Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, April 29, 2025
9:00 a.m. – 11:00 a.m. via Teams

Board Members Present:

☒	Jennifer McMahon (Chair)	☒	Rawley Van Fossen	☒	Matt Apostle
☒	Nancy Oliver (Vice Chair)	☒	Kim Shirey	☒	Kim Coleman
☒	Dana Watson (Treasurer)	☒	Nickie Perera	☐	Rose Taphouse
☒	Brooke Hall (Secretary)	☐	Rich Howard	☒	Mark Criss
☒	Susan Cancro	☐	Su A'lyn Holbrook	☒	Clinton Mireles

Guests:

☒	Teri Looney	☒	Meghan Palma	☐	
☒	Patricia Allen	☒	Doris Witherspoon	☐	
☒	Mary Corrigan	☒	Jami Garver	☐	
☒	Daniel Spencer	☒	Matt Stephenson	☐	

April Board agenda reviewed and amended to move HMIS PIT Data Report review to CQI Committee; **motion to approve by N. Oliver, seconded by D. Watson; motion carried unanimously.**

Review of March 2025 Board Minutes with request to correct language in the 'Fiduciary Updates' on page 2: "afternoon action plan" should read "annual action plan" and "monitored by MSJA" should read "monitored by MSHDA"; **motion to approve amended minutes by N. Oliver, seconded by D. Watson; motion carried unanimously.**

Chair Report (J. McMahon)

- Note that Committee updates will be not be discussed due to time constraints and need to review important financial reports; Board members are encouraged to join upcoming Committee meetings to receive information
- HUD TA has been significantly reduced following Executive Orders at the Federal level; this will impact the Governance Workgroup

MSHDA Quarterly Report (D. Witherspoon)

- Shelter Diversion
  - Funds are all expended within budget, resulting in no corrective action during this quarter
- ESG-ESF:
  - Reports reviewed with particular attention to funding variances with Haven House and Advent House Ministries (AHM) resulting in submitted Corrective Action Plans (CAPs) noting spending challenges related to staffing and suspension of Housing Choice Voucher (HCV) distribution.
  - AHM CAP includes a budget amendment that is also included in the Board packet; discussion clarifying fund allocation coming from different funding streams with goal to supplement funds to rental assistance in lieu of lack of HCV opportunities
  - Haven House HMIS CAP: grant covers only Wellsky invoices causing the grant to be underspent; Haven House will be working with City of Lansing to research eligible expenses with a spending plan to be submitted to the Board in May 2025
- ESM:

    - Reports reviewed with particular attention to Loaves and Fishes (L&F) fund variance caused by overspending on insurance and utilities resulting in submitted Corrective Action Plan (CAP). Correction Action will be dependent on MSHDA ESG approved funds (see note below), if not approved, the shelter has access to two alternative grants that can be utilized to balance the budget
- Note regarding the March Board Approval of additional ESG Funds: Haven House and Loaves and Fishes expressed interest (budget amendments reviewed) with CRHC Board approval; however, the MSHDA Board approval is pending and is needed prior to utilization of funds, as a result MSHDA has extended funding through June 2025
- Board raised question regarding citizen access to budget information regarding ability to FOIA, noting concern for potential confusion when reading amendments and not knowing to look into the minutes for related discussion points
    - Note that FOIA does not apply to the CRHC as it is a registered non-profit; however, it does apply to the City of Lansing
- **Motion to approve CAPs and budget amendments as written by K. Shirey, seconded by D. Watson; motion carried unanimously**
- **Motion to approve budget increases offered by MSHDA by K. Shirey, D. Watson; motion carried unanimously**

Treasurers Report (D. Watson)

- CRHC Planning Grant Review (J. McMahon)
    - Current grant cycle ends tomorrow, April 30th, 2025 but was fully expended February 30th, 2025, resulting in use of membership dues to cover expenses from March and April 2025.
    - Delays in reporting and using FY23 funds were related to the 2025 Federal Administration Executive Orders causing local level freezes.
    - Grant funds from May 2025 forward have been approved by the Detroit Field Office; however, many lead staff elected to take the Federal Administration's offer for early retirement or are seeking alternative employment resulting in concern that the office is facing closure; at the time of this Board meeting no members have been able to reach their respective HUD representatives. Members noted further reduction in employees at the HUD Federal level as well. Lansing Housing Commission noted potential funding impacts to the Shelter Plus Care Grant as it too renews in May 2025.
- YHDP Planning Grant Review (J. McMahon)
    - Chair provided an update to expenses to the Youth grant, noting the same delays related to funding freezes shared with the CHRCH Planning grant
- CRHC Account Review (D. Watson)
    - Balance: Treasurer reports current account balance at $36,000 and notes plans to present a more robust budget overview in the near future as she works to facilitate the transfer of CRHC Officers
    - Account holder(s): a Board vote is needed to transfer the CRHC MSUFCU Account roles from former to current Executive Officers. Account roles are as follows:
        - RESPONSIBLE INDIVIDUAL: An individual who will have access to all shares and loans, as well as the authority to conduct transactions, make changes to the account structure, add or remove services, and close the account Responsible individuals also maintain the responsibility of monitoring any transactions conducted by Authorized Signers. Each account must have at least one Responsible Individual. The Responsible Individual(s)

