

MINUTES FEBRUARY 26, 2019

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on February 26, 2019 in the conference room of Campau Commons at 831 Division South, Grand Rapids, Michigan. President Butler called the meeting to order at 6:04 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 Elizabeth Detz.

**PUBLIC COMMENTS**

Elizabeth Detz, along with her advocate Stephanie Persenaire via speaker phone, addressed the Commission regarding her Section 8 voucher and her frustrations with communication with the IC team on getting her rent adjusted correctly. Hattie Tinney stated that she would look into the matter with the IC team and get back to Elizabeth the next morning.

**MINUTES:**

18-85 Commissioner Zylstra, supported by Commissioner Steimle, moved to approve the Minutes of the regular meeting of January 15, 2019.

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 January 31, 2019.

18-86 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 January 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 January, 2019 are in all respects approved.

Commissioner Steimle, 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 budget revisions for FY 2019.

18-87 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING  
REVISED OPERATING BUDGET  
FOR FISCAL YEAR 2019

WHEREAS, an operating budget for the fiscal year ending June 30, 2019 has been previously approved by the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, in its review, has determined that revisions to the operating budget are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED that the proposed revised operating budget for the fiscal year ending June 30, 2019 is in all respects approved.

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 changes to the Creston Plaza Operating Standards.

18-88 The following resolution was introduced, read in full and considered:

RESOLUTION REVISING THE  
OPERATING STANDARDS  
CRESTON PLAZA APARTMENTS

WHEREAS, the Housing Commission has identified the necessity for revisions to the Operating Standards of the Creston Plaza Apartments to provide for clarification on the appropriate use of trash and garbage receptacles at the development.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached revisions to the Creston Plaza Apartments Operating Standards.

Commissioner Zylstra, supported by Commissioner Miles, 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 repairs to the Mount Mercy roof.

18-89 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID TO PERFORM

CLAY ROOF TILE REPAIRS AT MT. MERCY (1425 BRIDGE STREET NW)

WHEREAS, the Grand Rapids Housing Commission, through MCSA Group, Inc., has obtained pricing to perform clay tile roof repairs at Mt Mercy 1425 Bridge Street NW; and,

WHEREAS, MCSA Group, Inc. solicited pricing from Midland Engineering, Grand River Builders and Buist Sheet Metal; and,

WHEREAS, a single response was received from Grand River Builders in the amount of Sixty-one Thousand One Hundred Dollars and Zero Cents (\$61,100.00) to perform the clay tile roof repairs at Mt. Mercy, 1425 Bridge Street NW.

NOW, THEREFORE, BE IT RESOLVED, that MCSA Group, Inc. recommends that the Grand River Builders proposal in the amount of Sixty-one Thousand One Hundred Dollars and Zero Cents (\$61,100.00) be accepted.

BE IT FURTHER RESOLVED, that Carlos A. Sanchez, Executive Director is authorized to execute a contract for the amount not-to-exceed Sixty-one Thousand One Hundred Dollars

and Zero Cents (\$61,100.00) to Grand River Builders to perform the clay tile roof repairs at Mt. Mercy, 1425 Bridge Street NW.

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.

5. The Director presented the Commission with a copy of the resolution approving changes to the Password Policy and Procedures.

18-90 The following resolution was introduced, read in full and considered:

#### RESOLUTION APPROVING

#### PASSWORD POLICY

WHEREAS, the Housing Commission has need to protect information and data stored on its various data and information systems through the use of an expanded Password Policy; and

WHEREAS, the purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords, and the frequency of change.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt and implement the revised Password Policy.

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.

6. The Director presented the Commission with a copy of the resolution approving the Equal Housing Opportunity Policy.

18-91 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING REVISED  
EQUAL HOUSING OPPORTUNITY POLICY

WHEREAS, the Housing Commission has previously adopted an Equal Housing Opportunity Policy; and

WHEREAS, staff has determined that revision to the Equal Housing Opportunity Policy are necessary to the efficient operation of the Grand Rapids Housing Commission.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopts the attached Equal Housing Opportunity Policy.

Commissioner Miles, supported by Commissioner Bunn, 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 surveillance cameras for Ransom Tower.

18-92 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SECURITY SYSTEM PROPOSALS  
RANSOM TOWER APARTMENTS

WHEREAS, the Housing Commission is required under the Procurement Policy to seek competitive proposals 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 Proposals for the purchase and installation of Security Service equipment at the Ransom Tower Apartments; and

WHEREAS, the Housing Commission has reviewed the proposal submissions and has determined that it is in the organization's best interest to accept the bid submitted by Precision Data Products for \$83,395.00.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to enter into an agreement with Precision Data Products for the purchase and installation of Security Service equipment at the Ransom Tower Apartments.

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.

8. The Director presented the Commission with a copy of the resolution approving an electrical contractor.

18-93 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING ELECTRICAL 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 the electrical services at all of its housing developments and the Main Office; 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 Spencer/Redner Electric, Incorporated.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to enter into an agreement with Spencer/Redner Electric, Incorporated for the various housing developments and property under its management.

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.

### **DIRECTOR'S REPORT**

1. Vacancy Report for January 2019

Adams Park	2
Campau Commons	3
Scattered Site I-V	0
<b>Public Hsg. Total</b>	<b>5</b>



Creston Plaza	1
Homeown Rental	0
Hope Community	4
Leonard Terrace	4
Oakdale	0
Mt. Mercy	4
Ransom Tower	1
Sheldon Apts.	0
<b>Overall Total</b>	<b>19</b>

2. The Director presented the Commission with a copy of the Section 8 Status Report for January 2019 which shows just a 98.5% utilization rate.

3. The Director presented the Commission with a copy of the Personnel Report for January 2019. Two of the vacant positions have been filled and two remain open.

4. The Director informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send two (2) staff members and one (1) Commissioner to the NCRC Regional Conference in Omaha, NE from April 16-19, and the President of the Board to the NAHRO Legislative Conference in Washington DC from April 5-10.

18-94 Commissioner Miles, supported by Commissioner Zylstra, moved to authorize the director to send two (2) staff members and one (1) Commissioner to the NCRC Regional Conference in Omaha, NE from April 16-19, and the President of the Board to the NAHRO Legislative Conference in Washington DC from April 5-10.

Ayes: Bunn, Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

5. The Director informed the Board that the Public Hearing for the Annual Plan will be held on March 26 at 5:00 in the community room at Campau Commons with the monthly Board of Commissioners meeting immediately following it.

**OLD/NEW BUSINESS**

The President told the Board that she had received an email from a resident of one of the housing developments who had asked about meeting individually with members of the Board since he was not able to attend Board meetings. The President, with agreement from the Board members, decided that due to time restrictions of the Board members that this request could not be granted.

18-95 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 6:52 pm.

Carlos A. Sanchez

Executive Director/Secretary