
It is the this rep for per 5. If different than President Required 3 or more directors (3 different individuals) 6. Report of Filing if report is certification.	Presidentifications of the last sens to	tions exclusive to providing hose income of NAME aquired) Schertzin Baines Lake equired) Duncan Jr. nt Jackson, Johns quired) Baken quired) Baken quired) Tackson, Johns quired) Schertzing	Son 124 422 Pleas Include Returns to be signed by the	BUSINI 22 Adam Seymour 4 Wise W. Michael Cartain Adams e make your checke payment with control p.O. Box P.O. Box	ESS OR RESIDING EST A RA RA La Ligan Ave Ligan Ave Ligan Ave Ligan Ave St. L Externology order Completed report ant of Licensing: f Commercial Se 30767 MI 48909	Lansing W Lansing OKems Lansing OKems Lansing Transpale to the in the same enviand Regulatory	MI M	48933 3911 48933 48864 48933 8823
It is the this rep for per 5. If different than President Required 3 or more directors (3 different individuals) 6. Report (Filing if report is certificairperson or per per per per per per per per per pe	Presidentifications of the second of the sec	hose inches de NAME NAME Equired) Schertzin Ackson, Johns Rulred) Schertzin Cober 1, 2011. 20.00. anges occurred, it must person of the board of	Son 124 422 Pleas Include Returns to be signed by the	BUSINI 2 Adam Seymour W. Mise W. Mise W. Mise W. Mise W. Mise W. Mise Department with conto: Bureau of P.O. Box Lansing, (517) 241	ESS OR RESIDING EST A RA RA La Ligan Ave Ligan Ave Ligan Ave Ligan Ave St. L Externology order Completed report ant of Licensing: f Commercial Se 30767 MI 48909	Lansing Lansing Chemis Lansing Okemis Lansing onsing onsing Ansing Ansing Ansing onsing Ansing An	MI M	-4890-6- 48933 3911 48933 48864 48933 8823

BCS/CD-2000 (06/12)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION INFORMATION UPDATE



2012

Due Octob	er 1, 20	12 This report	can be filed online at www.i	nichigan.gov/fileonline
Identification N	umber	Corporation name		
7020	6R	OCOF NONPROFIT HOU	SING CORPORATION	
Resident agent	name and n	nailing address of the registered o	office	
	SCHERT			
	NDAMS S ING MI		RECEIVED	FILED
	2.110.110 1111 40000		OCT 2 9 2012	NOV 0 9 2012
			\$20 Dept. of LEG	by Department Bureau of Commercial Services
	the register DAMS ST NG MI 4	•		
previou	isly filed w	ith the Department, and that no	ectors, and further certify that all directors ochanges have occurred in required inform	
		ced the box, proceed tered office in Michigan (may be a		2. Resident Agent
	-		ŕ	
4. Describe the	purpose an	d activities of the corporation dur	ing the year covered by this report:	
5.	· · · · · · · · · · · · · · · · · · ·	NAME and BUSINESS OR	RESIDENCE ADDRESS	
	President (Required)		-
If different	Secretary (Required)		
than President	Treasurer (
	Vice Presid	fent		
Required	Director (R	equired)		
3 or more directors	Director (R	equired)		
	Director (R	equired)		
6. Report	due O	tober 1, 2012.	Please make your check or money or	der payable to the State of Michigan. ort in the same envelope.
•		\$20.00.	Return to: Department of Licensing Bureau of Commercial	ng and Regulatory Affairs Services, Corporation Division
_	the chair	occurred, this must be person, vice-chairperso resident.	P.O. Box 30767 Lansing, MI 48909 Pn, (517) 241-6470 OR File online at www.michigan.gov/	fileonline
Signature of at	thorized		Tille Chairsen Date 1D-	23.12 Phone (Optional) 5/7 303 7233

Due October 1

Identification Number

DEPÄRTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT

File Online at www.michigan.gov/corpfileonline

13-03

FEB 1 9 2019

YEAR: 2014

Corporation name

800918013	3	OCOF N	ONPE	ROFIT H	DUSING	CORPO	RATION	1	
Resident agent name	e and mailing	address of the	registered	office				****	
ERIC S	SCHER	TZING							
422 AD	DAMS S	ST.					F	ILE	D
LANSII	NG, MI	48906					i ci	20	2019
									-
The address of the re	•	C6					CORPORA	INISTR ATIONS	ATOR S DIVIBION
LANSING, I	MI 4890)6							
If no cha	nge in th	ne addres:	s of the	e registere	d office a	ind/or resi	dent age	nt pr	roceed to Item 4.
1 Mailing address of the	5 W.	Grandr	ive	C East	Lansir			Ja	ckson Johnson
425 N	1. G	rand		East L	ansins	, M:	4882	23	
4 The purposes an Providin								_	
5		NAME and	BUSINES	S OR RESIDE	ICE ADDRESS	3			
If different than President	Secretary Treasurer	ban_	Jac	rson	Joh	nson	425 h	J <u>. (</u>	EL. M. 4882'
	Director 1	, .							
Required Directors	Director E	dwin		Mar	shal	\			
	Director G	ail		TOUY				7	1/
6 Report due Filing fee	_		· .			completed repo	rt with a check Division 17 1909		OV/corpfileonline ney order payable to the
Signature of author	rized officer	or agent		Title Dear ide	nt	Date 2 19	2019	Phone	7 2565989
If more space is neede amended. Fallure to fil					report This repo			62, Publ	

\$50.00 for 2013-2014 alpp. 1840725

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT

13-03

FEB 1 9 2019

YEAR: 2015

Identification Number		e Unime at www.i	memyan.	Postcorbii	leomine	
	Corporation n					
800918013	OCOF	NONPROFIT H	DUSING	CORPO	RATION	1
Resident agent name and i	mailing address of th	e registered office				
ERIC SCH	ERTZING					
422 ADAM	IS ST				1	FILED
LANSING,						TD 3.0.0040
LANORIO,	1011 40300				Γt	EB 2 0 2019
The address of the register	red office					DMINISTRATOR DRATIONS DIVISION
422 ADAMS ST	Γ					
LANSING, MI 4	8906					
If no change	in the addre	ss of the registere	ed office a	nd/or resi	dent age	ent proceed to Item 4.
1 Mailing address of regis	tered office in Michi	gan if changed (may be a P	O Box)		2 Resident	Agent if changed
425 W. Gr	and River	- East Lansin	5. Mi 48	3823	Jan	Jackson Johnson
3 The address of the regis	stered office in Michi	gan if changed (a P O Box	may not be des	ignated as the a	iddress of the	registered office)
425. W. G	Frand Rive	v Edstlansi	ns.M.	4882	3	
		of business in which the con				
Provide	housing	related ser	rvicas	to lo	WIN	cone households
5		nd BUSINESS OR RESIDE				
Preside	<u>Jan</u>	Jackson	John:	son 4	25 W	Grand River hi 4882
If different Secrets	ry					
President Treasur	er					
Required	Nikki	Johnson				
Directors Director			 7 \			
Director	Call	Fournier	_			
s Panert due Ord	char 1	1000 THE			u miebio	an saylearnfileanline
6 Report due Oct Filing fee \$20			or mail your	completed repo		an.gov/corpfileonline k or money order payable to the
, 3			State of Mid Return to	Corporations (
				P O Box 3076 Lansing, MI 46 (517) 241-647	3909	and the state of t
Signature of authorized	officer-or agent	Trtle		Date	-	Phone (Optional)
	()-	Preside			019	(517)256-5989
If more space is needed addition amended. Failure to file this re	onal pages may be incl	uded. Do not staple any items to				

Due October 1

Identification Number

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT

File Online at www.michigan.gov/corpfileonline

13-03

FEB 1 9 2019

YEAR: 2016

Corporation name

800918013	OCOF NON	PROFIT HOUS	SING CORPOR	RATION	
Resident agent name and mallin	g address of the registe	ered office			
ERIC SCHER	TZING				
422 ADAMS S	ST			F	ILED
LANSING, MI	48906			FEB	2 0 2019
The eddress of the registered off	iica				IINISTRATOR ATIONS DIV ISION
LANSING, MI 489	06				
If no change in t	he address of	the registered of	ffice and/or resid	lent agent pro	ceed to Item 4.
1 Mailing address of registered 435 M. Gr 3 The address of the registered	and River	EAS+ [ANS]	NG McNGAN of the designated as the a	ddress of the regustere	son Johnson
425 W. G	rand Rive	r East Lav	sing. Mich	igan 48	823
4 The purposes and general na	iture and kind of busine	ss in which the corporation	n engaged during the yea	roovered by this report. house hold	15
5	NAME and BUSI	NESS OR RESIDENCE A	DDRESS		
If different than President Treasurer	Joan	Jacksov) Johnson	n 425W Gr	and River #: 48823
Director		Johnson Marshall			/
6 Report due Octobe Filing fee \$20.00		or Sta	ie online at www mail your completed report to of Michigan turn to Corporations D P O Box 3076 Lansing, Mi 48 (517) 241-6470	t with a check or mone ivision 7 909	
Signature of authorized office	r or agent	President	Date	Phone (Optional)
If more/space is needed diddings to	ages may be included. Do		This report is required by Se	ction 911, Act 162, Public	

\$25.00 Uff. 1840725

Due October 1

identification Number

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT

File Online at www.michigan.gov/corpfileonline

13-03

FEB 1 9 2019

YEAR: 2017

800918013	OCOF NONPROFIT HOUSING CORPORATION		
Resident agent name and mailin	g address of the registered office		
ERIC SCHER 422 ADAMS S LANSING, MI	ST	FILED FEB 2 0 2019 ADMINISTRATOR	
The address of the registered of 422 ADAMS ST LANSING, MI 489		CORPORATIONS DIVISION	
<u> </u>		and/or resident agent proceed to item 4.	
425 W Gya 3 The address of the registered 425 W. Gyav	office in Michigan if changed (may be a PO Box) and River East Lansing Ma office in Michigan if changed (a PO Box may not be des d River East Lansing, Mi ature and kind of business in which the corporation engage	signated as the address of the registered office)	
Provide hos	sing related services to	low income households	
If different than President Treasurer	NAME and BUSINESS OR RESIDENCE ADDRESS TOAN JACKSON JOH	nson 425W. Grand River 46823	
Required Director Director	Likki Johnson Edwina Marshall Gail Fournier		
6 Report due Octobe Filing fee \$20.00		line at www.michigan.gov/corpfileonline r completed report with a check or money order payable to the chigan Corporations Division P O Box 30767 Lansing, MI 48909 (517) 241-6470	
Signature of authorized office	r or agent Title President ages tay be included. Do not staple any items to report. This report the comparison.	Date Phone (Optional) 2 (4) 2019 (517) 256-5489 port is required by Section 911, Act 162, Public Acts of 1982, as	

\$ 25.00 ulff. 1880725

Due October 1

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT

File Online at www.michigan.gov/corpfileonline

13-03

FEB 1 9 2019

YEAR: 2018

Identification Number	9 r	Corporation name					
80091801	3	OCOF NONE	PROFIT HO	DUSING	CORPO	RATION	
Resident agent nam	e and mailin	g address of the register	ed office				
ERIC S	SCHER	TZING					FILED
` 422 A[DAMS S	ST					FEB 2 0 2019
LANSI	NG, MI	48906				co	ADMINISTRATOR PROPATIONS DIVISION
The eddress of the r	SST						
LANSING, I	VII 4890	J6			···		
If no cha	nge in t	he address of t	he registere	d office a	ınd/or resi	ident agei	nt proceed to Item 4.
		office in Michigan if cha	nged (may be a P	O Box)		2 Resident A	gent if changed
		River Fast L	ausing A	1,488	23_	Joan.	backson Johnson
3 The eddress of the	ne registered	office in Michigan if cha	inged (a P O' Box r	nay not be des	signated as the	address of the	registered office)
425 W-	Grand	River Ea	st Lanki	ng Mi	4882	3	
	_	ature and kind of busines		0.50			•
Provide	hous	ing related	services	s to lo	w incor	ne hou	seholds
5		NAME and BUSIN	ESS OR RESIDEN	CE ADDRES	3		
	President -	Toan Ja	ckson	Joh	nson	425 W.	Grand River 45823
If different than	Secretary					<u> </u>	
President	Treasurer						
Regulred	D:rector	Nikki ?	Juhnson	\wedge			
Directors	Director	Edwina	Marsh	nall			
	Director	Gail	Journi	eN			7
6 Report due	Octobe				ine at usus	w michias	in.gov/corpfileonline
Filing fee					completed repo	ort with a check Division	or money order payable to the
					Lansing, MI 4 (517) 241-647		
Signature of autho	orized office	r or agent	Title Presid				Phone (Optional) (517) 256 - 5989

\$25,00 wlf. 1880725

13-03

CSCL/CD-2000 (05/19)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT

2019



Due	October	1, 2019	File Online	at

www.michigan.gov/corpfileonline

Identification Number 800918013 Corporation name

OCOF NONPROFIT HOUSING CORPORATION

Resident agent name and mailing address of the registered office

JOAN JACKSON JOHNSON **425 W GRANDRIVER** EAST LANSING, MI 48823

FILED

RECEIVED

SEP 0 3 2019

SEP 06 2019

LARA \$20.00

The address of the registered office

CORPORATIONS DIVISION

425 W GRANDRIVER EAST LANSING, MI 48823

ľ	To certify there are no changes from the previous year filed report, check this box and proceed to Item 6
ı	If the resident agent and/or registered office has changed, proceed to Item 1 and do not check this box.
	If only officer and director information has changed, proceed to item 4 and do not check this box.

1 Mailing addr	ess of registered office in	Michigan if changed (may be a PO Box)	2 Resident Ager	it if changed	
3 The address	of the registered office in	Michigan if changed (a P O Box may not be de	signated as the address	of the registered office)	
4 The purpose	s and general nature and	kind of business in which the corporation engage	ed in during the year covi	ered by this report	
			•		
5	N/	ME and BUSINESS OR RESIDENCE ADDRES	SS		
	President				
if different than President	Secretary				-
Fiesideili	Treasurer				
If the corporat	tion is a private foundated the board shall con	tion or formed to provide care to a dentally u sist of 1 or more directors. The board of all o	nderserved population, ther corporations shall	check the following box. consist of 3 or more directors.]
	Director				
Required Director(s)	Director		•		
	Director				
6. Signature of	authorized officer or ag	ent Housing Specialist	Date 8 29 19	Phone (Optional) (517)483-409	

FILE ONLINE AND SAVE time by going to www.michigan.gov/corpfileonline. You will get an immediate response and you can elect to receive future notices by email to the resident agent. The agent will also be sent an email when a document is filed or a CID/PIN is requested or mail your completed report with a check or money order payable to

Report due October 1, 2019.

