Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, January 27, 2026
9:00 a.m. – 11:00 a.m. via Teams

Board Members Present:

☒	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	☐	Su A'lyn Holbrook	☒	Khadja Erickson

Guests:

☒	Mary Corrigan	☒	Jennifer Slayer	☒	Paul Lopes
☒	Angel Purifoy	☒	Julie Thomas	☒	Erin Buitendorp
☒	Doris Witherspoon	☒	Meghan Palma	☒	Dusty Olson
☒	Daniel Spencer	☒	Morgan Quinney-Naval	☒	Jami Garver
☒	Tricia Braman	☒	Yolanda Pope	☐	

January Board agenda reviewed; **motion to approve by N. Perara, seconded by K. Shirey; motion carried unanimously.** Review of November Board minutes; discussion about information related to Holy Cross Shelter; **motion to approve minutes as written by R. Taphouse, seconded by K. Shirey; motion carried unanimously.**

Chair Report (J. McMahon)

- CRHC Coordinator
  - As Mary Corrigan transitions to retirement, Angel Purifoy, will be assuming the role of CRHC Coordinator. Angel will be reaching out to Board members to orient to roles and responsibilities.
- MSHDA Vouchers for Foster Care Youth
  - Chair presented MOU draft between the CRHC, MSHDA, and Child & Family Charities to obtain access to transitional housing vouchers targeted to youth existing foster care wherein the CRHC will facilitate referrals through the HARA and Coordinated Entry, Child & Family Charities will provide support services, and MSHDA will provide vouchers. **Motion to approve the MOU by K. Coleman, seconded by N. Perara; motion carried unanimously.**
- Changes to Executive Committee
  - J. McMahon will be stepping down from the Board effective March 30, 2026, requiring a new Chair to be elected.
  - J. McMahon presented proposal to transition her role with the CoC to become a part-time employee of the CRHC to focus on priorities related to the City's Path Forward project, improving and centralizing communication, improving data quality, and cross-agency training. **Motion to approve the proposed transition plan by K. Coleman, seconded by K. Shirey; motion carried unanimously.**
- FY25 HUD CoC NOFO
  - HUD was given directive to renew FY '24-'25 second year contracts while the FY25 NOFO remains in litigation; Chair will reach out to current grant recipients with instructions to renew.

Fiduciary Updates (City of Lansing)

- MSHDA Steps 2 Stability – Second Quarter Report

- Both grantees, Child and Family Charities and Advent House Ministries, exceeded the allowable variance (11%), requiring correction action plans (CAPs). Board reviewed the associated budget plans and expenditures as well as CAPs submitted by both programs, noting both programs were slow to spend in the first quarter, contributing to the increase in the second quarter as well as an increase in community need, exceeding what was expected; both programs will adjust spending going forward.

- MSHDA ESG – First Quarter Report
  - Loaves and Fishes (L&F) overspent in their first quarter, requiring a correction action plan. L&F is in process of retaining a new Executive Director with Board members fulfilling the role in the interim. During this period, the Board became aware of the over spending and will be working with the City and monitoring spending more closely moving forward.
- **Motion to approve all CAPs as written by R. Taphouse, seconded by C. Mireles with J. McMahon and S. Cancro recusing themselves; motion carried unanimously.**
- City ESG – Quarter 2 Report
  - Haven House fund is expended in full; no further action required.
  - Legal Services of South Central Michigan (LSSCM)
    - CAP: Underspent in this quarter, requiring corrective action. During this period the court scheduled less cases and/or community members secured alternative resources, resulting in less support from LSSCM; however, the court schedule is back to normal and case volume should increase as expected in the new quarter.
    - Budget Amendment: LSCCM requesting to move funds from Salary/Fringe to Administrative support.
  - EVE, Inc.
    - Funds were underspent, primarily related to the Federal government shutdown, resulting in funds being allocated to a utility bill. During this period, EVE's bookkeeper resigned, resulting in alternative staff coming in to resume duties. City noted concerns with timely submission of reports and ability to manage funds ongoing; however, the onboarding of an external accounting firm and increased communication from staff should result in compliance.
  - **Motion to approve CAPs as written by K. Shirey, seconded by R. Taphouse with N. Perara recusing; motion carried unanimously.**

Governance Redesign Ad Hoc (D. Olson)

- Dusty Olson presented the proposed Governance changes to the Board, noting overwhelming positive feedback from membership with the committee incorporating their feedback in the proposed restructuring. The Board is asked for support to move forward with a formal vote to membership on the new Governance design. Proposed changes include:
  - Dissolution of the 501c3 replacing with the Collaborative Applicant.
  - Restructuring membership to 3 tiers
  - Non-voting general membership; voting individual; voting agency
  - Defining 'Member in good standing'
  - Dues suspended in 2026 will resume in 2027 with the new allocation structure
  - Membership voting has been restructured to allow for more flexibility, clarify representation, moves to a majority vote ruling
  - Two designated Membership Meetings will be integrated in the Spring and Fall
  - Board seats have increased with new term structures and appointed seats

    - Committees will have more autonomy, selecting their Chair, creating a charter and annual work plan, with a quarterly report submitted to Board; the exiting CQI and Strategic Planning Committees will be combined.
    - Persons with Lived experience preferred quarterly meetings over a separate committee
    - Increase Coordinator to full time, if the budget allows
    - Roles for the HMIS, CE, and HARA Lead Agencies are defined with the Executive Committee completing scheduled performance reviews
- **Motion to support the Committee's proposed changes to be formalized and presented to membership for a full vote by R. Taphouse, seconded by J. McMahon; motion carried unanimously**

Treasurer Report (D. Watson)

- Current Balance: $59,568; noting typical expenditures for food at CoC meetings and membership renewals

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

- PIT recruitment complete and training in process for upcoming count
- Holy Cross representative unavailable to provide an update on shelter status
- Coordinated Entry will be pulling for newly available units with Project Based Vouchers

Network

- House of Promise presented information about their programming

CQI

- Upcoming discussions will be focused on efforts to streamline HMIS data entry in an effort to improve quality outcome reporting
- Longitudinal Analysis Report was submitted and will be reviewed as well

Membership Committee

- Reviewing new membership packet to present to the Board with goal to implement prior to March Board Elections.

Youth

- Drop-in Center has been approved as a warming center for youth

New Business

- CRHC will be hosting special meetings to address Code Blue plans and Legislative Advocacy; invitations will go out to the network
- The City will be hosting a meeting tonight to vote on a location for the Pods

Meeting adjourned by CRHC Interim Vice-Chair; the next CRHC Board meeting is February 24, 2026, beginning at 9:00am via Teams.