Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, August 26, 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	☒	Shelbi Frayer
☐	Daniel Spencer	☐	Julie Thomas	☐	

August Board agenda reviewed; **motion to approve by R. Van Fossen, seconded by K. Shirey; motion carried unanimously.** Review of July Board minutes; **motion to approve by R. Van Fossen, seconded by M. Apostle; motion carried unanimously.**

Chair Report (J. McMahon)

- HUD Quarterly Spending Report
  - HUD shared Excel sheet outlining expenses spent or underspent, highlighting funds that could be recaptured; Finance Committee to review and report back on recommended response to HUD
- Temporary Suspension of Board Elections
  - Chair reviewed the information presented by the HUD TA at last month's Board meeting with related recommendations to delay or suspend the 2025 Board elections to avoid disruption to Governance Redesign efforts. CRHC Coordinator noted need to hold an election for at least one seat, currently held by Rich Howard. Motion to suspend Board elections for 2025, with the exception of Rich Howard's seat, by K. Coleman; motion rescinded following discussion below. **Motion to present this information to the Network and hold the respective vote at the September Network meeting by K. Shirey, seconded by D. Watson; motion carried unanimously.**
    - Discussion reminding Board members that this decision, while being considered for good reasons, would be temporarily removing the community's ability to participate so the decision is not made lightly
    - Board discussion ensued regarding move of the vote to the Network meeting to more fully represent the community's input

Fiduciary Report (City of Lansing)

- MSHDA ESG Grant Updates (J. Garver)
  - ESG funds to begin October 2025 have all been approved and will be available to spend starting 10/1/25 pending receipt of signed agreements.
- City of Lansing Homeless Study (K. Colemen)
  - Looking at taking the information to develop coordinated action plans during a September meeting
- ModPods Units (K. Coleman)

- The City of Lansing has purchased 50 ModPod units and will be hosting a community forum to discuss information related to the effort tonight, August 26, 2025 from 5:30-7:30 p.m. at the Foster Community Center

- Consolidated Annual Report (D. Witherspoon)
  - City of Lansing 'year-end' report is due September 26, 2025; information will be sent to CRHC, including public comment period, prior to submission

Treasurer Report (D. Watson)

- Review of June Committee discussion regarding complexities related to technical challenges with the ESG application processes, the efficacy of the rubric in measuring priority considerations, and the need to consider required elements.
  - Board discussion ensued regarding the challenges related to the limited timeline given to prospective applicants with the need to further explore how to announce earlier notice in future funding cycles

Shelter & Street Outreach Committee (T. Braman/S. Cancro)

- Noted some concerns related to data review of Coordinated Entry assessments between different assessors working with the same individuals; committee looking to host an additional training to bring assessors back into alignment
- Note 316 individuals experiencing street homelessness

CE Policy Advisory Committee (T. Braman)

- Reviewing the scoring and questions to consider edits; interested parties encouraged to join discussions

CQI (J. McMahon)

- Discussion surrounded need to obtain data from CRM who does not participate in HMIS, reviewed system performance measures to assign to respective committees for a more thorough exploration for potential recommendations to the Board.

Youth Subcommittee (J. McMahon)

- 12-15 young persons attending and focused on Housing Systems Navigation and expanded PSH project to gather feedback to modify projects to ensure efficacy.

New Business

- PK Development looking at submitting MSHDA LIHTC application and will be seeking CRHC support. Child and Family brought on as a prospective partner and requested PK join the CRHC to present information about the project.
- City of East Lansing continues to have funds available for security deposit and first month's rent assistance; reminder to refer prospective applicants to Matt Apostle.

Meeting adjourned by CRHC Chair; the next CRHC Board meeting is September 30, 2025, beginning at 9:00am via Teams.