Filing Fee \$20.00.

the State of Michigan Return to Corporations Division PO Box 30767 Lansing, MI 48909

(517) 241-6470
If more space is needed additional pages may be included. Do not staple any items to report. This report is required by Section 911, Act 162, Public Acts of 1982, as amended Failure to file this report may result in the dissolution of the corporation

Disbursements to C4K During a Time Which a Conflict Existed

Paid directly to C4K

Check		Check	
Number	Vendor Name	Date	Check Amount
648707	CONNECT 4 KIDS	07/25/18	\$ 50.00
651089	CONNECT 4 KIDS	10/10/18	178.00
655229	CONNECT 4 KIDS	02/27/19	5,195.4
655362	CONNECT 4 KIDS	03/06/19	35.86
657324	CONNECT 4 KIDS	05/15/19	900.00
659579	CONNECT 4 KIDS	07/31/19	105.00
			¢ 6.464.3

Surmised to Indirectly Benefit C4K

Check	Vander Name	Check	Investor Noveler	DESCRIPTION	Invoice
Number	Vendor Name	Date	Invoice Number	DESCRIPTION	Amount
628296	LANSING SCHOOL DISTRICT	7/20/2016	07092016-KIDSCON	C4K-LSD PRINT STd-1,000	\$ 172.50
628296	LANSING SCHOOL DISTRICT	7/20/2016	07092016-KIDSCON	C4K-LSD PRINT POSTERS 100	69.00
630175	CAPITOL TRANSPORT LLC	9/14/2016	81605	TRNSPORT CONNECT 4 KIDS	48.90
638518	LANSING SCHOOL DISTRICT	7/12/2017	07052017-COL	C4K FLYER/POSTCARDS-LSD PRINT	335.00
639503	LANSING SCHOOL DISTRICT	8/16/2017	0808017-COL	C4K PASSPORTS 3,304 AUG 2017	588.20
639503	LANSING SCHOOL DISTRICT	8/16/2017	07272017-COL	C4K VOUCHERS 2017, 3,304	258.50
640168	PETER ADIENG DING-MEJOK	8/30/2017	20170824C	PD-MEJOK 8/21/17 C4K HRS	144.00
640300	MELVIN W EILAND SR	9/6/2017	2017C4K	CONNECT 4 KIDS SERVICES HAIR	100.00
640304	NATHAN NORRIS	9/6/2017	2017C4K	CONNECT 4 KIDS HAIR	100.00
640678	DUANE BUTLER	9/20/2017	2017C4K	cONNECT 4 KIDS HAIR	100.00
640754	LANSING ENTERTAINMENT & PUBLIC	9/20/2017	0027148-IN	C4K LANS CTR AUG 2017	4,866.20
646289	LEMOGOS	4/11/2018	INV0001	C4K Graphic Design	150.00
647659	ADAMS OUTDOOR ADVERTISING LLP	6/13/2018	PP06052018	C4K BILLBOARDS	1,250.00
650171	LANSING ENTERTAINMENT & PUBLIC	9/5/2018	0027651-IN	C4K LUNCH MTG 8/15/18	161.28
650558	LETTUCE COOK LLC	9/19/2018	395	C4K MEETING	115.00
650726	LETTUCE COOK LLC	9/26/2018	429	C4K EVALUATION MEETING	149.50
651703	LANSING ENTERTAINMENT & PUBLIC	10/31/2018	0027675-IN	C4K AUG. 20, 2018	4,504.60
654049	ASAP PRINTING	1/16/2019	153019	C4K VOUCHERS & PASSPORT PRINT	1,377.19
659076	ADAMS OUTDOOR ADVERTISING LLP	7/17/2019	846903	C4K BILLBOARD 2019	1,300.00
659216	LETTUCE COOK LLC	7/17/2019		C4K PLANNING MEETING	138.00
659216	LETTUCE COOK LLC	7/17/2019	698	C4K PLANNING MEETING	149.50

Check		Check			Invoice
Number	Vendor Name	Date	Invoice Number	DESCRIPTION	Amount
660183	LETTUCE COOK LLC	8/21/2019	722	C4K PLANNING MEETING	161 nn
660569	SEBASTIAN D WOOD	8/28/2019	2019AUGCONN4KIDS	2019 AUG CONNECT 4 KIDS	100.00
660570	DARRYL L WATTS	8/28/2019	2019AUGCONN4KIDS	2019 AUG CONNECT 4 KIDS	100.00
660599	DUCKETT ENTERPRISES	8/28/2019	987	C4K T-SHIRTS	1,205.10
660605	ASAP PRINTING	8/28/2019	159893	C4K PRINTING	1,255.72
660613	CAPITAL IMAGING	8/28/2019	22831	C4K BANNER	191.58
660633	LASHANDA MICHELLE BURKS	8/28/2019	2019AUGCONN4KIDS	2019 AUG CONNECT 4 KIDS	100.00
660638	DEWAN DAIL	8/28/2019	2019AUGCONN4KIDS	2019 AUG CONNECT 4 KIDS	100.00
660639	SEDRIC BAFFORD	8/28/2019	2019AUGCONN4KIDS	2019 AUG CONNECT 4 KIDS	100,00
661()83	LANSING ENTERTAINMENT & PUBLIC	9/11/2019	0028149-IN	C4K AUG. 19, 2019 EVENT	5,117.75

\$ 24,508.52

Attachment 5 Page 3 of 17

Filed by Corporations Division Administrator Filing Number: 201905290480 Date: 11/25/2019

- Comment		A Company of the Comp
	Corporations	The second secon
A 72	Corporations Online Filing Syste	am distribution of the same of
The second secon	The state of the s	
Department of Li	censing and Regulatory Af	rairs
		Form Revision Date 07/2016
	RESTATED ARTIC	LES OF INCORPORATION
		TIC NONPROFIT CORPORATION
Pursuant to the pro	ovisions of Act 162, Public Acts of 1982,	, the undersigned corporation executes the following Restated Articles:
The identification number	er assigned by the Bureau is:	801998033
The present name of the	corporation is:	CONNECT 4 KIDS
		CONNECT 4 KIDS
All former names of the	corporation are:	
The date of filing the ari	ginal Articles of Incorporation was	
The date of filling the ori	ginal Articles of Incorporation was:	12/15/2015
		ARTICLE I
The name of the corpora	ation is:	
"PAT BABCOCK" CONNEC	T 4 KIDS	
		ARTICLE II
The purpose or purposes	for which the corporation is formed for	**
TO PROVIDE GAP SERVICE	ES TO KIDS IN THE GREATER LANSING	COMMUNITY BY HELPING OUR COMMUNITY'S KIDS CONNECT TO SERVICES
	ITED TO EDUCATIONAL SERVICES, HEAL R AND HEALTHIER LIVES.	LTH CARE, FOOD ASSISTANCE AND OTHER ESSENTIAL ITEMS, ENABLING
THEM TO LIVE STRONGE	NAND REACTHIER CIVES.	
		ARTICLE III
The Corporation is forme	d upon Non Stock	sis.
If formed on a stock bas	is, the total number of shares the corpo	pration has authority to issue is

PUBLIC DONATIONS AND	basis, the corporation is to be financed	under the following general plan:
The Corporation is forme		
·	d on a Directorship basis.	
		ARTICLE IV
The street address of the not acceptable):	e registered office of the corporation an	nd the name of the resident agent at the registered office (P.O. Boxes are
1. Agent Name:	JOAN JACKSON JOHNSON	
2. Street Address:	425 W GRAND RIVER	
Apt/Suite/Other:		
City:	EAST LANSING	
State:	MI	Zip Code: 48823
3. Registered Office Maili	ing Address:	
P.O. Box or Street		
Address:	425 W GRAND RIVER	
Apt/Suite/Other:	EAST LANSING	

State:	MI	Zip Code: 48823	
		CLES WERE ADOPTED BY THE UNANIMOUS ORS, OTHERWISE, COMPLETE SECTION (b).	CONSENT OF THE INCORPORATOR(S) BEFORE DO NOT COMPLETE BOTH.
(b) These Restated	Articles of Incorporation	were duly adopted on 11/14/2019	, in accordance with the provisions of
	: (select one of the follo e signed by an authorize		
were duly adopt directorship basis.	ted by the written conse	nt of all the directors pursuant to section 5	25 of the Act as the corporation is formed on a
Signed this 21st Day o	of November, 2019 by:	•	
Signature		Title	Title if "Other" was selected
DR. JOAN JACKSON JO	DHNSON	Authorized Agent	
		nat this electronic document is being signed tion provided is true, accurate, and in comp © Decline © Accept	d in accordance with the Act. I further certify liance with the Act.

Attachment 5 Page 5 of 17

Filed by Corporations Division Administrator Filing Number: 201905290480 Date: 11/25/2019

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the RESTATED ARTICLES OF INCORPORATION

for

"PAT BABCOCK" CONNECT 4 KIDS

ID Number:

801998033

received by electronic transmission on November 21, 2019, is hereby endorsed.

Filed on November 25, 2019, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 25th day of November, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Attachment 5 Page 6 of 17

Date: 02/12/2019 Filed by Corporations Division Administrator Filing Number: 201928925590



Form Revision Date 07/2016

ANNUAL REPORT

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

801998033

Annual Report Filing Year: 2016

1. Corporation Name:

CONNECT 4 KIDS

2. The street address of the corporation's registered office and the name of the resident agent at that office:

Resident Agent Name:

JOAN JACKSON JOHNSON

2. Street Address:

124 W MICHIGAN AVE 4TH FLOOR

Apt/Suite/Other:

City:

LANSING

State:

Zip Code: 48933

3. Mailing address of the corporation's registered office:

P.O. Box or Street

Address:

124 MICHIGAN AVENUE

Apt/Suite/Other:

City:

LANSING

State:

Zip Code: 48933

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	JOAN JACKSON JOHNSON	124 MICHIGAN AVENUE, LANSING, MI 48933 USA
TREASURER	EDWINA MARSHALL	124 MICHIGAN AVENUE, LANSING, MI 48933 USA
SECRETARY	NIKKI JOHNSON	124 MICHIGAN AVENUE, LANSING, MI 48933 USA
DIRECTOR	JOAN JOHNSON	124 MICHIGAN AVENUE, LANSING, MI 48933 USA
DIRECTOR	NIKKI JOHNSON	124 MICHIGAN AVENUE, LANSING, MI 48933 USA
DIRECTOR	EDWINA MARSHALL	124 MICHIGAN AVENUE, LANSING, MI 48933 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this

THE ORGANIZATION HELPS COMMUNITIES KIDS CONNECT TO STRONGER, HEALTHIER LIVES BY CONNECTING TO SERVES INCLUDING BUT NOT LIMITED TO: EDUCATIONAL RESOURCES, MEDICAL AND HEALTH CARE, FOOD ASSISTANCE AND OTHER ESSENTIAL ITEMS ENABLING THEM TO LIVE STRONGER, HEALTHIER LIVES

Signed this 11th Day of February, 2019 by:

Signature	Title	Title if "Other" was selected
Joan Jackson Johnson	President	

Attachment 5 Page 7 of 17

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

○ Decline ○ Accept

Attachment 5 Page 8 of 17

Filed by Corporations Division Administrator Filing Number: 201928925590 Date: 02/12/2019

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2016 ANNUAL REPORT

for

CONNECT 4 KIDS

ID Number:

801998033

received by electronic transmission on February 11, 2019 , is hereby endorsed.

Filed on February 12, 2019, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 12th day of February, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Attachment 5 Page 9 of 17

Filed by Corporations Division Administrator Filing Number: 201929127470 Date: 02/12/2019



Form Revision Date 07/2016

ANNUAL REPORT

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

801998033

Annual Report Filing Year: 2017

1. Corporation Name:

CONNECT 4 KIDS

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name:

JOAN JACKSON JOHNSON

2. Street Address:

124 W MICHIGAN AVE 4TH FLOOR

Apt/Suite/Other:

City:

LANSING

State:

MI

Zip Code: 48933

3. Mailing address of the corporation's registered office:

P.O. Box or Street

124 W. MICHIGAN AVENUE 4TH FLOOR

Address: Apt/Suite/Other:

City:

LANSING

State:

Zip Code: 48933

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	JOAN JACKSON JOHNSON	124 W. MICHIGAN AVENUE 4TH FLOOR, LANSING, MI 48933 USA
TREASURER	JOAN JACKSON JOHNSON	124 W. MICHIGAN AVENUE 4TH FLOOR, LANSING, MI 48933 USA
SECRETARY	JOAN JACKSON JOHNSON	124 W. MICHIGAN AVENUE 4TH FLOOR, LANSING, MI 48933 USA
DIRECTOR	NIKKI JOHNSON	124 W. MICHIGAN AVENUE 4TH FLOOR, LANSING, MI 48933 USA
DIRECTOR	JOAN JACKSON JOHNSON	124 W. MICHIGAN AVENUE 4TH FLOOR, LANSING, MI 48933 USA
DIRECTOR	EDWINA MARSHALL	124 W. MICHIGAN AVENUE 4TH FLOOR, LANSING, MI 48933 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this

THE ORGANIZATION HELPS OUR COMMUNITY'S KIDS CONNECT TO STRONGER, HEALTHIER LIVES CONNECT TO SERVICES INCLUDING BUT NOT LIMITED TO: EDUCATIONAL RESOURCES MEDICAL AND HEALTH CARE, FOOD ASSISTANCE AND OTHER ESSENTIAL ITEMS ENABLING THEM TO LIVE STRONGER, HEALTHIER LIVES.

Attachment 5 Page 10 of 17

Signed this 11th Day of February, 2019 by:

Signature	Title	Title if "Other" was selected
Joan Jackson Johnson	President	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

C Decline C Accept

Attachment 5 Page 11 of 17

Filed by Corporations Division Administrator Filing Number: 201929127470 Date: 02/12/2019

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2017 ANNUAL REPORT

for

CONNECT 4 KIDS

ID Number:

801998033

received by electronic transmission on February 11, 2019 , is hereby endorsed.

