

MINUTES APRIL 23, 2019

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on April 23, 2019 in the community room of Campau Commons at 831 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:07 p.m.

Roll Call: Present: Bunn, Butler, Miles, Steimle, Zylstra

Absent: None

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director and Brian McVicar from the Grand Rapids Press.

The President designated the Executive Director Chair for the purpose of election of officers.

The Chair announced that nominations for the office of President and Vice President were in order.

Commissioner Bunn, supported by Commissioner Zylstra, placed the name of Commissioner Butler in nomination for the office of President.

Commissioner Bunn, supported by Commissioner Zylstra, placed the name of Commissioner Butler in nomination for the office of Vice President.

19-01 Commissioner Steimle, supported by Commissioner Bunn, moved that the nomination be closed and that a unanimous ballot be cast.

Ayes: Bunn, Butler, Steimle, Zylstra

Nays: None

The Chair declared the motion carried and Commissioner Butler was elected President and Commissioner Zylstra was elected Vice President.

MINUTES:

19-02 Commissioner Bunn, supported by Commissioner Steimle, moved to approve the Minutes of the regular meeting of March 26, 2019.

Ayes: Bunn, Butler, Steimle, Zylstra

Nays: None

The President declared the motion carried.

19-03 Commissioner Bunn, supported by Commissioner Steimle, moved to approve the Minutes of the Public Hearing of March 23, 2018.

Ayes: Bunn, Butler, Steimle, Zylstra

Nays: None

The President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The Director presented the Commission with a copy of the resolution approving the financial statements for period ending March 31, 2019.

19-04 The following resolution was introduced read in full and considered:

RESOLUTION APPROVING OPERATING

STATEMENT OF INCOME AND EXPENDITURES

WHEREAS, the Operating Statements of Income and Expenditures for the period ended March 31, 2019 has been prepared for and submitted to the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission has reviewed the Statements; and

WHEREAS, the Housing Commission, in its review, has determined that the 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 that the Operating Statement of Income and Expenditures for the period ended March 31, 2019 are in all respects approved.

Commissioner Bunn, supported by Commissioner Steimle, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Steimle, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving plumbing procurement bids.

19-05 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING PLUMBING SERVICE BIDS

ALL HOUSING DEVELOPMENTS

WHEREAS, the Housing Commission is required under the Procurement Policy to seek competitive bids to ensure that supplies and services are procured efficiently, effectively, and at the most favorable prices; and

WHEREAS, the Housing Commission has recently circulated Requests for Bids for plumbing services for all of its housing developments.

WHEREAS, the Housing Commission has reviewed the bid submissions and has determined that it is in the organization's best interest to accept the bid submitted by JRT Plumbing.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to enter into an agreement with the JRT Plumbing for plumbing services for the various housing developments and property under its management.

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

Ayes: Bunn, Butler, Steimle, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. The Director presented the Commission with the Annual Demographic Reports for their review as it relates to Persons Served, Racial Composition and the Waiting list demographics.

2. Vacancy Report for March 2019.

Adams Park	6
Campau Commons	0
Scattered Site I-V	0
Public Hsg. Total	6
Creston Plaza	2
Homeown Rental	0

Hope Community	0
Leonard Terrace	1
Oakdale	0
Mt. Mercy	1
Ransom Tower	1
Sheldon Apts.	0
Overall Total	11

3. The Director presented the Board with a copy of the Section 8 Status Report for April 2019 which shows a 99.3% utilization rate.

4. The Director presented the Commission with a copy of the Personnel Report for March 2019.

The President declared the meeting adjourned at 6:33 pm.

Carlos A. Sanchez

Executive Director/Secretary