

MINUTES SEPTEMBER 21, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on September 21, 2021 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:10 p.m.

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

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Director of Leased Housing Felicia Clay, Teresa Phillips of LINC UP.

The President requested that Linda Udasz of the auditing firm Plante & Moran, who is on the agenda for Other Business, speak first. Linda presented the firm's pre-audit communication.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

21-40 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of August 17, 2021.

Ayes: Butler, 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 August 31, 2021.

21-41 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 **August 31, 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 **AUGUST 31, 2021** are in all respects approved.

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

Ayes: Butler, 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 recognition of Angela Bunn.

21-42 The following resolution was introduced and considered:

Resolution to Recognize Angela Bunn

for 17 Years of Distinguished Service as a Member of

the Grand Rapids Housing Commission

WHEREAS, Angela Bunn has ably represented Grand Rapids Housing Commission residents and has provided leadership to the agency's Resident Advisory Board as a dedicated member of the Grand Rapids Housing Commission, and;

WHEREAS, Angela Bunn has used her intellect, insight and experience to further the Grand Rapids Housing Commission mission to provide housing assistance and affordable housing opportunities to lower-income families, people with disabilities and senior citizens, and;

WHEREAS, Angela Bunn has been instrumental in the development and oversight of many major initiatives undertaken by the Grand Rapids Housing Commission, including the redevelopment of Campau Commons Apartments and Creston Plaza Apartments, construction of a 55-unit addition at Mount Mercy Apartments, and the conversion of Sheldon School to Sheldon Apartments;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission hereby expresses its gratitude to Angela Bunn for her service on the Commission, for her sound advice and valued counsel, and for all that she has contributed to our agency, and;

BE IT FURTHER RESOLVED, that the Grand Rapids Housing Commission wishes Angela Bunn continued success in all her endeavors and extends our best wishes for her health, happiness and prosperity.

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

Ayes: Butler, 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 procurement policy.

21-43 The following resolution was introduced and considered:

Resolution to Approve a Revised Procurement Policy

WHEREAS, the Grand Rapids Housing Commission (GRHC) has contracted with CVR Associates to complete a procurement assessment; and

WHEREAS, the scope of services includes a review of the current procurement policy to ensure compliance with Federal, State and local requirements; and

WHEREAS, recommendations have been made to GRHC to revise the policy to comply with Federal, State and local requirements;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION to approve the revised Procurement Policy to comply with the Annual Contributions Contract (ACC) between the Grand Rapids Housing Commission and the U.S. Department of Housing and Urban Development, Federal Regulations at 2 CFR 200, the procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8, Rev 2 and applicable State and local laws.

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

Ayes: Butler, 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 Franklin Covey contract revision.

21-44 The following resolution was introduced and considered:

**Resolution to Approve a Contract Revision with Franklin Covey to
add Services for Strategic Planning through the 4 Disciplines of
Execution platform**

WHEREAS, the Grand Rapids Housing Commission (GRHC) will implement a strategic planning process for driving increased focus, execution and outcomes for the organization; and

WHEREAS, the Board approved a contract with Franklin Covey for Strategic Planning through the 4 Disciplines of Execution model in an amount not to exceed \$81,600 on August 17, 2021; and

WHEREAS, implementation throughout all levels of the organization has created a need for 2 additional consulting days to be used for coaching and facilitation of the Executive Summit;

WHEREAS, the original amount of the contract (\$81,600) and this revised contract amount (\$10,600) plus travel costs (\$4,500) and contingency remain under the small purchase threshold of \$250,000; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the Executive Director to enter into a revised contract with Franklin Covey for Strategic Planning through the 4 Disciplines of Execution model in an amount not to exceed \$101,535.00. This amount is the original contract amount of \$81,600, plus the cost of additional coaching and facilitating the executive summit of \$10,600 plus travel costs estimated at \$4,500 plus a 5% contingency of \$4,835 for any unforeseen travel costs or costs associated with final implementation of the 4 Disciplines of Execution

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

Ayes: Butler, 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 increase of fair market rent standard to 110%.

21-45 The following resolution was introduced and considered:

Resolution to Increase Fair Market Rents Voucher Payment Standard

WHEREAS, the Housing Commission operates Low-Income Public Housing and Section 8 Housing Choice Voucher Program(s) to assist low-income families; and

WHEREAS, the Housing Commission approved Fair Market Rents Voucher Payment Standard to One Hundred and Two Percent (102%) for all bedroom sizes, effective, November 1, 2021; and

WHEREAS, the Housing Commission has determined that it will need to increase its FMR Voucher Payment Standard for all bedroom sizes from 102% to 110% to increase affordable housing opportunities for these families.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the Housing Commission to increase its FMR Voucher Payment Standard for all bedroom sizes to 110%.

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

Ayes: Butler, 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 Antoine Court change order #7.

21-46 The following resolution was introduced and considered:

Resolution to Approve and Executive

Family Self-Sufficiency Grant Renewal

WHEREAS, HUD has published and made available the FY 2022 PH/HCV-FSS Notice of Funding Availability (NOFA); and

WHEREAS, the clients/residents of the Grand Rapids Housing Commission have need of certain eligible services; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION the Executive Director is hereby authorized to execute a PH/HCV-FSS grant agreement for funds totaling \$478,324 for five (5) FTE service coordinators.

