

MINUTES DECEMBER 14, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on December 14, 2021 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The Vice President called the meeting to order at 6:08 p.m.

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

Absent: Butler

The Vice President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Director of Asset Management Felicia Clay, and Stacy Nichols of Mercantile Bank.

PUBLIC COMMENTS:

Stacy Nichols requested information on the point of contact for the homeownership program.

MINUTES:

21-67 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of November 16, 2021.

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

RESOLUTIONS & MOTIONS:

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

21-68 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 **NOVEMBER 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 that the Operating Statement of Income and Expenditures for the period ended **NOVEMBER 30, 2021** are in all respects approved.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

2. The Vice President presented the Commission with a copy of the resolution approving worker's compensation.

21-69 The following resolution was introduced and considered:

Resolution to Approve Worker's Compensation

WHEREAS, the Grand Rapids Housing Commission (GRHC) provides worker's compensation for employees in accordance with the Workers' Disability Compensation Act and;

WHEREAS, GRHC has completed the annual evaluation of options from various providers and;

WHEREAS, GRHC has elected to continue to offer worker's compensation through Accident Fund Insurance Company of America and;

WHEREAS, the annual premium increased by \$12.00 for a total Agency's annual cost of \$12,498 and;

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 to continue using Accident Fund Insurance Company of America for our worker's compensation.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

3. The Vice President presented the Commission with a copy of the resolution approving GRHC Affordable Housing Corporation board appointments.

21-70 The following resolution was introduced and considered:

Resolution to Appoint a Board to the GRHC Affordable Housing

Corporation

WHEREAS, the Grand Rapids Housing Commission (GRHC) during the November 2021 board meeting approved the creation of the GRHC Affordable Housing Corporation for purposes of acquiring, constructing, rehabilitating, developing, improving, owning, leasing, disposing and operating affordable housing;

WHEREAS, GRHC legal counsel has recommended appointment to this board, the same members serving on the Mt. Mercy Housing Corporation board which include:

Ellen M. James (President)

Betty Zylstra (Treasurer)

Melvin Fox (Secretary)

Victor Vasquez, Jr.

Daniel C. Oglesby

; and

WHEREAS, the majority of the Mt. Mercy Housing Corporation current board members have expressed support for their appointment to the GRHC Affordable Housing Corporation board and:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that appointment of the current members of the Mt Mercy Housing Corporation to the recently created GRHC Affordable Housing Corporation is supported and the Executive Director is authorized to execute actions necessary to operationalize the GRHC Affordable Housing Corporation as a Michigan non-profit corporation for purposes of acquiring, constructing, rehabilitating, developing, improving, owning, leasing, disposing and operating affordable housing.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving a procurement contract revision.

21-71 The following resolution was introduced and considered:

**Resolution to Approve a Contract Revision 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 on June 1, 2021 as approved by the Board at the May board meeting, Resolution #2021-18 and a contract revision on August 23, 2021 as approved by the Board at the August board meeting, Resolution #2021-32 for a contract amount not to exceed \$64,948.50; and

WHEREAS, the 30-day option period was exercised on November 29, 2021 to extend the contract to December 23, 2021; and

WHEREAS, due to scheduling challenges, remaining funds on the contract and the holidays with staff out of the office, it is anticipated that additional time is necessary to complete the remaining technical assistance in the contract; and

WHEREAS, it is anticipated that this additional time will be at no additional cost—a time only extension for 60 days is requested; and

WHEREAS, if for some reason, it is determined additional technical assistance is needed, and because the total amount of the contract is below the small purchase threshold of \$250,000 and request for quotes were solicited, approval is requested to allocate additional funds not to exceed \$10,000.00.

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 60-day no cost extension with flexibility to add additional funds on this contract not to exceed \$10,000.00.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

5. The Vice President presented the Commission with a copy of the resolution approving Ransom audit.

21-72 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements
for Fiscal Year Ended June 30, 2021**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to prepare audited financial statements for the year ended June 30, 2021; and

WHEREAS, Plante Moran has completed their audit and issued draft statements for the Ransom Avenue Development Corporation for the year ended June 30, 2021; and

WHEREAS, the Housing Commission, has reviewed the statements and has determined that the report fairly presents the financial conditions of the Ransom Avenue Development Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Ransom Avenue Development Corporation for the year ended June 30, 2021 is in all respects approved.

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

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the motion carried.

DIRECTOR’S REPORT

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

Adams Park	9
Campau Commons	3
Scattered Site I-V	0
Public Hsg. Total	12
Creston Plaza	4
Hope Community	1
Leonard Terrace	4
Mt. Mercy	9
Ransom Tower	8
Sheldon Apts.	2
Overall Total	40

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for November 2021 which shows a 97.5% utilization rate.

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

4. The Executive Director informed the Board that 36 units have been filled and there are 14 scheduled moves at Antoine Court. Three Permanent Supportive Housing referrals are still needed. There have been some unexpected construction issues that need attention.

5. The Executive Director informed the Board that progress continues to be made on the Wildly Important Goals that were identified with Franklin Covey. Some of the goals have changed as works continues to increase customer satisfaction.

6. The Executive Director purchased commissioner handbooks and invited the commissioners to take one.

7. The Executive Director informed the Board that the selection of the new Resident Commissioner for this Board has been delayed by the City of Grand Rapids.

8. The Executive Director informed the Board that HUD has determined that there is no conflict of interest for commissioners to serve on other boards, however there is conflict of interest for employees of the Housing Commission to serve on any of its boards. This determination makes it possible to move forward on board restructuring.

OTHER BUSINESS

1. The Executive Director distributed the proposed schedule for 2022 Board meetings.

2. The Executive Director informed the Board that she may not be travelling in January.

3. The Executive Director informed the Board that the new national holiday Juneteenth has been added to the Housing Commission paid holiday schedule.

21-73 There being no further business to come before the Commission, it was moved by Commissioner Miles, supported by Commissioner Zylstra to adjourn.

Ayes: Miles, Steimle-App, Zylstra

Nays: None

The Vice President declared the meeting adjourned at 6:46 pm.

Lindsey S. Reames

Executive Director