

MINUTES AUGUST 16, 2022

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on August 16, 2022 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:03 p.m.

Roll Call: Present: Alexander, Miles, Steimle-App, Zylstra

Absent: Bernier

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Business Intelligence Analyst Jose Capeles, Human Resource Manager Mia Gutridge, and Amanda and Kylee Pierce. Attending remotely was Director of Asset Management Felicia Clay.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

Commissioner Zylstra, supported by Commissioner Alexander, moved to approve the Minutes of the special meeting of July 15, 2022.

Ayes: Alexander, 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 July 31, 2022.

22-28 The following resolution was introduced and considered:

**Resolution to Approve Financial Dashboard Reports that reflect the
Operating Statement of Income and Expenditures**

WHEREAS, the Operating Statement of Income and Expenditures for the period ended June 31, 2022 has been prepared for and reviewed by Executive Staff at the Grand Rapids Housing Commission; and

WHEREAS, this information has been prepared for the Housing Commission Board in a financial dashboard format; and

WHEREAS, the Housing Commission staff and Board, in its review, has determined that the expenditures are appropriate for 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 COMMISSION, that the Operating Statement of Income and Expenditures as represented in the dashboards for the period ended June 31, 2022 are in all respects approved.

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

Ayes: Alexander, 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 partnership budget revisions.

22-29 The following resolution was introduced and considered:

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

**Resolution to Approve Revised Operating Budgets
for Calendar Year Ending December 31, 2022**

WHEREAS, an operating budget for the calendar year ending December 31, 2022 has been previously approved by the Grand Rapids Housing Commission; and

WHEREAS, the Grand Rapids Housing Commission, in its review, has determined that revisions to the operating budget are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the proposed revised operating budget for the calendar year ending December 31, 2022 is in all respects approved.

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

Ayes: Alexander, 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 revised FSS Action Plan.

22-30 The following resolution was introduced and considered:

Resolution to Authorize the Submission of a Revised Family Self-

Sufficiency Action Plan to HUD

WHEREAS, the Grand Rapids Housing Commission (GRHC) currently operates a mandatory and a voluntary Family Self-Sufficiency Program; and

WHEREAS, HUD recently updated the requirements for this action plan and the GRHC plan must be updated to reflect these changes and will include the following information:

- Chapter 1: THE FAMILY SELF-SUFFICIENCY PROGRAM AND THE FSS ACTION PLAN
- Chapter 2: PURPOSE, SCOPE, AND APPLICABILITY OF THE FAMILY SELF-SUFFICIENCY PROGRAM
- Chapter 3: PROGRAM ADMINISTRATION
- Chapter 4: SELECTING AND SERVING FSS FAMILIES
- Chapter 5: CONTRACT OF PARTICIPATION
- Chapter 6: ESCROW ACCOUNT
- Chapter 7: PORTABILITY IN SECTION 8 FSS PROGRAMS

WHEREAS, GRHC previously used and plans to use the Nan McKay FSS Action Plan template for the final updated plan; and

WHEREAS, the areas of change required by HUD focus on changes to the methodology for determining the size of the FSS program, expanding the definition of eligible families to include tenants of certain privately owned multifamily properties subsidized with Project-Based Rental Assistance (PBRA), updating the FSS Contract of Participation (CoP), reducing burdens on Public Housing Agencies (PHAs), clarifying escrow account requirements, and updating the FSS Action Plan requirements. Additionally, changes to include families participating in the Housing Choice Voucher Homeownership Program and all Section 8 programs to participate, revising the lists of activities for which forfeited escrow funds may be used, and making changes to portability provisions.

WHEREAS, new FSS recruitment cannot proceed until HUD approves the new plan and GRHC has HUD funding for case managers to recruit that will be recaptured if not used, it is critical to continue recruitment as soon as possible and;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION to authorize the Executive Director

to submit a revised Family Self-Sufficiency Action Plan to HUD when finalized. The Board has been briefed on the components of the plan and the revisions required by the HUD update.

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

Ayes: Alexander, 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 credit card use policy revision.

22-31 The following resolution was introduced and considered:

Resolution to Approve Revised Financial Policies

WHEREAS, the Grand Rapids Housing Commission has previously adopted financial policies; and

WHEREAS, staff has determined that revision of the Credit Card Use policy was necessary to the efficient operation of the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, has reviewed the policy;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that Credit Card Use policy is, in all respects, approved.

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

Ayes: Alexander, 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 and Voucher Report for June 2022. The Housing Choice Voucher program is at 93% utilization and the occupancy rate at the sites is 97%.
2. The Executive Director presented the Board with a copy of the Personnel Report for June 2022.
3. The Executive Director informed the Board the Housing Commission is receiving a NAHRO Award of Merit for the Antoine Court development. The award will be presented at the 2022 NAHRO National Conference in San Diego this September.
4. The Executive Director informed the Board that no agreement was reached on the possibility of selling Leonard Terrace to Lincoln Capital and no sale will take place.
5. The Executive Director informed the Board the Annual Update Report to the Community is at the printer and will be mailed soon.
6. The Executive Director informed the Board that 20 overnight campers and 8 day campers were able to use the Jean McKee scholarship to attend Camp Manitoulin this summer.
7. The Executive Director informed the Board that there is no state law prohibiting the expansion of jurisdiction for the Housing Commission. Further discussions will be held with other housing resources and research will be done to explore the need and impact of extending the jurisdiction.
8. The Executive Director informed the Board that a new satisfaction survey has been sent out to residents.
9. The Executive Director distributed information on the legislative budget process and which is in its early stage but shows increasing funding for housing.

10. The Executive Director informed the Board of upcoming travel and training schedules.

11. The Executive Director informed the Board that Habitat for Humanity is considering the purchase of two more of the empty lots that are available for sale.

The President declared the meeting adjourned at 6:26 pm.

Lindsey S. Reames

Executive Director