

MINUTES JUNE 21, 2022

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 21, 2022 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:00 p.m.

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

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Business Intelligence Analyst Jose Capeles, Communication and Program Coordinator Joyce Smith, Computer Network Systems Administrator Jay Connor, Director of Asset Management Felicia Clay, Carol Johnson of Emerging Voices Center for Healing, Brittney Carter, and Sarah Dehoff. Attending remotely was Mario Leon of LINC UP.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

Commissioner Zylstra, supported by Commissioner Bernier, moved to approve the Minutes of the regular meeting of May 17, 2022.

Ayes: Alexander, Bernier, 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 May 31, 2022.

22-19 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 May 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 May 31, 2022 are in all respects approved.

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

Ayes: Alexander, Bernier, 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 Franklin Covey All Access Pass.

22-20 The following resolution was introduced and considered:

**Resolution to renew the Franklin Covey All Access Pass training platform for staff
and to contract for consulting hours for FY 2023 Strategic Planning through the 4**

Disciplines of Execution platform

WHEREAS, the Grand Rapids Housing Commission (GRHC) will implement a strategic planning process for FY 23 for driving increased focus, execution and outcomes for the organization; and

WHEREAS, GRHC has placed importance on personal and professional development for employees; and

WHEREAS, GRHC contracted with Franklin Covey for last year's strategic planning and training platforms through a competitive process; and

WHEREAS, GRHC wishes to renew the use of the All Access Pass training platform for the entire workforce for up to 2 years including the 4 Disciplines of Execution platform for tracking goals and measures for success; and

WHEREAS, GRHC believes a few hours of consulting is critical to ensuring success with the concepts of execution; and

WHEREAS, the cost for the training platform is \$22,750 annually and the consulting costs are anticipated to be \$10,600 for a total cost of \$56,100;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the Executive Director to enter into a contract with Franklin Covey for the All Access Pass and 4 Disciplines of Execution platforms as well as consulting hours not to exceed an amount of \$56,100.

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

Ayes: Alexander, Bernier, 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 Ransom Tower Management Agreement.

22-21 The following resolution was introduced and considered:

Resolution to Revise and Extend the Owner and Management Agent's

Certification for Ransom Towers

WHEREAS, Ransom Avenue Development Corporation is the owner for Ransom Towers Apartments and the Grand Rapids Housing Commission (GRHC) serves as the management agent; and

WHEREAS, the Owner and Management Certification was initially executed in 1989, and amended multiple times since then with a provision to extend the agreement from month to month unless terminated; and

WHEREAS, the last extension and amendment was completed in 2013 with no changes in the management fee since then; and

WHEREAS, the owner and management agent wish to renew and extend the management agreement based on HUD guidance issued in February 2022 to incorporate updated minimum fee ranges; and

WHEREAS, the new management fees will result in an increase from \$41.00 to \$51.00 per unit/month and the agreement will be effective until June 2023 but extended month to month until terminated; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized

to execute a new owner and management agent certification reflecting the new fees and submit to HUD for approval.

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

Ayes: Alexander, Bernier, 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 exploration of expanded jurisdiction.

22-22 The following resolution was introduced and considered:

Resolution to Authorize Staff to Explore Expansion of the Housing Commission

Jurisdiction

WHEREAS, the Grand Rapids Housing Commission (GRHC) programs currently service Kent County; and

WHEREAS, the success rate for HCV applicants searching for a unit in Kent County is currently about 52% due to a very tight housing market causing utilization of the HCV programs to decline to the lowest rate in years at about 93%; and

WHEREAS, GRHC staff would like to explore options for expanding its service area beyond Kent County; and

WHEREAS, GRHC staff would review the Michigan State enabling legislation, the GHRC charter, review HUD requirements and meet with various community partners and surrounding leadership in the West Michigan Region to discuss current housing challenges and options for expansion;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that approval is provided for GRHC staff to explore options and meet with community leaders about expansion of the housing commission jurisdiction and report back to the Board for additional discussion and decision making related to any jurisdiction changes.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: Miles

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving Income Limits and Rent Charts.

22-23 The following resolution was introduced and considered:

Resolution for Approval of Income Limits

WHEREAS, on an annual basis, the U.S. Department of Housing and Urban Development (HUD) and the Michigan State Housing Development Authority (MSHDA) publish Income limits to be adopted by public housing authorities for use in determining eligibility and rental assistance for low-income households.

WHEREAS, the Grand Rapids Housing Commission is required to adopt the HUD and MSHDA published Income Limits and utilize them in the operation of its various housing programs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION to approve the attached tables of Income Limits for Eligibility and Rental Assistance.

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

Ayes: Alexander, Bernier, 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 Adams Park security contract.

22-24 The following resolution was introduced and considered:

**Resolution for Contract Award for Security Surveillance Systems at Adams Park
Apartments**

WHEREAS, Adams Park Apartments (Adams Park) provides 188 housing units for the Section 9 - Low Income Public Housing Program administered by Grand Rapids Housing Commission (GRHC); and

WHEREAS, an initial quote was received in May 2021 to provide an estimated dollar amount for the HUD Safety and Security Grant application and had provided a footprint of the hardware and labor needed to properly install and provide the surveillance systems; and

WHEREAS, GRHC, on behalf of Adams Park, applied for a \$250,000.00 Safety and Security Grant available through HUD for LIPH properties in May 2021. The grant was a lottery draw based on application eligibility and GRHC was ultimately awarded as a recipient of \$250,000.00 to address Video Surveillance and Access Control needs in and around the Adams Park property.

