

MINUTES MAY 28, 2019

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 28, 2019 in the community room of Campau Commons at 831 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:01 p.m.

Roll Call: Present: Butler, Miles, Zylstra

Absent: Bunn, Steimle

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director, Mario Leon from Linc Up, and Dain Gates and Michelle Truskowski from Homes for All.

MINUTES:

19-06 Commissioner Zylstra, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of April 23, 2019.

Ayes: 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 April 30, 2019.

19-07 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, 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 April 30, 2019 are in all respects approved.

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

Ayes: 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 Operating Budget for FY ending June 30, 2020.

19-08 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING

OPERATING BUDGET

FOR FISCAL YEAR 2020 and CALENDAR YEAR 2019

WHEREAS, a proposed operating budget for the fiscal year ending June 30, 2020 and calendar year 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, 2020 and December 31, 2019 is in all respects approved.

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

Ayes: 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 Operating Budget for the Public Housing program for fiscal year 2020.

19-09 The following resolution was introduced, read in full and considered:

RESOLUTION AND CERTIFICATION APPROVING THE
OPERATING BUDGET FOR THE PUBLIC HOUSING
PROGRAM FOR FISCAL YEAR 2020

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

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving Capital Fund Program budget revisions.

19-10 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
CAPITAL FUND PROGRAM BUDGET REVISIONS

FOR FISCAL YEARS 2015, 2016, 2017, 2018, AND 2019

WHEREAS, Capital Fund Program budgets for FY 2015, FY 2016, and FY 2017 have been previously approved by the Grand Rapids Housing Commission; and,

WHEREAS, Capital Fund Program funding amounts for FY 2018 and FY 2019 have been received from the U.S. Department of Housing and Urban Development (HUD), but have yet to be allocated according to the uses identified by the Grand Rapids Housing Commission; and,

WHEREAS, the Housing Commission, in its review, has determined that revisions to the FY 2015, FY 2016, and FY 2017 Capital Fund Program budgets are necessary for the efficient and economical operation of the programs; and,

WHEREAS, the Housing Commission desires to utilize the FY 2018 and FY 2019 Capital Fund Program funding allocated by HUD for operations, administration, and future RAD conversion activities.

NOW, THEREFORE BE IT RESOLVED that the proposed FY 2015, FY 2016, FY 2017, FY 2018, and FY 2019 Capital Fund Program budget revisions are in all respects approved.

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

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving appointments to the Resident Advisory Board.

19-11 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

Martha Dove	2019 – 2021
Angela Bunn	2019 – 2021
Teresa Boileau	2019 – 2021
Barbara Jones	2019 – 2021
JoAnn Morris	2019 – 2021
Leonard Webster	2019 – 2021
Virgie Young	2019 – 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: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving submission of Letter of Interest for FFY 2019 Moving To Work Demonstration Program Cohort #2.

19-12 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION
FFY 2019 MOVING TO WORK DEMONSTRATION PROGRAM
COHORT #2 – RENT REFORM LETTER OF INTEREST

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has published a Request for Letters of Interest under the Moving to Work Demonstration Program for Fiscal Year 2019;

WHEREAS, the Grand Rapids Housing Commission desires to explore opportunities to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families;

WHEREAS, the Grand Rapids Housing Commission meets the requirements for the program.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to submit a Letter of Interest for the Moving to Work Demonstration Program, Cohort #2 – Rent Reform and; if awarded, enter into a programmatic agreement.

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

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

7. The Director presented the Commission with a copy of the resolution approving the Hope Community Continuum of Care Grant application.

19-13 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION
FFY 2019 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 2019 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 Zylstra, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

8. The Director presented the Commission with a copy of the resolution approving the recipients of the Jean McKee Scholarships.

19-14 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING TRUDY KALLON AND MYONBE THOMAS AS
2019 JEAN MCKEE RESIDENT SCHOLARSHIP WINNERS

WHEREAS, the Grand Rapids Housing Commission has invited eligible residents to apply for the 2019 Jean McKee Resident Scholarship Program; and

WHEREAS, residents Trudy Kallon and Myonbe Thomas 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 Trudy Kallon and Myonbe Thomas as winners of 2019 Jean McKee Resident Scholarship awards.

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

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

9. The Director presented the Commission with a copy of the resolution approving Ransom Tower elevator upgrade bids.

19-15 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING BIDS FOR
RANSOM TOWER ELEVATOR CABS UPGRADE

WHEREAS, the Grand Rapids Housing Commission (GRHC) staff has, by means of a Request For Proposal-Pricing, solicited pricing for the interior upgrade of the two (2) elevator cabs at Ransom Tower, 50 Ransom Ave NE, Grand Rapids, MI 49503; and,

WHEREAS, two (2) responses have been received to the issued Request For Proposal-

Pricing:

<u>Respondent</u>	<u>Submitted Price</u>	<u>Proposal Ranking</u>
Elevator Service, Inc.	\$37,250	1
Kone, Inc.	\$38,010	2

; and,

WHEREAS, the lowest price was received from Elevator Service, Inc. in the amount of Thirty-seven thousand two hundred fifty dollars and zero cents (\$37,250.00).

NOW THEREFORE BE IT RESOLVED THAT that the Housing Commission hereby approves the bid from Elevator Service, Inc. in the amount of Thirty-seven thousand two hundred fifty dollars and zero cents (\$37,250.00) and grants permission for the staff to proceed with obtaining approval from the U.S. Department of Housing and Urban Development (HUD) and Bellwether, if necessary, to utilize Ransom Tower operations dollars and or replacement reserve dollars to fund the contract.

BE IT FURTHER RESOLVED THAT upon granting of all permissions from the necessary agencies the Executive Director is hereby authorized to enter into a contract with Elevator Service, Inc. in the amount of Thirty-seven thousand two hundred fifty dollars and zero cents (\$37,250.00).

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

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. Vacancy Report for March 2019.

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

3. The Director presented the Board with a copy of the Section 8 Status Report for April 2019 which shows a 99.5% utilization rate.

4. The Director presented the Commission with a copy of the Personnel Report for May 2019.

5. The President requested approval to attend the NAHRO Summer Conference in Boston, MA from July 11-13, 2019.

19-16 Commissioner Zylstra, supported by Commissioner Miles, moved to authorize the President to attend the NAHRO Summer Conference in Boston, MA, July 11-13, 2019.

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

19-17 There being no further business to come before the Commission, it was moved by Commissioner Miles supported by Commissioner Zylstra to adjourn.

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the meeting adjourned at 6:31 pm.

Carlos A. Sanchez

Executive Director/Secretary