

MINUTES OCTOBER 17, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on October 19, 2017 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. President Butler called the meeting to order at 6:05 p.m.

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

Absent: Steimle

The President declared a quorum present.

**MINUTES:**

17-50 Commissioner Bunn, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of September 19, 2017.

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 September 30, 2017.

17-51 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 September 30, 2017 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 September 30, 2017 are in all respects approved.

Commissioner Miles, supported by Commissioner Bunn, 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 resolutions approving Compensation and Fringe Benefits.

17-52 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR  
HEALTH MAINTENANCE SERVICES

WHEREAS, the Grand Rapids Housing Commission provides employees with health care benefits; and

WHEREAS, the Housing Commission has evaluated the health care plan options and has elected to continue to offer all employees an HMO and a POS option.

WHEREAS, the Housing Commission has proposed coverage at these levels at a premium of \$748.69 per month for HMO single enrollees, \$789.14 per month for POS single enrollees, \$1721.91 per month for HMO families of two, 1814.86 per month for POS families of

two, \$1946.44 per month for HMO families with three or more members and \$2051.53 per month for POS families with three or more members.

WHEREAS, enrollees in the Health Maintenance Operations (HMO) option and the (POS) option will pay 20% of their portion pre-tax under the approved Cafeteria Plan Section 125. All Point of Service (POS) plan participants will pay the difference of the two plans.

NOW, THEREFORE, BE IT RESOLVED, that the contract health maintenance renewal of \$1,047,738 with the above co-pays and rates between the Grand Rapids Housing Commission and Priority Health is hereby approved.

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.

17-53 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR  
DENTAL INSURANCE

WHEREAS, the Grand Rapids Housing Commission provides employees with dental insurance; and

WHEREAS, the Housing Commission has evaluated options from other providers; and

WHEREAS, the current carrier, Delta Dental continues to offer a competitive premium for 100/80/60/50 level coverage's.

NOW, THEREFORE, BE IT RESOLVED, that the year contract renewal of

\$ 57,500.00 between the Grand Rapids Housing Commission and Delta Dental is hereby approved.

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.

17-54 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING REVISED

SELF-FUNDED VISION INSURANCE COBRA RATES

WHEREAS, the Grand Rapids Housing Commission provides employees with vision care benefits; and

WHEREAS, the Grand Rapids Housing Commission evaluates vision insurance expenses annually and revises COBRA rates accordingly.

NOW, THEREFORE, BE IT RESOLVED, that the self-funded vision insurance 2017-2018 monthly COBRA rate of \$14.57 per month for single coverage; \$20.24 per month for families. Effective December 1, 2017 and is hereby approved.

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.

17-55 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR  
LIFE, AD&D AND SHORT TERM DISABILITY INSURANCE

WHEREAS, the Grand Rapids Housing Commission provides employees with life, AD&D, and short-term disability insurance; and

WHEREAS, the Housing Commission has evaluated options from other providers; and

WHEREAS, Reliance Standard offers a competitive premium for the same life insurance and UNUM offers the same coverage for short-term disability.

NOW, THEREFORE, BE IT RESOLVED, that the contract of \$8,092.20 between the Grand Rapids Housing Commission and Reliance Standard is hereby approved and the contract of \$2,453.00 between the Grand Rapids Housing Commission and UNUM is hereby approved.

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.

17-56 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AGREEMENT  
WITH THE EMPLOYEE ASSISTANCE CENTER

WHEREAS, the Grand Rapids Housing Commission provides employees with an employee assistance program; and

WHEREAS, the Housing Commission has evaluated options from other providers; and

WHEREAS, Encompass provides a competitive premium for the same coverage and services.

NOW, THEREFORE, BE IT RESOLVED, that the contract renewal of \$ 849.00 between the Grand Rapids Housing Commission and Encompass is hereby approved.

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.

