

MINUTES MAY 15, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 15, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:11 p.m.

Roll Call: Present: Bunn (attending via conference call), Butler, Miles, Steimle, Zylstra.

Absent: None

The President declared a quorum present.

Also attending the meeting: Lori Dann of Strawberry Real Estate and Marti Jager of Grand Rapids Homes for All.

**MINUTES:**

18-09 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of April 17, 2018.

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 April 30, 2018.

18-10 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 April 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 April 30, 2018 are in all respects approved.

Commissioner Miles, supported by Commissioner Steimle, 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 revisions to the 2014 and 2015 Capital Funds.

18-11 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING

CAPITAL FUND PROGRAM BUDGET REVISIONS

FOR FISCAL YEAR 2014 AND 2015

WHEREAS, a Capital Fund Program budgets for the 2014 and 2015 fiscal years have been previously approved by the Grand Rapids Housing Commission; and,

WHEREAS, the Housing Commission, in its review, has determined that revisions to the 2014 and 2015 Capital Fund Program budgets are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED that the proposed 2014 and 2015 Capital Fund Program budget revisions 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.

3. The Director presented the Commission with a copy of the resolution approving updated accounting procedures.

18-12 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING REVISED ACCOUNTING PROCEDURES**

WHEREAS, the Housing Commission has previously approved Accounting Procedures;  
and

WHEREAS, the Housing Commission has reviewed the procedures and determined that revisions are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the revised Accounting Procedures are in all respects approved.

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 the recipients of the Jean McKee Scholarships

18-13 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING KENIA VERAS AND SELENA CORONA AS  
2018 JEAN MCKEE RESIDENT SCHOLARSHIP WINNERS

WHEREAS, the Grand Rapids Housing Commission has invited eligible residents to apply for the 2018 Jean McKee Resident Scholarship Program; and

WHEREAS, residents Kenia Veras and Selena Corona submitted the required scholarship application form and met all program eligibility and application requirements;

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission approves Kenia Veras and Selena Corona as winners of 2018 Jean McKee Resident Scholarship awards.

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.

5. The Director presented the Commission with a copy of the resolution approving the purchase of hot water heaters for Adams Park.

18-14 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING HOT WATER HEATER REPLACEMENT

ADAMS PARK APARTMENTS

WHEREAS, the Adams Park Apartments required emergency replacement of equipment providing hot water to its residents and to meet local housing code; and

WHEREAS, the Housing Commission engaged its primary HVAC contractor to replace three (3) hot water heaters at the Adams Park Apartments.

NOW, THEREFORE BE IT RESOLVED that the expenditure of \$27,214 be authorized for the replacement of three (3) hot water heaters at the Adams Park Apartments.

Commissioner Steimle, supported by Commissioner Miles, 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 application for HUD – Continuum of Care Grant for Hope community.

18-15 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION

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

CONTINUUM OF CARE GRANT

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 homeless populations under the FY 2018 Continuum of Care (CoC) grant programs; and

WHEREAS, the Grand Rapids Housing Commission operates the Hope Community Rapid Re-Housing program serving eligible populations under the grant application.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to submit a renewal grant application for Continuum of Care funds in the amount of \$159,663 for Hope Community and if awarded, enter into a grant agreement for these funds.

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

Ayes: Bunn, Butler, Miles, Steimle, Zyslra

Nays: None

The President declared the motion carried.

**DIRECTOR'S REPORT**

1. Vacancy Report for April 2018.

Adams Park	8
Campau Commons	2
Scattered Site I-V	2
<b>Public Hsg. Total</b>	<b>12</b>
Creston Plaza	0
Homeown Rental	0
Hope Community	2
Leonard Terrace	0
Oakdale	0
Mt. Mercy	2

Ransom Tower	7
Sheldon Apts.	1
<b>Overall Total</b>	<b>24</b>

2. The Director presented the Board with a copy of the Section 8 Status Report for April 2018 which shows a 95.1% utilization rate currently. The Director reported that while there are many vouchers that are available for use, potential tenants are taking more than 90 days to find appropriate available units for rent. The Section 8 team has started inviting landlords to the orientations so that they can meet the people looking for housing.

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

4. The Director discussed the notes that were emailed to the Board regarding the meeting with Mayor Bliss, Commissioner Kelly, and Bobbie Butler to discuss the Affordable Housing Fund board. Roles of their board and their advisory committee were identified, as well as a list of potential candidates that may be contacted by either the city or by the Housing Commission. The Director will be contacting a few of the people on the list to determine their interest in serving.

**OLD/NEW BUSINESS:**

Commissioner Miles requested information from the Deputy Executive Director regarding the Moving To Work conference that she attended in Washington D.C. The Deputy Executive Director reported she had come back with a great deal of positive, pertinent information from housing commissions from other cities that are currently in the Moving to

Work program. The Notification OF Funds Availability will be coming out in the next few months so that the Housing Commission can begin the application process.

Lori Dann of Strawberry Real Estate addressed the Board regarding a problem with communication and the landlord portal for a property that she owns that was abated due to a failed inspection. The Director of Leased Housing was called to discuss the issue with her in detail. Commissioner Steimle requested that the Board be updated next month on what was discovered and what steps will be taken to alleviate any areas of concern.

18-16 There being no further business to come before the Commission, it was moved by Commissioner Steimle supported by Commissioner Miles to adjourn.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 7:05 pm.

Carlos A. Sanchez

Executive Director/Secretary