

MINUTES OCTOBER 15, 2024

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on October 15, 2024 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:00 p.m.

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

Absent: None

The President declared a quorum present.

Also attending: Policy and Program Planning and Implementation Manager Jose Capeles, Finance Manager Kris Endres, Director of Resident Services Felicia Clay, Real Estate Development Coordinator Michael Weaver, Jianna Capeles, and Jonathan Thompson.

**MINUTES:**

Commissioner Alexander, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of September 17, 2024.

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

**PUBLIC COMMENTS:**

There were no public comments.

**RESOLUTIONS & MOTIONS:**

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending September 30, 2024.

24-32 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, 2024 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, 2024 are in all respects approved.

Commissioner Alexander, 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.

2. The President presented the Commission with a copy of the resolution approving Antoine Court COC grant submission.

24-33 The following resolution was introduced and considered:

**Resolution to Approve Continuum of Care Grant Submission for Antione Court**

**WHEREAS**, the Grand Rapids Area Coalition to End Homelessness (Coalition) invited applications under HUD’s FY 2024 Continuum of Care (COC) Program Competition for renewal, new and bonus projects on September 6<sup>th</sup>; and

**WHEREAS**, the Housing Commission, was made aware of additional bonus funding available after the September board meeting that authorized the submission of a renewal application for Hope Community; and

**WHEREAS**, the applications for bonus projects was due before the October board meeting, the Housing Commission exercised the opportunity to submit a new/bonus application by the deadline for case management to serve the residents at Antoine Court. The funding, if awarded will increase housing stability, improve health outcomes, provide access to income and decrease the return to homelessness for the Permanent Supportive Housing (PSH) units; and

**WHEREAS**, the new/bonus application for Antoine Court requested \$79,832, effective 10/01/25 – 09/30/26 to provide on-site case management and supportive services to assist individuals to remain stably housed and not return to homelessness;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Board acknowledges the submission of the new/bonus application for Antoine Court for case management services for the PSH units and authorizes the Executive Director to accept any funds awarded under this grant application submission and enter into a grant agreement for these funds.

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 employee benefits package.

24-34 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 increased by 10.97%, which is a \$37,702 increase in the Agency's annual cost resulting in a new annual cost of \$381,306 and the HMO premium increased by 8.40% which is a \$47,602 increase in the Agency's annual cost resulting in a new annual cost of \$614,428 and;

**WHEREAS**, the current carrier, Delta Dental continues to offer a competitive network for 100/80/60/50 levels coverage. The annual Agency's new cost for premiums is \$57,492 which is a 5.52% increase and;

**WHEREAS**, the current carrier, EyeMed continues to offer a competitive rate with an annual premium for the upcoming year of \$9,304 with the Agency's portion being \$5,582.

This is 60% of the total cost of the plan and;

**WHEREAS**, the current carrier, New York Life continues to offer competitive premium rates at an annual Agency cost of \$7,869; a decrease of about \$270 from the previous year and;

**WHEREAS**, the Employee Assistance program carrier Pine Rest will continue to provide training and services that are beneficial to the staff with an Agency annual cost of \$870.00 and;

**WHEREAS**, the annual budget request for Tuition Reimbursement to the Agency is \$10,000 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 at an annual cost for the Agency of \$897.00 and;

**WHEREAS**, the GRHC recommends a 3% cost of living increase to the salary schedule effective January 1, 2025. The Agency's cost for this increase is approximately \$120,000 and;

**WHEREAS**, GRHC continues to recognize employees for their contributions through various programs such as service awards, bonus payments, outstanding employee awards, merit step increases and other programs as funding allows;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the employee fringe benefit and compensation packages recognize Agency costs for the upcoming year as outlined in the chart:

Vendor	Total Amount	Effective Date
Priority Health	\$995,736	12/01/2024
Delta Dental	\$57,492	12/01/2024
EyeMed	\$5,582	12/01/2024
New York Life	\$7,869	12/01/2024
Pine Rest	\$870	12/01/2024
Tuition Reimbursement	\$10,000	12/01/2024
Flex Administrator	\$897	01/01/2025
Wage Increase (approximate)	\$120,000	01/01/2025
Employee Recognition Programs (approximate)	\$130,000	Throughout the Year

Commissioner Bernier, supported by Commissioner Alexander, 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 award of Hope community construction project.

24-35 The following resolution was introduced and considered:

**Resolution to Award Construction Contract for Hope Community**

**Main Service Center Improvements**

**WHEREAS**, on September 24, 2024 the Grand Rapids Housing Commission (GRHC) received two (2) sealed bids for the Hope Community Main Service Center Improvements Project, said project having been advertised in accordance with the approved GRHC procurement policies and procedures; and,

**WHEREAS**, the bids received were deemed as complete and are in the following amounts:

1. First Contracting in the amount of \$362,500.00 and,
2. JKB Construction in the amount of \$440,000.00; and,

**WHEREAS**, the architect, MCSA Group, Inc. (MCSA) has reviewed both bids and provided a written Contractor Recommendation Letter to the GRHC recommending award of a contract to First Contracting in the amount of \$363,500.00; and,

**WHEREAS**, the GRHC has previously been approved to expend up to \$981,500 for the Hope Community Main Service Center Improvements Project.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is hereby authorized to award a contract to First Contracting in the amount of \$362,500.00 and is further authorized to expend up to \$981,500 for the Hope Community Main Service Center Improvements Project for approved changes to the project scope-of-work.

