

MINUTES APRIL 20, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on April 20, 2021 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:05 p.m.

Roll Call: Present: Bunn, Butler, Miles, Steimle-App, Zylstra,

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Deputy Executive Director Hattie Tinney, Director of Leased Housing Judy Cannon-Groce, Director of Asset Management Felicia Clay, Real Estate Development Coordinator Michael Weaver, Senior Human Resource Specialist Mia Gutridge, Eric DeLong and Ryan Kilpatrick from the City of Grand Rapids, Mario Leon and Samika Douglas from LINC Up, Carlos Sanchez.

The President designated the Executive Director Chair for the purpose of election of officers.

The Chair announced that nominations for the office of President and Vice President were in order.

Commissioner Miles, supported by Commissioner Bunn, placed the name of Commissioner Butler in nomination for the office of President.

Commissioner Zylstra, supported by Commissioner Steimle-App, placed the name of Commissioner Steimle-App in nomination for the office of President.

21-01 Commissioner Steimle-App, supported by Commissioner Bunn, moved that the nomination be closed and votes cast.

Ayes for Commissioner Butler: Bunn, Butler, Miles

Ayes for Commissioner Steimle-App: Steimle-App, Zylstra

The Chair declared the motion to elect Commissioner Butler as President was carried.

Commissioner Zylstra, supported by Commissioner Steimle-App, placed the name of Commissioner Steimle-App in nomination for the office of Vice President.

Commissioner Miles, supported by Commissioner Bunn, placed the name of Commissioner Zylstra in nomination for the office of Vice President.

21-02 Commissioner Steimle-App, supported by Commissioner Bunn, moved that the nomination be closed and votes cast.

Ayes for Commissioner Steimle-App: Butler, Steimle-App, Zylstra

Ayes for Commissioner Zylstra: Bunn, Miles

The Chair declared the motion to elect Commissioner Steimle-App as Vice President was carried.

Ryan Kilpatrick and Deputy City Manager Eric DeLong from the City of Grand Rapids gave a presentation to the Board on a proposed Grand Rapids Housing Fund.

MINUTES:

21-03 Commissioner Bunn, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of March 16, 2021.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

PUBLIC COMMENTS:

No public comments were received.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending, March 31, 2021.

21-04 The following resolution was introduced and considered:

RESOLUTION APPROVING OPERATING
STATEMENTS OF INCOME AND EXPENDITURES

WHEREAS, the Operating Statements of Income and Expenditures for the period ended March 31, 2021 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 Statements of Income and Expenditures for the period ended March31, 2021 are in all respects approved.

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

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving the operating budgets for fiscal year beginning July 1, 2021.

21-05 The following resolutions were introduced and considered:

RESOLUTION APPROVING
OPERATING BUDGET
FOR FISCAL YEAR 2022

WHEREAS, a proposed operating budget for the fiscal year ending June 30, 2022 and 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, 2022 is in all respects approved.

RESOLUTION AND CERTIFICATION APPROVING THE
OPERATING BUDGET FOR THE PUBLIC HOUSING
PROGRAM FOR FISCAL YEAR 2022

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 Steimle-App, supported by Commissioner Miles, moved adoption of the foregoing resolutions.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving Adams Park architectural and engineering contract modification.

21-06 The following resolution was introduced and considered:

RESOLUTION APPROVING MODIFICATION TO MC SMITH ARCHITECTURAL
GROUP, INC. (MCSAG, INC) ARCHITECTURAL & ENGINEERING SERVICES
CONTRACT – ADAMS PARK APARTMENTS

WHEREAS, the Grand Rapids Housing Commission (GRHC) has previously awarded a contract to M.C. Smith Associates and Architectural Group, Inc., now MC Smith Architectural Group, Inc. (MCSAG, Inc.) to provide Architectural and Engineering (A&E) services for the Scope of Work associated with the conversion of Adams Park apartments from low-income public housing to Section 8 Project Based under the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program, and the Michigan State Housing Development Authority (MSHDA) Low-Income Housing Tax Credit (LIHTC) program; and,

WHEREAS, the GRHC made the decision to turn in the existing RAD Commitment to Housing Assistance Payment (CHAP) award for Adams Park and pursue one of the several Asset Repositioning options that are currently offered by HUD and combine this with a 4% LIHTC proposal, which will provide the funding to make the necessary repairs and improvements to the Adams Park Apartments; and,

WHEREAS, as a result of this change in strategy and the most recent Comprehensive Needs Assessment (CNA) report the revised scope of work necessitates additional A&E services, and therefore an increase in the consultants' fees and contract length are needed; and,

WHEREAS, MC Smith Architectural Group, Inc. (MCSAG, Inc.) has submitted a request to increase their fee the not to exceed contract amount of Three Hundred Fifty-seven Thousand Six Hundred Eighty-nine dollars and zero cents (\$357,689) based upon the estimated construction cost of \$7,530,295, less the amount of \$97,017 paid for services to date, making the

effective increased contract amount equal to Two Hundred Sixty Thousand Six Hundred Seventy-two dollars and zero cents (\$260,672).

