

MINUTES MAY 17, 2022

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 17, 2022 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:02 p.m.

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

Absent: Alexander

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Business Intelligence Analyst Jose Capeles. Attending remotely was Mario Leon of LINC UP.

**PUBLIC COMMENTS:**

Mario Leon commented that it is good that changes are being made to correct the issues with phone calls being answered.

**MINUTES:**

Commissioner Zylstra, supported by Commissioner Bernier, moved to approve the Minutes of the regular meeting of April 19, 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 April 30, 2022.

22-08 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 **April 30, 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 COMMISSION** that the Operating Statement of Income and Expenditures for the period ended **April 30, 2022** are in all respects approved.

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

Ayes: 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 the Operating Budget for Fiscal Year 2023.

22-09 The following resolution was introduced and considered:

**Resolution to Approve Operating Budget for Fiscal Year 2023**

**WHEREAS**, an operating budget for the fiscal year ending June 30, 2023 been prepared for and submitted to the Grand Rapids Housing Commission; and

**WHEREAS**, the Housing Commission, in its review, has determined that the proposed

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 COMMISSION, that the proposed operating budget for the fiscal year end June 30, 2023 are in all respects approved.

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

Ayes: 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 authorization of collection losses.

22-10 The following resolution was introduced and considered:

**Resolution to approve authorization of collection losses**

**WHEREAS, the** Grand Rapids Housing Commission (GRHC) has certain former tenants no longer occupying a dwelling unit under the jurisdiction of GRHC that have past due accounts; and

**WHEREAS,** all reasonable means of collection of the past due accounts have been exhausted; and

**WHEREAS,** the Board of Commissioners has reviewed the proposed collection losses through April 2022 in the amount of \$32,286.52.

**WHEREAS,** HUD best practices recommend that this process be completed, at a minimum, annually, GRHC is reviewing and processing write-offs bi-annually.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is hereby authorized to remove the past due amounts totaling \$32,286.52 from the accounts receivable ledger and charge them to collection losses as noted in attachment “Collection Losses”

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

Ayes: 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 sale of vacant parcels.

22-11 The following resolution was introduced and considered:

**Resolution to Approve the Sale of Vacant Parcels to Non-Profit**

**Partners**

**WHEREAS**, The Grand Rapids Housing Commission (GRHC) purchased 40 vacant parcels over 15 years ago from the City of Grand Rapids for \$2,000.00 each with a plan to develop affordable housing with a HUD HOPE VI grant; and

**WHEREAS**, GRHC was never funded under this grant program but still owns and maintains these vacant parcels of land scattered throughout the City; and

**WHEREAS**, GRHC does not currently plan to develop any new single-family units on the majority of these lots, does not wish to continue to incur costs to maintain these lots, and would like to make them available to other affordable housing providers in the community; and

**WHEREAS**, GRHC solicited interest from multiple affordable housing partners in the Grand Rapids community making the vacant parcels available for the same purchase price of \$2,000.00 for affordable housing purposes and;

**WHEREAS**, Mel Trotter Ministries, Matthew’s House and Habitat for Humanity responded with interest in multiple parcels; and

**WHEREAS**, staff have reviewed the proposals and is recommending the sale of the following parcels to these non-profit housing partners for \$2,000 each for the development of additional affordable housing:

- Mel Trotter Ministries:        1745 Francis Avenue, SE
- 1116 Ionia Avenue, SW
- 1828 Stafford Avenue, SW
- 223 Barnett Street, NE
- Matthew’s House:            759 College Avenue, SE
- 851 College Avenue, SE
- 951 North Avenue, NE
- 718 Hubert Street, NE
- Habitat for Humanity:       436 Franklin Street, SE
- 343 Highland Street, SE
- 1149 Cass Avenue, SE
- 429 Adams, Street, SE
- 726 Tulip Street, SW

**WHEREAS**, each entity has agreed to complete the sale within 90 days of approval;

**WHEREAS**, the remaining parcels will continue to be offered first to non-profit affordable

housing providers for \$2,000.00 each and then made available to the general public for fair market value;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** to approve the sale of the 13 parcels to Mel Trotter Ministries, Matthew's House and Habitat for Humanity for \$2,000.00 each, authorize the Executive Director to continue to offer these vacant parcels to other affordable housing providers for \$2,000 each and then dispose of the remaining at fair market value.

