

MINUTES OCTOBER 18, 2022

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on October 18, 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: Deputy Executive Director Hattie Tinney, Business Intelligence Analyst Jose Capeles, and Human Resource Manager Mia Gutridge. 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 September 20, 2022.

Ayes: 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 September 30, 2022.

22-38 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 September 30, 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 September 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 change to the Administrative Plan.

22-39 The following resolution was introduced and considered:

Resolution for Revision to the HCV Administrative Plan

Expansion of Rent Assisted Units Through Existing PBV Contracts

Not Subject to a Competitive Selection Process

WHEREAS, the U.S. Department of Housing and Urban Development has expanded housing opportunities to public housing authorities through the 2016 Housing Opportunity Through Modernization Act (HOTMA); and

WHEREAS, under PIH Notice 2017-21 (HOTMA Implementation Guidance), HUD provided additional guidance for Project-Based Voucher programs; and

WHEREAS, the Grand Rapids Housing Commission desires to expand the number of Project-Based vouchers available under existing Housing Assistance Payment contract(s). Such expansion requires revision of Chapter 17 of the HCV Administrative Plan.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to revise the HCV Administrative Plan as outlined in the attached matrix to allow for expansion, not subject to a competitive selection process, of existing Project-Based Voucher Housing Assistance Payment (HAP) contract(s),

Commissioner Bernier, supported by Commissioner Miles, 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 Mount Mercy PBV units.

22-40 The following resolution was introduced and considered:

Resolution to Approve Award of Project-Based Vouchers

To Mt. Mercy Apartments, Phase I

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested the U.S. Department of Housing and Urban Development (HUD) to approve the conversion of approximately 200 Housing Choice Vouchers (HCV) to Project-Based Vouchers (PBV) and;

WHEREAS, in 2003, due to the need to provide rent subsidies in order to increase affordability at the Mt. Mercy Apartments, vouchers were provided for 114 of the 125 apartments.

Households of the eleven (11) remaining apartments would have been negatively impacted by the conversion from Michigan State Housing Development Authority flat rents to the HUD formula rents required by voucher subsidies; therefore, vouchers were not extended to these households and;

WHEREAS, it is desirous to now provide rent subsidies to the remaining eleven (11) households at Mt. Mercy Apartments, Phase I and;

WHEREAS, under implementation of the Housing Opportunity Through Modernization Act of 2016 (HOTMA), providing the additional rent subsidies through Project-Based Vouchers are available to the Housing Commission without being subject to a competitive selection process.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to amend the existing Housing Assistance Payments (HAP) Contract for Mt. Mercy Apartments, Phase I and that staff will undertake the determination of Rent and Housing Assistance Payments according to all applicable statutes and regulations of the Project-Based Voucher Program.

Additionally, any required documents relative to the transition to PBVs will be completed and made part of the tenant file.

Commissioner Bernier, 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 MTW Annual Contributions Contract.

22-41 The following resolution was introduced and considered:

Resolution to Authorize Execution of the Moving to Work (MTW)

Annual Contributions Contract

WHEREAS, on April 26, 2022, HUD published [Notice PIH 2022-11](#): Request for Applications under the Moving to Work Demonstration Program: Asset Building Cohort and;

WHEREAS, on July 15, 2022 the Board approved the application package and authorized finalization and submission to HUD; and

WHEREAS, on July 27, 2022, the GRHC submitted an application to HUD for the MTW Expansion and Asset Building; and

WHEREAS, on September 27, 2022, HUD announced selection of the GRHC to participate in the MTW program because of our excellent work and our desire to be even more effective in supporting low-income individuals and families; and

WHEREAS, there are several steps for GRHC to complete prior to final implementation of the MTW flexibilities (as outlined in the attached chart) with the first step to complete and execute the MTW ACC Amendment (amendment attached);

WHEREAS, final implementation is anticipated by September 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Board of Commissioners approves the MTW ACC Amendment and authorizes the Executive Director is sign and submit the Amendment to HUD. Further, the Board authorizes the Executive Director to complete the additional steps outlined in the implementation timeline in collaboration with HUD, GRHC program participants, and our community partners.

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

Ayes: 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 benefits contract.

22-42 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 increase by 6.47%, which is a \$31,219.01 increase in the Agency's annual cost of \$514,045.63 and the HMO premium increased by 6.45% which is a \$24,637.25 increase in the Agency's annual cost of \$406,684.51 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 \$57,988.56 which is a -.4% decrease 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, New York Life continues to offer competitive premiums rate and the annual Agency's premium cost is \$8,139 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 \$760.00 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 3% increase to the salary change effective January 1, 2023. The Agency's cost for this increase is \$58,491 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	\$920,730.14	12/01/2022
Delta Dental	\$57,988	12/01/2022
CIGNA	\$8,139	12/01/2022
Flex Administrator	\$748	1/01/2023
Pine Rest	\$760	12/01/2022
Tuition Reimbursement	\$16,000	12/01/2022
Wage Increase	\$58,491	1/01/2023
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	12/01/2022

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

DIRECTOR'S REPORT

1. The Deputy Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for September 2022.
2. The Deputy Executive Director presented the Board with a copy of the Personnel Report for September 2022.
3. The Deputy Executive Director shared a letter from the auditors Plante & Moran regarding the upcoming audits.
4. The Deputy Executive Director informed the Board that the Housing Commission is still researching the implications of broadening the area of jurisdiction.
5. The Deputy Executive Director shared with the Board the 2023 holiday schedule for staff.

The President declared the meeting adjourned at 6:20 pm.

Lindsey S. Reames

Executive Director