

MINUTES SEPTEMBER 17, 2024

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on September 17, 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: Executive Director Lindsey Reames, Policy and Program Planning and Implementation Manager Jose Capeles, Director of Resident Services Felicia Clay, Jianna Capeles, Curtis Taylor, Ann Bishop, Shirley Carter, Makayla Lott, Jaeveairie Farrow, Fitzpatrick Williams, Pastor Idella Williams, Jessie Zandee, Nicholas Langenberg, Jackson Zandee, Theo Langenberg, Carson Zandee, Theresa Williams.

**MINUTES:**

Commissioner Zylstra, supported by Commissioner Bernier, moved to approve the Minutes of the regular meeting of August 20, 2024.

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

Nays: None

The President declared the motion carried.

**PUBLIC COMMENTS:**

Theresa Williams reported issues of communication and poor service that she had with staff while trying to port her voucher to Lansing and with her son's loss of his voucher.

Ann Bishop reported that she had difficulties with staff losing paperwork that she had turned in and with being treated rudely. She also reported that there was poor communication and that the amount of time given to find a rental unit was insufficient.

Shirley Carter reported that the entire process of obtaining and being able to use a voucher is very strenuous and efforts should be made to make the process easier. She also stated that people should not be denied units because they are being saved for someone else.

Curtis Taylor reported that he felt that he was treated unfairly and accused of behaviors that he did not commit which has resulted in him being unable to get a voucher. He is requesting a voucher and money for a security deposit in order to attain housing.

### **RESOLUTIONS & MOTIONS:**

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending August 31, 2024.

24-28 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 August 31, 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 August 31, 2024 are in all respects approved.

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.

2. The President presented the Commission with a copy of the resolution approving Continuum of Care grant submission and agreement for Hope Community.

24-29 The following resolution was introduced and considered:

**Resolution to Approve Continuum of Care**

**Grant Submission and Grant Agreement - Hope Community**

**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**, this is a renewal application the GRHC has submitted and received funding for multiple previous years that were approved by the Board; and

**WHEREAS**, this year's application will request funds for continued case management services in the amount of \$159,663, effective 09/01/24 – 08/31/25 to promote the housing first model with rapid rehousing for homeless families at Hope Community;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is hereby

authorized to submit a renewal grant application for Continuum of Care funds in the amount of \$159,663 for Hope Community and if awarded, enter into a grant agreement for these funds.

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.

3. The President presented the Commission with a copy of the resolution approving contract award for real estate broker services.

24-30 The following resolution was introduced and considered:

**Resolution to Approve Award of Contract for RFP for Real Estate**

**Broker Services, Section 18 Disposition Properties**

**WHEREAS**, on July 15, 2024 the Grand Rapids Housing Commission (GRHC) received approval from the U.S. Department of Housing and Urban Development (HUD) Special Applications Center (SAC) of its Disposition Application DDA0012617 to dispose of the remaining fifteen (15) dwelling units in the Grand Rapids Scattered Site, MI073000004 portfolio, which said disposition approval allows for the sale of the aforementioned fifteen (15) dwelling units; and

**WHEREAS**, it is necessary to procure the services of a qualified Real Estate Broker for the purposes of effecting sale of any of the fifteen (15) dwelling units; and

**WHEREAS**, on August 28, 2024 the GRHC issued a Request for Proposals for Real Estate Broker Services, Section 18 Disposition Properties and received one (1) qualified response from “The Local Element Real Estate Agency” (formerly known as “IHeartGR”) submitted by Tiffany

Szakal, Broker, who has previously provided these services to the GRHC for sale of its DE Minimis properties; and

**WHEREAS**, the received proposal has been deemed responsive and responsible by the GRHC staff.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director of the GRHC is hereby authorized to award a contract to “The Local Element Real Estate Agency” for the sale of up to fifteen (15) dwelling units which are contained in the approved Grand Rapids Scattered Site (MI073000004) Disposition Application DDA0012617 in accordance with the terms and conditions contained within the aforementioned Disposition Application.

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 establishment of commercial credit card at Mercantile Bank.

24-31 The following resolution was introduced and considered:

**Resolution to Authorize Establishing Commercial Credit Card at Mercantile Bank**

**WHEREAS**, the Grand Rapids Housing Commission has completed procurement and received board approval to move financial and banking services to Mercantile Bank; and

**WHEREAS**, part of the banking transition will require establishing Commercial Credit Card services for GRHC in the amount of no more than \$500,000 limit; and

**WHEREAS**, the Executive Director (Lindsey Reames) will be primary card holder on this account as the Administrator, but can designate others access to for GRHC program administration; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION**, that Lindsey Reames, Executive Director, is authorized to open a Commercial Credit card with Mercantile Bank with an aggregate exposure limit of no more than \$500,000 and serve as the primary card holder on this account.

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 and Voucher dashboard reports for August 2024 which showed a decrease in the number of vacancies.

2. The Executive Director presented the Board with a copy of the Personnel Report for September 2024.

3. The Executive Director presented the Board with the upcoming travel and training schedule.

4. The Executive Director updated the Board on the "100 in 100" initiative to address homelessness in Kent County. The first three vouchers have been issued and donations of household supplies from the public will be accepted starting on September 20.

5. The Executive Director updated the Board on the HUD response to the funding concerns. A follow-up conference call was held with representatives from HUD. While the call went well and nobody who is currently housed will lose their voucher, there was not a full resolution to the funding shortfall.

6. The Executive Director updated the Board on the transition of banking to Mercantile Bank. The goal is to have the transition completed by November 1, 2024.

7. The Executive Director informed the Board that the Grand Rapids City Commission requested a report from the Grand Rapids Housing Commission. A PowerPoint presentation will be made at City Commission meeting on October 22 and will be shared with the Board at following next meeting.

8. The Executive Director informed the Board that there is a possibility that a special Board meeting may need to be called to authorize the sale and purchase of properties. Board members will be contacted if the timing of those transactions necessitates a separate meeting.

The President declared the meeting adjourned at 6:40 pm.

Lindsey S. Reames

Executive Director