

MINUTES MARCH 15, 2022

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on March 15, 2022 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:01 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, Computer Network Systems Administrator Jay Connor. Attending remotely was Mario Leon of LINC UP.

PUBLIC COMMENTS:

None.

MINUTES:

Commissioner Miles requested that the minutes show that he did not vote on resolution 21-79 due to conflict of interest.

21-83 Commissioner Zylstra, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of February 15, 2022.

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 February 28, 2022.

21-84 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 **FEBRUARY 28, 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 **February 28, 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 partnership audits.

21-85 The following resolution was introduced and considered:

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to prepare audited financial statements for the calendar year ended December 31, 2021; and

WHEREAS, Plante Moran has completed their audit and issued draft statements Campau Commons Limited Partnership, Creston Plaza Limited Partnership, Creston Plaza Limited Partnership II, Mt. Mercy II Limited Partnership, and Sheldon Avenue Limited Partnership for the year ended December 31, 2021; and

WHEREAS, the Housing Commission, has reviewed the statements and has determined that the report fairly presents the financial conditions of the partnerships

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Campau Commons Limited Partnership, Creston Plaza Limited Partnership, Creston Plaza Limited Partnership II, Mt. Mercy II Limited Partnership, and Sheldon Avenue Limited Partnership for the year ended December 31, 2021 is in all respects approved.

Commissioner Zylstra, 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.

3. The President presented the Commission with a copy of the resolution approving deconcentration policy.

21-86 The following resolution was introduced and considered:

Resolution to Approve LIPH and HCV Deconcentration Policies

WHEREAS, the Grand Rapids Housing Commission submits, on an annual basis, its Deconcentration Policies for the Low-Income Public Housing (LIPH) and Housing Choice Voucher (HCV) programs; and

WHEREAS, revisions to the policies were necessary to meet compliance requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the attached LIPH and HCV Deconcentration Policies be 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 the 2022 Annual Agency Plan.

21-87 The following resolution was introduced and considered:

Resolution to Approve the Grand Rapids Housing Commission 2022

Annual Agency Plan for FFY 2022 Beginning July 1, 2022

WHEREAS, the Grand Rapids Housing Commission has developed its 2022 Annual Agency Plan for Fiscal Year 2022 in compliance with the Quality Housing & Work Responsibility Act of 1998 and;

WHEREAS, the Grand Rapids Housing Commission Board and staff and the Grand Rapids Housing Commission Resident Advisory Board have reviewed the 2022 Annual Agency Plan and;

WHEREAS, the Grand Rapids Housing Commission held a public hearing on its 2022 Annual Agency Plan on March 15, 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission approves the 2022 Annual Agency Plan with any subsequent changes due to public comments, and the President of the Housing Commission is hereby authorized and directed to execute said Certification and that the Executive Director is authorized to execute the 2022 Annual Agency Plan documents for submission to HUD.

Commissioner Zylstra, 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.

5. The President presented the Commission with a copy of the resolution approving security surveillance system for Hope Community.

21-88 The following resolution was introduced and considered:

**Resolution for Procurement of Security Surveillance systems for
Hope Community**

WHEREAS, Hope Community (Hope) provides shelter for single mothers who have an emergent need for asylum and safety of themselves and their children while working to get themselves back on their feet quickly for the short and long term and;

WHEREAS, the current security surveillance systems are aged, beyond repair and no longer functional and;

WHEREAS, it is important to properly surveil the premises and provide reliable video footage of all individuals and activities; and

WHEREAS, the integrity of the recording is of the utmost priority should it ever need to be provided as evidence and initial discovery; and

WHEREAS, an initial quote has provided a footprint of the hardware and labor needed to properly install and provide the surveillance needed, staff will secure at least two additional quotes to ensure a competitive price; and

WHEREAS, GRHC desires approval to proceed with final quotes and to procure a new security surveillance system for Hope Community immediately;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION the Executive Director is authorized to complete the procurement of the products needed for a new security surveillance system at Hope Community and to execute a contract in an amount not to exceed \$60,000.

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.

6. The President presented the Commission with a copy of the resolution approving lock in of natural gas rate.

21-89 The following resolution was introduced and considered:

Resolution to Authorize Contract with My Choice Energy

WHEREAS, the Grand Rapids Housing Commission (GRHC) currently obtains natural gas service from DTE at all owned and/or operated properties and;

WHEREAS, GRHC desires to obtain, and lock in, the lowest available rate for natural gas and thereby keep each properties operating budget within the values anticipated for the April 1, 2022 – March 31, 2023 operating period and;

WHEREAS, Ward Energy LLC, a representative of My Choice Energy which is a direct supplier of natural gas to both Commercial and Residential customers in the states of Michigan and Ohio, has presented a proposal to supply natural gas to those properties owned and/or operated by the GRHC at the rate of \$0.415 per ccf for the period of one (1) year beginning April 1, 2022, which said rate is subject to change until execution of an agreement, and

WHEREAS, the other utilities in the state announced their rates last week and they are for Consumers Energy \$0.41573 per ccf and for SEMCO energy it's \$0.415588 per ccf. Both are almost double what the February rate was.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director of the Grand Rapids Housing Commission is authorized to execute a contract with My Choice Energy to supply natural gas for all properties owned and/or operated by the GRHC at the rate of \$0.415 per ccf for

the period of one (1) year beginning April 1, 2022 and ending March 31, 2023, and acknowledges that said rate is subject to change until the date an agreement is executed.