Filed on February 12, 2019, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 12th day of February, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Attachment 5 Page 12 of 17

Filed by Corporations Division Administrator Filing Number: 201929146020 Date: 02/12/2019



Form Revision Date 07/2016

ANNUAL REPORT

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

801998033

Annual Report Filing Year: 2018

1. Corporation Name:

CONNECT 4 KIDS

- 2. The street address of the corporation's registered office and the name of the resident agent at that office:
- 1. Resident Agent Name:

JOAN JACKSON JOHNSON

2. Street Address:

124 W MICHIGAN AVE 4TH FLOOR

Apt/Suite/Other:

City:

LANSING

State:

MI

Zip Code: 48933

3. Mailing address of the corporation's registered office:

P.O. Box or Street

124 W. MICHIGAN AVENUE 4TH FLOOR

Address: Apt/Suite/Other:

City:

LANSING

State:

Zip Code: 48933

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Name	Residence or Business Address
JOAN JACKSON JOHNSON	124 W. MICHIGAN, LANSING, MI 48933 USA
JOAN JACKSON JOHNSON	124 W. MICHIGAN, LANSING, MI 48933 USA
JOAN JACKSON JOHNSON	124 W. MICHIGAN, LANSING, MI 48933 USA
NIKKI JOHNSON	124 W. MICHIGAN, LANSING, MI 48933 USA
CHAD GUERRANT	124 W. MICHIGAN, LANSING, MI 48933 USA
JOAN JACKSON JOHNSON	124 W. MICHIGAN, LANSING, MI 48933 USA
	JOAN JACKSON JOHNSON JOAN JACKSON JOHNSON JOAN JACKSON JOHNSON NIKKI JOHNSON CHAD GUERRANT

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

THE ORGANIZATION HELPS OUR COMMUNITY'S KIDS CONNECT TO STRONGER, HEALTHIER LIVES CONNECT TO SERVICES INCLUDING BUT NOT LIMITED TO: EDUCATIONAL RESOURCES MEDICAL AND HEALTH CARE, FOOD ASSISTANCE AND OTHER ESSENTIAL ITEMS ENABLING THEM TO LIVE STRONGER, HEALTHIER LIVES.

Signed this 11th Day of February, 2019 by:

Signature	Title	Title if "Other" was selected		
Joan Jackson Johnson	President			
Joan Jackson Johnson	President			

Attachment 5 Page 13 of 17

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

← Decline ← Accept

Attachment 5 Page 14 of 17

Filed by Corporations Division Administrator Filing Number: 201929146020 Date: 02/12/2019

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2018 ANNUAL REPORT

for

CONNECT 4 KIDS

ID Number:

801998033

received by electronic transmission on February 11, 2019 , is hereby endorsed.

Filed on February 12, 2019, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 12th day of February, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Attachment 5 Page 15 of 17

Filed by Corporations Division Administrator Filing Number: 201903876000 Date: 11/15/2019



Form Revision Date 07/2016

ANNUAL REPORT

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

801998033

Annual Report Filing Year: 2019

1. Corporation Name:

CONNECT 4 KIDS

2. The street address of the corporation's registered office and the name of the resident agent at that office:

Resident Agent Name:

JOAN JACKSON JOHNSON

2. Street Address:

425 W GRAND RIVER

Apt/Suite/Other:

City:

EAST LANSING

State:

Zip Code: 48823

3. Mailing address of the corporation's registered office:

P.O. Box or Street

425 W GRAND RIVER

Address: Apt/Suite/Other:

City:

State:

EAST LANSING

Zip Code: 48823

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	CHAD GUERRANT	425 W GRAND RIVER, EAST LANSING, MI 48823 USA
TREASURER	LINDA SIMMS	425 W. GRAND RIVER, EAST LANSING, MI 48823 USA
SECRETARY	NIKKI JOHNSON	425 W. GRAND RIVER, EAST LANSING, MI 48823 USA
DIRECTOR	JULIE ROWE	425 W. GRAND RIVER, LANSING, MI 48823 USA, EAST LANSING, MI 48823 USA
DIRECTOR	CHAD GUERRANT	425 W. GRAND RIVER, EAST LANSING, MI 48823 USA
DIRECTOR	JOAN JACKSON JOHNSON	425 W. GRAND RIVER, EAST LANSING,, MI 48823 USA
DIRECTOR MARK EAGLE 425 W GRAND R		425 W GRAND RIVER, EAST LANSING, MI 48823 USA
DIRECTOR	RONALD EMBREY	425 W GRAND RIVER, EAST LANSING, MI 48823 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

CONNECT 4 KIDS PROVIDES GAP SERVICES TO KIDS IN THE GREATER LANSING AREA AND THEIR FAMILIES WHEN NO OTHER SERVICES ARE AVAILABLE.

Signed this 15th Day of November, 2019 by:

Title if "Other" was selected

Attachment 5

Page 16 of 17

NIKKI JOHNSON	Secretary	
	ge that this electronic document is being signed in	
that to the best of my knowledge the infor	mation provided is true, accurate, and in complian	nce with the Act.

C Decline C Accept

Attachment 5 Page 17 of 17

Filed by Corporations Division Administrator Filing Number: 201903876000 Date: 11/15/2019

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS FILING ENDORSEMENT

This is to Certify that the 2019 ANNUAL REPORT

for

CONNECT 4 KIDS

ID Number:

801998033

received by electronic transmission on November 15, 2019, is hereby endorsed.

Filed on November 15, 2019, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 15th day of November, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Disbursements to L&F

Check		Check	Check
Number	Vendor Name	Date	Amount
612318	LOAVES AND FISHES MINISTRIES	01/14/15	\$ 1,222.5
612685	LOAVES AND FISHES MINISTRIES	01/28/15	14,250.0
613830	LOAVES AND FISHES MINISTRIES	03/11/15	2,526.1
614838	LOAVES AND FISHES MINISTRIES	04/22/15	1,134.6
615101	LOAVES AND FISHES MINISTRIES	04/29/15	12.9
615369	LOAVES AND FISHES MINISTRIES	05/13/15	1,034.3
615914	LOAVES AND FISHES MINISTRIES	05/20/15	300.0
616675	LOAVES AND FISHES MINISTRIES	06/17/15	300.0
616857	LOAVES AND FISHES MINISTRIES	06/24/15	1,053.9
617579	LOAVES AND FISHES MINISTRIES	07/22/15	300.0
618155	LOAVES AND FISHES MINISTRIES	08/12/15	15,000.0
618850	LOAVES AND FISHES MINISTRIES	08/26/15	300.0
619780	LOAVES AND FISHES MINISTRIES	09/30/15	240.0
619881	LOAVES AND FISHES MINISTRIES	09/30/15	1,665.7
620873	LOAVES AND FISHES MINISTRIES	11/03/15	1,324.7
621021	LOAVES AND FISHES MINISTRIES	11/10/15	232.3
621854	LOAVES AND FISHES MINISTRIES	12/02/15	912.1
622331	LOAVES AND FISHES MINISTRIES	12/16/15	1,989.2
622332	LOAVES AND FISHES MINISTRIES	12/16/15	2,145.3
622333	LOAVES AND FISHES MINISTRIES	12/16/15	1,060.1
623224	LOAVES AND FISHES MINISTRIES	01/27/16	15,000.0
623462	LOAVES AND FISHES MINISTRIES	02/03/16	2,470.7
623868	LOAVES AND FISHES MINISTRIES	02/16/16	3,209.8
625218	LOAVES AND FISHES MINISTRIES	03/23/16	2,665.2
625876	LOAVES AND FISHES MINISTRIES	04/20/16	2,535.9
626022	LOAVES AND FISHES MINISTRIES	04/27/16	975.8
627134	LOAVES AND FISHES MINISTRIES	06/01/16	2,752.9
627987	LOAVES AND FISHES MINISTRIES	07/06/16	2,316.9
629472	LOAVES AND FISHES MINISTRIES	08/17/16	4,372.1
630432	LOAVES AND FISHES MINISTRIES	09/21/16	2,586.0
630591	LOAVES AND FISHES MINISTRIES	09/28/16	486.4
631356	LOAVES AND FISHES MINISTRIES	10/26/16	2,828.6
631527	LOAVES AND FISHES MINISTRIES	11/02/16	4,906.1
632087	LOAVES AND FISHES MINISTRIES	11/23/16	3,188.5
632861	LOAVES AND FISHES MINISTRIES	11/30/16	14,250.0
633270	LOAVES AND FISHES MINISTRIES	12/14/16	1,219.4
633954	LOAVES AND FISHES MINISTRIES	01/10/17	477.8
634088	LOAVES AND FISHES MINISTRIES	01/18/17	1,645.2
634384	LOAVES AND FISHES MINISTRIES	02/01/17	907.7
635007	LOAVES AND FISHES MINISTRIES	02/22/17	14,250.0
636111	LOAVES AND FISHES MINISTRIES	03/29/17	7,770.2
636902	LOAVES AND FISHES MINISTRIES	05/03/17	7,759.7
637216	LOAVES AND FISHES MINISTRIES	05/17/17	715.0

Check	eck		Check
Number	Number Vendor Name		Amount
637829	LOAVES AND FISHES MINISTRIES	06/14/17	877.71
638013	LOAVES AND FISHES MINISTRIES	06/21/17	715.00
638219	LOAVES AND FISHES MINISTRIES	06/28/17	1,010.85
638677	LOAVES AND FISHES MINISTRIES	07/19/17	965.00
638981	LOAVES AND FISHES MINISTRIES	07/26/17	970.74
639488	LOAVES AND FISHES MINISTRIES	08/16/17	1,657.85
639641	LOAVES AND FISHES MINISTRIES	08/23/17	868.70
640310	LOAVES AND FISHES MINISTRIES	09/06/17	14,250.00
640519	LOAVES AND FISHES MINISTRIES	09/13/17	3,735.39
641755	LOAVES AND FISHES MINISTRIES	10/25/17	628.96
642286	LOAVES AND FISHES MINISTRIES	11/15/17	2,223.91
642465	LOAVES AND FISHES MINISTRIES	11/22/17	961.85
643060	LOAVES AND FISHES MINISTRIES	12/06/17	2,406.96
643712	LOAVES AND FISHES MINISTRIES	01/04/18	1,379.40
644116	LOAVES AND FISHES MINISTRIES	01/17/18	2,266.60
644458	LOAVES AND FISHES MINISTRIES	01/31/18	574.81
644783	LOAVES AND FISHES MINISTRIES	02/14/18	2,151.76
644984	LOAVES AND FISHES MINISTRIES	02/21/18	14,250.00
647413	LOAVES AND FISHES MINISTRIES	05/30/18	9,896.09
647544	LOAVES AND FISHES MINISTRIES	06/06/18	2,880.11
647922	LOAVES AND FISHES MINISTRIES	06/20/18	3,489.57
648534	LOAVES AND FISHES MINISTRIES	07/18/18	2,578.94
648906	LOAVES AND FISHES MINISTRIES	08/01/18	15,004.00
649240	LOAVES AND FISHES MINISTRIES	08/15/18	3,374.71
650308	LOAVES AND FISHES MINISTRIES	09/12/18	2,704.12
651371	LOAVES AND FISHES MINISTRIES	10/17/18	3,275.83
652009	LOAVES AND FISHES MINISTRIES	11/14/18	2,040.30

\$ 243,433.91

During a Time in Which a Conflict Likely Existed

Check Number	Vendor Name	Check Date	Check Amount
654477	LOAVES AND FISHES MINISTRIES	01/30/19	\$ 17,365.86
654735	LOAVES AND FISHES MINISTRIES	02/13/19	1,901.87
654965	LOAVES AND FISHES MINISTRIES	02/20/19	4,151.11
655239	LOAVES AND FISHES MINISTRIES	02/27/19	434.29
655872	LOAVES AND FISHES MINISTRIES	03/20/19	1,805.61
656420	LOAVES AND FISHES MINISTRIES	04/10/19	1,190.87
656669	LOAVES AND FISHES MINISTRIES	04/17/19	2,125.32
657196	LOAVES AND FISHES MINISTRIES	05/08/19	945.02
657755	LOAVES AND FISHES MINISTRIES	05/22/19	3,402.61
658989	LOAVES AND FISHES MINISTRIES	07/10/19	1,057.74
659171	LOAVES AND FISHES MINISTRIES	07/17/19	5,181.61
659591	LOAVES AND FISHES MINISTRIES	07/31/19	1,006.41
660154	LOAVES AND FISHES MINISTRIES	08/21/19	3,218.21
661064	LOAVES AND FISHES MINISTRIES	09/11/19	1,398.47

	Check		Check		Check
	Number	Vendor Name	Date	_	Amount
	661316	LOAVES AND FISHES MINISTRIES	09/18/19		1,118.78
Ì	662172	LOAVES AND FISHES MINISTRIES	10/16/19		13,787.57
			•	\$	60,091.35

Vers 5.2 (08/15)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU NONPROFIT CORPORATION ANNUAL REPORT

2015

Identification Number	Corporation Name	
886010	LOAVES AND FISHES	
Resident agent name an	d mailing address of the registered office	
JENNY LEAF		
MI		
MI		
The address of the regist		
74-		

Describe the purpose and activities of the corporation during the year covered by this report EMERGENCY OVERNIGHT HOMELESS SHELTER

Officer/Director Information						
NAME	TITLE	BUSINESS OR RESIDENCE ADDRESS				
JOAN TIRAK	PRESIDENT	934 CLEO LAN SING MI 48915				
BARBARA CURTIS	SECRETARY	5248 PARK LAKE RD EAST LANSING MI 48823				
VERN JOHNSON	TREASURER	2211 BARRITT LANSING MI 48912				
JENNY LEAF	DIRECTOR	2664 DELLRIDGE DR. HOLT MI 48842				
CAROL BAKER	DIRECTOR	241 KENWAY LANSING MI 48917				
DONNA STONE	DIRECTOR	107 PARK MEADOWS DR LANSING MI 48917				

Electronic Signature

Filed By Title Phone
JENNY LEAF AUTHORIZED OFFICER OR AGENT 517-482-2099

I certify that this filing is submitted without fraudulent intent and that I am authorized by the business entity to make any changes reported herein.