Commissioner Alexander, 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.

5. The President presented the Commission with a copy of the resolution approving new mission, vision, and value statements.

24-36 The following resolution was introduced and considered:

**Resolution Approving New Mission, Vision, and Values Statements**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) has long been dedicated to providing affordable housing and essential services to the community, but had not previously formally established Vision or Values Statements to guide the organization's strategic direction and internal culture; and

**WHEREAS**, in order to strengthen the organization and provide a framework for future decision-making, strategic planning, and operational alignment, it is important to adopt new Mission, Vision, and Values Statements;

**WHEREAS**, a Strategic Planning Committee, along with a dedicated Sub-Drafting Committee, worked extensively in the development and crafting of these statements; and

**WHEREAS**, all employees and Board members were provided an opportunity to provide feedback for the proposed statements; and

**WHEREAS**, the following Mission, Vision, and Values Statements have been developed:

**Mission Statement:**

We are committed to offering quality affordable housing, essential resources through advocacy and partnerships, and promoting self-sufficiency to strengthen communities.

**Vision Statement:**

To create communities where housing is affordable, opportunities are impactful, and self-sufficiency is the goal.

**Values:**

We create HOMES with:

- **Housing:** We believe that everyone deserves a place to call home.
- **Open Communication:** We share ideas in a collaborative setting by building trust through clear and consistent communication.
- **Mutual Respect:** We honor and value each individual, fostering a culture where every voice is heard and respected.
- **Excellence:** We strive for excellence in everything we do, promoting a culture of accountability and continuous growth.
- **Supportive Communities:** We create communities that emphasize well-being and offer holistic support, motivating individuals and families to thrive.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the new Mission, Vision, and Values Statements, as set forth above, are hereby formally adopted as the guiding principles for



the organization's strategic direction and internal culture;

**BE IT FURTHER RESOLVED** that the GRHC will fulfill the mission, vision and values by incorporating these statements into all future strategic plans, operational procedures and practices, and community engagement efforts to better align the organization's purpose with the needs of the communities it serves;

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its adoption, and that the Mission, Vision, and Values Statements shall be reviewed periodically to ensure they remain aligned with the evolving goals of the GRHC.

Commissioner Alexander voiced concerns around some of the wording and will be given the opportunity to meet with the drafting committee.

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.

6. The President presented the Commission with a copy of the resolution approving policy framework for all GRHC policies.

24-37 The following resolution was introduced and considered:

**Resolution Approving a Policy Framework for all GRHC Policies**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) recognizes the need for a structured approach to the development, implementation, and management of policies within the organization; and

**WHEREAS**, a comprehensive policy framework provides clear processes, defines roles and responsibilities, and promotes consistency, transparency, accountability, and efficiency in the creation and enforcement of policies; and

**WHEREAS**, the policy framework as outlined in the document includes key elements such as introduction, purpose, scope, policy statement, responsibilities, compliance, monitoring, and review processes; and

**WHEREAS**, this structured approach helps promote compliance and monitoring with relevant Federal, State and local legal and regulatory requirements;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Policy Framework, as set forth in the attached document, is hereby approved and adopted for use in the development, revision, implementation and management of all GRHC policies; and

**BE IT FURTHER RESOLVED** that all GRHC staff are directed to adhere to the approved Policy Framework for ensuring consistency, transparency, accountability and efficiency in policy management;

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its adoption.

Commissioner Alexander, 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.

7. The President presented the Commission with a copy of the resolution approving 2025 Kent County FMR and VPS.

24-38 The following resolution was introduced and considered:

**Resolution to approve Fair Market Rents, and Voucher Payment Standard for  
Kent County for 2025**

**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 FY 2025 Fair Market Rents on August 14<sup>th</sup>, 2024, and they must be implemented within 3 months following the October 1<sup>st</sup>, 2024, effective date; and

**WHEREAS**, the GRHC may establish a voucher payment standard (VPS) 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); and

**WHEREAS**, GRHC staff has reviewed current rental market data, analyzed Housing Assistance Payment (HAP) funding and obligations, and conferred with other PHAs operating in the local market; and

**WHEREAS**, GRHC staff has determined that it will need to implement a voucher payment standard at 110 percent of FMR to allow the GRHC to expend its HAP allocation for CY 2025, be competitive in the Kent County area, and assist as many families as possible; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the voucher payment standard of 110 percent of the FY 2025 FMR across all bedroom sizes, effective January 1<sup>st</sup>, 2025, for Kent County is approved and staff are authorized to implement the new payment standards.

