

MINUTES JUNE 25, 2019

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 25, 2019 in the community room of Campau Commons at 831 Division South, Grand Rapids, Michigan. The President 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, Joyce Smith, Communication and Program Coordinator, Brian McVicar of MLive, and Samika Douglas of Linc Up.

Trudy Kallon, a 2019 recipient of the Jean McKee scholarship was present along with her parents, Trudy and William Samukai, to receive her award. Trudy will be attending Columbia College in Chicago in the fall. Myombe Thomas, the other 2019 recipient of the Jean McKee scholarship was present along with his mother, Josephine McClendon, to receive his award. Myombe will be attending Ferris State University in the fall. Trudy and Myombe thanked the commissioners and were congratulated for their accomplishments.

**MINUTES:**

19-18 Commissioner Zylstra, supported by Commissioner Steimle, moved to approve the Minutes of the regular meeting of May 28, 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 May 31, 2019.

19-19 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, 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 May 31, 2019 are in all respects approved.

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.

2. The Director presented the Commission with a copy of the resolution approving extermination services agreements.

19-20 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING EXTERMINATING SERVICES  
ALL HOUSING DEVELOPMENTS AND CENTRAL OFFICE

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 *A Request for Proposals* for exterminating services for the Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, Scattered Sites, Sheldon Apartments, and Central Office.

WHEREAS, the Housing Commission has reviewed the proposal submissions and has determined that it is in the Housing Commission's best interest to accept the proposals of the contractors indicated on the attached memorandum.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to enter into agreements with Orkin Pest Control Services, IPM Services, Inc., and Griffin Pest Solutions for exterminating services for a one-year agreement with two (2) additional one-year renewals.

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.

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

19-21 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:

**Adams Park Housing Corporation**

Victor Vasquez, Jr	2019 - 2022
Ellen James	2019 - 2022
Daniel Oglesby	2019 - 2022
Betty Zylstra	2019 - 2022

**Creston Plaza GP**

Betty Zylstra	2019 - 2022
Ellen James	2019 - 2022
Melvin Fox	2019 - 2022

**Hope Community Housing Corporation**

Jamie C. Ladd	2019 - 2022
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**Leonard Terrace Housing Corporation**

Patrick Miles, Sr.	2019 - 2022
Shelley Wisdom	2019 - 2022

**Mount Mercy Housing Corporation**

Melvin Fox	2019 - 2022
Ellen James	2019 - 2022
Daniel Oglesby	2019 - 2022
Victor Vasquez, Jr	2019 - 2022
Betty Zylstra	2019 - 2022

**Mount Mercy Phase I Housing Corporation**

Melvin Fox	2019 - 2022
Ellen James	2019 - 2022
Betty Zylstra	2019 - 2022

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 May 2019.

Adams Park	6
Campau Commons	1
Scattered Site I-V	0
<b>Public Hsg. Total</b>	<b>7</b>
Creston Plaza	1
Homeown Rental	0
Hope Community	2
Leonard Terrace	1
Oakdale	0
Mt. Mercy	4
Ransom Tower	1
Sheldon Apts.	0
<b>Overall Total</b>	<b>16</b>

2. The Director presented the Board with a copy of the Section 8 Status Report for May 2019 which shows a 99.4% utilization rate currently..

3. The Director presented the Board with a copy of the Personnel Report for June 2019 and noted that there are several positions that are currently open.

4. The Director informed the Board that the Housing Commission was awarded the LIHTC for the Antoine Court development. Antoine Court will have fifty units with twenty-two of those units reserved for VASH vouchers. The projected start date for the project will be late fall of this year and will take twelve to fourteen months to complete.

The Director informed the Board that the LIHTC application for Adams Park was not approved. The Housing Commission will resubmit the application again, but may convert Adams Park to Section 8 without the Rental Assistance Demonstration.

5. The President informed the Board that the Housing Commission has submitted a letter of interest to HUD for the Moving To Work program. The benefits of the MTW program include allowing creative ways to expand and shift funds, simplifying rent structures, and reducing the frequency of rent recertification.

19-22 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, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 6:26 pm.

Carlos A. Sanchez

Executive Director/Secretary