Commissioner Zylstra, supported by Commissioner Bernier, 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 new salary structures.

22-12 The following resolution was introduced and considered:

**Resolution to Approve Salary Schedules**

**WHEREAS**, it is good practice to review compensation for the Grand Rapids Housing Commission (GRHC) every few years; and

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) conducted a salary comparability study using The Nelrod Company, an independent entity that compared the Agency's current pay rates with those of other local employers and other comparable organizations in the Grand Rapids geographical area as well as comparing the GRHC

compensation information to a database for private and public organizations between 9,600 cities, 1,200 industries in the US and consensus wage and salary ranges for over 18,000 different positions; (study attached); and

**WHEREAS**, The Nelrod Company also reviewed current position descriptions, conducted employee surveys and interviews and updated position descriptions to reflect the current organizational structure; and

**WHEREAS**, GRHC implemented most of the recommendations of The Nelrod Company including the following:

- Changed the compensation scale from a 10 step scale to a 14 step scale.
- Modified position descriptions to reflect current responsibilities and to be consistent with formatting across all positions and entry wage on Step 1 is set to the minimum job requirements listed in the job descriptions.
- Incorporated the 3% increase for each step.

**WHEREAS**, GRHC did not implement some of the recommendations of The Nelrod Company including:

- The recommended decrease in starting wage for the custodial position. GRHC slightly decreased the starting wage from the current amount.
- The recommended increase in the Executive Director's salary. GRHC will leave the starting salary the same as current, but did extend salary amounts through Step 14.
- Some positions salary ranges were tweaked by small amounts to ensure all staff were on the new pay scale.

**WHEREAS**, while many starting salaries decreased, no current staff will be harmed

financially and will remain at the same or a higher pay due to the comparability study—only new hires will begin at the new revised amounts;

**WHEREAS**, the new wage comparability amounts (charts attached) will be effective at the start of the new GRHC fiscal year beginning July 1, 2022 and the new fiscal year budgets have incorporated these changes into the budgeting process to ensure financial feasibility;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** approve the new wage chart recommended by staff for implementation effective with the fiscal year start July 1, 2022.

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 Antoine Court changes #9 and #10.

22-13 The following resolution was introduced and considered:

**Resolution to Approve Change Orders #9 and #10**

**For Antoine Court Apartments Project**

**WHEREAS**, On February 20, 2020 the Housing Commission approved a Guaranteed Maximum Price (GMP) price in the amount not-to-exceed Nine Million Nine Hundred Sixty-one Thousand Five Hundred Forty-one dollars (\$9,961,541) to be paid to the Construction Manager and General Contractor, Triangle Associates, Inc., for the construction of the Antoine Court Apartments Project, and;



**WHEREAS**, Triangle Associates, Inc. has submitted previous Change Orders #1 through #8, which have been previously approved by the Board of Commissioners, thereby increasing the GMP to Ten Million Three Hundred Thirty-five Thousand Thirty dollars and Fifty-one cents (\$10,335,030.51), and;

**WHEREAS**, Triangle Associates, Inc. has submitted Antoine Court Apartments Change Order #09 in the amount of Nine Thousand Seven Hundred Sixty-seven dollars and Sixty-seven cents (\$9,767.67) and Change Order #10 which delivers a credit to the Housing Commission in the amount of Ten Thousand Two Hundred Twenty-two dollars and zero cents (\$10,222.00), thereby decreasing the GMP to Ten Million Three Hundred Thirty-four Thousand Five Hundred Seventy-six dollars and Eleven cents (\$10,334,576.11), and;

**WHEREAS**, the project architect, Isaac V. Norris and Associates, P.C., has reviewed and approved the elements contained within Change Orders #09 and #10 for their applicability and price.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Board of Commissioners authorizes the Executive Director to execute Change Orders #09 and #10 which delivers a credit to the Housing Commission in the amount of Ten Thousand Two Hundred Twenty-two dollars and zero cents (\$10,222.00) for the Antoine Court Apartments project which decreases the GMP to Ten Million Three Hundred Thirty-four Thousand Five Hundred Seventy-six dollars and Eleven cents (\$10,334,576.11).