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

Ayes: Butler, 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 Admin plan change for manufactured housing.

21-47 The following resolution was introduced and considered:

Resolution to Amend the Housing Choice Voucher Administrative

Plan to include Manufactured Homes as Special Housing Types

WHEREAS, the Housing Choice Voucher (HCV) Program allows for various special housing types: single room occupancy, congregate housing, group homes, shared housing, cooperative housing, manufactured homes where the family owns the home and leases the space, and homeownership; and

WHEREAS, the Housing Commission currently offers special housing types, Homeownership and Single Room Occupancy (Moderate Rehabilitation); and

WHEREAS, the Housing Commission is seeking to include Manufactured Homes as an affordable housing option to the families we serve.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the Housing Commission to include Special Housing Type, Manufactured Homes to its Administrative Plan Policy, that will increase affordable housing.

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

Ayes: Butler, 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 Ransom Tower fire pump.

21-48 The following resolution was introduced and considered:

Resolution to Award Fire Protection Contract

WHEREAS, the fire pump replacement at Ransom Tower was a health and safety emergency and needed to be replaced immediately as of February 24, 2021;

WHEREAS, the Housing Commission solicited bids for the replacement of the fire pump and;
WHEREAS, the lowest and most advantageous bid was submitted by Johnson Controls Fire Protection LP, in the amount of \$42,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION acknowledge the retroactive “Fire Pump Replacement” as an emergency repair that exceeded the \$20,000 purchase amount.

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

Ayes: Butler, 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 Ransom Tower make up air heat exchange.

21-49 The following resolution was introduced and considered:

Resolution to Award Fire Protection Contract

WHEREAS, the fire pump replacement at Ransom Tower was a health and safety emergency and needed to be replaced immediately as of February 24, 2021;

WHEREAS, the Housing Commission solicited bids for the replacement of the fire pump and;

WHEREAS, the lowest and most advantageous bid was submitted by Johnson Controls Fire Protection LP, in the amount of \$42,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION acknowledge the retroactive “Fire Pump Replacement” as an emergency repair that exceeded the \$20,000 purchase amount.

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

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

10. The President presented the Commission with a copy of the resolution approving Antoine Court ACOP.

21-50 The following resolution was introduced and considered:

**Resolution to Adopt the Admissions and Continued Occupancy Policy
for Antoine Court Apartments**

WHEREAS, an Admissions and Continued Occupancy Policy (ACOP) is the Grand Rapids Housing Commission's policy governing admissions to and continued occupancy at a particular housing program and incorporates Federal, State and local law;

WHEREAS, the Housing Commission requires a new Admissions and Continued Occupancy Policy for the Antoine Court Apartments under the Project-Based Voucher program and the distinct requirements under the LIHTCs. The Michigan State Housing Development Authority (MSHDA) has reviewed and approved Antoine Court's ACOP in its draft form.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION adopt the attached Admissions and Continued Occupancy Policy for the Antoine Court Apartments.

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

Ayes: Butler, 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 Report for August 2021.

Adams Park	9
Campau Commons	4
Scattered Site I-V	1
Public Hsg. Total	14
Creston Plaza	5
Hope Community	4
Leonard Terrace	4
Mt. Mercy	0
Ransom Tower	8
Sheldon Apts.	1
Overall Total	36

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for August 2021 which shows a 97.4% utilization rate.

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

4. The Executive Director informed the Board that she is continuing to work on dashboard reports but they have not been finalized.

5. The Executive Director informed the Board that the Housing Commission did not get support from the local Veterans Administration so was unable to submit the request to HUD for more VASH vouchers.

6. The Executive Director informed the Board that the Supreme Court has overruled the moratorium on evictions. There is a big backlog of eviction cases in the courts and it is unclear what the impact will be.

7. The Executive Director reported housing industry updates to the Board. Across the country the moratorium on evictions had disrupted the normal churn of housing units. Fair Market Rent standards are not keeping up with the rise in rental rates. HUD is continuing to work remotely. The proposed federal budget has a substantial supplemental increase in financing for housing.

OTHER BUSINESS

1. Linda Udasz from Plante & Moran gave her pre audit communication at the beginning of the meeting.

2. The Executive Director reported that the board of the Leonard Terrace Housing Corporation needs to meet in the next three weeks in order to approve loan refinancing, but has to have one more member in order to have a legal quorum.

Commissioner Zylstra, supported by Commissioner Miles, made a motion that in light of the immediate need to appoint Commissioner Steimle-App to the Leonard Terrace Housing Corporation board.

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The Executive Director reminded the Board that the ribbon cutting for Antoine Court Apartments will be held on November 14 at 11:00.

4. The Executive Director informed the Board that after requesting input from the commissioners that the Board meetings will continue to begin at 6:00 p.m.

21-52 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, Zylstra

Nays: None

The President declared the meeting adjourned at 7:08 pm.

Lindsey S. Reames

Executive Director