

MINUTES OCTOBER 16, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on October 16, 2018 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.

Also attending: Hattie Tinney, Deputy Executive Director, Mia Gutridge, Senior Human Resources Generalist, Brian McVicar of MLive, and Christopher Harris and Steven Hendricks of Adams Park.

MINUTES:

18-52 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of September 18, 2018.

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 September 30, 2018.

18-53 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, 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 September 30, 2018 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 resolutions approving Compensation and Fringe Benefits.

18-54 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 \$725.31 per month for HMO single enrollees, \$775.54 per month for POS single enrollees, \$1,668.14 per month for HMO families of two, 1,783.58 per month for POS families of two, \$1,885.66 per month for HMO families with three or more members and \$2016.17 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 \$1,031,929 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: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

18-55 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 \$ 56,706 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: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

18-56 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 2018-2019 monthly COBRA rate of \$13.15 per month for single coverage; \$21.28 per month for families. Effective December 1, 2018 and is hereby 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.

18-57 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, Mutual of Omaha offers a competitive premium for the same life insurance and short-term disability coverage as UNUM and Reliance Standard.

NOW, THEREFORE, BE IT RESOLVED, that the contract of \$9,181.76 between the Grand Rapids Housing Commission and Mutual of Omaha is hereby 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.

18-58 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 \$ 828.00 between the Grand Rapids Housing Commission and Encompass is hereby approved. Commissioner Miles, supported by Commissioner Zylstra, moved adoption of the foregoing resolution.

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the motion carried.

18-59 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 \$2,650.00 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 \$ 3,200.00 between the Grand Rapids Housing Commission and Flex Administrators is hereby 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.

18-60 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SALARY/WAGE INCREASE
FOR GRAND RAPIDS HOUSING COMMISSION EMPLOYEES

WHEREAS, the Housing Commission evaluates the Salary Schedule for its employees annually; and

WHEREAS, it is my recommendation that a 2.5% increase in the Salary Schedule be adopted; and

WHEREAS, the recommended increase falls within the previously approved budget.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to make a 2.5% increase to the 2019 Wage and Salary Schedule.

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 bids for waste disposal.

18-61 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
REFUSE DISPOSAL BIDS

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 Bids for the removal of rubbish and refuse from the Adams Park, Campau Commons, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, Sheldon Apartments, and Creston Plaza apartments.

WHEREAS, the Housing Commission has reviewed the bid submission and has determined that it is in the Housing Commission's best interest to accept the bid submitted by Republic Services.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to award the refuse disposal contracts to Republic Services for the removal of rubbish and refuse for a period not to exceed three (3) years.

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 the bid for the demolition of the residence at 1421 Bridge.

18-62 The following resolution was introduced, read in full and considered:

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

WHEREAS, on June 19, 2018 the Grand Rapids Housing Commission approved the award of contract to Walnut Grove Excavating, LLC for the demolition of the residence located at 1421 Bridge Street NW; and,

WHEREAS, Walnut Grove Excavating, LLC was unable to perform the scope-of-work as they did not meet the Michigan Department of Environmental Quality requirement of possessing a Residential Builders License; and,

WHEREAS, the Grand Rapids Housing Commission has reissued the Request for Proposal to qualified contractors obtained from the City of Grand Rapids; and,

WHEREAS, Pitsch Companies was the sole respondent to the Request for Proposal and has submitted a price of Sixteen Thousand One Hundred Dollars and Zero Cents (\$16,100.00) to perform the scope of work.

NOW THEREFORE BE IT RESOLVED that the Housing Commission authorizes Carlos A. Sanchez, Executive Director to execute a contract with Pitsch Companies in the amount not to exceed Sixteen Thousand One Hundred Dollars and Zero Cents (\$16,100.00) for the demolition of the residence located at 1421 Bridge Street NW.

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 bids for HQS inspections.

18-63 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING HOUSING QUALITY STANDARD
INSPECTION BIDS

ALL HOUSING DEVELOPMENTS

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 Requests for Bids for the Housing Quality Standard Inspection services at all of its housing developments.

WHEREAS, the Housing Commission has reviewed the bid submissions and has determined that it is in the organization's best interest to accept the bid submitted by McCright & Associates.

NOW, THEREFORE BE IT RESOLVED that the Executive Director be authorized to enter into an agreement with McCright & Associates for Housing Quality Standard inspections for the various housing developments and property under its management.

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 September 2018

Campau Commons	6
Scattered Site I-V	1
Public Hsg. Total	15
Creston Plaza	1
Homeown Rental	0
Hope Community	4
Leonard Terrace	4
Oakdale	0
Mt. Mercy	3
Ransom Tower	2
Sheldon Apts.	0
Overall Total	29

2. The Director presented the Commission with a copy of the Section 8 Status Report for September 2018.

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

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 informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send one (1) staff member to the Emphasys Software Conference in Orlando, FL from November 4-8.

18-64 Commissioner Bunn, supported by Commissioner Miles, moved to authorize the director to send one (1) staff member to the Emphasys Software Conference in Orlando, FL from November 4-8.

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

6. The Director updated the Commission on the MSHDA applications for funding for Adams Park Apartments and Antoine Court. Both projects scored well and will likely receive the funding. The score for Hope Community fell further down the list and the probability of receiving funding is low.

7. The Director presented the Commission with the nomination of Patrick Miles to serve as the Housing Commission's appointment and Victor Vasquez as the joint appointee of both the Housing Commission and the City Commission to the Affordable Housing Community Fund Board.

18-65 Commissioner Bunn, supported by Commissioner Miles, moved to approve the appointment of Patrick Miles to the Affordable Housing Community Fund Board and Victor Vasquez as the joint appointment with the City of Grand Rapids to the Affordable Housing Community Fund Board.

Ayes: Bunn, Butler, Miles, Zylstra

Nays: None

OLD/NEW BUSINESS:

Christopher Harris of Adams Park reported that he appreciated the Resident Self-Sufficiency Program Coordinator keeping the computer lab at Adams Park open, but there are

problems with the technology not working, the printer being without ink, and the television not working. He would appreciate the Computer Network Systems Administrator to find time to come take care of these issues.

18-66 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 6:31 pm.

Carlos A. Sanchez

Executive Director/Secretary