Payment Information

Payment Amount Payment Date/Time \$ 20 10/06/2015 10:26:10

Reference Nbr 71315 6800 886010 2015 CSCL/CD-2000 (05/16)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT



Due October	1, 2016 File Online	at www.michigan.g	ov/fileonline	
Identification Numb				
886010	LOAVES AND FISHES			
Resident agent nam	e and mailing address of the registered	d office		
JENN	/ LEAF			
831 N.	SYCAMORE) FILE	S N
LANSI	NG MI 48906	SCOFIVE)	
		HEULI	JUL 15	2010
		12 2016	00L 1 0	2010
		RECEIVER	Corporau	un
The address of the	pointaged office		- Atrialor	
The address of the		\$20.00		
	CAMORE			Ī
LANSING	MI 48906			
If the resid	here are no changes from the previo ent agent and/or registered office ha er and director information has chai	s changed, proceed to Item 1	and do not check this box.	•
	of registered office in Michigan if chang			Agent if changed
1. Maining address	or registered chice in wichigan it chang	jeu (may be a F.O. box)	2. Hesident	ngeni ii changeu
0.71				
3. The address of t	ne registered office in Michigan if chan	ged (a P.O. Box may not be des	ignated as the address of the	registered office)
				- 1
The purposes an	d general nature and kind of business i	n which the corporation engage	d in during the year covered b	y this report:
5.	NAME and BUSINESS OR	RESIDENCE ADDRESS		
Sec If different	retery			
then Tre	esurer	· · · · · · · · · · · · · · · · · · ·		
President				
	s e private foundation or formed to p he board shall consist of 1 or more of			
Dir	ector			
Required Director(s) Dir	ector			
, birector(s)	e.c.			
Dir	ector			
6. Report du	October 1, 2016.	File online at	www.michigan.gov/fi	leonline
Filing Fo	ee \$20.00.	or mail your com to the State of M	pleted report with a check or richigan.	money order payable
			porations Division	
). Box 30767	
			ising, MI 48909 7) 241-6470	
Signature of author	rized officer or agent	I Title	Date	Phone (Ontional)
\₽∧∩ ∧ı.	1/// n	1		Phone (Optional) 517, 482, 2019
/ N/14 (/[UOF /	7X X Y I	Director 1	7JU12016	J. 1. 1 5 + 1 80 L

CSCL/CD-2000 (05/17)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT



Due October 1, 20	17 File Online at	www.michigan.gov/fil	eonline	
R86010	Corporation name LOAVES AND FISHES			
Resident agent name and JENNY LEA 831 N. SYC LANSING IN The address of the registe	AMORE AII 48906	FILED JUL 20 ZUIT CORPORATIONS DIVISION	RECEIV JUL 1 0 20 LARA \$20.00	
To certify there a		anged, proceed to Item 1 and do	not check this box.	
Mailing address of regis	stered office in Michigan if changed (may be a P.O. Box)	2. Resident A	igent if changed
	istered office in Michlgan If changed (
5.	NAME and BUSINESS OR RES	IDENCE ADDRESS		
Secretary if different then Treesurer Provident				······································
	ivate foundation or formed to proverd shall consist of 1 or more direct			
Required Director(e) Director				
Director	-			1
6. Report due Oc Filing Fee		File online at www or mail your completed to to the State of Michigan Return to: Corporation P.O. Box 3 Lansing, N (517) 241-	report with a check or o os Division 30767 II 48909	
Signature of authorized		Date Director	W2017	Phone (Optional)

Attachment 6 Page 7 of 9

Filed by Corporations Division Administrator Filing Number: 201878173870 Date: 08/15/2018



Form Revision Date 07/2016

NONPROFIT CORP ANNUAL REPORT (YEARS: 2015-PRESENT)

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:	800877704	

Annual Report Filing Year: 2018

1. Corporation Name:

LOAVES AND FISHES

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name:

JENNY LEAF

2. Street Address:

-831 N. SYCAMORE

Apt/Suite/Other:

City:

LANSING

State:

MI

Zip Code: 48906

3. Mailing address of the corporation's registered office:

P.O. Box or Street

Address:

Apt/Suite/Other:

City:

State:

Zip Code:

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Name	Residence or Business Address
JOAN TIRAK	831 N. SYCAMORE ST., LANSING, MI 48906 USA
VERNON JOHNSON	831 N. SYCAMORE ST., LANSING, MI 48906 USA
BARBARA CURTIS	831 N. SYCAMORE ST., LANSING, MI 48906 USA
DONNA STONE	831 N. SYCAMORE ST., LANSING, MI 48906 USA
CAROL BAKER	831 N. SYCAMORE ST., LANSING, MI 48906 USA
JENNY LEAF	831 N. SYCAMORE ST., LANSING, MI 48906 USA
	JOAN TIRAK VERNON JOHNSON BARBARA CURTIS DONNA STONE CAROL BAKER

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

EMERGENCY OVERNIGHT HOMELESS SHELTER; TRANSITIONAL HOUSING PROGRAMS FOR HOMELESS.

Signed this 15th Day of August, 2018 by:

Signature	Title	Title if "Other" was selected
Jenny Leaf	Other	Director

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify

that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act. \cap Decline \cap Accept

Filed by Corporations Division Administrator Filing Number: 201878173870 Date: 08/15/2018

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2018 ANNUAL REPORT

for

LOAVES AND FISHES

ID Number:

800877704

received by electronic transmission on August 15, 2018 , is hereby endorsed.

Filed on August 15, 2018 , by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 15th day of August, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Disbursements to CACS

During a Time Which a Conflict Existed

Check		Check	Check
Number	Vendor Name	Date	Amount
622746	CAPITAL AREA COMMUNITY SERVICE	01/13/16	\$ 11,718.87
622747	CAPITAL AREA COMMUNITY SERVICE	01/13/16	1,359.28
623189	CAPITAL AREA COMMUNITY SERVICE	01/27/16	26,397.03
623406	CAPITAL AREA COMMUNITY SERVICE	02/03/16	963.12
624640	CAPITAL AREA COMMUNITY SERVICE	03/16/16	784.32
625159	CAPITAL AREA COMMUNITY SERVICE	03/23/16	920.56
625160	CAPITAL AREA COMMUNITY SERVICE	03/23/16	467.28
625161	CAPITAL AREA COMMUNITY SERVICE	03/23/16	568.96
625332	CAPITAL AREA COMMUNITY SERVICE	03/30/16	50,291.18
625625	CAPITAL AREA COMMUNITY SERVICE	04/13/16	1,554.64
625626	CAPITAL AREA COMMUNITY SERVICE	04/13/16	1,207.04
625627	CAPITAL AREA COMMUNITY SERVICE	04/13/16	100.00
625836	CAPITAL AREA COMMUNITY SERVICE	04/20/16	1,215.04
625837	CAPITAL AREA COMMUNITY SERVICE	04/20/16	1,379.84
625838	CAPITAL AREA COMMUNITY SERVICE	04/20/16	642.08
625839	CAPITAL AREA COMMUNITY SERVICE	04/20/16	1,024.24
625979	CAPITAL AREA COMMUNITY SERVICE	04/27/16	24,927.19
627233	CAPITAL AREA COMMUNITY SERVICE	06/08/16	30,509.07
627926	CAPITAL AREA COMMUNITY SERVICE	07/06/16	44,813.03
629423	CAPITAL AREA COMMUNITY SERVICE	08/17/16	42,279.20
630388	CAPITAL AREA COMMUNITY SERVICE	09/21/16	6,829.02
630541	CAPITAL AREA COMMUNITY SERVICE	09/28/16	6,829.02
631073	CAPITAL AREA COMMUNITY SERVICE	10/19/16	8,597.22
632796	CAPITAL AREA COMMUNITY SERVICE	11/30/16	6,624.60
633917	CAPITAL AREA COMMUNITY SERVICE	01/10/17	31,156.83
634815	CAPITAL AREA COMMUNITY SERVICE	02/15/17	44,620.54
636044	CAPITAL AREA COMMUNITY SERVICE	03/29/17	51,822.31
636838	CAPITAL AREA COMMUNITY SERVICE	05/03/17	28,603.55
636984	CAPITAL AREA COMMUNITY SERVICE	05/10/17	20,000.00
637494	CAPITAL AREA COMMUNITY SERVICE	05/31/17	30,157.50
637771	CAPITAL AREA COMMUNITY SERVICE	06/14/17	1,680.00
638173	CAPITAL AREA COMMUNITY SERVICE	06/28/17	31,898.96
638933	CAPITAL AREA COMMUNITY SERVICE	07/26/17	28,280.11
639602	CAPITAL AREA COMMUNITY SERVICE	08/23/17	14,197.08
640695	CAPITAL AREA COMMUNITY SERVICE	09/20/17	3,339.52
645114	CAPITAL AREA COMMUNITY SERVICE	02/28/18	1,000.00
646758	CAPITAL AREA COMMUNITY SERVICE	05/02/18	25,000.00
	CAPITAL AREA COMMUNITY SERVICE	09/05/18	20,000.00
650099	ON THE AIREA COMMONT OF THE	001001101	20,000.00

\$ 623,758.23



CSCL/CD-2000 (05/13)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION INFORMATION UPDATE



Due Octobe		is report can be tiled online at	: www.micnigan.gov/fileo	nline
Identification Nu 7343		EA COMMUNITY SERVICES, INCOR	PORATED	
Resident agent n	ame and mailing address of the	e registered office		
IVAN L	.OVE, JR	FILED	RECEIVED	
	WILLOW ST NG MI 48906	AUG 20 2013	_ 2 0 AUG 1 2 201	13
		Division Corporation	LARA	
The address of the	ne registered office			
	WILLOW ST NG MI 48906	4		
previous	sly filed with the Department	or more directors, and further certify that t, and that no changes have occurred in re proceed to item 6.		
1. Mailing addres	ss of registered office in Michig	jan (may be a P.O. Box)	2. Resident Agent	
101 E.	Willow, Lansing,	MI 48906	Ivan W. Love	, Jr.
3. The address of	of the registered office in Michig	gan (a P.O. Box may not be designated as the	address of the registered office)	
101 E.	Willow, Lansing,	мі 48906		
4. Describe the	ourpose and activities of the co	rporation during the year covered by this repor	t:	
Human	Service Programs	for Low-Income People		
5.		SINESS OR RESIDENCE ADDRESS		
If different	Eric Schertzing	2, PO Box 215, Mason, MT 4		
than President	Treasurer (Required)	101 N. Washington Sq. Lan		
	Vice President	III, 330 Marshall St, Lans	•	
Required	•	Jr. 101 E. Willow, Lansing	, MI 48906	
3 or more directors	_	101 E. Willow, Lansing, 1	MI 48906	
-	Director (Required) Barhara S111ka-2	umster 1301 Rensen Lans	ing. MI 48910	
e Report o	lue October 1, 201		ur check or money order payable to the Si	tate of Michigan.
_	Fee \$20.00.	Return to: De	t with completed report in the same envelop partment of Licensing and Regulatory Aff rporations, Securities & Commercial Lice	ope. airs
	ges have occurred, this irperson, vice-chairpers	on, president or P.0	rporation Division D. Box 30767	
vice-presid		La (51	nsing, MI 48909 17) 241-6470	
Signature &	harized officer or execut-		at www.michigan.gov/fileonline	(Optional)
oignature of au	horized officer or agent	7 Resident Agent		ориона) 482-6281 ext 103
- Har-	1-1	<u> </u>	1 01 7113	
If rhore space is ne amended. Failure	eded additional pages may be no to file this report may result in the	luded. Do not staple any items to report. This rep dissolution of the corporation.	ort is required by Section 911, Act 162, Public	; Acis 01 1982, as

CSCL/CD-2000 (05/13)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION INFORMATION UPDATE



