

MINUTES AUGUST 21, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on August 21, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:06 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.

MINUTES:

18-30 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of June 19, 2018.

Ayes: Butler, Miles, 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, 2018.

18-31 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, 2018 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, 2018 are in all respects approved.

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

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving submission of Family Unification Program Grant application.

18-32 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION

FY 2017 & 2018 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

FAMILY UNIFICATION PROGRAM GRANT APPLICATION

NOTICE OF FUNDING AVAILABILITY

WHEREAS, The U.S. Department of Housing and Urban Development intends to make available Family Unification Program funding for organizations serving the needs of families for whom the lack of adequate housing is a primary factor in a) the imminent placement of a child/children in out-of-home care or b) the delay in the discharge of a child/children to the family from out-of-home care or c) eligible youths who are least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days with a transition plan and is homeless or is at risk of becoming homeless at age 16 or older; and

WHEREAS, the Grand Rapids Housing Commission works with the community to serve the needs of homeless populations and desires to expand its ability to serve the population served by this program.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to submit a grant application for the Family Unification Program for 100 vouchers and, if awarded, enter into a grant agreement for these funds.

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

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving the purchase of furniture for the Hope Community Learning Center.

18-33 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING PURCHASE OF FURNISHINGS

HOPE COMMUNITY

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 reviewed the bid submissions and has determined that it is in the organization's best interest to accept the bid submitted by Custer Office Outlet.

NOW, THEREFORE BE IT RESOLVED, the Executive Director be authorized to purchase furnishings for the Hope Community Learning Center.

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.

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

18-34 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, 2018 and the Executive Director of the Housing Commission is hereby authorized and directed to submit said certification.

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.

5. The Director presented the Commission with a copy of the resolution approving revisions to the Administrative Plan Policy.

18-35 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING

REVISIONS TO THE HOUSING CHOICE VOUCHER (HCV)

ADMINISTRATIVE PLAN

WHEREAS, THE Housing Commission has identified the necessity for changes in the HCV Administrative Plan; and

WHEREAS, these revisions meet the requirements as defined by the U.S. Department of Housing and Urban Development and the needs of the daily operations related to the recruitment and retention of property owners outside of poverty and minority concentration:

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the HCV Administrative Plan.

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.

6. The Director presented the Commission with a copy of the resolution approving the selection of Architect and Engineer services for 941 Division.

18-36 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING A&E SELECTION AND AWARD OF CONTRACT
841 DIVISION PROJECT

WHEREAS, August 15, 2018 the Grand Rapids Housing Commission held interviews with the two Architectural/Engineering firms which were selected from the respondents to the Request for Qualifications for Architectural/Engineering Services for 841 S. Division which were due on August 3, 2018; and,

WHEREAS, the two firms selected and interviewed were Isaac V. Norris & Associates, P.C., and MCSA Group, Inc.; and,

WHEREAS, Grand Rapids Housing Commission staff conducted interviews with each firm and evaluated each firms Request for Proposal submission whereupon the following scores and fee amounts were provided:

<u>Firm Name</u>	<u>Interview Score</u>	<u>Base Fee</u>
Isaac V. Norris & Associates, P.C.	95.67	\$411,000
MCSA Group, Inc.	95.5	\$413,500

WHEREAS, based upon the interview scores received and the accompanying Base Fee that was provided in their Request for Proposal response the Grand Rapids Housing Commission

staff recommends approval of Isaac V. Norris & Associates, P.C. as the firm to Architectural/Engineering services for the 841 Division project.

NOW THEREFORE BE IT RESOLVED, that the Housing Commission approves of the selection of Isaac V. Norris & Associates, P.C. as the firm to Architectural/Engineering services for the 841 Division project and authorizes Carlos A. Sanchez, Executive Director to execute a contract in the amount not to exceed \$411,000 to Isaac V. Norris & Associates, P.C. to perform the required Architectural/Engineering services for the 841 Division project.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

7. The Director presented the Commission with a copy of the resolution approving the selection of the Contract Manager/General Contractor for services for 941 Division.