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 procurement of Fair Market Rent study.

22-14 The following resolution was introduced and considered:

**Resolution for Procurement of Fair Market Rent Study with  
Econometrica, Inc.**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) utilizes the Fair Market Rents (FMR) annually published by the Department of Housing and Urban Development (HUD) for the Grand Rapids-Wyoming, MI HUD Metro FMR Area (Local Area); and

**WHEREAS**, the GRHC is currently utilizing a Voucher Payment Stand at 120% of the FMR due to a temporary waiver provided by HUD due to recognition of the significant rental market fluctuations experienced in the Local Area; and

**WHEREAS**, the GRHC acknowledges that the FMR for the Local Area has languished behind current market rents for the last few years and has led to assisted families:

- Facing difficulty in finding housing within their budget (30 – 40% of income),
- Having limited housing choice in the GRHC’s Jurisdiction,
- Experiencing increases in rent burden; and

**WHEREAS**, the GRHC in its mission to support low-income families with housing assistance, has deemed it necessary to complete a Fair Market Rent Study to capture current rental rates in the local area whereby utilizing the data captured to appeal to HUD for an increase in the Local Area FMR.

**WHEREAS**, GRHC solicited quotes from eight (8) firms for the Fair Market Rent Study and received three (3) responses; and

**WHEREAS**, Econometrica, Inc. provided the most responsive and responsible quote and has a proven track record with multiple PHAs who have received increases in their local FMRs based on their study;

**WHEREAS**, success with the FMR appeal will lead to significant increases in the Housing Assistance Payment amounts available to the community; 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 contract for a Fair Market Rent Study in an amount not to exceed \$120,000 with Econometrica, Inc.

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.

8. The President presented the Commission with a copy of the resolution approving Procurement of insurance agent services.

22-15 The following resolution was introduced and considered:

**Resolution for Agent Services for Property and Liability Insurance**

**WHEREAS**, Grand Rapids Housing Commission is required to maintain liability and property insurance for all its related entities; and

**WHEREAS**, Grand Rapids Housing Commission requested quotes from seven (7) insurance producers who act as agents on behalf of insurance companies to provide insurance services beginning with fiscal year beginning July 1, 2022; and

**WHEREAS**, Grand Rapids Housing Commission evaluated the quotes and has determined that the quote presented by Arthur J. Gallagher & Co., acting as insurance producer/agent is the most advantageous to the Housing Commission. The agent will now solicit the liability and property insurance from multiple insurance carriers to get the best rate and coverage for the Housing Commission.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that staff intend to use Arthur J. Gallagher & Co. for these services not to exceed five (5) years or until not advantageous to the Housing Commission.

Commissioner Bernier, 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.

9. The President presented the Commission with a copy of the resolution approving security services for Adams, Hope and Antoine.

22-16 The following resolution was introduced and considered:

**Resolution for Award of Security Officers for Adams Park, Hope**

**Community and Antoine Apartments**

**WHEREAS**, the Grand Rapids Housing Commission is required to maintain a safe environment for residents living in our owned and managed housing; and

**WHEREAS**, recent incidents have led GRHC management to explore additional measures for ensuring health, safety and security at Adams Apartments, Hope Community and Antoine Apartments including the use of security officers; and

**WHEREAS**, the Grand Rapids Housing Commission requested quotes from three (3) security companies, for a one (1) year contract to secure and monitor the Adams Park Apartments with on-site security officers and Hope Community and Antoine Apartments with roving security officers. The Grand Rapids Housing Commission has evaluated the quotes and has determined that the Umbrella Security Services is the most reasonable and responsible bidder; and

**WHEREAS**, the Umbrella Security Services model is the pairing of licensed, uniformed officers trained in mediation and conflict de-escalation techniques that promotes community engagement and that they have significant familiarity and strong working knowledge of communities similar to Adams Park Apartments, Hope Community and Antoine Apartments; and

**WHEREAS**, GRHC is still in final negotiations with Umbrella Security Services to finalize hours of service at each of the sites but does not want to delay the start of these services another 30 days;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that authorization is given to the Executive Director to finalize the terms of the contract and execute in an amount not to exceed \$125,000 for a one (1) year contract with Umbrella Security Services with the option to renew for four (4) additional one-year periods that will not exceed a maximum amount of \$125,000 annually.