Due Octobe		3 This report	1992				
7343		Corporation name CAPITAL AREA COMMU	JNITY SERVICES, INCORPOR	RATED	·		_
Resident agent pa	ame and ma	iling address of the registered of	ffice				
IVAN L 101 E V	.OVE, JR WILLOW	ST	RECEI\		FIL		
LANSI	NG MI 48	3906	D (f 1.00 T		AUG 2	20 2013	
			LAR	Α	Corp Di	poration vision	
The address of th	e registered	office					
	WILLOW NG MI 48						
previous	sly filed witl		ctors, and further certify that all on the changes have occurred in required to item 6.				
1. Mailing addres	s of register	red office in Michigan (may be a	P.O. Box)		2. Resident A	gent	
101 E	. Willo	ow, Lansing, MI 489	906		Ivan W	. Love, Jr.	
3. The address o	of the registe	red office in Michigan (a P.O. Bo	ox may not be designated as the add	dress of th	ne registered office))	
		ow, Lansing, MI 489		_=		<u></u> <u></u>	
4. Describe the p	ourpose and		ng the year covered by this report:	_=			<u>-</u>
1. Describe the p	ourpose and	activities of the corporation durin	ng the year covered by this report:				- - -
4. Describe the p	President (Re	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Schertzing, PO Box	ng the year covered by this report:	354			-
4. Describe the p Human 5.	President (Re Eric Secretary (Re Heat	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Control of the Control of	regithe year covered by this report: r-Income People RESIDENCE ADDRESS		8823		
4. Describe the p Human 5.	President (Re Eric Secretary (Re Heat) Treasurer (Re Gary	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Schertzing, PO Box Schertzing, PO Box Schertzing, PO Box Squired) Gosaynie, 3144 E.	regithe year covered by this report: F-Income People RESIDENCE ADDRESS x 215, Mason, MI 488	MI 4			
4. Describe the p Human 5. If different than	President (Re Eric Secretary (Re Heat Treasurer (Re Gary Vice Presiden	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formation of the Property of th	regithe year covered by this report: r-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing,	MI 4			
Human 5. If different than President Required	President (Re Eric Secretary (Re Heat) Treasurer (Re Gary Vice Presiden Glent Director (Req Ivan	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formation of the Pope, 410 Abbot (quired) Gosaynie, 3144 E. on Freeman, III, 336 (ulred) W. Love, Jr., 101	regithe year covered by this report: F-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4	MI 4	48912		
4. Describe the p Human 5. If different than President	President (Re Eric Secretary (Re Heat Treasurer (Re Gary Vice Presider Glen Director (Req Ivan Director (Req Lucy	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Schertzing, PO Bosquired) Schertzing, PO Bosquired) Gosaynie, 3144 E. at a Freeman, III, 336 pulled) W. Love, Jr., 101 pulled) McClintic, 101 E.	mg the year covered by this report: N-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4	MI 4	48912 8906		
Human 5. If different than President Required 3 or more	President (Re Eric Secretary (Re Heat) Treasurer (Re Gary Vice President Ivan Director (Req Lucy Director (Req Lucy Director (Req Director (Req Lucy Director (Req Lucy Director (Req Director (Req Lucy Director (Req Director (R	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formation (Property of the Pope, 410 Abbot (Prope, 410 Abbot (Property of the Pope, 41	mg the year covered by this report: y-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4 0 Marshall St. Lansing E. Willow, Lansing,	MI 4: 48817 19. MI MI 4 4890	48912 8906		
4. Describe the p Human 5. If different than President Required 3 or more directors	President (Re Eric Secretary (Re Heat) Treasurer (Re Gary Vice President Ivan Director (Req Lucy Director (Req Barbs	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formation of the Pope, 410 Abbot for Gosaynie, 3144 E. The Preeman, III, 336 (ulred) W. Love, Jr., 101 (ulred) McClintic, 101 E. (ulred) ara Sluka-Zumsteg,	mg the year covered by this report: y-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4 O Marshall St. Lansing E. Willow, Lansing, Willow, Lansing, MI 1301 Rensen, Lansing	MI 448817 MI 4 4890 MI 4	48912 8906 6 48910 oney order payable	to the State of Michiga	n.
4. Describe the p Human 5. If different than President Required 3 or more directors	President (Re Eric Secretary (Re Heat Treasurer (Re Gary Vice President Ivan Director (Req Lucy Director (Req Barb	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Schertzing, PO Bosquired) Schertzing, PO Bosquired) Gosaynie, 3144 E. at a Freeman, III, 336 pulred) W. Love, Jr., 101 pulred) McClintic, 101 E. ulired) ara Sluka-Zumsteg, ober 1, 2013.	mg the year covered by this report: y-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4 O Marshall St. Lansing E. Willow, Lansing, Willow, Lansing, MI 1301 Rensen, Lansing Please make your clinctude payment with Return to: Depart	MI 44 48817 MI 4 4890 3. MI heck or mh complet	48912 8906 6 48910 oney order payable ed report in the sar icensing and Regul	me envelope.	n.
Human 5. If different than President Required 3 or more directors 6. Report directors	President (Re Eric Secretary (Re Heat Treasurer (Re Gary Vice President Ivan Director (Req Lucy Director (Req Barballue Octo	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Schertzing, PO Bosequired) Schertzing, PO Bosequired) Gosaynie, 3144 E. at an Freeman, III, 336 (ulred) W. Love, Jr., 101 (ulred) McClintic, 101 E. (ulred) ara Sluka-Zumsteg, ober 1, 2013. 120.00. 000000000000000000000000000000	mg the year covered by this report: y-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4 O Marshall St. Lansing E. Willow, Lansing, Willow, Lansing, MI 1301 Rensen, Lansing Please make your clinctude payment with Return to: Depart Corpor Corpor	MI 44 4890 4890 4890 4890 5 MI heck or method furations, Seration Divisions	48912 8906 6 48910 oney order payable ed report in the sar idensing and Regul scurities & Commet sion	me envelope. latory Affairs	n.
Human The Human Human Human Human Required Or more directors Report of Filing If no change by the chain	President (Re Eric Secretary (Re Heat Treasurer (Re Gary Vice President Ivan Director (Req Lucy Director (Req Barbi	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Schertzing, PO Box Squired) Schertzing, PO Box Squired) Gosaynie, 3144 E. at an Freeman, III, 336 (ulred) W. Love, Jr., 101 (ulred) McClintic, 101 E. (ulred) ara Sluka-Zumsteg, ober 1, 2013.	mg the year covered by this report: y-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, -MI 4 O Marshall St. Lansing E. Willow, Lansing, Willow, Lansing, MI 1301 Rensen, Lansing Please make your clinctude payment wit Return to: Depart Corpor Corpor Corpor P.O. B Lansing	MI 44890 4890 4890 5 MI heck or mh complet ment of Lirations, Seration Division 30767 gg, MI 4899	48912 8906 6 48910 oney order payable ed report in the sar icensing and Regulacurities & Commersion	me envelope. latory Affairs	in.
Human 5. If different than President Required 3 or more directors 6. Report directors	President (Re Eric Secretary (Re Heat Treasurer (Re Gary Vice President Ivan Director (Req Lucy Director (Req Barbi	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Schertzing, PO Bosequired) Schertzing, PO Bosequired) Gosaynie, 3144 E. at an Freeman, III, 336 (ulred) W. Love, Jr., 101 (ulred) McClintic, 101 E. (ulred) ara Sluka-Zumsteg, ober 1, 2013. 120.00. 000000000000000000000000000000	mg the year covered by this report: y-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4 O Marshall St. Lansing E. Willow, Lansing, Willow, Lansing, MI 1301 Rensen, Lansing Please make your clinclude payment with Return to: Depart Corpor Group P.O. B Lansing (517) 2	MI 448817 MI 4890	48912 8906 6 48910 oney order payable ed report in the sar icensing and Regulecurities & Commet sion	me envelope. latory Affairs roial Licensing Bureau	ın.
Human 5. If different than President Required 3 or more directors 6. Report of Filing if no change by the chain	President (Re Eric Secretary (Re Heat Treasurer (Re Gary Vice President Ivan Director (Req Lucy Director (Req Barbitel Pee \$ ges have inperson, ient.	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Schertzing, PO Bosquired) Schertzing, PO Bosquired) Gosaynie, 3144 E. In Freeman, III, 336 Ulred) W. Love, Jr., 101 Ulred) McClintic, 101 E. ulred) ara Sluka-Zumsteg, ober 1, 2013. 20.00. occurred, this must be sivice-chairperson, preside	mg the year covered by this report: y-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4 O Marshall St. Lansing E. Willow, Lansing, Willow, Lansing, MI 1301 Rensen, Lansing Please make your clinclude payment with Return to: Depart Corpor Corpor P.O. B Lansing (517) COR File online at w	MI 448817 MI 4890	48912 8906 6 48910 oney order payable ed report in the sar icensing and Regulecurities & Commet sion	me envelope. latory Affairs roial Licensing Bureau	n.
Human 5. If different than President Required 3 or more directors 6. Report of Filing if no change by the change in the change of the chan	President (Re Eric Secretary (Re Heat) Treasurer (Re Gary Vice President Ivan Director (Req Barb) Iue Octo Fee \$ ges have irperson, ient.	activities of the corporation during the Programs for Low NAME and BUSINESS OR Formal Properties of the Pope, 410 Abbot (applied) Gosaynie, 3144 E. at a Freeman, III, 33(applied) W. Love, Jr., 101 Willied) McClintic, 101 E. ara Sluka-Zumsteg, ober 1, 2013. 20.00. occurred, this must be sinvice-chairperson, president of the president of the president of the president of the program of the president	mg the year covered by this report: y-Income People RESIDENCE ADDRESS x 215, Mason, MI 488 tt Rd, East Lansing, M-21, Corunna, MI 4 O Marshall St. Lansing E. Willow, Lansing, Willow, Lansing, MI 1301 Rensen, Lansing Please make your clinclude payment with Return to: Depart Corpor Corpor P.O. B Lansing (517) COR File online at w	MI 44 4890 4890 4890 4890 4890 4890 4890 48	48912 8906 6 48910 oney order payable ed report in the sar iccensing and Regulacurities & Commersion	ne envelope. latory Affairs roial Licensing Bureau ne Phone (Optional) 517-482-6281	ext

CSCL/CO-2000 (05/14)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION INFORMATION UPDATE



Due Octobe	er 1, 201	14 This report	<u>can be filed on</u>	line at	www.mich	ngan.gov	/fileonline	
7343		Corporation name CAPITAL AREA COMMU	JNITY SERVICES,	INCORP	ORATED			
Resident agent na	ame and ma	ailing address of the registered of	fice					
IVA	N LOVE,	JR		REC	EIVED			
	E WILL			AUG 1	H 0044		,	
LAN	ISING M	1 48906		AUG I	1 2014		1	
:				LARA	\$20.00	FI	LED	
The address of th	ne registere	d office				AUG	15 2014	
101 E 1	WILLOW	ST				NOO	20 2011	
LANSI	NG MI 4	8906				CORPORAT	TIONS DIVISION	
previous	sly filed wi	eard consists of 3 or more direct th the Department, and that no ed the box, proceed	changes have occur					•
		ered office in Michigan (may be a				2. Resident A	gent	
	-	llow, Lansing, M				Ivan	W. Love, Jr.	- 1
		ered office in Michigan (a P.O. Bo		ed as the a	address of the re			
	_	llow, Lansing, M					•	ı
4 Describe the o	nurnose and	activities of the corporation during	o the year covered by	this report				
	-	•						
Huma	n Ser	vice Programs fo	r Low-Incom	e Pec	ple			
5.		NAME and BUSINESS OR R	RESIDENCE ADDRES	S				
	President (R	• •	-,					
	Er:	ic Schertzing, P	.0. Box 215	, Mas	son, MI	48854		
If different than	Hea	ather Pope. 410	Abbott Road	i, Eas	t Lansi	ng, MI	48823	
President	1							. : [=
	Vice Preside							
	. G1	enn Freeman, III	, 330 Marsh	1 a 11 9	Street,	Lansing	, MI 48912	
	Director (Re	•				1	7	
Required 3 or more	Director (Re	an W. Love, Jr., quired)	IOI E. Wil	LOW,	Lansing	<u>, MI 48</u> !	906	
directors .		ey McClintic, 10	1 E. Willow	, Lar	ising, M	I 48906		
	Director (Re	_{quired)} rbara Sluka-Zums	teg, 1301 E	lenser	ı, Lansi	ng, MI	4891 <u>0</u>	
6. Report of	due Oc	tober 1, 2014.	File o	online a	t www.mich	nigan.gov/fi	leonline	
Filing	Fee \$	320.00 .		your comp State of Mic	•	a check or mo	ney order payable	
		e occurred, this must b			porations Divisio	n ,		
		irperson, vice-chairpers	son,		. Box 30767 sing, MI 48909			
president	of vice-	president.		(517	7) 241-6470			l
Signature of au	thorized of	fine or agent	Tille		Date	/	Phone (Optional)	
/			Resident A	gent	8-7-	14	517-482-628	1, Ext
If more space is ne	eded additio	nal pages may be included. Do not :	staple any items to report	. This repo	rt is required by S	ection 911, Act 1	62, Public Acts of 1982, as	103
amended. Failure	file this re	port may result in the dissolution of the	he corporation.	-				

Due October 1, 2015

CSCL/CD-2000 (05/15)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT

2015

File Online at www.michigan.gov/fileonline



7343		Corporation name	A COMMUNITY SERV	ICES, INCORP	ORATED		:	
Resident agent	name and r	nailing address of th	e registered office					
101	N LOVE, E WILLO NSING M	OW ST	pECF	EIVED 0 8 2015	F	ILED)	
			SEP	0 8 2015	SEI	P 17 2015	j	
				ARA	CORPOR	ATIONS DIVI	SION	!
	ne register W!LLOW NG MI 4	ST		\$20.00			_	
χ If the re	sident age	nt and/or registere	the previous year filed in the office has changed, pi on has changed, proceed	roceed to Item 1	and do not ch	eck this box.		
•	-		gan if changed (may be a ng, MI 48906	P.O. Box)		2. Resident	Agent if changed	
3. The address	of the regis	tered office in Michi	gan if changed (a P.O. Bo	x may not be des	signated as the	address of the	registered office)	
101	E. Wil	low, Lansi	ng, MI 48906					
	•		f business in which the co			ear covered b	by this report:	
5.		NAME and BUS	INESS OR RESIDENCE	ADDRESS				
	President							
If different	Secretary							
than President	Tressurer							
			formed to provide care t					
	Director							
Required Director(s)	Director			<u></u>				
	Director							
6. Report of	lue Oct	ober 1, 2015	•	File online a	t www.mich	igan.gov/fi	ileonline	
Filing	Fee \$	20.00.		or mail your com to the State of M		th a check or	money order payal	ble
				P.(La	rporations Divisi D. Box 30767 nsing, MI 48909 7) 241-6470			
Signature of au	thorized of	Acer or agent	L Arreat Reside	nt Agent	Date 9-4-15			2-6281
If more space is ne amended. Failure		ial pages may be includ	ded. Do not staple any items to ssolution of the corporation.	o report. This repor	t is required by Se	ction 911, Act 16	62, Public Acts of 198	2, as

Attachment 7 Page 6 of 19

Filed by Corporations Division Administrator Filing Number: 201824654990 Date: 03/06/2018



Form Revision Date 07/2016

NONPROFIT CORP ANNUAL REPORT (YEARS: 2015-PRESENT)

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

800837681

Annual Report Filing Year: 2016

1. Corporation Name:

CAPITAL AREA COMMUNITY SERVICES, INCORPORATED

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name: IVAN LOVE, JR

2. Street Address:

101 E WILLOW ST

Apt/Suite/Other:

City:

LANSING

State:

MI

Zip Code: 48906

3. Mailing address of the corporation's registered office:

P.O. Box or Street

Address:

Apt/Suite/Other:

City:

State:

Zip Code:

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	HEATHER POPE	CITY OF EAST LANSING, 410 ABBOTT RD. EAST LANSING, MI 48823 USA
TREASURER	GARY GOSAYNIE	1309 N WASHINGTON ST. OWOSSO, MI 48867 USA
SECRETARY	JULIE POWERS	600 W. MAPLE LANSING, MI 48906 USA
DIRECTOR	JOAN JACKSON JOHNSON	124 W. MICHIGAN AVE. 4TH FLOOR, CITY HALL LANSING, MI 48933 USA
DIRECTOR	ERIC SCHERTZING	INGHAM COUNTY TREASURER PO BOX 215 MASON, MI 48854 USA
DIRECTOR	GARY HOLZHAUSEN	3810 EASTON RD OWOSSO, MI 48867 USA
DIRECTOR	ANITA GONZALES	4205 SOUTHPORT CIRCLE OKEMOS, MI 48864 USA
DIRECTOR	ERVIN CURRIE	206 W. STURGIS ST. JOHNS, MI 48879 USA
DIRECTOR	CHUCK JEN5ON	4903 MULLIKEN RD CHARLOTTE, MI 48813 USA
DIRECTOR	REBEKAH ZINGELEWICZ	900 LONG BOULEVARD, #359 LANSING, MI 48911 USA
DIRECTOR	MICHELLE NICHOLSON	INGHAM INTERMEDIATE SCHOOL DISTRICT 2630 W. HOWELL RD. MASON, MI 48854 USA
DIRECTOR	HEATHER THOMAS	407 E CASS ST ST. JOHNS, MI 48879 USA
DIRECTOR	ULYSSES S. BEASLEY	3632 BLUE RIVER LANSING, MI 48911 USA

