Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, March 25, 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	☒	Julie Thomas	☒	Meghan Palma
☒	Taylor Hunter	☒	Kyle Graham	☒	Doris Witherspoon
☒	Mary Corrigan	☒	Patricia Allen	☐	
☒	Daniel Spencer	☒	Erin Buitendorp	☐	

January Board agenda reviewed; correction needed with regard to City of Lansing ESG reporting by D. Witherspoon and D. Spencer; **motion to approve with corrections by K. Shirey, seconded by D. Watson; motion carried unanimously.** Review of November 2024 Board Minutes; **motion to approve as written by K. Coleman, seconded by K. Shirey; motion carried unanimously.**

Chair Report (J. McMahon)

- Continue to seek interested parties to re-establish defunct committees; CRHC Coordinator will be reaching out to members who have expressed interest in the near future
    - Susan and Mark volunteered to re-build Membership Committee

Treasurers Report (D. Watson)

- Review of ESG & ESF First Quarter Report (D. Witherspoon)
    - Following review and approval, additional funds moved to Advent House Ministries ($10,000) & Child & Family Charities ($5,000)
    - Advent House Ministries (AHM) was underspent, resulting in corrective action, with a plan to achieve compliance within 5 months
        - AHM CAP: Program changes created reduction in spending due to staff changes
    - **Motion to approve CAP as written as well as the budget amendments by R. Taphouse, seconded by D. Watson; City of Lansing, AHM, Child & Family abstained; motion carried unanimously.**
- Review of City of Lansing ESG First Quarter Report (D. Spencer)
    - Unsuccessful FSR with EVE; no contact since December; R. Howard will assist in continued efforts and outcome will be shared with the Board
    - Loaves & Fishes Ministries (L&F) submitted a corrective action plan; plans are still needed from Holy Cross Services and City of Lansing, which will be reviewed a next month's Board meeting
    - **Motion to accept the report and L&F CAP as submitted by M. Apostle, seconded by S. Cancro; motion carried unanimously**
- Planning Grant Updates (J. McMahon)
    - Organizing documentation and work plans to spenddown grant; started to draw dollars Jan 1st

    - C&F did learn that they are able to draw dollars from the previous FY grant given the transition of the fund from Lansing Housing Commission to C&F
    - Full details have been submitted to the Finance meeting and the CRHC Treasurer will share at the next Board meeting
- Membership Dues update (J. McMahon)
    - Various Board members are noted to have outstanding dues; the CRHC Coordinator is coordinating with the departing CRHC Treasurer, who is out on leave at this time, and will be reaching out to those needing payment in the coming weeks

Network Committee (N. Oliver)

- CRHC Chair shared update in Vice-Chair's absence
- Jan meeting focused on HMIS data and impact toward the upcoming Strategic Plan
- Noted 50/50 virtual and in-person attendance at this month's meeting, so the meeting will continue being offered in a hybrid format moving forward

Shelter & Street Outreach Workgroup (N. Oliver/S. Cancro)

- 2025 PIT Update
    - Eaton: completed 1/27/25; identified about 4-5 people
    - Ingham: will be completed tonight, 1/28/25
    - Clinton: will be completed tomorrow, 1/29/25
- Code Blue: workgroup continuing discussions on determining specific temperature that will active emergency plan, noting limitations with current shelter capacity and need to identify additional physical and staffing capacity to meet the need

HMIS (M. Palma)

- Haven House will continue as Lead Agent
- Kris & Matt will be the primary contacts; send communications to both of them via email:
    - Matt Stevenson: mstevenson@havenhouseel.org
    - Kris Chessin: mstevenson@havenhouseel.org

CQI Committee (J. McMahon)

- Reviewed HDX data, noting following takeaways:
    - City Rescue Mission (CRM) data was not included this year, resulting in a large volume of missing information that would change the results
    - Zip code analysis resulted in a small amount of individuals originating from outside areas; therefore, too insignificant to drive system change
- Committee would like to determine a plan to capture CRM data; requesting CRM or CoL share FTE needed to fulfill this need
    - Board member suggested use of internship and/or AmeriCorps to supplement

CRHC Governance Ad Hoc (J. McMahon)

- New Ad Hoc began in December with the goal to overhaul governance, rather than simply updating existing policies; will be requesting extended HUD TA
- Note that the CRHC's 501c3 status in not covered within the scope of HUD TA; CRHC will need to explore impact of maintaining this status

YHDP Report (J. McMahon)

- In process of developing Youth Sub-committees, coordination of processes with the HARA, and hiring Housing and Systems Navigators as well as a Peer Mentor
- HUD TA ongoing throughout project implementation

New & Old Business

- MCAH hosted webinar regarding anticipation of ICE activity at homeless shelters
    - K. Coleman noted City of Lansing Mayor working with MML and other Mayors to compile information that she will share with the CRHC
- CMH update
    - B. Hall shared update on State's plan to implement Conflict-Free regulations of Home and Community Based Services, which will result in a division in the assessment, planning, and service provision of these Medicaid Services; more information, including advocacy efforts, will be available on the CMHA Website
- ICHTF opportunities
    - CRHC will send out upcoming opportunities for members to participate in forums discussing use of the Ingham County Housing Trust fund dollars

Meeting adjourned by CRHC Chair; the next CRHC meeting is scheduled for February 25, 2025, beginning at 9:00am via Teams.