NOW THEREFORE BE IT RESOLVED that the Housing Commission does hereby approve the request to increase the A&E services agreement amount by Two Hundred Sixty Thousand Six Hundred Seventy-two dollars and zero cents (\$260,672) for a total not to exceed contract amount of Three Hundred Fifty-seven Thousand Six Hundred Eighty-nine dollars and zero cents (\$357,689).

BE IT FURTHER RESOLVED that the Housing Commission does hereby authorize the Executive Director to execute the necessary Addendum to form HUD-51915, Model Form of Agreement Between Owner and Design Professional to reflect the approved contract amount increase.

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

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving Change Order #6 for Antoine Court Apartments.

21-07 The following resolution was introduced and considered:

RESOLUTION OF ACCEPTANCE AND APPROVAL OF CHANGE ORDER #6

FOR ANTOINE COURT APARTMENTS PROJECT

WHEREAS, On February 20, 2020 the Housing Commission approved a Guaranteed Maximum Price (GMP) price in the amount not-to-exceed Nine Million Nine Hundred Sixty-one

Thousand Five Hundred Forty-one dollars (\$9,961,541) to be paid to the Construction Manager and General Contractor, Triangle Associates, Inc., for the construction of the Antoine Court Apartments Project, and;

WHEREAS, Triangle Associates, Inc. has since identified construction elements in the project which require revision due to conditions found in the field which are necessary and/or required to deliver the project in accordance with all applicable codes and standards as well as Owner requested additions, and;

WHEREAS, Triangle Associates, Inc. has submitted Change Order #6 in the amount of Eighty-six Thousand Three Hundred Forty-five dollars and Sixty-eight cents (\$86,345.68) for the identified revisions and GRHC requested additions, thereby increasing the GMP to Ten Million Two Hundred Fifty-four Thousand Seventy-three dollars and Fifty-two cents (\$10,254,073.52), and;

WHEREAS, the project architect, Isaac V. Norris and Associates, P.C., has reviewed and approved the elements contained within Change Order #6 for their applicability and price.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Grand Rapids Housing Commission hereby approve Change Order #6 in the amount of Eighty-six Thousand Three Hundred Forty-five dollars and Sixty-eight cents (\$86,345.68) for the identified revisions and GRHC requested additions, thereby increasing the GMP to Ten Million Two Hundred Fifty-four Thousand Seventy-three dollars and Fifty-two cents (\$10,254,073.52) for the construction of the Antoine Court Apartments Project.

BE IT FURTHER RESOLVED that the Commissioners of the Grand Rapids Housing Commission authorizes the Executive Director to execute Change Order #6 in the amount of

Eighty-six Thousand Three Hundred Forty-five dollars and Sixty-eight cents (\$86,345.68) for the construction of the Antoine Court Apartments Project.

Commissioner Bunn, supported by Commissioner Steimle-App, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving Antoine Court architectural and engineering contract modification.

21-08 The following resolution was introduced and considered:

RESOLUTION APPROVING ISAAC V. NORRIS & ASSOCIATES, P.C. (IVNA)
ARCHITECTURAL AND ENGINEERING (A&E) CONTRACT MODIFICATION
– ANTOINE COURT APARTMENTS

WHEREAS, on August 24, 2018 the Grand Rapids Housing Commission (GRHC) entered into agreement with Isaac V. Norris & Associates, P.C. (IVNA) to provide Architectural and Engineering (A&E) services for the Antoine Court Apartments project; and,

WHEREAS, the GRHC has requested the addition of a Data Center to be constructed on the 3rd floor of the Antoine Court Apartments to be utilized by the GRHC Information Technology Department; and,

WHEREAS, IVNA and their consultants were engage to provide the design services necessary for the proper construction of the Data Center, and said services have been completed; and,

WHEREAS, IVNA has submitted an invoice in the amount of One Thousand Eight Hundred Eighty-two dollars and Fifty cents (\$1,882.50) to cover their additional services and those of their consultant.

