

MINUTES FEBRUARY 15, 2022

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on February 15, 2022 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:05 p.m.

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

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Director of Asset Management Felicia Clay, Brenda Lipsey and James Michael Wells of Antoine Court Apartments. Attending remotely were Sam Kallen of Garfield Park Neighborhood Association, and Sheila Ewing, Nelson, Melinda, Juanita Dean, and Tara Hampton all of LINC UP, and Dee Jones.

PUBLIC COMMENTS:

Brenda Lipsey and James Michael Wells brought concerns of security, lease violations, and poor communication that she is experiencing at Antoine Court apartments.

Sam Kallen thanked the Board for the work that they are doing.

MINUTES:

21-74 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of December 14, 2021.

Ayes: Bernier, 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 January 31, 2022.

21-75 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 **JANUARY 31, 2022** 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 **JANUARY 31, 2022** are in all respects approved.

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

Ayes: Bernier, 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 revised operating budgets.

21-76 The following resolution was introduced and considered:

Resolution to Approve Revised Operating Budgets

for Fiscal Year Ending June 30, 2022

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

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

Ayes: Bernier, 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 the single audit for year ended June 30, 2021.

21-77 The following resolution was introduced and considered:

Resolution to Approve Single Audit for Fiscal Year Ended June 30, 2021

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to conduct a Single Audit for the fiscal year ended June 30, 2021; and

WHEREAS, Plante Moran has completed their audit and issued a report for the Grand Rapids Housing Commission for the year ended June 30, 2021; and

WHEREAS, the Housing Commission, has reviewed the report and has determined that the report fairly presents the federal grants received by the Grand Rapids Housing Commission,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the Single Audit report for the Grand Rapids Housing Commission for the year ended June 30, 2021 is in all respects approved.

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

Ayes: Bernier, 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 audited statements for year ended June 30, 2021.

21-78 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 Grand Rapids Housing Commission 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 Grand Rapids Housing Commission.

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

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

Ayes: Bernier, 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 Jean McKee Scholarship revision.

21-79 The following resolution was introduced and considered:

**Resolution to Approve Revision to the
Jean McKee Resident Scholarship Program**

WHEREAS, the Grand Rapids Housing Commission (GRHC) administers the Jean McKee Resident Scholarship program with the goal of expanding access to education for Housing Commission residents; and

WHEREAS, Housing Commission staff have forged a partnership with the YMCA of Greater Grand Rapids that would allow for GRHC residents in grades K-12 to access valuable educational opportunities by attending day or overnight camp at the YMCA-operated Camp Manitou-Lin, with the YMCA picking up a quarter of the cost; and

WHEREAS, the GRHC has sought input from past Jean McKee Resident Scholarship program donors regarding the proposed plan to use a portion of the Scholarship fund to expand educational opportunities for children and youth; and

WHEREAS, Bill McKee, the son of the former Housing Commissioner in whose memory the Scholarship program was founded, provided the input that, “As to your proposed expansion of the scope of the program, that sounds fine to me, and again I think it is very much in line with my mom’s life-long commitment to helping those less fortunate than her.”;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the proposed revision to the Jean McKee Resident Scholarship program is approved and the Executive Director is authorized to offer the following Jean McKee Resident Summer Camp Scholarship opportunities during summer 2022:

- Overnight camp scholarships for residents who’ve completed 2nd – 8th grades at a cost of \$500 per camper (discounted from full cost of \$750); approximate total Scholarship program funds committed: \$7,000.
- Day camp scholarships for residents in grades K-12 (Special Needs Camp for grades 5-12) at a cost of \$185 per camper (discounted from full cost of \$285); approximate total Scholarship program funds committed: \$6,000.
- Approximate total Jean McKee Resident Summer Camp Scholarship program funds committed: \$13,000.

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

Ayes: Bernier, Butler, Steimle-App, Zylstra

Nays: None

Abstentions: Miles

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving special housing use.

21-80 The following resolution was introduced and considered:

Resolution to Permit Families to use Special Housing

WHEREAS, The Grand Rapids Housing Commission may permit families to use special housing types that would include single room occupancy (SRO), congregate housing, group homes, shared housing, cooperative housing, and manufactured homes where the family owns the home and leases the space [24 CFR 982 Subpart M] and;

WHEREAS, the Commission is seeking to amend its Administrative Plan to include a number of special housing types that will increase affordable housing options for families struggling to find housing in our current housing market.

WHEREAS, staff would like to utilize Single Room Occupancy (SRO), Shared Housing, and Manufactured Homes (including manufactured home space rental) as special housing types for families seeking affordable housing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes amending the Housing Choice Voucher Administrative Plan policy, “Special Housing Types,” to allow for the use of SRO, Shared Housing, and Manufactured Homes.

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

Ayes: Bernier, 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 changes to utility, voucher, and rent payment standards.

21-81 The following resolution was introduced and considered:

**Resolution to approve Utility Allowance, Fair Market Rents, and Voucher
Payment Standards**

WHEREAS, on an annual basis, the Housing Commission secures a third party entity to provide the required utility allowance study used to determine utility allowances for the Low Income Public Housing and Housing Choice Voucher programs, and;

WHEREAS, the U.S. Department of Housing and Urban Development published the 2022 Fair Market Rents to be implemented by Housing Authorities by January 10, 2022 and the ability for Housing Authorities to determine the appropriate payment standard to be used in its metropolitan areas and;

WHEREAS, staff has determined that it will need to increase the 2022 Fair Markets Rents Payment Standard for all bedroom sizes to One Hundred and Ten percent (110%).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the approval of the utility allowance, published 2022 Fair Market Rents and Voucher Payment Standard for all bedroom sizes to One Hundred and Ten percent.

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

Ayes: Bernier, 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 January 2022.

Adams Park	9
Campau Commons	2
Scattered Site I-V	0
Public Hsg. Total	11
Creston Plaza	3
Hope Community	2
Leonard Terrace	3
Mt. Mercy	4
Ransom Tower	5
Sheldon Apts.	0
Overall Total	28

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for January 2022 which shows a 98% utilization rate.

3. The Executive Director presented the Board with a copy of the Personnel Report for January and February 2022.

4. The Executive Director informed the Board that the Jean McKee Scholarships are opening up and will be marketed to the residents.

5. The Executive Director gave the Board the Legislative Report from the NHLA and indicated that the budget has still not passed through congress.

6. The Executive Director informed the Board that a representative from HUD's Regional Administrative will be visiting the Grand Rapids Housings Commission.

7. The Executive Director informed the Board that there was extensive water damage in the office area at Hope Community from a broken sprinkler head. Rehab work will begin and staff have been able to move back upstairs as of today.

8. The Executive Director informed the Board that there is an employee lunch event happening on March 18 at Mount Mercy and all Board members are invited to attend.

OTHER BUSINESS

1. The Executive Director reminded the Board that the public comments on the Annual Plan is next month before the regular Board meeting. The Resident Advisory Board will meet previous to that meeting to give their approval.

2. The Executive received her performance reviews form the Board.

21-82 There being no further business to come before the Commission, it was moved by Commissioner Miles, supported by Commissioner Zylstra to adjourn.

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

Nays: None

The President declared the meeting adjourned at 7:10 pm.

Lindsey S. Reames

Executive Director