

MINUTES AUGUST 17, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on August 17, 2021 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:11 p.m.

Roll Call: Present: Butler, Miles, Zylstra in person with Steimle-App attending virtually due to quarantine.

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Deputy Executive Director Hattie Tinney, Real Estate Developer Coordinator Michael Weaver, Director of Leased Housing Felicia Clay, Computer Network Systems Administrator Jay Connor, HCV Compliance Coordinator Vicki Nystrom, Loretta Lovell of CVR & Associates, Mario Leon of LINC UP, Aylin Felix, and Kristi Klomp.

The President requested that Loretta Lovell of CVR and Associates, who is on the agenda for Other Business, give her presentation first. Loretta reported that her assessment of the procurement procedures indicate that policies need updating, employees need training, and contracts need reviewing.

PUBLIC COMMENTS:

Aylin Felix commented that it is difficult to get in touch with staff and wants to know what the turnaround times for staff responses are.

Kristi Klomp has a daughter who has a Housing Choice Voucher and she has difficulty with communication with staff.

MINUTES:

21-29 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of June 15, 2021.

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending June 30, 2021.

21-30 The following resolution was introduced and considered:

Resolution to Approve Operating Statement of Income and Expenditures

WHEREAS, the Operating Statement of Income and Expenditures for the period ended **June 30, 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 BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING June 30, 2021 are in all respects approved.

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

Ayes: 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 changes to the Housing Choice Voucher Administrative Plan.

21-31 The following resolution was introduced and considered:

**Resolution for Updates to the Housing Choice Voucher Administrative
Plan –Chapter 17 Project Based Vouchers**

WHEREAS, the Grand Rapids Housing Commission is seeking to update policy language to Chapter 17 of its Administrative Plan. The areas of changes are located in Part 1-General Requirements and Part II-PBV Owner Proposals, and;

WHEREAS, the proposed changes support the agency activity to provide project-based vouchers to the community and the agency, and;

WHEREAS, the attached documents outline the proposed updates.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the proposed updates to the Housing Choice Voucher Administrative Plan, Chapter 17, Part 1 and Part II.

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

Ayes: 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 procurement contract revisions.

21-32 The following resolution was introduced and considered:

**Resolution to Approve a Contract Revision to add services to the
current Procurement Assessment contract with CVR and Associates**

WHEREAS, the Grand Rapids Housing Commission (GRHC) entered into a contract with CVR and Associates for the following scope of services on June 1, 2021 as approved by the Board at the May board meeting, Resolution #2021-18; and

- A review of the current procurement policy to ensure compliance with Federal, State and local requirements
- A review of the current procedures that includes recommendations for revisions based on policy recommendations, current application of the procedures and industry best practices. The procedures should address all the types of procurement identified in the revised policy with checklists and flow charts.
- Review of a sample of procurement actions (from multiple departments within the agency) to identify discrepancies and/or non-compliance with federal, state and local requirements and the policy and procedures.
- Review of contract administration to identify discrepancies and/or non-compliance with federal, state, local requirements and with the policies and procedures
- A formal presentation of the assessment report/findings/recommendations to the Board of Commissioners. The presentation can be completed via conference call.
- Conduct training on revised policies and procedures for staff.

WHEREAS, the initial assessment has identified some deficiencies that will need to be addressed to ensure GRHC has a clear policy and adequate procedures that are in compliance with required Federal, state and local requirements for procurement actions and contract administration at the Agency, most specifically, 2 CFR, Part 200 and;

WHEREAS, this additional work will revise the initial scope to also include the following items:

- Since no procedure currently exist at GRHC, modify the initial scope to include assisting the staff with “developing” procedures versus “updating procedures”
- Provide solicitation and contract administration technical assistance to establish procedures, templates and checklists for all solicitation and contract types and provide on-site training in these areas
- Complete up to 2 additional on-site visits

WHEREAS, this revised scope will require approximately 200 additional hours of consulting services in the amount of \$35,500.00;

WHEREAS, the agency sought quotes for the original scope of work from five firms and CVR was the only responsive and responsible bidder; and

WHEREAS, the original contract amount (\$21,905.50) and this revised contract amount (\$35,500.00) plus travel costs (\$4,450.00) remain under the small purchase threshold of \$100,000.00; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to enter into a contract revision with CVR Associates for a procurement assessment and procurement and contract administration technical assistance and on-site training not to exceed \$64,948.50. This amount is the original cost of \$21,905.50 plus the cost of the revised scope of \$35,500.00 plus travel costs estimated at \$4,450.00 plus a 5% contingency (\$3,093.00) for any unforeseen travel expenses or costs associated with completing this work.

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

Ayes: 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 an optimal operational organizational structure.

