**Capital Area Regional Housing Collaborative**
**Board Meeting Minutes**
Tuesday, October 28, 2025
9:00 a.m. – 11:00 a.m. via Teams

**Board Members Present:**

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| ☐ | Jennifer McMahon (Chair) | ☒ | Rawley Van Fossen | ☒ | Matt Apostle |
| ☒ | Susan Cancro (Int. Vice Chair) | ☐ | Kim Shirey | ☐ | Kim Coleman |
| ☒ | Dana Watson (Treasurer) | ☒ | Nickie Perera | ☒ | Rose Taphouse |
| ☒ | Brooke Hall (Secretary) | ☒ | Mark Criss | ☒ | Clinton Mireles |
| ☒ | Diana Bartlett (newly elected) | ☐ | Su A'lyn Holbrook | ☒ | Khadja Erickson |

**Guests:**

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| ☒ | Mary Corrigan | ☒ | Kristin Millerov | ☒ | Erin Buitendorp |
| ☒ | Tricia Braman | ☒ | Amy Crank | ☒ | Trisha Washburn |
| ☒ | Jami Garver | ☒ | Shelby Frayer | ☐ | |
| ☒ | Daniel Spencer | ☒ | Dusty Olson | ☐ | |

October Board agenda reviewed; **motion to approve by R. Van Fossen, seconded by M. Apostle; motion carried unanimously.** Review of September Board minutes; **motion to approve by R. Van Fossen, seconded by R. Taphouse; motion carried unanimously.**

**Chair Report (S. Cancro)**

- Welcoming newly elected Board Members, Diana Bartlett, representing the Ingham County Housing Trust Fund, and Khadja Erickson, representing the Mid-Michigan Tenant Resource Center.

**Fiduciary Updates (City of Lansing)**

- MSHDA FY 25 Quarterly Report (D. Witherspoon)
    - Steps to Stability (S2S) with Advent House & Child and Family Charities: spending toward grant began September 1, 2025, so report covers only one month and will be quarterly hereafter. Both grantees are on target with spending but a corrective action plan (CAP) is required for the City of Lansing (CoL) as no monies were spent. The CoL's CAP is to allocate staffing time to the S2S program on timecards. **Motion to approve CAP as written by R. Taphouse, seconded by D. Bartlett; motion carried unanimously.**
- City of Lansing MSHDA ESG 4th Quarter (D. Spencer)
    - Note for FY '26: Grantees are encourage to submit Financial Spending Reports for the new fiscal year; however, the City notes payments are on hold due to the Federal government shutdown.
    - Board reviewed the FY '25 report showing expenses falling within the 11% variance, requiring corrective action for the following:
        - City of Lansing CAP: working with the Finance Department to reclass a portion of D. Spencer's salary from the City General Fund ESG.
        - Haven House noted limited funding with plan to charge eligible activities to the grant, once all funds have been spent.
        - EVE noted impact from the government shut down, requiring them to utilizing alternative grants to continue services; when able, EVE intends to allocate $1400 monthly during the second quarter.

- **Motion to approve all CAPs as written by R. Taphouse, seconded by D. Watson; motion carried unanimously.**