18-37 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING

CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC)

841 DIVISION PROJECT

WHEREAS, the Grand Rapids Housing Commission staff has received six (6) responses from qualified Construction Manager/General Contractor (CM/GC) firms to the Request for Qualifications to provide Construction Manager/General Contractor services in conjunction with the construction of the 841 Division project; and,

WHEREAS, the received Requests for Qualifications were evaluated and ranked in accordance with the Qualifications Based Selection requirements outlined in the Grand Rapids Housing Commission’s Procurement Policy and interviews were held for each of the submitting firms, the results of which are listed below:

<u>Firm Name</u>	<u>Evaluation Score</u>	<u>Interview Score</u>	<u>Total Score</u>	<u>Evaluation Ranking</u>
Triangle Associates	100	90.75	145.38	1
Pioneer Construction	100	85.00	142.50	2
First Contracting, Inc.	94	87.67	137.83	3
Rockford Construction	88	96.25	136.13	4
Rohde Construction	87	88.75	131.38	5
Wolverine Building Group	85	89.25	129.63	6

WHEREAS, Triangle Associates was determined to be the highest scoring firm based upon the combined RFQ Evaluation and Interview score.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission hereby approves the selection Triangle Associates as the Construction Manager\General Contractor for the 841 Division project.

BE IT FUTHER RESOLVED that should the Low Income Housing Tax Credit (LIHTC) application for the 841 Division project be granted an allocation from the upcoming October 1, 2018 funding round Triangle Associates will be offered a contract in the amount equal to the amount as they were submitted in the LIHTC application, and a Guaranteed Maximum Price contract will be executed between the Grand Rapids Housing Commission (“Developer”) and Triangle Associates (“CM\GC”).

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for July 2018

Adams Park	7
Campau Commons	5
Scattered Site I-V	0
Public Hsg. Total	12
Creston Plaza	1
Homeown Rental	0
Hope Community	0
Leonard Terrace	3
Oakdale	0
Mt. Mercy	5
Ransom Tower	3
Sheldon Apts.	2
Overall Total	26

The Director informed the Commission that Adams Park is experiencing higher vacancy rates as a result of the departure of the Network 180 staff and the loss of support that they were able to provide for residents with mental health and substance abuse issues. Those issues also led to increased criminal activity so there will likely be more evictions in the coming months.

2. The Director presented the Commission with a copy of the Section 8 Status Report for July 2018 which continues to show a low utilization rate. The Housing Commission

has issued more than 1000 vouchers for people who are currently seeking housing, but the housing market is so challenging for renters right now that most will not be able to use those vouchers.

3. The Director presented the Commission with a copy of the Personnel Report for July/August 2018.

4. The Director presented the Commissioners with the merit awards that the Housing Commission received at the 2018 NAHRO Summer conference in San Francisco. The two awards are for the Creston Plaza Apartments Redevelopment Project and the GRHC-GVSU Nursing Collaborative.

5. The Director updated the Commission on the Rent Readiness initiatives that the Commission is targeting. When potential tenants have weaknesses in their background checks staff will work towards finding them an appropriate agency improving their credit scores, and referring them to work programs as needed.

6. The Director updated the Commission on LIHTC applications for Hope Community and Adams Park. Neither site was awarded the tax credits in the last round of applications but new applications are being submitted for both sites for the October 1 round. The Housing Commission is working towards adding points for supportive services programs. Hope Community already has them and staff is working to add them for Adams Park.

7. The Director invited the Commissioners to attend the Grand Rapids Community Relations Commission 65th Anniversary Dinner on September 21. The Housing Commission is sponsoring a table for the event.

8. The Director informed the Board that the mayor had suggested Nancy Oliver be chosen as the joint appointment from the City Commission and the Housing Commission to chair

the Affordable Housing Fund Board. There was discussion on the appropriateness of a head of a non-profit group receiving city funds for housing to be on the fund board. Commissioner Zylstra suggested the names of Victor Vasquez and Daniel Oglesby as potential appointments from the Housing Commission. Monica Steimle offered to discuss Board appointments with the mayor.

9. The Director informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send one (1) staff member to the NAHRO National Conference in Atlanta, GA from October 25-27, 2018.

18-39 Commissioner Zylstra, supported by Commissioner Miles, moved to authorize the director to send one (1) staff member to the NAHRO National Conference in Atlanta, GA, October 27-29, 2018,

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

18-40 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 7:25 pm.

Carlos A. Sanchez

Executive Director/Secretary