named on the account opened for any nonprofit corporation or federal, state, local or interstate governmental departments, agencies, or authorities will not be held personally liable for any obligations created by the business' account.

- AUTHORIZED SIGNER: An individual who will have access to all shares and loans and the authority to conduct transactions on behalf of the business or organization. Unless they separately agree to be held liable, the Authorized Signer(s) will not be personally liable for the obligations created by the business' account.
- COMPUTER LINE: Inquiry Only (can look on-line at account activity – cannot provide any other transactions other than depositing).

- **K. Shirey motions to remove former Officers Rawley Van Fossen, Mark Criss, Rich Howard, Veronica Perera, and Gabriel Biber to be replaced with Dana Watson, CRHC Treasurer, as the 'Responsible Party', Jennifer McMahon, CRHC Chair, Nancy Oliver, CRHC Vice Chair, and Brooke Hall, CRHC Secretary, as 'Authorized Signers', and Mary Corrigan, CRHC Coordinator, for 'Computer Line'; motion seconded by K. Coleman; motion carried unanimously.**
- Finance Committee Updates (D. Watson)
  - Discussion surrounding goal to increase membership comprised of parties with minimal to no conflict of interest with particular regard to grant scoring purposes, noting need for about six scorers for the upcoming ESG grants. LHC, City of E. Lansing, HRCS, and CMH are all available to score.
  - Treasurer shared desire to discuss offering payment to scorers based on experience with the Health Equity Council members and the philosophy to ensure members are compensated for their work.
  - Reviewed ESG 2025-2026 Timeline & Rubric, noting no changes from previous FY timelines; clarification provide that they presentation of this timeline is varied each year based on when HUD/MSHDA release the Notice of Funding Opportunity (NOFO); once released, CoCs can then develop and present timelines accordingly; any delays from HUD/MSHDA result in either more or less time for CoCs to administer funds accordingly.
    - **Motion to approve the FY 25-26 timeline as presented by K. Coleman, seconded by N. Oliver; motion carried unanimously**

- MSHDA Shelter Diversion Grant (J. McMahon)
  - Grant funds have been significantly reduced from $500,000 to $146,000 to be used over two years; review of additional changes limiting or restricting line item allocation as well. Due to the significant reductions and limitations, MSHDA is encouraging CoCs leverage local or private funds to account for the loss. Grantees will work closely with the City of Lansing to understand changes prior to use of funds. Due to the significant loss of funds coupled with the changes in allocation regulations, the Executive Committee is recommending Board approval to award upcoming funds to current recipients Advent House Ministries (AHM) and Child and Family Charities (C&F), noting no other applicants in prior grant cycles and concerns of causing budget deficits to potential applicants.
  - Board noted desire to increase competition for CoC grants and concern that community partners are not being offered an opportunity to apply for these funds, so would like it noted this practice should be limited and the CRHC must increase efforts to build a more robust CoC membership to garner a more competitive grant process.
  - **N. Oliver motions to approve continued fund allocation to AHM and C&F for the upcoming grant cycle, as funding and Federal Regulations permit, while the Membership and Strategic Planning Committees address goal to increase opportunities for future prospective applicants;**

motion seconded by K. Coleman; J. McMahon and S. Cancro recused from vote; motion carried unanimously.

New & Old Business

- City of Lansing Needs Assessment
    - Study is complete; team will be working with the CRHC Executive Committee to share with the network in the near future
    - Next steps will be to compare results with other assessments in the community
- Community Mental Health
    - Members of a Planning Committee are joining the May Board meeting to present information about the new Crisis Stabilization Unit
    - Call to Action: members are encouraged to reach out to their Representatives to express concerns related to plans for cuts to Medicaid funding; proposed cuts would significantly reduce the recent expansion of behavioral services and would impact core behavioral and public health services over time; note that Congressman Tom Barrett is actively working on budgets that could impact Medicaid funding.
- MSHDA is hosting a webinar to review the July 1 changes to the Housing Choice Voucher program due to the federal budget shortfall.

Meeting adjourned by CRHC Chair; the next CRHC meeting is scheduled for May 27, 2025, beginning at 9:00am via Teams.