21-33 The following resolution was introduced and considered:

**Resolution to Approve an Optimal Operational Organizational
Structure for the Grand Rapids Housing Commission**

WHEREAS, the Grand Rapids Housing Commission (GRHC) manages multiple properties and programs with various funding sources; and

WHEREAS, the staffing needs may change as staff, funding and programs change; and

WHEREAS, the industry has identified some standards and best practices for some housing agency functions; and

WHEREAS, the current organizational structure does not meet the staffing needs of the GRHC, align staff with preferred reporting structures or meets some industry standards and best practices; and

WHEREAS, a new optimal operational organization structure for GRHC (attached) is being proposed that meets industry standards and best practices, aligns with desired reporting structures and addresses current and near future staffing needs; and

WHEREAS, positions will be filled only as financial resources are available to support the staffing need; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the optimal operational organizational structure presented by the Executive Director is approved and may be executed with adequate funding to ensure the GRHC reporting structures align, adequate staff are available to maintain the properties and programs and there is consistency with industry standards and best practices.

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

Ayes: 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 registration of interest for HUD-VASH vouchers.

21-34 The following resolution was introduced and considered:

Resolution for Registration of Interest for HUD-VASH Vouchers

WHEREAS, the recent PIH Notice 2021-21 (HA) announced the availability of \$49 million in HUD-Veterans Affairs Supportive Housing (HUD-VASH) funding that will support approximately 6,000 new HUD VASH vouchers. These vouchers are administered in partnership with the U.S. Department of Veterans Affairs (VA), and enable homeless veterans and their families to access affordable housing with an array of supportive services and;

WHEREAS, under the Act, HUD-VASH funding must be awarded based on geographic need, PHA administrative performance, and other factors specified by HUD. Consistent with the requirements of the Act, HUD will award tenant-based HUD

VASH vouchers based on geographic need to PHAs who self-identify to HUD their interest in receiving an allocation. HUD will follow a two-step process: (1) Eligible PHAs will respond to the notice with an email and a VA Letter of Support (collectively referred to as the “Registration of Interest”) and (2) based on a relative need formula registered PHAs will receive an invitation to apply for a specific number of HUD-VASH vouchers, and;

WHEREAS, currently, the GRHC holds 22 fully leased VASH Vouchers and is seeking to increase the number of VASH vouchers.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the “Registration of Interest,” to increase the number of HUD VASH Vouchers in its Housing Choice Voucher Program.

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

Ayes: 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 Antoine Court change order #7.

21-35 The following resolution was introduced and considered:

Resolution to Approve Change Order #7

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 Antoine Court Apartments Change Order #07 in the amount of Forty-three Thousand One Hundred Four dollars and Fifty-one cents (\$43,104.51) for the required revisions, thereby increasing the GMP to Ten Million Two Hundred Ninety-seven Thousand One Hundred Seventy-eight dollars and Three cents (\$10,297,178.03), and;

WHEREAS, the project architect, Isaac V. Norris and Associates, P.C., has reviewed and approved the elements contained within Change Order #7 for their applicability and price.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that Change Order #07 in the amount of Forty-three Thousand One Hundred Four dollars and Fifty-one cents (\$43,104.51) is hereby approved, and the Board of Commissioners acknowledge the increase of the GMP to Ten Million Two Hundred Ninety-seven Thousand One Hundred Seventy-eight dollars and Three cents (\$10,297,178.03).

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Executive Director to execute Change Order #07 in the amount of Forty-three Thousand One Hundred Four dollars and Fifty-one cents (\$43,104.51) for the construction of the Antoine Court Apartments

project.

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

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

7. The President presented the Commission with a copy of the resolution approving upgrade of VMWare.

21-36 The following resolution was introduced and considered:

Resolution to Upgrade VMWare Licensing to Avoid Downtime Due to Hardware Failure(s) and Ensure Business Continuity

WHEREAS, the Grand Rapids Housing Commission (GRHC) conducts the entirety of its business from within the current computing infrastructure. This computing infrastructure is comprised of many components layered together any of which can hold a single point of failure. In order to avoid single points of failure identified in the current configuration where a server or network hardware failure could bring down services relied upon by all GRHC staff, it is necessary to upgrade the current VMWare Host Server Operating System Licensing. This will allow the implementation of feature sets responsible for removing single points of failure in either the host server hardware or network switching hardware. This is done through configuring these upgraded feature sets to recognize the redundant server and network hardware components. The new configuration enables the automatic identification of a failure and the instantaneous migration of offline services away from the failed or dead hardware components and brings those

services back online without any human intervention on the alternate running hardware components and;

WHEREAS, GRHC meets the requirements under 2 CFR Part 200.320 (c)(2)(5) for a sole source award for the proposed upgrade to the current licenses and support of the VMWare vSphere 7 Essentials server software in the amount of \$26,942.25 and;

WHEREAS, attached is the matrix of products requested for purchase and the sole source vendor in which bids were received

Upgrade Licenses		
Vendor	& Support	Price
CDW-G	VMware vSphere Enterprise Plus Acceleration Kit (v. 7) Mfg. Part#: VS7-ES-EPL-AK-UG-C	\$ 19,977.21
CDW-G	VMware 1Yr Support and Subscription Production – 24x7 Mfg. Part#: VS7-EPL-6AK-P-SSS-C	\$ 6,965.04
		\$ 26,942.25

and;

WHEREAS, GRHC desires to utilize the products outlined in the attached matrix to minimize unforeseen downtime and ensure business continuity.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to complete the procurement of the products as outlined on the attached matrix.