The Security Grant is required to be obligated and expended by Sept 9th, 2022; and

WHEREAS, GRHC, in accordance with its Procurement Policy, issued a Request for Proposal (RFP P-2022-06 Adams Park Security Project) to the public from May 20th, 2022 to June 10th, 2022 via the website www.grhousing.org, 4 potential respondents were also identified (Secure

Alarm, Verkada, Knight Watch and Riverview Services), contacted and requested to respond to the RFP; and

WHEREAS, a bidder's conference was held on May 26th, 2022 with Secure Alarm, Knight Watch and Riverview Services in attendance, and a question and answer period was also open until June 3rd 2022; and

WHEREAS, one respondent, Riverview Services, submitted a proposal by the June 10th, 2022 deadline. Their proposal was reviewed and scored by the RFP Selection Committee and identified to have met all requirements and was responsive and responsible based on the Evaluation Criteria, outlined in the RFP; and

WHEREAS, the proposal selected identified a comprehensive list of new equipment to provide coverage to gaps in the currently surveyed areas making up the Adams Park internal and external premises, replacements to equipment beyond repair and/or no longer functional, upgrades and changes to the current aged security systems; and

WHEREAS, the cost of the selected proposal is \$329,938.41 and will be funded as follows:

\$250,000.00 – HUD Safety and Security Grant

\$129,938.41 - 2021 Capital Funds for Adams Park Apartments

; and

WHEREAS, the cost of the remote support of all Security Surveillance software, hardware and end user support proposed is \$18,310.00 paid monthly in the amount of \$1,526.00; and

WHEREAS, GRHC desires approval to proceed in awarding the contract to Riverview Services for the procurement and implementation of the proposed security systems for Adams Park Apartments immediately;

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 needed for a new security surveillance system at Adams Park Apartments and to execute a contract in an amount not to exceed \$350,000.00.

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

Ayes: Alexander, Bernier, 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 appointment of Grand Rapids Housing Commission Corporation Board members.

22-25 The following resolution was introduced and considered:

Resolution to Appoint Grand Rapids Housing Commission Corporation Board

Members

WHEREAS, the Grand Rapids Housing Commission (GRHC) has multiple General Partnership Corporations including:

Mt. Mercy Housing Corporation

Hope Community Housing Corporation

Adams Park Housing Corporation

Creston Plaza GP

Leonard Terrace Housing Corporation

Mt. Mercy Phase I Housing Corporation

Ransom Avenue Development Corporation

Grand Rapids Scattered Site Housing Corporation

GRHC Affordable Housing Corporation

with separate boards appointed for each corporation; and

WHEREAS, GRHC staff recommend for efficiency and effectiveness of operations, appointing a seven (7) member board that would serve for all the corporations; and

WHEREAS, legal counsel, Peter Lozicki from Rhoades McKee, has reviewed this approach from a legal perspective and concurs; and

WHEREAS, GRHC staff have discussed this approach with all existing corporation board members and received concurrence from all but one board member; and

WHEREAS, there are currently eight (8) existing Board members, Melvin Fox has agreed to step down from his board appointed position to allow the remaining seven (7) to serve as the board members for the GRHC Corporations; and

WHEREAS, the board members recommended for appointment are

Ellen James; Betty Zylstra; Victor Vasquez; Daniel Oglesby; Bobbie Butler; Patrick Miles, Sr; and Monica Steimle-App

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the recommended appointments of Ellen James; Betty Zylstra; Victor Vasquez; Daniel Oglesby; Bobbie Butler; Patrick Miles, Sr; and Monica Steimle-App to the GRHC Corporation Boards be approved by the Grand Rapids Housing Commission.

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

Ayes: Alexander, Bernier, 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 May 2022.

Adams Park	17
Campau Commons	2
Scattered Site I-V	0
Public Hsg. Total	19
Antoine	0
Creston Plaza	0
Hope Community	0
Leonard Terrace	4
Mt. Mercy	6
Ransom Tower	2
Sheldon Apts.	0
Overall Total	31

2. The Executive Director presented the Board with a copy of the dashboard reports of the HCV utilization rates. The Executive Director informed the Board that the waiting list will be opened again this year.

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

4. The Executive Director informed the Board that there is a need to hold a special meeting in July to comply with the timeline for the MTW application. The Board agreed to meet at 9:00 a.m. on July 15, 2022 at Campau Commons.

5. The Executive Director introduced Communication and Program Coordinator Joyce Smith who did a presentation on the Housing Commission's printed and electronic forms of communication now being used.

6. The Executive Director informed the Board that employees will be doing conflict of interest training on July 7, 11, and 12. Board members are invited to attend and will receive invitations in their email.

7. The Executive Director informed the Board of the Moving To Work application timeline as was mentioned in the discussion for a special meeting in July.

8. The Executive Director presented the Board with information regarding upcoming commissioner training in Port Huron and invited the members to contact her if they were interested in attending.

The President declared the meeting adjourned at 6:57 pm.

Lindsey S. Reames

Executive Director