NOW, THEREFORE BE IT RESOLVED THAT the Housing Commission does hereby approve the request from IVNA in the amount of One Thousand Eight Hundred Eighty-two dollars and Fifty cents (\$1,882.50) to cover their additional services and those of their consultant and increasing the contract to the amount not-to-exceed Four Hundred Twenty-three Thousand Two Hundred Fifty-one dollars and Fifty cents (\$423,251.50).

BE IT FURTHER RESOLVED THAT the Housing Commission does hereby direct the Executive Director to execute an Addendum to form HUD-51915, Model Form of Agreement Between Owner and Design Professional to reflect the approved contract amount not-to-exceed Four Hundred Twenty-three Thousand Two Hundred Fifty-one dollars and Fifty cents (\$423,251.50).

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

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving paid-time off and catastrophic usage during period of impact.

21-09 The following resolution was introduced and considered:

RESOLUTION APPROVING PAID-TIME OFF AND CATASTROPHIC USAGE DURING
THE PERIOD OF IMPACT

FOR GRAND RAPIDS HOUSING COMMISSION

WHEREAS, the Grand Rapids Housing Commission (GRHC) is recommending a modification to the Personnel Manual to outline how paid time off (PTO) and catastrophic leave will be address in the case of an emergency or disaster; and

WHEREAS, during the period of impact GRHC was required to send non-essential employees home; and

WHEREAS, the period of impact dates were from March 24, 2020 through May 17, 2020, all employees returned to work on May 18, 2021; and

WHEREAS, instructed to use their PTO and catastrophic leave to receive pay while essential employees were required to continue to work and some non-essential employees were gifted additional hours to avoid financial hardships; and

WHEREAS, this caused some disparate practices as it relates to PTO and catastrophic leave; and

WHEREAS, this modification will rectify the disparate system; and

WHEREAS, it is staff recommendation to allocate administrative leave to non-essential employees in paid status during the period of impact; and

WHEREAS, return PTO and catastrophic leave used by employees deemed non-essential during the period of impact; and

WHEREAS, thank employees deemed essential that worked during the period of impact by recommending they receive a one-time adjustment of additional PTO in the amount of one (1) day per week worked during the period of impact; and

WHEREAS, this modification will cause minimal financial impact to GRHC, and

WHEREAS, to address future emergency or disaster staff is currently updating the Personnel Manual; and

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to return PTO and catastrophic leave to non-essential employees used during the Stay Safe; Stay Home mandate and give a one-time adjustment to those deemed essential one (1) PTO day per week worked during the Stay Safe; Stay Home mandate.

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

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. The Executive Director presented the Board with a copy of the Vacancy Report for February 2021.

Adams Park	6
Campau Commons	3
Scattered Site I-V	2
Public Hsg. Total	11
Creston Plaza	1
Homeown Rental	0
Hope Community	0
Leonard Terrace	5

Mt. Mercy	9
Ransom Tower	3
Sheldon Apts.	0
Overall Total	29

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for March 2021 which shows a 96.7% utilization rate which is higher than the previous month.

3. The Executive Director presented the Board with a copy of the Personnel Report for April 2021.

4. The Executive Director updated the Board on several happenings:
The tentative date for the Antoine Court opening event is October 14, 2021 at 2:00 p.m.

The Foster Youth Initiative is moving forward and has received two approvals from HUD which are done on a case by case basis.

The sale of five homes of the de minimus homeownership properties has been completed and there is one more sale that is currently pending. This has resulted in \$600,000 in revenue.

The Housing Commission will be soon exercising the approval from March of 2020 for Request for Proposals for Project-Based Vouchers.

The Grand Rapids Housing Commission was highlighted in “HUD Happenings,” a weekly nationwide publication, for the COVID vaccination partnerships at the sites.

Carlos Sanchez is to be awarded the Terrance R. Duvernay Award from MSHDA.

This comes with a cash award that Carlos will designate for one of the Housing Commission programs.

OTHER BUSINESS

1. The Executive Director reported that there is much to be done for the Housing Fund as was presented at the beginning of the meeting.

2. The Executive Director reported that the Housing Commission is considering use of Covey strategic planning. Commissioners Zylstra, Miles and Steimle-App joined the management staff in watching a presentation from them.

3. The Executive Director reported that new guidance from HUD regarding Faircloth limits may possibly result in more money available for LIPH properties such as Adams Park. The GRHC Faircloth limit is 307 units.

4. The Executive Director reminded the Board that there are open positions on the Housing Corporations that the Board needs to fill.

21-10 There being no further business to come before the Commission, it was moved by Commissioner Bunn, supported by Commissioner Steimle-App to adjourn.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the meeting adjourned at 7:39 pm.

Lindsey S. Reames

Executive Director