

MINUTES JUNE 19, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 19, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:06 p.m.

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

Absent: Steimle

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director, and Joyce Smith, Communication and Program Coordinator.

Kenia Veras, a 2018 recipient of the Jean McKee scholarship was present to receive her award and address the Commission. Kenia will be attending Michigan State University in the fall to pursue her undergraduate degree in either social work or family studies. Kenia thanked the commissioners and was congratulated for her accomplishments.

MINUTES:

18-17 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of May 15, 2018.

Ayes: Bunn, 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 May 31, 2018.

18-18 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 May 31, 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 April 30, 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 the proposed budget for the fiscal year beginning July 1, 2018.

18-19 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
OPERATING BUDGET
FOR FISCAL YEAR 2019

WHEREAS, a proposed operating budget for the fiscal year ending June 30, 2019 has been prepared for and reviewed by the Grand Rapids Housing commission; and

WHEREAS, the Housing Commission, in its review, has determined that the proposed expenditures are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED that the proposed operating budget for the fiscal year ending June 30, 2017 is in all respects approved.

RESOLUTION AND CERTIFICATION APPROVING THE
OPERATING BUDGET FOR THE PUBLIC HOUSING
PROGRAM FOR FISCAL YEAR 2019

BE IT RESOLVED as follows:

1. The Operating Budget has been reviewed and approved by the Board of Housing Commissioners and the proposed expenditures are necessary in the efficient and economical operations of the Authority's low-rent housing program; and
2. That the financial plan is reasonable in that:
 - a) It indicates a source of funding adequate to cover all proposed expenditures; and
 - b) It does not provide for use of Federal funding in excess of that payable under Performance Funding System Handbook 7475.13, Appendix 1; and
3. That all proposed charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.
4. It is further resolved that the Board of Housing Commissioners certifies that:
 - a) Tenant Certifications were performed in compliance with 24 CFR 913.109.

- b) Reexamination of Family Income Composition have been completed in compliance with 24 CFR 960.209.
- 5. As a recurring compliance procedure, as stated in HUD Handbook 7460.2 dated November 1980, paragraph 24B, a list of all Housing Manager and Assisted Housing Manager positions as reflected in the proposed budget using the same format prescribed in paragraph 24a of the aforementioned Handbook, is attached.
- 6. The Grand Rapids Housing Commission certifies that no PHA employee reflected on the HUD Form 52566 submitted with this Operating Budget, is serving in a variety of positions which will exceed a 100% allocation of his/her time.

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.

3. The Director presented the Commission with a copy of the resolution approving the Affirmative Fair Housing Marketing Plan for Ransom Tower.

18-20 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE RANSOM TOWER
AFFIRMATIVE FAIR HOUSING MARKETING PLAN

WHEREAS, the Department of Housing and Urban Development requires Ransom Tower to develop an Affirmative Fair Housing Marketing Plan and

WHEREAS, the Housing Commission has completed the required analysis and developed a plan,

NOW, THEREFORE, BE IT RESOLVED that the Affirmative Fair Housing Marketing Plan for Ransom Tower is in all respects approved.

Commissioner Zylstra, supported by Commissioner Miles, 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 property and liability insurance.

18-21 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AWARD OF INSURANCE COVERAGE

WHEREAS, quotes for property and liability insurance coverage have been solicited on behalf of the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission has determined that U.S. Specialty Insurance Company has provided the lowest premium;

NOW, THEREFORE, BE IT RESOLVED, that property and liability insurance coverage shall be obtained from U.S. Specialty Insurance for a premium of \$213,125, effective July 1, 2018 – June 30, 2019.

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.

5. The Director presented the Commission with a copy of the resolution approving the bid for demolition of residence at 1421 Bridge.

18-22 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BID AND AWARD OF CONTRACT FOR DEMOLITION OF
1421 BRIDGE STREET NW

WHEREAS, on June 4, 2018 the Grand Rapids Housing Commission received one (1) bids for the demolition of the residence located at 1421 Bridge Street NW; and,

WHEREAS, the Grand Rapids Housing Commission independent cost estimate amount for the demolition work was \$23,000; and,

WHEREAS, Walnut Grove Excavating, LLC submitted a bid in the amount of Fourteen Thousand Four Hundred dollars (\$14,400) for the scope of work defined in the Request for Priced Proposal; and,

WHEREAS, the Grand Rapids Housing Commission has reviewed the bid, communicated with Walnut Grove Excavating, LLC and recommends award of the bid to Walnut Grove Excavating, LLC in the amount of \$14,400.

NOW THEREFORE BE IT RESOLVED that the Housing Commission authorizes Carlos A. Sanchez, Executive Director to execute a contract with Walnut Grove Excavating, LLC in the amount not to exceed \$14,400 for the demolition of the residence located at 1421 Bridge Street NW.

