

MINUTES DECEMBER 19, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on December 19, 2017 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:08 p.m.

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

Absent: None

The President declared a quorum present.

MINUTES:

17-70 Commissioner Steimle, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of November 21, 2017.

Ayes: Bunn, 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 November 30, 2017.

17-71 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 November 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 November, 2017 are in all respects approved.

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

Ayes: Bunn, 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 the revised lease agreement for Ransom Tower.

17-72 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING REVISED LEASE AGREEMENT
FOR RANSOM TOWER APARTMENTS

WHEREAS, the Housing Commission has a lease agreement in place at Ransom Tower Apartments; and

WHEREAS, the Housing Commission desires to revise the lease agreement for Ransom Tower Apartments to comply with HUD requirements.

NOW, THEREFORE BE IT RESOLVED that the Housing Commission adopt the attached revised lease agreement.

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

Ayes: Bunn, 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 operating standard revisions for Ransom Tower.

17-73 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING

OPERATING STANDARD REVISIONS FOR RANSOM TOWER

WHEREAS, the Housing Commission has identified the necessity for revisions of the Operating Standards at Ransom Tower Apartments.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached Operating Standard revisions for Ransom Tower Apartments.

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

Ayes: Bunn, 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 Admissions and Continued Occupancy Policy (ACOP) for Ransom Tower.

17-74 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING

ADMISSIONS & CONTINUED OCCUPANCY POLICY
FOR RANSOM TOWER APARTMENTS

WHEREAS, the Housing Commission, has identified the need to revise the Admissions and Continued Occupancy Polices for Ransom Tower Apartments; and

WHEREAS, this policy meets the requirements as defined by the U.S. Department of Housing and Urban Development and the needs of the daily operations related to Ransom Tower Apartments; and

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopts the revisions to the Admissions and Continued Occupancy Policy for Ransom Tower Apartments

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

Ayes: Bunn, 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 Administrative Plan Policy revisions.

17-75 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE
USE OF THE RENT REASONABLENESS DATABASE

WHEREAS, the Housing Commission has identified the necessity to purchase for use a database of unassisted units that meets the HUD requirements for determining rent reasonableness.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached Reasonable Rent Policy and Procedures developed by the Nelrod Company and database for use by staff.

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

Ayes: Bunn, 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 resubmission of the Rental Assistance Demonstration program for Adams Park.

17-76 The following resolution was introduced, read in full and considered:

RESOLUTION REVISING THE
ENTERPRISE INCOME VERIFICATION
SYSTEM FOR SECURITY POLICY

WHEREAS, the Housing Commission has identified the necessity for amending the EIV System Security policy to ensure proper implementation and standardization of use regarding the Enterprise Income Verification system by including the "USE OF EIV REPORTS" policy and procedure to meet mandated requirements at the Multifamily site,

NOW, THEREFORE BE IT RESOLVED that the Housing Commission adopt the attached amendment to the EIV System Security Policy.

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

Ayes: Bunn, 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 workers compensation insurance renewal.

17-77 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR
WORKER'S COMPENSATION INSURANCE

WHEREAS, UNDER LAW THE Grand Rapids Housing Commission provides employees with worker's compensation insurance; and,

WHEREAS, the Housing Commission has evaluated options from other providers; and,

WHEREAS, the provider, Accident Fund is offering a more competitive premium for the same coverage.

NOW, THEREFORE BE IT RESOLVED, that the contract renewal of \$11,460 between the Grand Rapids Housing Commission and Accident Fund is hereby approved.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried

8. The Director presented the Commission with a copy of the resolution approving the Affordable Housing Fund bylaws and management agreement.

17-78 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING THE CREATION

OF THE NON-PROFIT CORPORATION KNOWN AS
“AFFORDABLE HOUSING COMMUNITY FUND”

WHEREAS, the Grand Rapids Housing Commission (“Housing Commission”) has been approached by the City of Grand Rapids (“City”) to join forces for the purpose of allowing the City and the Housing Commission to jointly support affordable housing initiatives within the City.

WHEREAS, It was determined that the best approach for achieving this initiative is for the Housing Commission to create a Michigan nonprofit corporation to be known as “Affordable Housing Community Fund” which will apply to have tax-exempt status pursuant to Internal Revenue Code Section 501(c)(3).

WHEREAS, in connection with the new Michigan nonprofit corporation, it is intended that the City, the Housing Commission and the new nonprofit corporation will enter into a management agreement in the form attached to this Resolution.

NOW THEREFORE BE IT RESOLVED that the Housing Commission is authorized and directed to create a Michigan nonprofit corporation to be known as “Affordable Housing Community Fund” and it is intended that such corporation will apply for tax exempt status pursuant to Internal Revenue Codes Section 501(c)(3). The initial bylaws are attached to this Resolution. The Executive Director is authorized and directed to execute any and all documents necessary in connection with the creation of such corporation, as well as recruiting directors to be appointed by the Housing Commission and, to the extent necessary, execute documents necessary for tax exempt status.

BE IT FURTHER RESOLVED that the Housing Commission together with Affordable Housing Community Fund are authorized and directed to execute a Management Agreement (the

City will also be a party to the Agreement) in the form attached to this Resolution or as it may be amended at the direction of the Executive Director.

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to negotiate and execute any and all documents necessary on behalf of the Housing Commission in order to effect the purpose of this Resolution.

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

Ayes: Bunn, Butler, Steimle, Zylstra

Nays: Miles

The President declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for November 2017

Adams Park	2
Campau Commons	0
Scattered Site I-V	1
Public Hsg. Total	3
Creston Plaza	1
Homeown Rental	0
Hope Community	2
Leonard Terrace	1
Oakdale	0
Mt. Mercy	3

Ransom Tower	4
Sheldon Apts.	0
Overall Total	14

The Director noted that Network 180 is currently facing financial decisions that may impact our current agreements with them regarding Adams Park serviced.

2. The Director presented the Commission with a copy of the Section 8 Status Report for November 2017 which shows a 98% utilization rate. The Housing Commission has started issuing new vouchers to those on the waiting list.

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

4. The Director presented the Commission with the 2018 Board of Commissioners meeting schedule.

5. The Director informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send one (1) staff member to Public Housing Manager training in Livonia, MI from February 12-16.

17-79 Commissioner Zylstra, supported by Commissioner Steimle, moved to authorize the director to send one (1) staff member to Microsoft Certification Training in Philadelphia, PA from November 6-14.

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

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

6. The Director informed the Commission that HUD has renewed a \$334,000 grant for our Family Self-Sufficiency program.

17-80 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Steimle to adjourn.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

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

Carlos A. Sanchez

Executive Director/Secretary