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

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

8. The President presented the Commission with a copy of the resolution approving snow plow contracts.

21-37 The following resolution was introduced and considered:

Resolution to Award Contract Snow Plow Services

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested bids for snow plow services for all ten properties and;

WHEREAS, bids were received from contractors by the deadline of July 2, 2021 at 5pm and;

WHEREAS, the lowest responsible bidders have been found to be Twin Lakes Nursery for GRHC Main Office (\$1,600), Leonard Terrace (\$3,800) and Hope Community (\$1,100), Monsma Landscape & Maintenance, Inc. for Adams Park (\$3,450), Ransom Tower (\$5,250) and Sheldon Apartments (\$6,250) and Natural Landscapes for Antoine Court (\$3,890), Mount Mercy (\$6,150), Campau Commons (\$14,610) and Creston Plaza (\$15,500).

WHEREAS, GRHC has submitted a recommendation letter of award of contract to Twin Lakes Nursery in the total amount of \$6,500, Monsma Landscape and Maintenance, Inc for \$14,950 and Natural Landscapes, LLC for \$40,150.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized and approved to execute a contract in the amount not-to-exceed \$6,500 to Twin Lakes Nursery for the GRHC Main Office, Leonard Terrace and Hope Community. That the Executive Director is hereby authorized and approved to execute a contract in the amount not-to-exceed \$14,950 to Monsma Landscape and Maintenance, Inc for Adams Park, Ransom Tower and Sheldon Apartments. That the Executive Director is hereby authorized and approved to execute a

contract in the not-to-exceed \$40,150 to Natural Landscapes, LLC for Antoine Court, Mount Mercy, Campau Commons and Creston Plaza.

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

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

9. The President presented the Commission with a copy of the resolution approving award of Project Based Vouchers.

21-38 The following resolution was introduced and considered:

Resolution to Approve Award of Project-Based Vouchers

WHEREAS, in an effort to expand the inventory of affordable housing for lower-income households, the U.S. Department of Housing and Urban Development (HUD) permits public housing authorities to use its tenant-based voucher funding to allocate project-based vouchers to stimulate new construction, substantial rehabilitation and; in some cases, long-term conversion of existing housing.

WHEREAS, this community has substantial need of additional decent, safe, and affordable housing; and

WHEREAS, the Grand Rapids Housing Commission has the desire and experience to work with local non-profits in their efforts to develop affordable housing and has completed a competitive process; and

WHEREAS, nine (9) proposals were submitted and scored based on required criteria and four (4) applications were determined by the Scoring/Review Committee to be eligible to receive an award totaling 38 project-based units.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to enter into various contract and program documents as required by the Project-Based Voucher program for those entities named on the attached RFP for Project-Based Vouchers Scoring Result matrix.

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

Ayes: 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 July 2021.

Adams Park	7
Campau Commons	4
Scattered Site I-V	0
Public Hsg. Total	11
Creston Plaza	5
Hope Community	3
Leonard Terrace	5

Mt. Mercy	0
Ransom Tower	7
Sheldon Apts.	0
Overall Total	31

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for July 2021 which shows a 97.3% utilization rate.

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

4. The Executive Director gave the Board samples of possible new dashboards that she is working on to create clearer reports for communicating with Board members.

5. The Executive Director informed the Board that three tenants have been housed using the Emergency Housing Voucher program. HUD also provides funding for the physical needs of those tenants when they find housing.

6. The Executive Director informed the Board that architects that inspected Adams Park Apartments found that the plumbing and electrical systems were built beneath the structure of the building and would not be replaceable in the event of failure. Since those systems are already fifty years old it would not be fiscally sound to continue with plans to rehabilitate the building. The Housing Commission will begin to work strategically in finding the funding and planning the transition of tenants so new housing can be built.

7. The Executive Director reported that the Mount Mercy and Leonard Terrace boards approved the refinancing of their loans.

8. The Executive Director informed the Board that the eviction moratorium has been extended to October 3.

OTHER BUSINESS

1. The Executive Director updated the Board on Franklin Covey progress. The Housing Commission has chosen increasing customer satisfaction as measured by Net Performer Score as the Wildly Important Goal with sub-goals of decreasing unit turnover time and decreasing inquiry resolution time.

2. Loretta Lovell gave her presentation on procurement at the beginning of the meeting.

3. The Executive Director reported that our attorney, Pete Lozicki, has recommended that all of our partnership boards have the same members so it will ease the scheduling issues for getting quorums for meetings.

4. The Executive Director informed the Board that she would like to go to the Michigan NAHRO conference in Thompsonville, MI with two other employees on September 8-10; the MAHMA Regional Affordable Housing Conference in Columbus, OH on October 5-6; and the NAHRO National Conference with three other employees in Phoenix on October 6-9. President Butler also expressed interest in attending the NAHRO National Conference.

5. The Executive Director informed the Board that the Housing Commission is working with Public Thread by making space available at the sites for their projects.

21-39 There being no further business to come before the Commission, it was moved by Commissioner Miles, supported by Commissioner Steimle-App to adjourn.

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the meeting adjourned at 7:00 pm.

Lindsey S. Reames

Executive Director