

MINUTES MAY 16, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 16, 2023 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:02 p.m.

Roll Call: Present: Alexander, Bernier, Miles, Steimle-App

Absent: Zylstra

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Business Intelligence Analyst Jose Capeles, Tonya Burks.

PUBLIC COMMENTS:

Tonya Burks expressed her frustrations with the FSS escrow process.

MINUTES:

Commissioner Miles, supported by Commissioner Bernier, moved to approve the Minutes of the regular meeting of April 18, 2023.

Ayes: Alexander, Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending April 30, 2023.

23-10 The following resolution was introduced and considered:

**Resolution to Approve Financial Dashboard Reports that reflect the
Operating Statement of Income and Expenditures**

WHEREAS, the Operating Statement of Income and Expenditures for the period ended April 30, 2023 has been prepared for and reviewed by Executive Staff at the Grand Rapids Housing Commission; and

WHEREAS, this information has been prepared for the Housing Commission Board in a financial dashboard format; and

WHEREAS, the Housing Commission staff and Board, in its review, has determined that the expenditures are appropriate for the efficient and economical operation of the Housing Commission for the purpose of serving low income families.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the Operating Statement of Income and Expenditures as represented in the dashboards for the period ended April 30, 2023 are in all respects approved.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving fiscal year 2024 budget.

23-11 The following resolution was introduced and considered:

Resolution to Approve Operating Budget for Fiscal Year 2024

WHEREAS, an operating budget for the fiscal year ending June 30, 2024 been prepared for and submitted to the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, in its review, has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Commission for the purpose of serving low income families.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the proposed operating budget for the fiscal year end June 30, 2024 are in all respects approved.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving revised FMR and voucher payment standard.

23-12 The following resolution was introduced and considered:

Resolution to approve Fair Market Rents, and Voucher Payment Standard

WHEREAS, the Grand Rapids Housing Commission (GRHC) utilizes the Fair Market Rents (FMR) annually published by the U.S. Department of Housing and Urban Development (HUD) for the Grand Rapids-Wyoming, MI HUD Metro FMR Area (Local Area) for its Low Income Public Housing and Voucher Programs; and

WHEREAS, HUD published revised FY 2023 Fair Market Rents on March 20, 2023 based on the GRHC FMR Study, and it must be implemented within 3 months following the April

19th, 2023, effective date; and

WHEREAS, the GRHC may establish a voucher payment standard amount for each unit size at any level between 90 percent and 120 percent of the published FMR, as established in 24 CFR 982.503(b) and waiver provided by HUD for areas experiencing unstable rental markets.

WHEREAS, GRHC staff has reviewed current rental market data, analyzed Housing Assistance Payment (HAP) funding and obligations, and conferred with other Public Housing Authorities (PHAs) operating in the local area.

WHEREAS, GRHC staff has determined that it will need to implement a voucher payment standard increasing the FMR to 115 percent to allow the GRHC to expend its HAP allocation for FY 2023 and assist families to be competitive in the Kent County area.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the approval of the revised FY 2023 Fair Market Rents (FMR), and a voucher payment standard of 115 percent of the FY 2023 FMR across all bedroom sizes, effective June 1st, 2023.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving HCV collection losses.

23-13 The following resolution was introduced and considered:

Resolution to approve authorization of collection losses

WHEREAS, the Grand Rapids Housing Commission (GRHC) has certain former HCV program participants and landlords that have past due accounts; and

WHEREAS, GRHC is continuing all reasonable means of collection of the past due accounts but need to report to HUD an amount that is potentially uncollectible; and

WHEREAS, the Board of Commissioners has reviewed the proposed collection losses through December 2021 in the amount of \$276,963.50 representing several years of accumulated past due amounts.

WHEREAS, HUD best practices recommend that this process be completed, at a minimum, annually,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to remove the past due amounts totaling \$276,963.50 from the accounts receivable ledger and charge them to collection losses as noted in attachment “Collection Losses.”

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving LIPH collection losses.

23-14 The following resolution was introduced and considered:

Resolution to approve authorization of collection losses

WHEREAS, the Grand Rapids Housing Commission (GRHC) has certain former tenants no longer occupying a dwelling unit under the jurisdiction of GRHC that have past due accounts; and

WHEREAS, all reasonable means of collection of the past due accounts have been exhausted; and

WHEREAS, the Board of Commissioners has reviewed the proposed collection losses through January 2023 in the amount of \$37,419.48.

WHEREAS, HUD best practices recommend that this process be completed, at a minimum, annually, GRHC is reviewing and processing write-offs bi-annually.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to remove the past due amounts totaling \$37,419.48 from the accounts receivable ledger and charge them to collection losses as noted in attachment “Collection Losses.”

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving application to AmeriCorps.

23-15 The following resolution was introduced and considered:

Resolution to Apply for

Michigan Coalition Against Homelessness AmeriCorps Program

WHEREAS, The Michigan Coalition Against Homelessness (MCAH) is seeking host sites for the MCAH AmeriCorps program to provide services that help organizations increase capacity, become more effective and efficient, and meet needs and fill gaps not meant to replace or replicate current staff positions and help the organization go above and beyond current operations. AmeriCorps members are placed with housing and homeless service providers to provide direct, targeted services to individuals experiencing or at-risk of homelessness; and

WHEREAS, the GRHC staff believe application as a host site and subsequent selection will assist with meeting various needs of our program participants not currently being served by staff and anticipates applying for two (2) AmeriCorps member positions; and

WHEREAS, if selected as a host site, a commitment to pay \$8,575 per full time position for the 2023-2024 service year, and sign a host site agreement is required; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to apply for funding and to execute a MCAH AmeriCorps agreement for funds anticipated to total \$17,150 for two (2) FTE AmeriCorps members if selected as a host site.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

7. The President presented the Commission with a copy of the resolution approving Jean McKee scholarship awards.

23-16 The following resolution was introduced and considered:

Resolution to Approve Sarah Dorris and Michelle Johnson

As 2023 Jean McKee Resident Scholarship Winners

WHEREAS, the Grand Rapids Housing Commission has invited eligible residents attending or planning to attend college or vocational school to apply to receive a 2023 Jean McKee Resident Scholarship program award and four residents have submitted applications, as summarized in the accompanying “Applicant Status Summary,” and;

WHEREAS, residents Sarah Dorris and Michelle Johnson submitted the required scholarship application form and met all program eligibility requirements, and;

WHEREAS, residents Sarah Dorris and Michelle Johnson have a Scholarship program preference as participants in the GRHC’s Family Self-Sufficiency Program, and;

WHEREAS, GRHC staff have determined that the Jean McKee Resident Scholarship Fund has monies available to fund two academic scholarship awards;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission approves the Sarah Dorris and Michelle Johnson as winners of 2023 Jean McKee Resident Scholarship awards.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

DIRECTOR’S REPORT

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for April 2023. The current waiting lists are being purged to get updated information
2. The Executive Director presented the Board with a copy of the Personnel Report for May 2023.
3. The Executive Director presented the Board with the EOP report, requested by Commissioner Alexander, which gives general information on the reasons that people have ended their participation with the GRHC.
4. The Executive Director updated the Board on Hope Community funding for renovations. The grant agreement has been received from the City of Grand Rapids for one half million dollars. No further information has been received regarding the non-profit grant. The Executive Director has made contact with the Homebuilders Association of Greater Grand Rapids and will be meeting with their president to attempt to secure donated materials and/or labor.
5. The Executive Director presented the Board with the travel and training schedule. Several upcoming conferences will offer commissioner training.

The President declared the meeting adjourned at 6:40 pm.

Lindsey S. Reames

Executive Director