DIRECTOR	JOHN BAGBY	7821 CARLSON LANSING, MI 48917 USA
DIRECTOR	ROBERT NELSON	1423 FAIR OAKS COURT EAST LANSING, MI 48823 USA
DIRECTOR	LYNN HENLEY	120 N. WASHINGTON SQ. R3-B770-05-1 LANSING, MI 48933 USA
DIRECTOR	GLENN FREEMEN, III	419 S. WASHINGTON SQ. SUITE 302 LANSING, MI 48933 USA
DIRECTOR	SU ALYN HOLBROOK	INGHAM COUNTY DHS PO BOX 30088 LANSING, MI 48909 USA
DIRECTOR	SYLVESTER SHERRILL	2119 W. MAPLE RAPIDS RD. ST. JOHNS, MI 48879 USA
DIRECTOR	BEANY TOMBER	WKAR-TV23, COMMUNICATIONS/ARTS BUILDING MICHIGAN STATE UNIVERSITY EAST LANSING, MI 48824 USA
DIRECTOR	WALTER MIARS	1730 GLASS DR. CHARLOTTE, MI 48813 USA
DIRECTOR	BOB ROBINSON	1045 INDEPENDENCE BLVD. CHARLOTTE, MI 48813 USA
DIRECTOR	GWEN CONEY	3606 MAYBEL LANSING, MI 48911 USA
DIRECTOR	ANNE MARTIN	214 S HIGGINS ST. BANCROFT, MI 48414 USA
DIRECTOR	ANNE HILL	CLINTON COUNTY COMMISSIONER 695 PHOEBE LANE EAST LANSING,, MI 48823 USA

^{6.} Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

SOCIAL SERVICES

Signed this 6th Day of February, 2018 by:

Signature	Title	Title if "Other" was selected
Gary Gosaynie	Treasurer	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

C Decline C Accept

Attachment 7 Page 8 of 19

Filed by Corporations Division Administrator Filing Number: 201824654990 Date: 03/06/2018

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS FILING ENDORSEMENT

This is to Certify that the 2016 ANNUAL REPORT

for

CAPITAL AREA COMMUNITY SERVICES, INCORPORATED

ID Number:

800837681

received by electronic transmission on February 06, 2018 , is hereby endorsed.

Filed on March 06, 2018 , by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 6th day of March, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Attachment 7 Page 9 of 19

Filed by Corporations Division Administrator Filing Number: 201824700750 Date: 03/06/2018



Form Revision Date 07/2016

NONPROFIT CORP ANNUAL REPORT (YEARS: 2015-PRESENT)

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

800837681

Annual Report Filing Year: 2017

1. Corporation Name:

CAPITAL AREA COMMUNITY SERVICES, INCORPORATED

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name: IVAN LOVE, JR

2. Street Address:

101 E WILLOW ST

Apt/Suite/Other:

City:

LANSING

State:

MI

Zip Code: 48906

3. Mailing address of the corporation's registered office:

P.O. Box or Street

Address:

Apt/Suite/Other:

City:

State:

Zip Code:

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	HEATHER POPE	CITY OF EAST LANSING 410 ABBOTT RD EAST LANSING, MI 48823 USA
TREASURER	GARY GOSAYNIE	1309 N. WASHINGTON ST. OWOSSO, MI 48867 USA
SECRETARY	JULIE POWERS	224 N. MAGNOLIA LANSING, MI 48912 USA
DIRECTOR	KENNETH MITCHELL	15725 GROVE RD LANSING, MI 48906 USA
DIRECTOR	ERIC SCHERTZING	PO BOX 215 MASON, MI 48854 USA
DIRECTOR	BOB ROBINSON	1045 INDEPENDENCE BLVD. CHARLOTTE, MI 48813 USA
DIRECTOR	ERVIN CURRIE	206 W. STURGIS ST. ST. JOHNS, MI 48879 USA
DIRECTOR	ALEXIS MELTON	1804 HILLCREST ST. LANSING, MI 48910 USA
DIRECTOR	HEATHER THOMAS	407 E. CASS ST. ST. JOHNS, MI 48879 USA
DIRECTOR	SYLVESTER SHERRILL	2119 W. MAPLE RAPIDS RD. ST. JOHNS, MI 48879 USA
DIRECTOR	HOWARD SPENCE	1637 WILLOW CREEK DR. LANSING, MI 48917 USA
DIRECTOR	DANIEL MCMASTER	522 N. SAGINAW ST. OWOSSO, MI 48867 USA
DIRECTOR	CHARLES JENSON	4903 MULLIKEN RD. CHARLOTTE, MI 48813 USA
DIRECTOR	MICHELLE NICHOLSON	2630 W. HOWELL RD. MASON, MI 48854 USA
DIRECTOR	SU A'LYN HOLBROOK	PO BOX 30088 8303 S. CEDAR ST. LANSING, MI 48909 USA
	The state of the s	

DIRECTOR .	JOAN JACKSON JOHNSON	124 W. MICHIGAN AVE. 4TH FLOOR, CITY HALL LANSING, MI 48933 USA
DIRECTOR	GWEN CONEY	3606 MAYBEL LANSING, MI 48911 USA
DIRECTOR	REBECCA HOLLANSWORTH	180 MAPLE RUN MASON, MI 48854 USA
DIRECTOR	BRYNNE BANKS	120 N. WASHINGTON SQUARE 5TH FLOOR LANSING, MI 48933 USA
DIRECTOR	ANNE MARTIN	214 S. HIGGINS ST. BANCROFT, MI 48414 USA
DIRECTOR	JOHN BAGBY	7821 CARLSON LANSING, MI 48917 USA
DIRECTOR	GLENN FREEMAN, III	435 STOLL RD LANSING, MI 48917 USA
DIRECTOR	BEANY TOMBER	283 COMMUNICATION ARTS & SCIENCE BUILDING MICHIGAN STATE UNIVERSITY EAST LANSING, MI 48824 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

SOCIAL SERVICES

Signed this 6th Day of February, 2018 by:

Signature	Title	Title if "Other" was selected
Gary Gosaynie	Treasurer	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

□ Decline

Accept
 Ac

Filed by Corporations Division Administrator Filing Number: 201824700750 Date: 03/06/2018

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS FILING ENDORSEMENT

This is to Certify that the 2017 ANNUAL REPORT

for

CAPITAL AREA COMMUNITY SERVICES, INCORPORATED

ID Number:

800837681

received by electronic transmission on February 06, 2018 , is hereby endorsed.

Filed on March 06, 2018

, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 6th day of March, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau



Board of Directors (2018-2019)

CAPITAL AREA COMMUNITY SERVICES, INC. BOARD OF DIRECTORS 2018-2019

Brynne Banks

Ulysses S. Beas ey (2" Vice President)

Mark Brown

Gwen Coney

Ervin Currie (Member At Lorge)

Sue Devon

Susanne Elkins

Jennifer Flanders

Gienn Freeman, III (1 Vice President)

Cindy Garber

Gary Gosaynie (Treasurer)

Su A'yn Holbrook

Joan Jackson Johnson

Carol Roen g (Secretary)

Anne Martin

Kenneth Mitchell

Robert Ne son (President)

Michelle Michelson

Jeanne Pear -Wright

Hearber Pope (Member At Lorge

Services

series i torrestian & Assistance

ANTE SOME STO

Areast Production

Committee art; Eood Programs

-mp. (4-11--150 g., 1929)

Hop size of evention & Homalic . Sur

near This

Bob Robinson (Member At Large				
Barbara Rogers				
Eric Schertzing (Member At Large	2)			
Sylvester (Gene) Sherr				
Heather Thomas				
Dewain Valle Jr.				
Gorden Wright				
Contact Info	Lansing Service Center	Upcon	ning Events	Links
(517) 393-7077 (5		WED	COME Committee Meeting	Michigan Community Action
■ info@cacs-inc.org		20	No lember 20 § 11:30 ani - [2:30 pm	Community Action Partnership
Q caus-malorg		*-1411-***		National Association for State Comm
▼ 1.301 Rensen Street Lansing, MI 48910		THU	Thanksgrang Holiday-Agency Closed	Services Programs
		28	November 28 Hovember 24	Michigan Department of Health & H Services
8:00 am to 4/30 pm Monday through Friday		DEC	Braid Meeting	
Follow Us	Note:	02	December 2	
f E	If you need assistance click here and choose the service center located in the	View M	Ora_	

Copyright © 2019 Capital Area Community Services, Inc.

Page 14 of 19 Attachment 7

Filed by Corporations Division Administrator Filing Number: 201882957590 Date: 09/10/2018



Form Revision Date 07/2016

NONPROFIT CORP ANNUAL REPORT (YEARS: 2015-PRESENT)

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

800837681

Annual Report Filing Year: 2018

1. Corporation Name:

CAPITAL AREA COMMUNITY SERVICES, INCORPORATED

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name: MIGUEL RODRIGUEZ

2. Street Address:

101 E. WILLOW

Apt/Suite/Other:

City:

LANSING

State:

MI

Zip Code: 48906

3. Mailing address of the corporation's registered office:

P.O. Box or Street

Apt/Suite/Other:

City:

State:

Zip Code:

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	ROBERT NELSON	2356 SAPPHIRE LANE, EAST LANSING, MI 48823 USA
TREASURER	GARY GOSAYNIE	1309 N. WASHINGTON ST., OWOSSO, MI 48867 USA
SECRETARY	CAROL KOENIG	690 N. HAGADORN ROAD, EAST LANSING, MI 48823 USA
DIRECTOR	GORDON WRIGHT	2666 FONTAINE TRAIL, HOLT, MI 48842 USA
DIRECTOR	HEATHER POPE	410 ABBOTT ROAD, EAST LANSING, MI 48823 USA
DIRECTOR	MARK BROWN	449 E. EDGEWOOD BLVD., APT. H, LANSING, MI 48911 USA
DIRECTOR	SUSANNE ELKINS	283 COMMUNICATIONS/ARTS & SCIENCE BUILDING, EAST LANSING, MI 48824-1212 USA
DIRECTOR	ALEXIS SCHABERG	1804 HILLCREST AVENUE, LANSING, MI 48910 USA
DIRECTOR	BARBARA ROGERS	10601 FRIEDLEY LANE, EATON RAPIDS, MI 48827 USA
DIRECTOR	KENNETH MITCHELL	15725 GROVE RD, LANSING, MI 48906 USA
DIRECTOR	ERIC SCHERTZING	PO BOX 215, MASON, MI 48854 USA
DIRECTOR	ERVIN CURRIE	206 W. STURGIS ST., ST. JOHNS, MI 48879 USA
DIRECTOR	BOB ROBINSON	1045 INDEPENDENCE BLVD., CHARLOTTE, MI 48813 USA
DIRECTOR	HEATHER THOMAS	407 E. CASS ST., ST. JOHNS, MI 48879 USA
DIRECTOR	ULYSSES S. BEASLEY	3632 BLUE RIVER, LANSING, MI 48911 USA

DIRECTOR	SUSAN DEVON	16793 PRINTEMP DRIVE, EAST LANSING, MI 48823 USA
DIRECTOR	SYLVESTER SHERRILL	2119 W. MAPLE RAPIDS RD., ST. JOHNS, MI 48879 USA
DIRECTOR	HOWARD SPENCE	1637 WILLOW CREEK DR., LANSING, MI 48917 USA
DIRECTOR	DANIEL MCMASTER	522 N. SAGINAW ST., OWOSSO, MI 48867 USA
DIRECTOR	CHARLES JENSON	4903 MULLIKEN RD., CHARLOTTE, MI 48813 USA
DIRECTOR	MICHELLE NICHOLSON	2630 W. HOWELL RD., MASON, MI 48854 USA
DIRECTOR	SU A'LYN HOLBROOK	PO BOX 30088, 8303 S. CEDAR ST., LANSING, MI 48909 USA
DIRECTOR	JOAN JACKSON JOHNSON	124 W. MICHIGAN AVE., 4TH FLOOR, CITY HALL, LANSING, MI 48933 USA
DIRECTOR	GWEN CONEY	3606 MAYBEL, LANSING, MI 48911 USA
DIRECTOR	BRYNNE BANKS	120 N. WASHINGTON SQUARE, 5TH FLOOR, LANSING, MI 48933 USA
DIRECTOR	ANNE MARTIN	214 S. HIGGINS ST., BANCROFT, MI 48414 USA
DIRECTOR	GLENN FREEMAN, III	330 MARSHALL STREET, SUITE 203, LANSING, MI 48912 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

SOCIAL SERVICES

Signed this 10th Day of September, 2018 by:

Signature	Title	Title if "Other" was selected
MIGUEL RODRIGUEZ	Authorized Agent	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

← Decline ← A

Attachment 7 Page 16 of 19

Filed by Corporations Division Administrator Filing Number: 201882957590 Date: 09/10/2018

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS FILING ENDORSEMENT

This is to Certify that the 2018 ANNUAL REPORT

for

CAPITAL AREA COMMUNITY SERVICES, INCORPORATED

ID Number:

800837681

received by electronic transmission on September 10, 2018, is hereby endorsed.

