Capital Area Regional Housing Collaborative
Special Board Meeting Minutes
Tuesday, July 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	☒ Erin Buitendorp
☒ Tricia Braman	☒ Doris Witherspoon	☒ Amy Crank
☒ Mary Corrigan	☒ Jami Garver	☒ Chris Hansens
☒ Daniel Spencer	☒ Julie Thomas	☒ Yolanda Pope
☒ Dusty Olson		

July Board agenda reviewed; **motion to approve by B. Hall, seconded by K. Shirey; motion carried unanimously.** Review of June Board minutes; **motion to approve by K. Shirey, seconded by S. Cancro; motion carried unanimously.**

Chair Report (N. Oliver)

- Shelter Diversion Program Final Report (D. Witherspoon)
  - Advent House Ministries (AHM) and Child and Family Charities (CFC) fully spent MSHDA diversion dollars effectively closing the grant.
- MSHDA Steps to Stability (D. Witherspoon)
  - Grant combines former Housing Navigation and Shelter Diversion programs of which AHM, CFC, and the City of Lansing (CoL) are current recipients. Attached report outlines details of the changes, noting grant cycle of September 1, 2025 through August 31, 2025.
- MSHDA ESG (ESF/ESM) Quarterly Report (D. Witherspoon)
  - Corrective Action Plans and Budget Amendments
    - Advent House Ministries (AHM) and Haven House (HH) CAPs reviewed along with AHM budget amendment request to move dollars from rental assistance and add to security deposits.
    - **Motion to accept the corrective action plans and AHM amendment as requested by K. Shirey, seconded by D. Watson; motion carried unanimously with S. Cancro recusing.**
- CoL ESG Spending Update (D. Spencer)
  - Review of 4th Quarter spending; no action required.

New Business

- Update on CMH Crisis Care Center (B. Hall)
  - CMHA-CEI provided an update on construction progress for the Crisis Care Center; on track to start hiring at the start of the new year with services beginning sometime in mid to late 2026
  - Board member raised concern over upcoming cuts to mental health services, specific to Eaton County; B. Hall confirmed current recommendations to the county include termination of 100% of the funds to CMHA-CEI in Eaton County
- CoL Homeless Study (K. Coleman)

    - The City is hosting workgroups with partnering organizations to combine efforts related to housing and homeless needs assessments with a goal to streamline related action plans
- HMIS ESG Quarterly Report (J. McMahon)
    - HMIS Report included in Board attachment; CQI Committee will be reviewing the report in detail to determine how this information will impact the Federal NOFOs; findings will be shared with the Board.
- HARA (S. Cancro)
    - Team has issued Housing Choice Voucher and now helping recipients in their housing search; working to support to residents of Sycamore and collaborating with CMH residents at Kaynorth in identifying relocation efforts.
- DAP Services and Resources (Y. Pope)
    - Organization is requesting CRHC Board support to waive the membership fee; presented overview of programming, specific to supports to seniors including shelter, access to healthcare, and meeting other identified needs. Additional information will go out to the greater CRHC network.
    - **Motion to waive the membership fee for DAP by B. Hall, seconded by K. Shirey; motion carried unanimously.**
- Shelter and Street Outreach (S. Cancro/N. Oliver)
    - Shelter Committee is seeking a new chair; any interested parties are encouraged to reach out to N. Oliver who will be stepping down from this role.
    - Street Outreach has been extremely busy, likely related to extreme heat; noted concerns related to unsafe panhandling, fully occupied shelter beds, and increased encampments resulting in media attention.
    - City Rescue Mission is on track to move from Michigan Ave to their new location on Kalamazoo at the end of August.
- Strategic Planning (J. McMahon)
    - Plan development occurring in coordination with the needs, recommendations, and action plans that will come out of the City's Needs Assessment efforts.
- Governance Redesign (D. Olson)
    - Dusty Olson, HUD TA, presented Ad Hoc committee updates on efforts related to redesign of the CRHC Governance with a recommendation to delay upcoming Board elections while work is underway to avoid disruption to momentum of current efforts:
        - Option 1: Delay 2025 Board elections to May 2026
        - Option 2: Suspend Board elections for 2025
    - Board discussion leaned in support of HUD TA recommendations, while emphasizing the priority to resume standard election processes once restructuring is stable. Board members made note of the valuable voices missing from the 'table' in the community, who should have equal opportunity to run for a Board seat, but agree that providing a more structured CoC will increase the likelihood that interested parties will come forward and remain thereafter.
        - **Motion to suspend Board elections for 2025 by B. Hall, seconded by K. Coleman; however, with the absence and early departure of Board members from the meeting, a formal vote cannot occur resulting in the need to schedule a Special Board meeting as soon as possible.**

Meeting adjourned by CRHC Chair; the next CRHC Board meeting is August 26, 2025, beginning at 9:00am via Teams with a Special Board Meeting sometime prior.