

MINUTES AUGUST 15, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on August 15, 2017 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:01 p.m.

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

Absent: Bunn

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director, Jan van der Woerd from ICCF.

MINUTES:

17-34 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of June 27, 2017.

Ayes: Butler, Miles, 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 June 30, 2017.

17-35 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 June 30, 2017 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 June 30, 2017 are in all respects approved.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving issuance of project-based vouchers.

17-36 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AWARD OF
PROJECT-BASED VOUCHERS TO
THE INNER CITY CHRISTIAN FEDERATION

WHEREAS, the Grand Rapids Housing Commission works with local non-profit housing developers to assist in the community's efforts to serve low-income families by providing project-based vouchers; and

WHEREAS, the U.S. Department of Housing and Urban Development allows public housing agencies, such as the Grand Rapids Housing Commission, to issue project-based vouchers.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission approves the issuance of Project-Based Vouchers to the Inner City Christian Federation and that the Executive Director is authorized to enter into contract agreements for said vouchers.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving the Section 8 Management Assessment Program Certification

17-37 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SECTION 8

MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION

WHEREAS, the U.S. Department of Housing and Urban Development has established and implemented a system for measuring a public housing authority's performance known as the Section 8 Management Assessment Program (SEMAP); and

WHEREAS, the Grand Rapids Housing Commission has reviewed all of the indicators that make up the SEMAP required certification;

NOW, THEREFORE BE IT RESOLVED, that the Grand Rapids Housing Commission approves the SEMAP Certification for fiscal year ending June 30, 2017 and the Executive

Director of the Housing Commission is hereby authorized and directed to submit said certification.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving the FFY 2017 Capital Fund Program Grant budget and ACC amendment.

17-38 The following resolution was introduced, read in full and considered:

WHEREAS, The Grand Rapids Housing Commission has been informed of its Annual Contributions Contract (ACC) allocation amount for the FFY 2017 Capital Fund Program Grant, said amount being \$360,742; and,

WHEREAS, the Housing Commission has developed a budget for expenditure of the FFY 2017 Capital Fund Program Grant ACC formula allocations.

NOW, THEREFORE, BE IT RESOLVED, FFY 2017 Capital Fund Program Grant budget in the amount of \$360,742 is hereby approved; and,

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to execute the associated Annual Contributions Contract amendment on behalf of the Grand Rapids Housing Commission.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for June 2017

Adams Park	4
Campau Commons	2
Scattered Site I-V	1
Public Hsg. Total	7
Creston Plaza	0
Homeown Rental	0
Hope Community	2
Leonard Terrace	0
Oakdale	0
Mt. Mercy	3
Ransom Tower	1
Sheldon Apts.	0
Overall Total	13

2. The Director presented the Commission with a copy of the Section 8 Status Report for July 2017 which continues to show over a 100% utilization rate. There will have to be a break for a few months in releasing vouchers until the number gets below 100%.

3. The Director presented the Commission with a copy of the Personnel Report for July 2017.

4. The Director informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send one (1) staff member and one (1) commissioner to the NAHRO National Conference in Pittsburgh, PA, October 27-29, 2017. The Director also requested authorization to send one (1) staff member and one (1) commissioner to the Michigan NAHRO Joint Housing Conference in Thompsonville, MI, September 20-22, 2017. The Director also requested authorization to send one (1) staff member to the HUD Environmental Review Process Training in Detroit, MI, September 25-27, 2017.

17-39 Commissioner Zylstra, supported by Commissioner Bunn, moved to authorize the director to send one (1) staff member and one (1) commissioner to the NAHRO National Conference in Pittsburgh, PA, October 27-29, 2017, one (1) staff member and one (1) commissioner to the Michigan NAHRO Joint Housing Conference in Thompsonville, MI, September 20-22, 2017, and one (1) staff member to the HUD Environmental Review Process Training in Detroit, MI, September 25-27, 2017.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

5. The Director updated the Commission on the opening of the waiting list for the Section 8 Voucher Program. The Housing Commission received 7400 applications and 5500 of those were residents of Kent County. There were 5000 placed on the waiting list utilizing a lottery system. All applicants were notified of their status.

6. The Director updated the Commission on actions regarding security issues at Adams Park Apartments. Staff members are meeting weekly to focus on the most pressing issues. There is a renewed emphasis on housekeeping inspection and termination letters have been sent to tenants who are engaging in illicit activities.

7. The Director updated the Commission on the sale of Scattered Sites homeownership units. Staff has requested HUD to release nine units of Scattered Sites II for sale. Staff is still working with Cinnaire and MSHDA on completing financing for Adams Park with a goal that a plan will be in place by the end of October and closed with HUD by December 1. Mount Mercy and Leonard Terrace renovations are in progress with plans for Mount Mercy's renovations to be completed by January and Leonard Terrace's to be completed by April. Staff is working on completing the environmental reports by December for the conversion of the Scattered Sites I units.

OLD/NEW BUSINESS:

The Director informed the Commission that he was asked by the City Manager and Mayor if the Housing Commission could administer the Affordable Housing Fund. The Director has been in contact with our attorneys regarding this process and is awaiting further details about what the process and expectations could be for the Housing commission to manage the fund.

17-40 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Miles to adjourn.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 7:10 pm.

Carlos A. Sanchez

Executive Director/Secretary