

MINUTES SEPTEMBER 19, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on September 19, 2023 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:01 p.m.

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

Absent: Alexander

The President declared a quorum present.

Also attending: Executive Deputy Executive Director Hattie Tinney, Policy and Program Planning and Implementation Manager Jose Capeles, Finance Manager Kris Endres, HCV Manager Shakerah McRae, Information Systems Security Manager Jay Connor, Director of Resident Services Felicia Clay, Human Resource Manager Mia Gutridge, and Jianna Capeles.

MINUTES:

Commissioner Bernier, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of August 15, 2023.

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

PUBLIC COMMENTS:

There were no public comments.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending August 31, 2023.

23-31 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 **August 31, 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 full detail report; 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 **August 31, 2023** are in all respects approved.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving RFP for Project-Based Vouchers.

23-32 The following resolution was introduced and considered:

**Resolution to Approving Issuance of
Request for Proposals of Project-Based Vouchers**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) granted the Grand Rapids Housing Commission the authority to convert up to an additional 200 Housing Choice Vouchers (HCV) to Project-Based Vouchers (PBV) on October 19, 2022 to assist in the provision of affordable housing and these vouchers are allocated through competitive and non-competitive processes which are reviewed and approved by HUD; and

WHEREAS, the Housing Commission works with housing developers and owners to assist in the community's efforts to serve low-income households, special needs populations, and/or underserved areas by providing affordable housing opportunities through the utilization of project-based vouchers; and

WHEREAS, staff requests approval to complete the Request for Proposals for the purpose of awarding one hundred (150) project-based vouchers to aid in the affordability and financing of existing, rehabilitated, and new construction housing projects.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to complete the Request for Proposals for the purpose of awarding PBVs and further be authorized to execute Housing Assistance Payment contracts with those entities awarded PBVs.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving MOU with Ottawa County Housing Commission.

23-33 The following resolution was introduced and considered:

**Resolution to Approve a Memorandum of Understanding with the
Ottawa County Housing Commission**

WHEREAS, the Grand Rapids Housing Commission (GRHC) expanded its jurisdiction to include the County of Ottawa, MI on December 20, 2022 (Board Resolution No. 2022-52); and

WHEREAS, the Grand Rapids Housing Commission and the Ottawa County Housing Commission (OCHC) share a common mission to provide safe, affordable housing opportunities in their respective communities; and

WHEREAS, improved communication and coordination between GRHC and OCHC will allow for more effective planning and utilization of resources to better serve residents of Kent and Ottawa County; and

WHEREAS, a Memorandum of Understanding (MOU) has been developed outlining areas of mutual interest and opportunities for collaboration between GRHC and OCHC;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION the GRHC is authorized to enter into a Memorandum of Understanding with the Ottawa County Housing Commission. Furthermore, GRHC staff is directed to communicate and coordinate with their counterparts at OCHC in accordance with the MOU to enhance housing programs and services to eligible individuals and families in Ottawa County.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving security services.

23-34 The following resolution was introduced and considered:

Resolution for Award of Security Services

Grand Rapids Housing Commission Developments

WHEREAS, the Grand Rapids Housing Commission is required to maintain a safe environment for residents living in our owned and managed housing; and

WHEREAS, the increase in the cost from the current security provider and a desire to expand security services to all GRHC sites, has led GRHC to secure additional security rates to determine affordability while ensuring health and safety measures are implemented efficiently; and

WHEREAS, the Grand Rapids Housing Commission received quotes from five (5) security companies outlining the variable costs to provide services as follows:

Company Name	Hourly Rate	Roving Vehicle	Holiday Rate	Overtime Rate	Annual %	Emergency	Additional Cost
Umbrella Security	\$34.11	\$55/Day	\$68.22	\$51.66	36%	None	\$0
Regional Security	\$25.00	\$200/Month	\$37.50	\$37.50	5% Insurance increase	\$30	\$0
A & H Security	\$25.00	\$27.00	\$37.50	\$37.50	2% negotiable	\$37.50	\$0
Black Diamond Security	\$25.00	\$25.00	\$37.50	\$25.00	4%	\$25.00	\$0
E2 Security	\$35.00	\$45.00	\$52.50	\$52.50	5%	\$40.00	\$5,000 Equipment