17-57 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR  
FLEXIBLE SPENDING ACCOUNT

WHEREAS, the Grand Rapids Housing Commission provides employees with a flexible spending account which enables employees to pay medical and child care expenses tax free; and

WHEREAS, the Housing Commission provides a maximum allowable payroll deduction of \$2,500.00 for medical expenses and a \$5,000.00 allowable by law for child care; and

WHEREAS, the Housing Commission will continue to offer a direct deposit plan and a provision to allow up to \$500 of a participant's Health Care FSA balance to be carried over to the subsequent plan year.

NOW, THEREFORE, BE IT RESOLVED, that the contract for \$ 3,000.00 between the Grand Rapids Housing Commission and Corporate Benefits Strategies is hereby approved.

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.

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.

3. The Director presented the Commission with a copy of the resolution approving the 2017-2018 and 2018-2019 snowplowing contract awards.

17-58 The following resolution was introduced, read in full and considered:

#### RESOLUTION APROVING

#### SNOW PLOWING CONTRACTS FOR 2017-2018 AND 2018-2019

WHEREAS, the Housing Commission has solicited bids for site snow plowing services for two winter seasons covering 2017-2018 and 2018-2019; and,

WHEREAS, the lowest and most advantageous bids were submitted by Natural Landscapes, LLC in the amount of \$6,165 for Mount Mercy Apartments; and,

WHEREAS, the lowest and most advantageous bids were submitted by Monsma Lawn Service in the amount of \$1,050 for Hope Community Apartments, \$9,600 for Campau Commons Apartments, \$4,200 for Ransom Tower Apartments, \$5,400 for Sheldon Apartments, and \$12,000 for Creston Plaza I and II; and,

WHEREAS, the lowest and most advantageous bids were submitted by Twin Lakes Nursery in the amount of \$1,000 for the Main Office, \$2515 for Adams Park Apartments, and \$3,250 for Leonard Terrace Apartments.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to award the snow plowing contracts to Natural Landscapes, LLC in the total amount of \$6,165, Monsma Landscape & Maintenance, Inc. in the total amount of \$32,250, and Twin Lakes Nursery in the total amount of \$6,765.

Commissioner Miles, supported by Commissioner Bunn, 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 September 2017

Adams Park	4
Campau Commons	2
Scattered Site I-V	1
<b>Public Hsg. Total</b>	<b>7</b>
Creston Plaza	0
Homeown Rental	0
Hope Community	1
Leonard Terrace	3

Oakdale	0
Mt. Mercy	0
Ransom Tower	4
Sheldon Apts.	0
<b>Overall Total</b>	<b>15</b>

2. The Director presented the Commission with a copy of the Section 8 Status Report for September 2017 which continues to show over a 98% utilization rate. The Housing Commission will begin to issue new vouchers.

3. The Director presented the Commission with a copy of the Personnel Report for September 2017.

4. The Director presented the Commission with a copy of the letter from HUD that states that our SEMAP score is 100% which maintains our designation as a “High Performer” agency.

5. The Director updated the Commission on work towards attaining 50 VASH vouchers for housing homeless veterans. We are sending a letter of interest to the VA. We need a letter of support from the Battle Creek VA, but they are hesitant to add more housing authorities to the ones with which they are already working.

6. The Director updated the Commission on the ongoing attempts to secure financing for the Adams Park RAD conversion. Cinnaire’s underwriting is stricter than it has been in the past and there is still a gap of nearly one million dollars in the negotiations. The deadline for getting the financing finalized is October 31. HUD could grant an extension of the deadline, but we may need to reapply if terms are not met in time.

7. The Director updated the Commission on the ongoing talks with the city of Grand Rapids on the role of the Housing Commission with Affordable Housing Community Fund. The Director has been meeting with the City Manager and the City Attorney regarding setting up a 501(c)(3) and becoming the fiduciary for the funds. A 3-year management agreement is being drafted.

17-59 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Miles to adjourn.

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

The President declared the meeting adjourned at 6:49 pm.

Carlos A. Sanchez

Executive Director/Secretary