Capital Area Regional Housing Collaborative
Board Meeting Minutes
Tuesday, April 28, 2026
9:00 a.m. – 11:00 a.m. via Teams

Board Members Present:

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

Guests:

☒	Ariana Brown	☒	Sarah Court	☒	Julie Thomas
☐	Angel Purifoy	☒	Kim Reed	☐	
☒	Jennifer McMahon	☒	Susie Pratt	☐	
☒	Amy Crank	☒	Tricia Braman	☐	
☒	Doris Witherspoon	☒	Daniel Spencer	☐	

April Board agenda reviewed; **motion to approve by D. Barlett, seconded by R. Taphouse; motion carried unanimously.** Review of March Board minutes; **motion to approve minutes as written by R. Taphouse, seconded by K. Shirey; motion carried unanimously.**

Chair Report (S. Cancro)

- Nominations for Board Chair
  - Interim Vice Chair updated Board on lack of nominations for the Board Chair role, primarily related to lack of experience and/or time of current Board members preventing those who may be interested from moving forward.
  - Chair provided the Board with an overview of the respective roles and responsibilities of the Executive Committee.
  - To offer a supportive path forward for future leadership, the Executive Committee proposes the Board vote to temporarily move S. Cancro to the Chair role, thereby opening the Vice Chair position for nominations to allow opportunity for those with less experience to join the Executive team in a role with more support, allowing for additional learning. Additionally, the Executive Committee will host the respective Committee Chairs once per month to aid in leadership development and succession planning.
  - **Motion to accept the temporary leadership plan moving the current Vice Chair to the Chair position by R. Taphouse, seconded by D. Bartlett; motion carried unanimously.**
- Nominations for Vice Chair
  - Interim Vice Chair requests Board determination regarding nominations to fill the upcoming Vice Chair role, either during the present meeting versus a later special meeting.
    - C. Mireles nominates himself, making note of growth as a Person with Lived Experience and with his contributions to the greater CoC efforts.
    - No other nominations received with Board discussion resulting in preference to move a vote forward to avoid continued delays.
    - **Motion to elect C. Mireles as Vice Chair by K. Erickson, seconded by M. Apostle; motion carried unanimously.**

- VA-DOJ MOU
  - Board notified of new agreement between the Veteran Affairs (VA) department and the Department of Justice (DOJ) with the latter giving the former authority to determine guardianship over Veterans experiencing homelessness who lack capacity to make informed decisions as determined by the VA.
  - Additional details are in the Board packet as well as the Michigan Coalition Against Homelessness podcast, UnHoused and Unfiltered.

Treasurer Report (D. Watson)

- MSUFCU Account Holders
  - Treasurer requests Board vote to update the MSUFCU Account Holders for the following roles:
    - Computer Line: remove former Coordinator, Mary Corrigan, and add the new Coordinator, Angel Purifoy.
      - **Motion to approve addition to add Angel Purifoy to the MSUFCU account by K. Shirey, seconded by R. Taphouse; motion carried unanimously.**
    - Authorize Signers: remove former Vice Chair, Nancy Oliver.
      - **Motion to remove Nancy Oliver from the MSUFCU account by R. Taphouse, seconded by K. Erickson; motion carried unanimously.**
- City of Lansing MSHDA FY 26-27 ESG Grant (D. Spencer)
  - Reviewed proposed application timeline, noting additional time allotted for applicants and scorers, and associated Public Notice of funding availability, seeking Board approval to move forward with the application process.
  - **Motion to approve by K. Shirey, seconded by D. Watson; motion carried unanimously.**
- MSHDA ESG Exhibit 1 (D. Witherspoon)
  - Announcement to the Board that MSHDA has published the FY 26-27 ESG Exhibit 1 NOFO, noting due date of June 5, 2026. A webinar will be held this Thursday, April 30th and additional details will be shared with the CRHC network.
- City of Lansing MSHDA ESG-ESF Quarterly Report (D. Witherspoon)
  - Steps to Stability (S2S)
    - Reviewed updated spending for the quarter, noting both recipients spending faster than anticipated, resulting in an overage of the 11% variance requiring corrective action plan as well as MSHDA offering additional Shelter Diversion funding as follows:
      - Advent House Ministries (AHM): $21,000
      - Child and Family Charities: $10,500
      - City of Lansing: $3,500
    - Both corrective action plans increased community need with corrective action being tied to the additional funding award and plan to balance financial assistance with case management.
  - ESG-ESF
    - Reviewed Funding Report resulting in Correction action required for Advent House Ministries (AHM), Loaves and Fishes (L&F), and Holy Cross Services (HCS).

        - L&F CAP: determined the budget miscalculated the percentage for the allowed variance, resulting in correction to align with the 11% variance. Additionally, L&F requests a budget amendment to move funds from internet/telephone to insurance.
        - AHM CAP: overspent in security deposits and rental assistance due to increased community need and, in part, due to providing security deposit assistance for the newly released HCVs. Funds will likely be spent entirely before the end of the grant term, but support services will continue.
        - HCS CAP: Emergency shelter funds provided to Holy Cross Services are underspent, resulting in a remaining balance of $42,375. The City is requesting Board support to consult with MSHDA on eligible options, including the possibility to reallocate funds and how this may impact future funding.
    - **Motion to accept the ESG Funding Report by S. Cancro, seconded by D. Bartlett; motion carried unanimously.**
    - **Motion to approve the S2S corrective plans as written by R. Taphouse, seconded by C. Mireles with S. Cancro recusing; motion carried unanimously.**
    - **Motion to approve the L&F budget amendment by S. Cancro, seconded by R. Taphouse; motion carried unanimously.**

CQI (J. McMahon)

- Something about a budget plan that is subject to change

Strategic Planning (J. McMahon)

- The City of Lansing hosted a 'Next Steps' meeting last week; about 60 community members participated in round table discussions on community needs and possible strategies to address said needs, including measurable outcomes. CRHC Coordinator drafting a report for Board to be shared next month.

HARA & CE Policy Advisory (T. Braman)

- Committee is discussing a process to support individuals who are approaching 90 days of institutional placement (e.g., hospitalization).
- The HARA is working with community members to complete HCV packets for newly released vouchers.

Network Meeting (S. Cancro)

- April: MI-Works presented plans to implement supports to meet work requirements related to SNAP benefits, noting additional details still to be determined at the State level, including work requirements related to Medicaid.
- May: looking to host a housing panel discussion

Membership Committee (C. Mireles)

- Meeting this week to conclude discussions surrounding CRHC name-change with plan for recommendation to the Board next month

HMIS

- CRHC is seeking a new Lead Agency following termination notice from Haven House. Efforts in process for Haven House to host an informational presentation for interested parties.

Youth Subcommittee (J. McMahon)

- "FYI" vouchers will be coming to our community to provide vouchers to youth aging out of foster care

New Business

- None

Motion to adjourn by R. Taphouse, seconded by B. Hall; motion carried unanimously. The next CRHC Board meeting is April 28, 2026, beginning at 9:00am via Teams.