WHEREAS, services will be for two (2) on-site guards at Adams and two (2) roving guards for the remaining GRHC properties with costs paid by each site for their portion of the services for up to a five (5) year period; and

WHEREAS, The Grand Rapids Housing Commission has evaluated the quotes and has determined that the Regional Security Services is the most responsive and responsible bidder and their model is the pairing of licensed, uniformed officers trained in mediation and conflict de-escalation techniques that promote community engagement and they have significant familiarity

and strong working knowledge of low-income communities similar to GRHC owed developments; and

WHEREAS, GRHC is anticipating based on the Regional Security pricing to have on-site or roving security up to seven (7) days a week with an effective date of October 1, 2023 but final scheduling still being negotiated and costs for roving services estimated at \$155,000 and Adams on-site costs estimated at \$150,000;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that authorization is given to the Executive Director to finalize the terms of the contract and execute with Regional Security Services in an amount not to exceed \$305,000 for the first year with a 5 % increase annually for up to a contract term of five (5) years.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving income limit changes.

23-35 The following resolution was introduced and considered:

**Resolution to Approve Rental Assistance up to 80% of Area Median Income
for HCV and PBV Programs**

WHEREAS, the Grand Rapids Housing Commission (GRHC) utilizes the Income Limits published annually by the U.S. Department of Housing and Urban Development (HUD) for the

Grand Rapids-Wyoming, MI HUD Metro FMR Area for its Low Income Public Housing and Voucher Programs; and

WHEREAS, the GRHC historically has only utilized extremely-low (30%) and very-low (50%) of Area Median Income (AMI) as the eligibility criteria for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs; and

WHEREAS, 24 CFR 982.201(b)(1)(iii) allows a low-income (80% AMI) family to be eligible for assistance, if they meet additional eligibility criteria as prescribed by the GRHC HCV Administrative Plan and is consistent with the local Consolidated Plan; and

WHEREAS, affordable housing programs supported by the local Consolidated Plan, such as the Low-Income Housing Tax Credit (LIHTC), Community Development Block Grant (CDBG), and HOME Investment Partnerships Programs utilize up to 80% of AMI for eligibility, and

WHEREAS, GRHC staff has determined that allowing up to 80% of AMI for eligibility is consistent with the local Consolidated Plan and provides a consistency of program requirements for eligibility; and

WHEREAS, the GRHC will still adhere to income targeting requirements per 24 CFR 982.201(b)(2)(i), and the MTW Operation Notice Section 7(c)(i)(a). The GRHC will ensure that not less than 75 per cent of the families assisted are very-low (50% AMI) income.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION to authorize the amendment of the HCV Administrative Plan to allow up to 80% of AMI for income eligibility for the HCV and PBV programs, effective October 1, 2023.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. The Deputy Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for August 2023 which showed an increase in occupancy rates.
2. The Deputy Executive Director presented the Board with a copy of the Personnel Report for September 2023. There are five newly hired employees.
3. The Deputy Executive Director informed the Board about bonuses that were given to all employees to reward the extra work that was being done because of the high number of staff vacancies.
4. The Deputy Executive Director informed the Board that the new Fair Market Rents have been published for the effective date of January 1, 2024.
5. The Deputy Executive Director informed the Board of the upcoming travel and training schedule. Commissioner Miles commented on the large amount of money being spent in this area.

OTHER BUSINESS

1. The Human Resource Manager informed the Board that she is working on scheduling new conflict of interest training.
2. The Deputy Executive Director reminded the Board that the launch of Moving To Work is happening tomorrow at Campau Commons.

The President declared the meeting adjourned at 6:19 pm.

Lindsey S. Reames

Executive Director