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.

6. The Director presented the Commission with a copy of the resolution approving award contract for an independent public auditor.

18-23 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING AWARD OF CONTRACT
FOR AUDIT AND TAX SERVICES**

WHEREAS, the Housing Commission is required to procure audit and tax services for the Grand Rapids Housing Commission and its related entities; and

WHEREAS, the Housing Commission requested proposals from CPA firms to provide audit and tax services beginning with the fiscal year ending June 30,2018; and

WHEREAS, the Housing Commission evaluated the proposals and has determined that the proposal presented by Plante Moran is the most advantageous to the Housing Commission.

NOW, THEREFORE, BE IT RESOLVED that the contract to provide audit and tax services to the Grand Rapids Housing Commission and its related entities for the fiscal and calendar years ending June 30, 2018 through December 31, 2023 to Rehmann Robson for a total cost of \$101,500 for the first year, \$104,800 for the second year, with the final three years subject to future agreement.

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.

7. The Director presented the Commission with a copy of the resolution approving application for HUD – 2017 Mainstream Vouchers Grant.

18-24 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION
FY 2017 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
MAINSTREAM VOUCHER PROGRAM
NOTICE OF FUNDING AVAILABILITY

WHEREAS, The U.S. Department of Housing and Urban Development intends to make available funding for organizations serving the needs of non-elderly persons with disabilities under the FY 2017 Mainstream Voucher Program; and

WHEREAS, the Grand Rapids Housing Commission 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 Mainstream Voucher Program in the amount of \$565,200 and, if awarded, enter into a grant agreement for these funds.

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.

8. The Director presented the Commission with a copy of the resolution approving administrative policy changes.

18-25 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 Development and the needs of the daily operations related to the Veteran's Administrative Supportive Housing (VASH) Program,

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

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.

9. The Director presented the Commission with a copy of the resolution approving FFY Capital Fund Program Grant Award, ACC Amendments and budget approval.

18-26 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION
FY 2017 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
MAINSTREAM VOUCHER PROGRAM
NOTICE OF FUNDING AVAILABILITY

WHEREAS, The U.S. Department of Housing and Urban Development intends to make available funding for organizations serving the needs of non-elderly persons with disabilities under the FY 2017 Mainstream Voucher Program; and

WHEREAS, the Grand Rapids Housing Commission 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 Mainstream Voucher Program in the amount of \$565,200 and, if awarded, enter into a grant agreement for these funds.

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.

10. The Director presented the Commission with a copy of the resolution approving appointments to various boards.

18-27 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE APPOINTMENT/REAPPOINTMENTS
TO THE
VARIOUS BOARDS

WHEREAS, there are vacancies on the various boards that require appointment/reappointments; and

WHEREAS, the Housing Commission wishes to appoint/reappoint the following individual(s) to the appropriate boards:

Resident Advisory Board

Katherine Higgins 2018 - 2020

Affordable Housing Community Fund Board

Tom Edmiston 2018-2019

Patrick Lonergan 2018 - 2020

Monica Steimle 2018 - 2021

NOW, THEREFORE, BE IT RESOLVED that the appointment/reappointment of the foregoing individual(s) to the appropriate board is hereby approved by the Housing Commission.

Commissioner Miles, supported by Commissioner Zylstra, 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 May 2018.

Adams Park	7
Campau Commons	3
Scattered Site I-V	2
Public Hsg. Total	12
Creston Plaza	0
Homeown Rental	0
Hope Community	3

Leonard Terrace	3
Oakdale	0
Mt. Mercy	3
Ransom Tower	1
Sheldon Apts.	2
Overall Total	24

2. The Director presented the Board with a copy of the Section 8 Status Report for May 2018 which shows a 95.2% utilization rate currently. The Director reported that the rent limits may need to be adjusted higher because of increasing rental rates in our area.

3. The Director presented the Commission with a copy of the Personnel Report for April 2018.

4. The Director informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send the Director and President of the Board to the NAHRO Summer Conference in San Francisco, CA from July 26-29.

18-28 Commissioner Zylstra, supported by Commissioner Steimle, moved to authorize the director to send the Director and President of the Board to the NAHRO Summer Conference in San Francisco, CA from July 26-29.

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

5. The President reported that the results of the OIG audit report have been received. The Housing Commission has been ordered to repay \$13,000 and to recoup \$7,000 in overpayments.

18-29 There being no further business to come before the Commission, it was moved by Commissioner Bunn supported by Commissioner Miles to adjourn.

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the meeting adjourned at 7:13 pm.

Carlos A. Sanchez

Executive Director/Secretary