Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, September 30, 2025
9:00 a.m. – 11:00 a.m. via Teams

Board Members Present:

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

Guests:

☒ Mary Corrigan	☒ Kristin Millerov	☒ Erin Buitendorp
☒ Tricia Braman	☒ Yolanda Pope	☒ Amy Crank
☒ Danelle Grover	☒ Jami Garver	☒ Shelbi Frayer
☒ Daniel Spencer	☒ Khadja Erickson	☒ Kelsea Hector

September Board agenda reviewed; **motion to approve by S. Cancro, seconded by R. Taphouse; motion carried unanimously.** Review of Aug Board minutes; **motion to approve by R. Van Fossen, seconded by R. Taphouse; motion carried unanimously.**

Chair Report (J. McMahon)

- CRHC Membership Waiver request
  - Board reviewed membership waiver request from Punks with Lunch; Executive Committee recommending Board support.
  - **Motion to waive membership fees for Punks with Lunch by B. Hall, seconded by M. Criss; motion carried unanimously.**
- CRHC 2025 Board Elections
  - Delayed Elections
    - Membership voted at the September Network meeting to suspend the 2025 Board elections, for three expiring seats belonging to Matt Apostle, Brooke Hall, and Jennifer McMahon, with a split between a 6 month vs 12 month delay for three Board seats expiring this month; therefore, the Board needs to determine the final outcome; **motion to delay elections for M. Apostle, B. Hall, and J. McMahon by six months by R. Van Fossen, seconded by S. Cancro; motion carried unanimously.**
  - Vacant Seats
    - Two vacant Board seats will need to be filled immediately following member resignations, resulting in a need for those elections to move forward; membership provided several nominations at the September Network meeting; nominees who accept will present at the October Network meeting where a vote will occur.
  - Executive Committee Seats
    - Chair recommended the Board select an Interim Vice Chair to fulfil the remaining term; Susan Cancro nominated herself given her previous experience serving on the Executive Committee, which would allow for a smooth transition. **Motion to elect S. Cancro to fulfill the role of the Vice Chair of the Executive Committee for the remainder of the current period by R. Van Fossen, seconded by K. Shirey; motion carried unanimously.**

- Emerald Point Housing Project
    - Developer presented to membership at the September Network meeting seeking CRHC support to apply for a MSHDA LIHTC project in the City of East Lansing. Members engaged in a Q&A with regard to ongoing support services that will be offered on-site, the Developer's commitment to flexible tenant selection criteria, and the role of Child and Family in the project.
    - Discussion: a few Board members relayed potential conflicts related to past partnerships with the developer in question (R. Van Fossen), current role in the partnership (K. Shirey, J. McMahon); R. Van Fossen abstaining from vote due to termination of past partnership; K. Shirey and J. McMahon abstained as well.
    - **Motion to provide letter of support to the Emerald with request to follow up on noted concerns and to obtain membership within the CRHC by B. Hall, seconded by R. Taphouse; motion carried unanimously**
- CRHC Name Change/Registration
    - Executive Committee recommending Board move forward with the completion of the formal registration with the IRS to reflect the CRHC name change, resulting in a $450 fee; Board supports.

Treasurer Report (D. Watson & J. McMahon)

- Current CRHC Account Balance:
    - $56, 690.63, with the last withdrawal being payment for CRHC insurance.
- YHDP Planning grant
    - $12,991 left in grant; this is not a renewable grant, but there may be funds available in the annual renewals of overall CoC funding cycle.
- CoC Planning grant
    - About $83,000 remaining in the grant, which will expire in November 2025; additional funds will be available resulting in a need to prioritize funding needs utilizing HMIS data as well as possible updates to social media; further discussion will occur in the Finance Committee.
- CQI Committee
    - Recommendation to the Board to purchase machine used to print 'Homeless ID' cards for to give to Advent House and Holy Cross; these IDs help individuals in the steps required to become 'housing ready'.
    - **Motion to approve use of funds to purchase equipment needed for both Holy Cross and Advent House Ministries to supply ID cards by R. Van Fossen, seconded by K. Shirey; motion carried unanimously**

Fiduciary Updates (City of Lansing)

- MSHDA ESG ESF and ESG ESM (J. Garver)
    - Reviewed spending status of recipients, noting budget amendment for Lifeboat Addiction Recovery Services to move funds from transportation to case management
    - MSHDA ESG ESM grant will start Oct 1; MSHDA representative, Morgan Quinney-Naval, joined to confirm recipients are able to begin spending effective Oct 1
    - Steps to Stability funding reviewed with no concerns noted
- HRCS Call to Action (A. Crank)
    - 'Call to Action' hosted last week at Foster Community Center with a great turnout (~70 participants); workgroups were established to determine goals and strategies related to identified needs; Resolution Services will be providing further support in maintaining

engagement in these efforts; goal will be to blend efforts into existing CoC work and Strategic Plan

Governance Redesign Ad Hoc (J. McMahon)

- Hosting focus groups next month to consult Persons with Lived Experience regarding the CoC Governance redesign efforts

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

- Currently in transition to new Chair, so committee was unable to meet; additionally, Judge Aquilina's order to address a local encampment with weekly court appearances at the same time will impact attendance as well
- The HARA is drafting communication to the Court in an effort to provide education on the Coordinated Entry efforts with the goal of eliminating the weekly court appearance requirements; members expressed concern about the Court's intention and a desire to maintain current processes; Board asked representative parties to relay any support needed to the Board

CE Policy Advisory Committee (T. Braman)

- Working on revisions to the assessment and development of a curriculum for ongoing training; any members are welcome to join or contribute ideas

HMIS (J. McMahon)

- HUD updated data standards released to WellSky but not directly to users; standards go into effect 10/1/25, but users will not be held to said standards until January 2026

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

- CMHA-CEI shared information about upcoming proposed changes to the Behavioral Health system in Michigan; encouraged members to review information shared on CMHA website for more information.

Meeting adjourned by CRHC Chair; the next CRHC Board meeting is October 28, 2025, beginning at 9:00am via Teams.