Filed on September 10, 2018, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 10th day of September, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Page 17 of 19 Attachment 7

Filed by Corporations Division Administrator Filing Number: 201990755040 Date: 09/12/2019



Form Revision Date 07/2016

ANNUAL REPORT

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

800837681

Annual Report Filing Year: 2019

1. Corporation Name:

CAPITAL AREA COMMUNITY SERVICES, INCORPORATED

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name: MIGUEL RODRIGUEZ

2. Street Address:

101 E. WILLOW

Apt/Suite/Other:

City:

LANSING

State:

MI

Zip Code: 48906

3. Mailing address of the corporation's registered office:

P.O. Box or Street

Address:

Apt/Suite/Other:

City:

State:

Zip Code:

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	ROBERT NELSON	2356 SAPPHIRE LANE, EAST LANSING, MI 48823 USA
TREASURER	GARY GOSAYNIE	1309 N. WASHINGTON ST., OWOSSO, MI 48867 USA
SECRETARY	CAROL KOENIG	690 N. HAGADORN ROAD, EAST LANSING, MI 48823 USA
DIRECTOR	SUSAN DEVON	16793 PRINTEMP DRIVE, EAST LANSING, MI 48823 USA
DIRECTOR	MICHELLE NICHOLSON	2630 W. HOWELL RD., MASON, MI 48854 USA
DIRECTOR	SU A'LYN HOLBROOK	PO BOX 30088, 8303 S. CEDAR ST., LANSING, MI 48909 USA
DIRECTOR	GWEN CONEY	3606 MAYBEL, LANSING, MI 48911 USA
DIRECTOR	GLENN FREEMAN, III	330 MARSHALL STREET, SUITE 203, LANSING, MI 48912 USA
DIRECTOR	JENNIFER FLANDERS	1011 FARRAND AVENUE, LANSING, MI 48906 USA
DIRECTOR	GORDON WRIGHT	2666 FONTAINE TRAIL, HOLT, MI 48842 USA
DIRECTOR	HEATHER POPE	410 ABBOTT ROAD, EAST LANSING, MI 48823 USA
DIRECTOR	ANNE MARTIN	214 S. HIGGINS ST., BANCROFT, MI 48414 USA
DIRECTOR	CINDY GARBER	3522 S. FRIEGEL ROAD, OWOSSO, MI 48867 USA
DIRECTOR	ERIC SCHERTZING	PO BOX 215, MASON, MI 48854 USA

DIRECTOR	ERVIN CURRIE	206 W. STURGIS ST., ST. JOHNS, MI 48879 USA
DIRECTOR	BRYNNE BANKS	120 N. WASHINGTON SQUARE, 5TH FLOOR, LANSING, MI 48933 USA
DIRECTOR	JEANNE PEARL-WRIGHT	531 RAPIDAN, LANSING, MI 48917 USA
DIRECTOR	SYLVESTER SHERRILL	2119 W. MAPLE RAPIDS RD., ST. JOHNS, MI 48879 USA
DIRECTOR	DEWAIN VALLIE, JR.	212 KALAMO STREET, OLIVET, MI 49076 USA
DIRECTOR	MARK BROWN	449 E. EDGEWOOD BLVD., APT. H, LANSING, MI 48911 USA
DIRECTOR	SUSANNE ELKINS	283 COMMUNICATIONS/ARTS & SCIENCE BUILDING, EAST LANSING, MI 48824-1212 USA
DIRECTOR	KENNETH MITCHELL	15725 GROVE RD, LANSING, MI 48906 USA
DIRECTOR	BOB ROBINSON	1045 INDEPENDENCE BLVD., CHARLOTTE, MI 48813 USA
DIRECTOR	BARBARA ROGERS	10601 FRIEDLEY LANE, EATON RAPIDS, MI 48827 USA
DIRECTOR	HEATHER THOMAS	407 E. CASS ST., ST. JOHNS, MI 48879 USA
DIRECTOR	ULYSSES S. BEASLEY	3632 BLUE RIVER, LANSING, MI 48911 USA
DIRECTOR	JOAN JACKSON JOHNSON	124 W. MICHIGAN AVE., 4TH FLOOR, CITY HALL, LANSING, MI 48933 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

HUMAN SERVICE PROGRAMS FOR LOW-INCOME PEOPLE

Signed this 12th Day of September, 2019 by:

Signature	Title	Title if "Other" was selected
Miguel Rodriguez	Authorized Agent	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Attachment 7 Page 19 of 19

Filed by Corporations Division Administrator Filing Number: 201990755040 Date: 09/12/2019

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2019 ANNUAL REPORT

for

CAPITAL AREA COMMUNITY SERVICES, INCORPORATED

ID Number:

800837681

received by electronic transmission on September 12, 2019, is hereby endorsed.

Filed on September 12, 2019, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 12th day of September, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Disbursements to CAHS

During a Time Which a Conflict Existed

Check		Check	Check	
Number	Vendor Name	Date	Amount	
645166	CAPITAL AREA HEALTH ALLIANCE	02/28/18	\$ 2,000.00	١

Attachment 8 Page 2 of 6

Filed by Corporations Division Administrator Filing Number: 201881175300 Date: 08/30/2018



Form Revision Date 07/2016

NONPROFIT CORP ANNUAL REPORT (YEARS: 2015-PRESENT)

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

800810282

Annual Report Filing Year: 2018

1. Corporation Name:

CAPITAL AREA HEALTH ALLIANCE

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name:

KATHLEEN HOLLISTER

2. Street Address:

2123 UNIVERSITY PARK DR STE 105

Apt/Suite/Other:

City:

OKEMOS

State:

MI

Zip Code: 48864

3. Mailing address of the corporation's registered office:

P.O. Box or Street

2123 UNIVERSITY PARK DR STE 105

Address:

Apt/Suite/Other:

OKEMOS

City: State:

MI

Zip Code: 48864

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	SARA LURIE	CMHA-CEI, 812 E. JOLLY RD., SUITE 216, LANSING, MI 48910 USA
TREASURER	PHILLIP GILLESPIE	BCN, 20500 CIVIC CENTER DRIVE, SOUTHFIELD, MI 48076 USA
SECRETARY	PHILLIP GILLESPIE	BCN, 20500 CIVIC CENTER DRIVE, SOUTHFIELD, MI 48076 USA
DIRECTOR	LINDA VAIL	ICHD, 5303 S. CEDAR ST, LANSING, MI 48911 USA
DIRECTOR	GEORGE MANSOUR	LLHA, 1012 N WALNUT ST, LANSING, MI 48906 USA
DIRECTOR	GORDON WHITE, JR.	DHR, 1461 CAMBRIDGE RD, LANSING, MI 48911 USA
DIRECTOR	KRISTINE ALLEN	ERMC, 1500 S. MAIN ST, EATON RAPIDS, MI 48827 USA
DIRECTOR	MARGIE CLARK	LCC, 515 N. WASHINGTON SQUARE, SUITE 108, LANSING, MI 48933 USA
DIRECTOR	RANDOLPH RASCH	MSU, 1355 BOGUE ST, ROOM A216, EAST LANSING, MI 48824 USA
DIRECTOR	KATHY HOLLISTER	CAHA, 2123 UNIVERSITY PARK DR., SUITE 105, OKEMOS, MI 48864 USA
DIRECTOR	LESLIE BATCHELOR	SHS, 2900 HANNAH BLVD, SUITE 211, EAST LANSING, MI 48823 USA

DIRECTOR	JOAN JACKSON JOHNSON	COL, 124 W. MICHIGAN AVE, 4TH FLOOR, LANSING, MI 48933 USA
DIRECTOR	CASEY KANDOW	MGL, 401 W. GREENLAWN AVE., LANSING, MI 48910 USA
DIRECTOR	LARRY LEATHERWOOD	812 CANTON DR, LANSING, MI 48917 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

COMMUNITY NONPROFIT COLLABORATIVE DEALING WITH HEALTHCARE ISSUES.

Signed this 30th Day of August, 2018 by:

Signature	Title	Title if "Other" was selected
Kathy Hollister	Authorized Agent	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

© Decline © Accept

Filed by Corporations Division Administrator Filing Number: 201881175300 Date: 08/30/2018

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2018 ANNUAL REPORT

for

CAPITAL AREA HEALTH ALLIANCE

ID Number:

800810282

received by electronic transmission on August 30, 2018 , is hereby endorsed.

Filed on August 30, 2018 , by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 30th day of August, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Filed by Corporations Division Administrator Filing Number: 201988967970 Date: 09/03/2019



Form Revision Date 07/201

ANNUAL REPORT

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is:

800810282

Annual Report Filing Year:

2019

1. Corporation Name:

CAPITAL AREA HEALTH ALLIANCE

On behalf of the corporation, I certify that no changes have occurred in required information since the last year filed report.

This document must be signed by an authorized officer or agent:

Signed this 3rd Day of September, 2019 by:

Signature	Title	Title if "Other" was selected
Kathy Hollister	Authorized Agent	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

○ Decline

Accept
 Ac

Filed by Corporations Division Administrator Filing Number: 201988967970 Date: 09/03/2019

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2019 ANNUAL REPORT

for

CAPITAL AREA HEALTH ALLIANCE

ID Number:

800810282

received by electronic transmission on September 03, 2019, is hereby endorsed.

September 03, 2019, by the Administrator. Filed on

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 3rd day of September, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Attachment 9 Page 1 of 4

Disbursements to HWP

During a Time Which a Conflict Existed

Check		Check	Check
 Number	Vendor Name	Date	Amount
 654297	HELPING WOMEN PERIOD	01/23/19	\$ 7,500,00

Attachment 9 Page 2 of 4

Filed by Corporations Division Administrator Filing Number: 201990833180 Date: 09/13/2019



Form Revision Date 07/2016

ANNUAL REPORT

(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is: 800946877

Annual Report Filing Year: 2019

1. Corporation Name:

HELPING WOMEN PERIOD, INC.

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name:

LYSNE TAIT

2. Street Address:

13986 HEIDI

Apt/Suite/Other:

City:

LANSING

State:

MI

Zip Code: 48906

3. Mailing address of the corporation's registered office:

P.O. Box or Street

P.O. BOX 4544

Address:

Apt/Suite/Other:

City:

EAST LANSING

State:

MI

Zip Code: 48826

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	SUSIE HYATT	2440 COLLEGE ROAD, HOLT, MI 48842 USA
TREASURER	JANE LAYCOCK	4255 STILLBROOK LANE, DEWITT, MI 48820 USA
SECRETARY	DEB HALLGREN	4220 SUGAR MAPLE LN,, OKEMOS, MI 48864 USA
DIRECTOR	NIKKI JOHNSON	953 BARCLAY LANE, EAST LANSING, MI 48823 USA
DIRECTOR	ANNE HORNAK	1924 MOCKINGBIRD LANE, HOLT, MI 48842 USA
DIRECTOR	MICHELLE ADAMS	426 W OAK ST., MASON, MI 48854 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

HELPING WOMEN PERIOD PROVIDED MENSTRUAL PRODUCTS FOR LOW INCOME AND HOMELESS PEOPLE IN INGHAM, EATON, CLINTON, AND SHIAWASSEE COUNTIES.

Signed this 13th Day of September, 2019 by:

Authorized Agent	
,	Authorized Agent

A	ttachment 9				Page 3 of 4
		4			
By selecting AC that to the best	CEPT, I hereby a of my knowledg	icknowledge that this el e the information provi	lectronic document i ded is true, accurate	s being signed in accorda e, and in compliance with	ance with the Act. I further certify the Act.
	, ,	,	C Decline C A	Accept	

Filed by Corporations Division Administrator Filing Number: 201990833180 Date: 09/13/2019

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2019 ANNUAL REPORT

for

HELPING WOMEN PERIOD, INC.

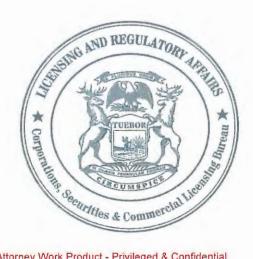
ID Number:

800946877

received by electronic transmission on September 13, 2019, is hereby endorsed.

Filed on September 13, 2019, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 13th day of September, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

GLHRN Grant Application

(One project per application)

FUNDING 2017 HUD NOFA CoC Program interim rule at 24 CFR 578

GRANT PERIOD 2018-19

Application due to katrina.urista@Iansingmi.gov by 12 noon Monday August 14, 2017 **PART I: Program Information** Renewal New Bonus Project New Reallocation Project Date of Application: Organization: One Church One Family Contact Person: Dr Joan Jackson Johnson Title: Executive Director Telephone: 517 256-5989 Email: joan.jacksonjohnson@lansingmi.gov Project / Program Grant Name: EFHTRR-RRH for Families Renewal only: Previous Year Award Amount: \$____259,181 Amount Requesting: \$\\$259,181 Circle the Eligible Program Component for Which You Are Requesting Funds: *Permanent Supportive Housing * Transitional Housing * Rapid Rehousing * HMIS * Supportive Services Only * TH-RRH Organization must have tax-exempt status under 501(c)(3) of the IRS A. Are other funds leveraged with the requested funds? Yes: X No: If yes, please identify the amounts and source for all leveraged funds. Amount \$ 10,000 Source: Grant -City of Lansing Amount\$ 1,500 Source: Other cash resources B. This grant requires a 25% cash or in-kind match. Please describe in detail how this will be achieved and how it will be documented. Match: \$64,795 In-Kind match: City of Lansing sponsored programs, Mobil Food Pantry (food), Connect for Kids (Outreach), Feed the Babies and Keep them Dry (Outreach), Office space for Case Manager (Admin), office support, Housing search and Counseling and Parking for Case Manager (Admin). FEC financial counseling for participants. Cash Match: Wages and transportation costs for HOS, City of Lansing, City of Lansing grant.

*See attached spreadsheet

Attachment 10 Page 2 of 10

C. Does the agency	follow	w the orders	of Priority as	defined in	CPD-16-11	(See Exhibit A	of this
application)? Yes: _	X	No:					

D. How many clients does the program plan to serve during the funding year? <u>34 families per HUD contract</u>

Part II: Narrative

- 1. Attach (one page or less) the general Objectives/Mission of the Organization and the Organization's experience in providing the services for which funding is being requested.
- 2. Describe the target population for the program. Specifically identify who the agency is serving or plans to serve? i.e. individuals/families; chronic; Special populations; also acuity level on average. Describe plans for outreach efforts to veterans, youth and/or victims of domestic violence?

The OCOF RRH for families project will specifically serve only homeless families (households with at least one child 17 years old and younger). An adult in the household must have legal custody of all children identified as living in the household. These families will be category one literally homeless. Although the program will <u>not</u> exclude high acuity families, PSH would be a better fit for high needs families. The average VI-SPDAT range for those to be served:

4-8 and the average F-SPDAT range for those to be served:

27-53. Chronically homeless families may be served through this project.

OCOS will work with the EVE shelter to ensure rapid rehousing of homeless DV survivor families.

3. List the program goals, objectives and measurable outcomes for this funding and how they align with GLHRN Priorities and HUD Priorities (See final page).
This program must follow the design as approved by HUD renewal application process per HUD mandates, program cannot change*

OCOF RRH will align with the GLHRN top priority of assisting families with permanent supportive housing and Rapid Rehousing. The priority of the program will be to provide Rapid Rehousing to a minimum of 34 families 6 months of RRH and case management. Purse plans for families to work on GLHRN's third priority, self-sufficiency.

