

MINUTES OCTOBER 19, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on October 19, 2021 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:04 p.m.

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

Absent: Zylstra

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Computer Network Systems Administrator Jay Conner, Senior Human Resource Manager Mia Gutridge. Krissy Hinsley of Hope Network, and Mario Leon of LINC UP joined virtually.

PUBLIC COMMENTS:

Mario Leon of LINC UP thanked Wanda Couch for attending their homeownership fair.

MINUTES:

21-53 Commissioner Miles, supported by Commissioner Steimle-App, moved to approve the Minutes of the regular meeting of September 21, 2021.

Ayes: Butler, Miles, Steimle-App

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 September 30, 2021.

21-54 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 **September 30, 2021** 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 **SEPTEMBER 30, 2021** are in all respects approved.

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

Ayes: Butler, Miles, Steimle-App

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving offsite data storage.

21-55 The following resolution was introduced and considered:

**Resolution for Procurement of Redundant Offsite Storage to Ensure
Disaster Recovery and Business Continuity**

WHEREAS, the Grand Rapids Housing Commission (GRHC) conducts the entirety of its business from within the current computing infrastructure. This computing infrastructure is comprised of many components layered together any of which can hold a single point of failure. In order to avoid single points of failure identified in the current configuration where a server or network hardware failure could bring down services relied upon by all GRHC staff, it is necessary to procure a redundant Pure Storage SAN. This will allow the implementation of real-time replication of all data stored on the Pure Storage SAN in the Data Center to the new Data Center at Antoine Court. Replicating data offsite will satisfy the requirement to store a backup copy of our data at another location to safe guard against and ensure recovery from a disaster severe enough to destroy our main data center and/or the data stored there. The Pure Storage SAN's feature sets include the automatic replication of all data between multiple Pure Storage SAN hardware components;

WHEREAS, GRHC meets the requirements under 2 CFR Part 200.320 (c)(2)(5) for a sole source award for the proposed procurement of the redundant Pure Storage SAN in the amount of \$79,469.73 and;

WHEREAS, attached is the matrix of products requested for purchase and the sole source vendor in which bids were received

Vendor	Upgrade Licenses & Support	Price
CDW-G	Pure Storage X20R3 22TB Fiber Channel Flash Array Mfg. Part#: FA-X20R3-FC-22TB-22/0-EMEZ	\$ 56,230.07
CDW-G	Pure Storage Evergreen Gold Subscription - extended service agreement - 1 yr Mfg. Part#: FA-X20R3-22TB,PRM,GOLD	\$ 18,967.08
CDW-G	PURE STORAGE FLASH ARRAY INSTALL SVC Mfg. Part#: PS-FLASHARRAY-INSTALL	\$ 4,272.58
		\$ 79,469.73

and;

WHEREAS, GRHC desires to utilize the products outlined in the attached matrix to minimize unforeseen downtime and ensure recovery and business continuity.

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 and execute contracts of the products as outlined on the attached matrix.

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

Ayes: Butler, Miles, Steimle-App

Nays: None

The President declared the motion carried.

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

21-56 The following resolution was introduced and considered:

Resolution to Award Contract

Refuse Collection

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested bids for refuse collection for nine properties and;

WHEREAS, bids were received from contractors by the deadline of October 12, 2021 at 10am and;

WHEREAS, the lowest responsible bidders have been found to be Waste Management for Adams Park (\$3,828.00), Hope Community (\$4,329.12) and Mount Mercy Apartments (\$6,461.28) and Republic Services for Antoine Court (\$6,348.00), Campau Commons

(\$12,636.00), Leonard Terrace (\$4,128.00), Ransom Tower (\$5,460.00), Sheldon Apartments (\$3,168.00) and Creston Plaza (\$17,964.00).

WHEREAS, the contracts will be for three years at the same cost each of those years with 2-one year options to continue services with an increase in costs; and

WHEREAS, GRHC has submitted a recommendation letter of award of contract to Waste Management Services in the total amount of \$14,618.40 and Republic Services for \$49, 704.00 annually for the next three (3) years;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized and approved to execute a contract in the amount not-to-exceed \$14,618.40 annually for each of the next three years to Waste Management for Adams Park, Hope Community and Mount Mercy Apartments and that the Executive Director is hereby authorized and approved to execute a contract in the amount not-to-exceed \$49,704.00 annually for each of the next three years to Republic Services for Antoine Court, Campau Commons, Leonard Terrace, Ransom Tower, Sheldon Apartments and Creston Plaza.

