

MINUTES DECEMBER 18, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on December 18, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:00 p.m.

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

Absent: Steimle

The President declared a quorum present.

Also attending the meeting: Janice Turpeau, Sheila Ewing, Tommy Watson, Wesley Watson, and Samika Pickens all from LINC; Hattie Tinney, Deputy Executive Director; Judy Cannon-Groce, Director of Leased Housing; Nikia Folden, Lead Leased Housing Specialist; and Dustin Wood, landlord.

**MINUTES:**

18-71 Commissioner Zylstra, supported by Commissioner Bunn, moved to approve the Minutes of the regular meeting of November 20, 2018.

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

**PUBLIC COMMENT:**

Dustin Wood stated that he did not hear back from anyone from the Housing Commission on the day following the last board meeting.

**RESOLUTIONS & MOTIONS:**

1. The Director presented the Commission with a copy of the resolution approving the financial statements for period ending November 30, 2018.

18-72 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, 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 November, 2018 are in all respects approved.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving renewal of Section 8 Mod Rehab contract for Calumet Flats.

18-73 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING

RENEWAL OF THE SECTION 8 MOD REHAB CONTRACT  
FOR CALUMET FLATS

WHEREAS, the U.S. Department of Housing and Urban Development has funded the renewal of the Section 8 Moderate Rehabilitation Contract for Calumet Flats since 1998; and

WHEREAS, the Housing Commission has identified the continuing need for low- income housing in the Grand Rapids community; and

WHEREAS, Calumet Flats provides 16 units of low-income housing.

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for Calumet Flats.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving renewal of Section 8 Mod Rehab contract for Verne Barry Place.

18-74 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING  
RENEWAL OF THE SECTION 8 MOD REHAB CONTRACT  
FOR VERNE BARRY PLACE

WHEREAS, the U.S. Department of Housing and Urban Development has funded the renewal of the Section 8 Moderate Rehabilitation Contract for Verne Barry Place since 1997; and

WHEREAS, the Housing Commission has identified the continuing need for low- income housing in the Grand Rapids community; and

WHEREAS, Verne Barry Place provides 86 units of low-income housing.

NOW, THEREFORE BE IT RESOLVED that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for Verne Barry Place.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving FY 2018 Family Self-Sufficiency (FSS) Grant.

18-75 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION

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

NOTICE OF FUNDING AVAILABILITY

FAMILY SELF-SUFFICIENCY (FSS) GRANT

WHEREAS, HUD has published and make available the FY 2018 PH/HCV-FSS Notice of Funding Availability (NOFA); and

WHEREAS, the clients/residents of the Grand Rapids Housing Commission have need of certain eligible services;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is hereby authorized to execute a PH/HCV-FSS grant agreement for funds totaling \$334,669 for five (5) FTE service coordinators.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving HAP Reconciliation Procedures- PBV programs.

18-76 The following resolution was introduced, read in full and considered:

#### RESOLUTION APPROVING

#### PBV HAP RECONCILIATION PROCEDURES

WHEREAS, HUD has determined that quality control procedures are necessary in the operation of providing housing assistance payments on behalf of the Housing Commission's PBV housing developments, and

WHEREAS, staff has drafted and received preliminary HUD approval for the quality control procedures known as PBV HAP Reconciliation Procedures.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached PBV HAP Reconciliation Procedures.

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

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

**DIRECTOR'S REPORT**

1. Vacancy Report for November 2018

Adams Park	5
Campau Commons	0
Scattered Site I-V	1
<b>Public Hsg. Total</b>	<b>6</b>
Creston Plaza	3
Homeown Rental	0
Hope Community	1
Leonard Terrace	6
Oakdale	0
Mt. Mercy	2
Ransom Tower	5
Sheldon Apts.	0
<b>Overall Total</b>	<b>23</b>

2. The Director presented the Commission with a copy of the Section 8 Status Report for November 2018 which shows a 99% utilization rate.

3. The Director presented the Commission with a copy of the Personnel Report for November 2018. A new Section 8 Coordinator has been hired and will start in January.

4. The Director presented the Commission with the 2019 Board of Commissioners meeting schedule.

5. The Director updated the Commission on the LIHTC application status. The Housing Commission submitted three applications but was not awarded tax credits this round. There will be an exit interview with MSHDA that will provide information on how to improve the applications for the next round which will be in April of 2019.

18-77 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Miles to adjourn.

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the meeting adjourned at 6:22 pm.

Carlos A. Sanchez

Executive Director/Secretary