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 voucher payment standards.

21-90 The following resolution was introduced and considered:

**Resolution to approve a Voucher Payment Standard of 120% of the HUD Fair
Market Rent**

WHEREAS, the Grand Rapids Housing Commission submitted an expedited regulatory waiver request to the U.S. Department of Housing and Urban Development (HUD) on March 3, 2022 for a new payment standard of 120% of the HUD established Fair Market Rent for the Grand Rapids jurisdiction to allow HCV program participants searching for units to be more competitive in the market; and

WHEREAS, HUD approved this expedited waiver request on March 3, 2022 to remain effective through December 31, 2022; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION approval of a Voucher Payment Standard for all bedroom sizes to One Hundred and Twenty percent (120%) effective from April 1, 2022 – December 31, 2022.

Commissioner Zylstra, 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.

8. The President presented the Commission with a copy of the resolution approving financial policies.

21-91 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 and/or creation of the Accounts Payable, Bank Reconciliations, Board Reporting, Capital Fund Processing, Check Processing, Conflict of Interest, Cost Allocation, Credit Card, Disbursements, Financial Reporting & Closeout, Financial Reports & Analysis, FSS Escrow Account, General Internal Controls, General Ledger Interfacing, General Transaction Processing, GRHC provided technology, HAP Processing, Interfund Transfer, Inventory & Capitalization, Investments, Payroll Processing, Purchase of Goods & Services, Rent Collection, Revenue Cycle, Security Deposits, TAR Processing, Travel Policy, and Vehicle Use policies were necessary to the efficient operation of the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, has reviewed the policies;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that Accounts Payable, Bank

Reconciliations, Board Reporting, Capital Fund Processing, Check Processing, Conflict of Interest, Cost Allocation, Credit Card, Disbursements, Financial Reporting & Closeout, Financial Reports & Analysis, FSS Escrow Account, General Internal Controls, General Ledger Interfacing, General Transaction Processing, GRHC provided technology, HAP Processing, Interfund Transfer, Inventory & Capitalization, Investments, Payroll Processing, Purchase of Goods & Services, Rent Collection, Revenue Cycle, Security Deposits, TAR Processing, Travel Policy, and Vehicle Use policies are, in all respects, approved.

Commissioner Zylstra, 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.

9. The President presented the Commission with a copy of the resolution approving recognition for Bobbie Butler.

21-92 The following resolution was introduced and considered:

**Resolution to Recognize Bobbie Butler
for 45 Years of Distinguished Leadership as a Member and President
of the Grand Rapids Housing Commission**

WHEREAS, Bobbie Butler has provided exceptional service and leadership to the Grand Rapids Housing Commission as a member since 1977 and President since 1980, and;

WHEREAS, Bobbie Butler has used her intellect, insight and experience to further the Grand Rapids Housing Commission mission to provide housing assistance and affordable housing opportunities to lower-income families, people with disabilities and senior citizens, and

has ably represented the Housing Commission as a champion for housing equity in the local, state, regional and national spheres, and;

WHEREAS, Bobbie Butler has been instrumental in the development and oversight of many major initiatives undertaken by the Grand Rapids Housing Commission, including the development of Ransom Tower Apartments, the Scattered Sites program, Hope Community, Mount Mercy Apartments, the redevelopment of Campau Commons Apartments and Creston Plaza Apartments, the conversion of Sheldon School to Sheldon Apartments and the development of Antoine Court Apartments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission hereby expresses its gratitude to Bobbie Butler for her leadership of the Commission, for her sound advice and valued counsel, and for all that she has contributed to our agency and our community as a pioneer for equal opportunity in not only housing but also employment and all aspects of life, and;

BE IT FURTHER RESOLVED, that the Grand Rapids Housing Commission wishes Bobbie Butler continued success in all her endeavors and extends our best wishes for her health, happiness and prosperity.

Commissioner Zylstra, supported by Commissioner Bernier, 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 February 2022.

Adams Park	9
Campau Commons	2
Scattered Site I-V	0
Public Hsg. Total	11
Antoine	1
Creston Plaza	2
Hope Community	2
Leonard Terrace	3
Mt. Mercy	4
Ransom Tower	3
Sheldon Apts.	1
Overall Total	27

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for February 2022 which shows a 97.8% utilization rate.

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

4. The Executive Director presented the Board with a copy of the letter from HUD approving the request for expedited waivers.

5. The Executive Director presented the Board with a copy of NAHRO's newsletter regarding the House of Representatives approved budget increases in funding for HUD.

6. The Executive Director informed the Board that the national NAHRO conference will be held virtually this year and that the Commissioners are welcome to attend in the conference room at the main office. The Executive Director and several other employees will be attending the Michigan Chapter of NAHRO conference in Ann Arbor in April.

7. The Executive Director informed the Board that there will be an employee lunch event on March 18 that all of the Commissioners are invited to attend.

OTHER BUSINESS

1. The Executive Director requested input from the Board regarding their preference on whether the Annual Report should cover the last two years or just 2021. The Board agreed that the report should be for 2021.

21-93 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 6:51 pm.

Lindsey S. Reames

Executive Director