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.

10. The President presented the Commission with a copy of the resolution approving MBE/WBE/SBE policy.

22-17 The following resolution was introduced and considered:

**Resolution to Approve**

**Minority Business Enterprise/Women's Business Enterprise/**

**Small Business Enterprise Policy**

**WHEREAS**, as recipient of HUD funding, regulations set forth in 2 CFR, Section 200.321 requires that the Grand Rapids Housing Commission take all necessary affirmative steps to assure that Minority Business Enterprises (MBE), Women's Business Enterprises (WBE), and Small Business Enterprises (SBE), are used when possible; and

**WHEREAS**, the Housing Commission is committed to maximizing the participation of MBE, WBE, and SBE in its procurement programs and recognizes the potential economic benefits as well as societal benefits of working with these enterprises; and

**WHEREAS**, to assist in fulfilling our requirements and commitments to diversity, the attached Minority Business Enterprise/Women's Business Enterprise/Small Business Enterprise Policy is being submitted for your approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** to approve a

Minority Business Enterprise/Women's Business Enterprise/Small Business Enterprise Policy as an attachment to the Housing Commission's Procurement Policy.

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.

11. The President presented the Commission with a copy of the resolution approving record retention policy.

#### **Resolution to Approve a Record Retention Policy**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) currently does not have a Record Retention Policy; and

**WHEREAS**, it is good practice to establish a standard for retention of records related to program policies, procedures, functions, activities and transactions to meet HUD requirements in addition to any additional federal, state and local requirements, and to meet programmatic, administrative, fiscal, legal and historical needs; and

**WHEREAS**, several examples of policies from other housing agencies, state and local governments, and regulatory agencies were reviewed and used as guidelines to develop the policy; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** to approve a Record Retention Policy to ensure the safekeeping of records, created or received in the course of the Housing Commission's business, follow the requirements set forth by HUD in addition to other federal,

state and local agencies to ensure records are attainable for any future legal, business, audit and general accountability related inquiries.

22-18 The following resolution was introduced and considered:

Commissioner Bernier, 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.

**DIRECTOR'S REPORT**

1. The Executive Director presented the Board with a copy of the Vacancy Report for March 2022.

|                          |           |
|--------------------------|-----------|
| Adams Park               | 14        |
| Campau Commons           | 1         |
| Scattered Site I-V       | 0         |
| <b>Public Hsg. Total</b> | <b>15</b> |
| Antoine                  | 0         |
| Creston Plaza            | 0         |
| Hope Community           | 1         |
| Leonard Terrace          | 0         |
| Mt. Mercy                | 3         |
| Ransom Tower             | 1         |
| Sheldon Apts.            | 0         |
| <b>Overall Total</b>     | <b>20</b> |



2. The Executive Director presented the Board with a copy of the dashboard reports of the HCV utilization rates.

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

4. The Executive Director presented the Board with the agency dashboards for operations. Some of these dashboards will be reorganized in different categories for next month.

5. The Executive Director informed the Board that there is Commissioner training with ethics training available in July in Port Huron and it includes NAHRO certification. Another training will occur in the fall at Mackinac Island.

6. The Executive Director informed the Board that employees will be doing conflict of interest training in June. The Executive Director will send out the schedule when available and Commissioners are invited to attend.

7. The Executive Director informed the Board the recent REAC inspection at Adams Park resulted in a substandard score of 45. The issues found will be addressed.

8. The Executive Director presented the Board with a copy of the Michigan Statewide Housing Plan overview report.

9. The executive Director presented the Board with the upcoming staff travel schedule.

The President declared the meeting adjourned at 7:18 pm.

Lindsey S. Reames

Executive Director