Commissioner Miles, supported by Commissioner Alexander, 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 2025 Ottawa County FMR and VPS.

24-39 The following resolution was introduced and considered:

**Resolution to approve Fair Market Rents, and Voucher Payment Standard for Ottawa  
County**

**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 Holland-Grand Haven, MI HUD Metro FMR Area (Local Area) for its Low Income Public Housing and Voucher Programs; and

**WHEREAS**, HUD published FY 2025 Fair Market Rents on August 14<sup>th</sup>, 2024, and they must be implemented within 3 months following the October 1<sup>st</sup>, 2024, effective date; and

**WHEREAS**, the GRHC may establish a voucher payment standard (VPS) 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); and

**WHEREAS**, GRHC staff has reviewed current rental market data, analyzed Housing Assistance Payment (HAP) funding and obligations, and conferred with other Public Housing Authorities (PHAs) operating in the local; and

**WHEREAS**, GRHC staff has determined that it will need to implement a voucher payment standard at 110 percent of FMR for zero (0) to three (3) bedroom units and 105 percent for four (4) to six (6) units to allow the GRHC to expend its HAP allocation for CY 2025, be competitive in the Ottawa County area, and assist as many families as possible; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the voucher payment standard of 110 percent of the FY 25 FMR for zero (0) to three (3) bedroom units and 105 percent for four (4) to six (6) units for the CY 2025 funding effective January 1<sup>st</sup>, 2025, for Ottawa County is approved and staff are authorized to implement the new payment standards.

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.

9. The President presented the Commission with a copy of the resolution approving sales agreement with ICCF for Scattered Sites.

24-40 The following resolution was introduced and considered:

**Resolution to Authorize Execution of a Negotiated Sales Agreement with ICCF for Sale of Scattered Sites at Below Fair Market Value (BMV)**

**WHEREAS**, on July 15, 2024 the U.S. Department of Housing and Urban Development Special Applications Center (HUD) issued the Grand Rapids Housing Commission (GRHC) a letter of approval (the ‘Letter’) for Disposition Application DDA0012617, which allows the GRHC to

dispose of 15 dwelling buildings containing 15 dwelling units and 1.93 acres of underlying land at a development known as Grand Rapids, MI073000004 (Property); and,

**WHEREAS**, the Letter also authorized the GRHC to negotiate the sale of some of the units to a nonprofit for a Below Fair Market Value (BMV) amount that is not less than 50% of the appraised value per dwelling unit; and

**WHEREAS**, on September 12, 2024 ICCF Community Homes (ICCF) submitted a Letter of Intent (LOI) to the GRHC for the purchase of up to eight (8) dwelling units approved in the Letter for a Below Fair Market Value (BMV) amount, but the LOI did not meet all the requirements of the sale established by HUD in the Letter; and

**WHEREAS**, the GRHC desires to continue to negotiate with ICCF to sell up to eight (8) dwelling units approved in the Letter for a BMV amount which is equal to no less than 50% of the appraised value per dwelling unit and subject to the terms, conditions, and requirements as detailed in the Letter, as well as any subsequent revisions to the Letter that may be made by HUD; and,

**WHEREAS**, upon the successful conclusion of negotiations with ICCF the GRHC desires to execute sale of the agreed upon dwelling units to ICCF for the negotiated BMV amount, subject to all required approvals by HUD.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is hereby authorized to enter into negotiations with ICCF to sell up to eight (8) dwelling units approved in the Letter for a BMV amount which is equal to no less 50% of the appraised value per dwelling unit; and,

**BE IT FURTHER RESOLVED** that upon the successful conclusion of negotiations with ICCF the Executive Director is authorized to execute sale of the agreed upon dwelling units to ICCF for the negotiated BMV amount, subject to all required approvals by HUD.

Commissioner Miles, supported by Commissioner Alexander, 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 Director of Resident Services presented the Board with a copy of the Vacancy and Voucher dashboard reports for September 2024.

2. The Director of Resident Services presented the Board with a copy of the Personnel Report for October 2024.

3. The Director of Resident Services presented the Board with the upcoming travel and training schedule.

4. The Director of Resident Services shared with the Board a letter received from HUD regarding the funding shortfall.

5. The Director of Resident Services informed the Board of a Letter of Intent for negotiating the sale of property for the Community Neighborhood Initiative/ Adams Park Redevelopment. More information will be provided to the Board as it arises.

6. The Director of Resident Services updated the Board on Adams Park Community Engagement activities. There will be another open house in October, a resident meeting combined with a Thanksgiving meal in November, and another resident and community open house in December.

7. The Director of Resident Services updated the Board on the concerns that were raised during Public Comments of the September Board of Directors meeting and the measures that were taken to resolve them.

The President declared the meeting adjourned at 6:33 pm.

Lindsey S. Reames

Executive Director