

MINUTES SEPTEMBER 19, 2017

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on September 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 6:07 p.m.

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

Absent: Bunn

The President declared a quorum present.

MINUTES:

17-41 Commissioner Zylstra, supported by Commissioner Steimle, moved to approve the Minutes of the regular meeting of August 15, 2017.

Ayes: 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 August 31, 2017.

17-42 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 August 31, 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 August 31, 2017 are in all respects approved.

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

Ayes: 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 issuance of project-based vouchers.

17-43 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING AWARD OF
PROJECT-BASED VOUCHERS TO
DWELLING PLACE OF GRAND RAPIDS

WHEREAS, the Grand Rapids Housing Commission works with local non-profit housing developers to assist in the community's efforts to serve low-income families by providing project-based vouchers; and

WHEREAS, the U.S. Department of Housing and Urban Development allows public housing agencies, such as the Grand Rapids Housing Commission, to issue project-based vouchers.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission approves the issuance of Project-Based Vouchers to Dwelling Place of Grand Rapids and that the Executive Director is authorized to enter into contract agreements for said vouchers.

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

Ayes: 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 the 2017-2018 utility allowances and fair market rents.

17-44 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING

2018 UTILITY ALLOWANCES AND FAIR MARKET RENTS

WHEREAS, the Housing Commission operates Low-Income Public Housing and Section 8 Housing Choice Voucher programs to assist low-income families; and

WHEREAS, the Housing Commission has reviewed the utility usage and rates for the Grand Rapids/Kent County areas and made revisions as necessary in order to allow families who participate in Low-Income Public Housing and Housing Choice Voucher programs to afford their utility costs.

WHEREAS, the Housing Commission has also secured from the U.S. Department of Housing and Urban Development the schedule of Fair Market Rents to be utilized for this area.

NOW, THEREFORE BE IT RESOLVED that the Utility Allowances and Fair Market Rents be adopted according to the attached chart.

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

Ayes: 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 resolution approving submission of FY 2017 PH/HCV family self-sufficiency (FSS) resident opportunities and self-sufficiency (ROSS) Consolidated grant applications.

17-45 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION

FY 2017 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

NOTICE OF FUNDING AVAILABILITY

CONSOLIDATED FAMILY SELF-SUFFICIENCY (FSS)

RESIDENT OPPORTUNITIES AND SELF-SUFFICIENCY (ROSS) GRANT

WHEREAS, HUD has published and made available the FY 2017 PH/HCV-FSS Resident Opportunities and Self-Sufficiency (ROSS) Notice of Funding Availability (NOFA); and

WHEREAS, the clients/residents of the Grand Rapids Housing Commission have need of certain eligible services;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is hereby authorized to submit a renewal application for PH/HCV-FSS grant funds totaling \$360,000 for five (5) service coordinators and, if awarded, enter into the necessary grant agreement(s).

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

Ayes: 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 resolution approving the Leonard Terrace fire alarm system replacement.

17-46 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING CONTRACT FOR

REPLACEMENT OF FIRE ALARM PANEL AT LEONARD TERRACE

WHEREAS, the current fire alarm panel at Leonard Terrace has reached the end of its useful life and needs to be replaced; and

WHEREAS, staff has solicited quotes from three contractors to replace the fire alarm panel at Leonard Terrace; and

WHEREAS, the Housing Commission has determined that the quote provided by EPS is the most advantageous to the Housing Commission.

NOW, THEREFORE, BE IT RESOLVED that staff is hereby authorized to award the contract for the Leonard Terrace fire alarm panel replacement to EPS for \$57,000.

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

Ayes: 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 revisions to the Administrative Plan affecting the Housing Choice Voucher (HCV) program.

17-47 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING
REVISIONS TO THE HOUSING CHOICE VOUCHER (HCV)
ADMINISTRATIVE PLAN

WHEREAS, the Housing Commission, has identified the necessity for changes in to HCV Administrative Plan; and

WHEREAS, these revisions meet the requirements as defined by the U.S. Department of Housing Development and the needs of the daily operations related to the HCV program.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the HCV Administrative Plan.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried

DIRECTOR'S REPORT

1. Vacancy Report for August 2017

Adams Park	1
Campau Commons	2
Scattered Site I-V	1
Public Hsg. Total	4

Creston Plaza	0
Homeown Rental	0
Hope Community	3
Leonard Terrace	3
Oakdale	0
Mt. Mercy	1
Ransom Tower	4
Sheldon Apts.	0
Overall Total	15

2. The Director presented the Commission with a copy of the Section 8 Status Report for August 2017 which continues to show over a 97% utilization rate.

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

4. The Director informed the Commission of upcoming conferences and trainings that are available. The Director requested authorization to send one (1) staff member to Microsoft Certification Training in Philadelphia, PA from November 6-14.

17-48 Commissioner Zylstra, supported by Commissioner Steimle, moved to authorize the director to send one (1) staff member to Microsoft Certification Training in Philadelphia, PA from November 6-14.

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

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

5. The Director updated the Commission on further discussions with the city regarding becoming the fiduciary of the Affordable Housing Fund. The Director has been in contact with attorneys regarding the logistics of setting up a 501-3c. Further discussions are scheduled with the City Manager to get more details of the role and expectations that the Housing Commission would be taking.

6. The Director updated the Commission on actions regarding security issues at Adams Park Apartments. Residents have expressed concerns that the police are hesitant to come when called to report a crime. Staff met with members of the Grand Rapids Police Department who suggested that residents ask to speak to a police supervisor if that occurs.

OLD/NEW BUSINESS:

The Director informed the Commission the Housing Commission has been selected for a review by the HUD's Office of Inspector General in regards to the RAD conversions of our properties. The HUD's OIG office is conducting audits across the country regarding the RAD conversions. The survey stage of the review is expected to last through mid-November, with the possibility of an audit to follow.

17-49 There being no further business to come before the Commission, it was moved by Commissioner Zylstra supported by Commissioner Miles to adjourn.

Ayes: Butler, Miles, Zylstra

Nays: None

The President declared the meeting adjourned at 7:15 pm.

Carlos A. Sanchez

Executive Director/Secretary