

MINUTES NOVEMBER 15, 2022

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on November 15, 2022 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:02 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, Information Systems Security Manager Jay Connor, Resident Services Coordinator Rachel Siebert, Interim Director of Leased Housing Tasha Aje' Scott, Jacob Doorn of Disability Advocates, Robert Sterling, and Melanie and Mark Waters.

PUBLIC COMMENTS:

Melanie Waters reported to the Board about difficulties with bedbugs and ineffective bedbug treatments that her mother had to endure while she was a resident at Ransom Tower.

Robert Sterling reported that Ransom Tower has a bedbug problem and also a security problem. Homeless people and drug dealers are gaining access to the building which threatens the safety of the residents.

MINUTES:

Commissioner Zylstra, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of October 18, 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 October 31, 2022.

22-43 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 October 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 October 31, 2022 are in all respects approved.

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.

2. The President presented the Commission with a copy of the resolution approving change to the FMR and voucher payment standards.

22-44 The following resolution was introduced and considered:

Resolution to approve Fair Market Rents, and Voucher Payment Standards

WHEREAS, the Grand Rapids Housing Commission (GRHC) utilizes the Fair Market Rents (FMR) annually published by the U.S. Department of Housing and Urban Development (HUD) for the Grand Rapids-Wyoming, MI HUD Metro FMR Area (Local Area) for its Low Income Public Housing and Voucher Programs; and

WHEREAS, HUD published the FY 2023 Fair Market Rents, and it must be implemented by the GRHC within 3 months following the October 1st, 2022, effective date; and

WHEREAS, the GRHC may establish a voucher payment standard amount for each unit size at any level between 90 percent and 110 percent of the published FMR, as established in 24 CFR 982.503(b).

WHEREAS, GRHC staff has determined that it will need to implement a voucher payment standard increasing the FMR to 110 percent to allow assisted families to be competitive in Kent County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the approval of the FY 2023 Fair Market Rents (FMR), and a voucher payment standard of 110 percent of the 2023 FMR across all bedroom sizes, effective January 1st, 2023.

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.

3. The President presented the Commission with a copy of the resolution approving collection losses.

22-45 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 October 2022 in the amount of \$19,416.91.

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 \$19,416.91 from the accounts receivable ledger and charge them to collection losses as noted in attachment "Collection Losses"

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.

4. The President presented the Commission with a copy of the resolution approving purchase of emergency power generators.

22-46 The following resolution was introduced and considered:

**Resolution for Procurement of Emergency Power Generators for the Data Center and
Main Office**

WHEREAS, the Data Center and Main Office computing equipment is currently protected from power surges and short term power outages, there is a need to protect and supply power in longer term outages where it is not feasible nor cost effective to provide battery based backup power for the durations required while affected by inclement weather and;

WHEREAS, an initial quote has provided a footprint of the hardware and labor needed to properly install the equipment 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 the power generation equipment needed to protect both the Main Office and the Data Center 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 new emergency power generation equipment at the Main Office and Data Center and to execute a contract in an amount not to exceed \$60,000. This project will be funded from the 2021 Cap Fund as detailed in the environmental reviews submitted and approved to HUD.

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.

5. The President presented the Commission with a copy of the resolution approving Mod Rehab contract renewal for Verne Barry.

22-47 The following resolution was introduced and considered:

Resolution to Approve Renewal of Section 8 Moderate Rehabilitation Contract

Verne Barry Place

WHEREAS, the U.S. Department of Housing and Urban Development has funded renewal of the Section 8 Moderate Rehabilitation Contract for Verne Barry Place since 1997; and

WHEREAS, the Housing Commission has identified the continuing need for low-income housing in the Grand Rapids community; and

WHEREAS, Verne Barry Place provides 86 units of low-income housing for chronically homeless households referred to the program by The Salvation Army Homeless Assistance Program.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for Verne Barry Place and that the Executive Director is authorized to execute the necessary contract documents.

Commissioner Miles, 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.

6. The President presented the Commission with a copy of the resolution approving Mod Rehab contract renewal for Calumet Flats.

22-48 The following resolution was introduced and considered:

Resolution to Approve Renewal of Section 8 Moderate Rehabilitation Contract

Calumet Flats Apartments

WHEREAS, the U.S. Department of Housing and Urban Development has funded renewal of the Section 8 Moderate Rehabilitation Contract for Verne Barry Place since 1998; and

WHEREAS, the Housing Commission has identified the continuing need for low-income housing in the Grand Rapids community; and

WHEREAS, Calumet Flats Apartments provides 16 units of low-income housing, eight (8) units of which are preferenced for victims of domestic violence and referred to the program by the YWCA of West Central Michigan – Domestic and Sexual Violence Services.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for the Calumet Flats Apartments and that the Executive Director is authorized to execute the necessary contract documents.

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.

DIRECTOR'S REPORT

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for October 2022.
2. The Executive Director presented the Board with a copy of the Personnel Report for October 2022.
3. The Executive Director shared a letter from 5/3 Bank apologizing and accepting responsibility for errors by staff related to ACH deposits that caused the delays with the deposits from HUD.
4. The Executive Director informed the Board that there is an evaluation committee evaluating the proposals for a development consultant/partner for GRHC repositioning of assets that will be brought to the Board at the December meeting.
5. The Executive Director informed the Board that HUD COVID waivers have expired, but some approvals have been extended. The Housing Commission will be requesting increased payment standards.
6. The Executive Director informed the Board that the sites have been having challenges with the trash removal companies.

The President declared the meeting adjourned at 6:43 pm.

Lindsey S. Reames

Executive Director