OCOF RRH will align with HUDs goal of ending family homelessness. The program will support the participant families toward independence through targeted supportive services and referrals to mainstream resources along with housing services, which is GLHRN priority. Other HUD priority alignments include: Strategic Resource Allocation- limiting this resource for homeless with a lower acuity means more PSH for those families that needs more case management. Ending family homelessness is the mission of the program and we will be successful to end homelessness for many families. Removing Barriers to CoC Resources, this program will not impose more barriers and will help families to overcome those barriers that already exist. Maximizing the use of mainstream resources is part of the design of the program at every level. Our program design not only uses mainstream resources but all resources to help families at every level.

Attachment 10 Page 3 of 10

Building partnerships is a pillar of the agency as indicated in the name of the program. We believe there is a host of amazing partners in the Lansing area that will come alongside to accomplish the mission of ending family homelessness.

Goals and Objectives:

Goal -The program goal is to provide rapid rehousing services and case management assistance to a minimum of thirty-four (34) eligible families in Ingham County to help them become self-sufficient.

Objectives -Provide comprehensive assessments to determine underlying causes of homelessness, set realistic and mutually-agreed upon goals to address underlying causes of homelessness and conduct comprehensive client services for up to six months. Provide referrals for mainstream resources and community programs to help participants engage in other uplifting resources. Help participants increase income from any source.

Measurable Outcomes:

100% of program participants will develop a case action plan (minimum of 34 heads of households) with assistance from the Case Manager.

85% (minimum 30 of 34) will show progress toward achieving one or more functional goals as identified and measured through HMIS self-sufficiency matrix tracking.

100% (minimum 34 of 34) of housing obtained through the project will safe and affordable and will receive an HQS inspection before issuing any agreements for security deposits and/or first month's rent for housing.

91% (minimum 31 of 34) of program participants that obtain permanent housing while in the program will remain in permanent housing past six months, as recorded in the case file at the 7 month check-up for each participant.

4. Using Exhibit B-Describe the program utilization of the Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients as it pertains to current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Include the description of the program policy and procedure to address situations that may jeopardize housing or project assistance due to cause.

OCOF RRH family program will require that there is a parent/legal guardian and child (under the age of 18, and that they are category one homeless per the terms of HUD approved population for this renewal grant.

OCOF RRH's participants will <u>not</u> be required to have sobriety and/or have income prior to acceptance into the program. Acceptance will <u>not</u> be bias toward marital status, familial status, actual or perceived sexual orientation, gender identity, or other barrier.

With Rental Assistance, the lease will be with the landlord and participant. We will work with the participant and any other resource to find safe affordable housing that accepts the Attorney Work Product - Privileged & Confidential

Attachment 10 Page 4 of 10

participant as a tenant. OCOF will <u>not</u> require participants to pay a portion of their rent for the first three months, rather save it in local financial institution savings account as part of their stabilization plans (Design of the renewal program approved by HUD).

As approved in prior applications to HUD, OCOF will develop a relationship to encourage participants to attend monthly sessions with a Financial Counselor as well as to actively pursue monthly deposits to a savings account/savings card (special considerations for garnishment orders).

During months four through six, rent portion will be required to be paid to the landlord per HUD standard 24 CFR 578. Increasing income will be a goal emphasized during months 2-6 of the program to provide continual learning and progressing in self-sufficiency ("self-stability").

5. Explain how the assessment process ensures that program participants are directed to appropriate housing and/or services that fit their needs including integration into mainstream resources and other systems of care. How does the project help participants connect to mainstream resources including MI Works, SSI/SSD, Legal Services, Healthcare, FAP, schools? Are there MOUs or letters of commitment? (These must be dated between May 1st, 2017 and September 28th, 2017.) Include collaborations with other programs or agencies that help with services or resources for participants.

Assessment is an important process for the program to right fit case management especially for families and the added dynamics. It is during this time that non-judgmental relationships need to begin, mainstream resources are part of the monthly assessment and goals process. Lansing schools and DHHS are part of initial program objectives. MI-Works and SSI/SSD are engaged second thru sixth month if applicable for head of household or other family members. Healthcare is considered a universal stabilizing priority that engages all family members and part of the stabilization plan. Each household completes a comprehensive assessment with the Case Manager, The purpose of the comprehensive assessment is to: 1) help clients work with the Case Managers to map a plan to pursue stabilizing goals, and 2) develop effective personal and service strategies for reaching those goals. This assessment helps to customize a personal targeted development plan to stay housed and add steadying pillars for the family to move from crisis to a more calming state. Continual assurance and goals will develop with specific activities (whether from internal agency resources or from external providers and programs) to meet the client's needs during program participation. The importance of this comprehensive assessment recognizes that effective service planning between participant and Case Manager can affect a better process, which directly corresponds to each participant's personal success while in the project.

Specific efforts will be made through the HARA/CEA with respect for the participants for specific needs as assessment and case management reveals- MMRS CAHBI program and Ingham County Health, Medicaid\Medicare, CMH, LAAN, and others.

Attachment 10 Page 5 of 10

6. How does or will the program help increase participant income? Do participants get referred to the agencies that help file claims for disability benefits, DHHS benefits, Food Assistance, cash assistance, etc.?

The OCOF RRH case manager will work with the Coordinated Entry Agency and other established community partners to ensure each participant is connected to all resources (mainstream and specialized) for which they are eligible. DHHS will be a first step for participants for benefits, FAP etc. If applicable referrals for disability claims will be made to SOAR trained agencies and the Ability Law Clinic. The Case Manager will attend GLHRN meets and thus actively seek out and identify new resources as they become available. All participants will be encouraged to work with MI-Works and/or Rehabilitation programs. Other programs that will be encouraged are volunteerism, although this may not render income, it can be a catalyst to work experience and networking. In situations where households aren't already connected to resources for which they're eligible, the Case Manager will help them navigate the system(s) to ensure they apply. This includes health insurance (Medicaid, etc.), disability claims (including connection to Legal Services (if applicable), other DHHS benefits (such as SNAP, FIP, child care, etc.), free income tax preparation, etc.

- 7. Do program referrals come from the Coordinated Entry Agency (HARA)? If not, how does the project coordinate with the Coordinated Entry Agency and where do referrals come from?
 - OCOF RRH will pursue referrals from Coordinated Entry Agency (HARA), but will also seek participants thru GLHRN shelters and outreach efforts identified through the in-kind match arrangements.
 - OCOF will work with the Coordinated Entry Agency (HARA)-VOA with all their programs that can benefit participants including referrals to community programs.
- 8. How do you know the agency is engaging or will engage the most vulnerable per GLHRN prioritization policy? How does the program access and address those participants with severe needs? Outreach efforts? Reaching participants throughout the county that may not otherwise have known of the agency program?
 - Rapid rehousing projects, as defined by HUD, aren't necessarily targeted to serve the "most vulnerable" (generally these are best served through PSH projects). RRH projects are intended to assist families needing minimal interventions (through "progressive engagement") to achieve success in housing stability. This project will serve mainly households identified through the VI-SPDAT as having a 4 to 8 score. Due to the 6 month program limitation, to accept higher acuity may be setting participants up to fail after the 6 month subsidy ends. Although OCOF RRH will serve the chronic homeless, the best interest of the family will remain the highest consideration.
 - OCOF RRH has planned outreach efforts but will participate with other outreach efforts to engage participants in the county including the PATH program with Advent House. Vulnerability will be assessed through the ViSPDAT, which is the CoC approved tool.
- 9. Are there any outstanding Civil Rights matters or obligations to federal government?

ONLY Renewal Projects, complete questions 10-14

10. Are the agency reports turned in on time (%)? Is the agency HMIS data error free (%)? Are the agency monthly Financial Status Reports correct (%)?

- 11. Project cost-effectiveness what was the average cost per person or family served in your program? (Take the cost to run the program including match divided by the number of individuals or families served).
- 12. Please attach the agency's response letter to any findings or concerns identified by the City during the last monitoring/site visit of the agency. Please provide any CAP (Corrective Action Plan) requested by the City or CoC if applicable.

, ,		usses and programs used by the Continuum to luding but not limited to Homeless
Managemen	t Information System (HMIS),	the Housing Assessment and Resource
Agency (HA	RA), and the assessment tool	(SPDAT).
Agree:	Disagree:	
14. Who is the a	gency agency's contact person	knowledgeable about Fair Housing and

ONLY Reallocation and New Bonus Projects, complete questions 15-19 RENWAL BUT NEW AGENCY

- 15. Describe the plan to assist clients with barriers to housing (poor rental history, criminal history, bad credit, etc.) to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.
 OCOF RRH plans to work with landlords to help clients with barriers. There are elements of the program that can be leverage to encourage landlords to take a risk on participants including the full rent paid by the agency for the first three months, the case manager working with the participant to help them with increasing income, budgeting, care for the condition of the unit, etc. We will also work with the city and Ingham County Landbank for other resources.
- 16. Describe how the program design will fit the needs of program participants regardless of funding source, 1-to help maintain housing 2-meet the other needs of the clients to be served that contribute to instability and homelessness 3- establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.

The assessment process is designed with providing a custom plan for families with the idea that no two families are alike; it's the goal to help guide a plan while the participant steers the process. As we assess, which is a process that is continuous Lansing schools and DHHS are part of initial program objectives. Locating housing and housing counseling will be done internally and externally due to need to get families housed quickly. MI-Works and SSI/SSD are engaged second thru sixth month if applicable for head of household or other family

members. Healthcare is considered a universal stabilizing priority that engages all family members and part of the stabilization plan. Each household completes a comprehensive assessment with the Case Manager but it doesn't end there, continual assessment is necessary to maintain stability. Many factors can affect stability, OCCF will work will the family to give them choices and counseling as applicable.

The purpose of the comprehensive assessment is to: 1) help clients work with the Case Managers to map a plan to pursue stabilizing goals, and 2) develop effective personal and service strategies for reaching those goals. This assessment helps to customize a personal targeted development plan to stay housed and add steadying pillars for the family to move from crisis to a more calming state. Continual assurance and goals will develop with specific activities (whether from internal agency resources or from external providers and programs) to meet the client's needs during program participation. The importance of this comprehensive assessment recognizes that effective service planning between participant and Case Manager can affect a better process, which directly corresponds to each participant's personal success while in the project.

Specific efforts will be made through the HARA/CEA with respect for the participants for specific needs as assessment reveals- MMRS CAHBI program and Ingham County Health, Medicaid\Medicare, CMH, LAAN, Veterans programs, and others.

- 17. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. Rapid Implementation Plan -If OCOF is approved to manage the EFHTRR program, we plan to hit the ground running by following a transition plan with the former Subrecipient to debrief and a gentle hand off of participants. We are experienced with housing and supportive service. We will follow the program design that has been accepted and approved by HUD through this renewal grant. We will get copies of files and be introduced by the former Case Manager to participants that are currently in the program. This will happen within the first 30 days. Part of the program will include a voluntary participation with local church as there is another side to humanity that may need to be addressed. This is the choice of the participant. By 60 days any opening will be filled, participants will see the case manager 1 to 2 times each month, and clients will receive a monthly assessment. By 90 days, program will develop a rhythm for referrals, client relationships, and other collaborations to benefit participants. We expect to have everything fully running at the 90 day interval. The program will continue to refine but all goals and objectives will be on track.
- 18. My agency is willing to be trained in processes and programs used by the Continuum to manage and administer the HUD grant including but not limited to Homeless Management Information System (HMIS), the Housing Assessment and Resource Agency (HARA), and the assessment tool (SPDAT).

 Agree: ___x __ Disagree: ____
 19. Who is the agency agency's contact person knowledgeable about Fair Housing and HUD's priorities? Name: __Joan Jackson Johnson ____ Contact #__517 256 5989 ____

For further information, please see the HUD Notice of Funding Availability at: https://www.hudexchange.info/resources/documents/Revised-FY-2017-CoC-Program-NOFA.pdf

Part III: Budget

	HUD CoC Expenses					
	PH: PSH	PH:RRH	TH	SSO	.HMIS	
Rental Assistance		190,032				
Leasing						
Supportive Services*		52,189				
Operating Costs					THE STATE OF THE S	
HMIS	H. E.					
Total Admin		16,960				
Sub Total		259,181				
Cash Match (all line items except Leasing)		11,000				
In-Kind Match (all line items except for Leasing)		53,795				
Grand Total		323,976				

	*Supportive Service breakdown
Salaries	45,792
Fringe Benefits	0
Contractual services	0
Travel	1100
Supplies/materials	0
Utilities	0
Repairs/Maintenance	0
Financial assistance to clients	5297
Total	52,189

Program Income				
Sources	Amount			
- 10 at 10 a				
Total				

One Church One Family (OCOF)

Mission Statement:

The Mission of the One Church One Family is to help alleviate the suffering of individuals, children, and families by providing programs to enhance the quality of life. OCOF works to increase self-sufficiency by creating and managing programs to provide tangible help that makes a real difference in the lives of disadvantaged, marginalized, or at-risk individuals, children, and families.

The Mission of the One Church One Family is to help individuals and families achieve safety, independence and self-sufficiency through the provision of professional, fiscally responsible, quality resources in a collaborative and courteous environment.

August 7, 2008

\$10,000

\$9,130

Value:

Value:

Match/Leverage for RRH \$64,795

Type and Source (est.)

In-Kind-

City of Lansing sponsored programs:		
Mobil Food Pantry (Supportive Service):		
27 families \$80 approx. value for 12 months	Value:	\$25,920
Connect 4 Kids (Outreach):		
27 households @ \$300 per family Annual event	Value:	\$8,100
Feed the Babies Keep them Dry (Outreach):		
10 households @ \$150 per family Annual event	Value:	\$1,500
Office space for Case Manager: (Admin)		
1 -Furnished office w/ utilities \$750 for 12 mo	Value:	\$9,000
Receptionist Serices (Admin):		
Phone calls, foot traffic, copier, internet \$350 per for 12 mo	Value:	\$4,200
Housing search and counseling (Supportive Services):		
12 households at 5 hours \$55 per hour	Value:	\$3,300
Parking for Case Manager at City owned Parking Garage		
12 Mo at \$80 per	Value:	\$960
Other:		
Financial Enpowerment Center:		
54 families \$190 approx. value	Value:	\$10,260
Wage and mileage for HQS (Supportive Services)		
54 units \$60-5 estimated miles per inspection	Value:	\$3,380

City of Lansing General Fund grant (Admin, Supportive Service, Other)

Cash Match-

Indirect Costs