**Governance Redesign Ad Hoc (D. Olson)**

- HUD TA, Dusty Olson, presented an update on the Governance Redesign to the Board, requesting Board attention to recommendation regarding membership dues.
- Project Overview: workgroup established to develop a new set of By-Laws' and CoC Policies and Procedures with particular attention to the CoC's desire to grow and strength collective community engagement. Workgroup will develop recommended governance to present to the Network in December of 2025 for voting, which will then move to the Board for vote in January in 2026. Final drafting would occur thereafter for final adoption of new governance, the remaining Board elections, and training of new Board members.
- Two changes for discussion:
    - Membership changes: the Workgroup is proposing the Board consider changes to increase membership engagement by changes to dues, annual membership meetings, and the process for full membership voting.
    - Board revisions: the Workgroup would like to increase the number of total Board seats, including appointed seats, and more clearly defined elected seats, and changes to the respective term designations.
- With the annual renewal of dues upon us, the Workgroup requesting the Board suspend membership dues for 2026 as they continue the work to restructure this process. Workgroup confirmed sufficient dues balance in reserves, so suspension would not negatively impact the CoC and would prevent dues from accumulating revenue.
    - Discussion regarding use of dues: in the past, dues were used to pay for the CoC Coordinator position, which is now supplemented from the Planning Grant. The Board intended for the Coordinator to become full-time, but changes brought on from the pandemic, coupled with a significant increase to the amount of the Planning grant, resulted in the use of dues to be primary used for food and expenses related to community events. Events were limited due to the pandemic, resulting in an accumulation of dues that is on track to create a surplus; suspension of dues would prevent said surplus. The Workgroup plans to continue discussions related to the CoC Coordinator position following the 2026 NOFO as HUD funding is uncertain.
- **Motion to support the workgroup's recommendation to suspend dues for 2026, allowing all members to pay under the revised structure by B. Hall, seconded by C. Mireles; motion carried unanimously.**

**Treasurer Report (D. Watson)**

- CRHC Balance Updater: $61,690.63
    - Expenses: primarily for food for Networking meetings, Doing Business with HUD meeting
    - Revenue: LifeBoat, Advent House, and VOA sent in dues; donation from private donor of $5,000
    - Treasurer will submit a report for upcoming Board meetings

**Network Committee (S. Cancro)**

- Elected new Board members and the Governance Workgroup presented updates to attendees on their progress and gathered feedback on remaining plans.

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

- Shelby Frayer, Interim HCS Shelter Director, will be taking lead of this meeting. S. Cancro noted particular concern related to increased volume of families experiencing street homelessness; Holy Cross Services increased bed capacity for families, but the volume of need continues to cause a still a waitlist. Committee is exploring ideas regarding increasing shelter capacity, utilizing community groups (e.g., churches) to share space for temporary shelter, with CoC agencies offering volunteers. Next meeting is November 13, 2025 at 2:00 p.m.

**CE Policy Advisory Committee (T. Braman)**

- Created a Coordinated Entry Curriculum with a plan to roll out in the near future.

**HARA (T. Braman)**

- 15 new openings through Lansing Housing Commission supportive housing units; case consultation has had great, diverse participation from partners.

**Membership Committee (C. Mireles)**

- First meeting held this month, with ongoing meetings being the third Tuesday of each month. Priority will be to establish clear purpose of the committee and developing list of stakeholders.

**CQI (T. Brahman)**

- No new updates

**New Business**

- MDOT Ban (D. Watson)
    - D. Watson shared concerns related a proposed plan to 'ban camping' at rest areas; Board reviewed proposal, concluding actions would lend to the 'criminalization of homelessness'.
    - **Motion for the CRHC to formally oppose the proposal, following consultation with MCAH, by S. Cancro, seconded by D. Watson; motion carried unanimously.**
- City of East Lansing Workshops (M. Apostle)
    - Reminder to join the upcoming East Lansing workgroups for discussion related to community needs; next opportunity is Wednesday, November 5,2025 at the East Lansing Public Library; RSVP by November 3, 2025.
- City of Lansing 'PODS' & Call to Action (A. Crank)
    - Call to Action: City Workgroup Co-chairs met yesterday to share updates on each group's progress, established ongoing meetings for each group, and reviewed shared file to record efforts amongst groups. Co-Chairs will be meeting quarterly hereafter.
    - The City will be holding a public forum to further discussions around the 'PODS' on Thursday, November 30, 2025 at 5:30p – 7:00p at Foster Community Center
    - Reminder for HRCS grantee application training coming up on November 6, 2025
- SNAP Suspension
    - Board discussed likelihood of food benefits suspending next month with plan to provide updates via email in between Board meetings.

**Motion to adjourn by D. Bartlett, seconded by D. Watson; meeting adjourned by CRHC Interim Vice-Chair; the next CRHC Board meeting is November 25, 2025, beginning at 9:00am via Teams.**