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

Ayes: Butler, Miles, Steimle-App

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving employee benefits package.

21-57 The following resolution was introduced and considered:

Resolution to Approve Employee Compensation and Fringe Benefits

WHEREAS, the Grand Rapids Housing Commission (GRHC) provides employees with health care benefits and;

WHEREAS, GRHC has completed the annual evaluation of options from various providers and;

WHEREAS, GRHC has elected to continue to offer all employees a Health Maintenance Operations (HMO) and a Point of Service (POS) options and;

WHEREAS, the POS option premium decreased by .03%, which is a \$150.72 decrease in the Agency's annual cost of \$459,558.72 and the HMO premium decreased by .01% which is a \$64.68 decrease in the Agency's annual cost of \$494,053.56 and;

WHEREAS, the current carrier, Delta Dental continues to offer a competitive network for 100/80/60/50 levels coverage. The annual Agency's cost for premium is \$50,520.96 and;

WHEREAS, the same vision coverage plan will be used this year. The Agency's cost for this plan is \$45.00 for vision exam, \$60.00 for frames, \$72.00 single lenses/\$120.00 bi-focal lenses/\$144.00 tri-focal/\$216.00 lenticular lenses, \$132.00 contact lenses (in lieu of glasses), \$216.00 each for vision acuity of less than 20/70, medical condition treatment and lenses required after cataract surgery.

WHEREAS, the current carrier, CIGNA continues to offer competitive premiums rate and the annual Agency's premium cost is \$6,869.14 and;

WHEREAS, the Employee Assistance program carrier Pine Rest will continue to provide training and services that are beneficial to the staff. The annual Agency's premium cost is \$850.00 and;

WHEREAS, the annual cost for Tuition Reimbursement to the Agency is \$16,000 and;

WHEREAS, the Grand Rapids Housing Commission provides employees with a flexible spending account which enables employees to pay medical and child care expenses tax free. The annual cost for the Agency is \$748.00 and;

WHEREAS, GRHC recommends a 1% increase to the salary change effective January 1, 2022. The Agency’s cost for this increase is \$15,916 and;

WHEREAS, GRHC continues to recognize employees for their outstanding work through various programs such as service awards, outstanding employee awards and other programs to be determined;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:

That the employee fringe compensation and benefits are recognized as Agency costs as outlined in the chart:

Vendor	Total Amount	Effective Date
Priority Health	\$953,612.28	12/01/2021
Delta Dental	\$50,521	12/01/2021
CIGNA	\$6,869	12/01/2021
Flex Administrator	\$748	1/01/2022
Pine Rest	\$850	12/01/2021
Tuition Reimbursement	\$16,000	12/01/2021
Wage Increase	\$15,916	1/01/2022
Self-Funded Vision plan	Vision Exam: \$45.00 Frames: \$60.00 Lenses: Single - \$72.00 Bi-Focal - \$120.00 Tri-Focal - \$144.00 Lenticular - \$216.00 Cosmetic Lenses: \$132.00 Vision Acuity of less than 20/70: \$216.00 Treatment of medical condition: \$216.00 Lenses required after cataract surgery: \$216.00	12/01/2021

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

Ayes: Butler, Miles, Steimle-App

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 August 2021.

Adams Park	10
Campau Commons	4
Scattered Site I-V	0
Public Hsg. Total	14
Creston Plaza	8
Hope Community	3
Leonard Terrace	5
Mt. Mercy	2
Ransom Tower	9
Sheldon Apts.	1
Overall Total	42

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for August 2021 which shows a 97.7% utilization rate.

3. The Executive Director presented the Board with a copy of the Personnel Report for October 2021.

4. The Executive Director informed the Board that there have been delays with inspections and permits for Antoine Court, but she is hoping that leasings will occur before the end of the month. Applications for fifteen households have been processed.

OTHER BUSINESS

1. The Director informed the Board that the procurement consultant will be offering updates and training to the Board of Commissioners in conjunction with November's Board meeting.

2. The Executive Director reported that four applications were received for the vacant Resident Commissioner position. Initial screenings are happening on those four applicants and more applications are being sought with assistance from FSS referrals.

21-58 There being no further business to come before the Commission, it was moved by Commissioner Miles, supported by Commissioner Steimle-App to adjourn.

Ayes: Butler, Miles, Steimle-App

Nays: None

The President declared the meeting adjourned at 6:27 pm.

Lindsey S. Reames

Executive Director