

Grand Rapids Affordable Housing Fund Board

Agenda

Thursday, July 28

11:30 AM

11:34am Kate Berens called the meeting to order

1. Introductions

- a. Members present: Christopher Romero, Jim Talen, Maurice Townsend, Mark Washington, Lindsey Reames, Daniel Drent, Eric Brown, Virginia Beard, Monica Steimle-App, Tabitha Williams, Cassandra Oracz
- b. Staff present: Kate Berens, April Moayyer, Asante Cain, Philip Strom, Megan Luptowski, Ryan Kilpatrick (HousingNext)

2. Board Operations-presented by Strom

- a. If Members have questions, reach out to Law Department. Review of ethical considerations and Criminal penalties that may result: maintain confidentiality, don't solicit or accept gifts, don't engage in business transaction in which you gain confidential information, don't participate in making contracts where you have a financial interest
- b. Open Meetings Act: State Law, open and accessible to public, public given notice and able to give comment. Using Robert's Rules of Order to keep order. Warned to be prepared that public can be critical of decisions and recommendations made by Board Members.
- c. Freedom of Information Act: FOIA provide info to public when they ask for it. Redactions might be done.
- d. Parliamentary Procedure: Standing Rules and Robert's Rules, Board should familiarize themselves with bylaws and how meetings are conducted. Handouts will be given to Members.
 - i. Luptowski-Bylaw: Rules that the Board will set for itself that will guide the Board's operations, save time in the future, ensure the board can act in an efficient way

- ii. Purpose of Board, Membership, Organization and Duties, Meetings (reviewed specific topics)
 - iii. Asking for small group of Members (3) to draft bylaws for next meeting
 - e. Meeting Expectations-Berens
 - i. Governance, Agendas, Materials, Staff/Board roles, Regular meeting times, public comment protocol
- 3. Charge from City Commission
 - a. Kilpatrick: History of GR Affordable Housing Fund from Great Housing Strategies in 2015 to City Commission Policy 900-62 in 2021
 - b. Housing needs assessment conducted in 2020 results: approximately 9k new housing units needed by 2025
 - i. More than half of renters spend 30%+ income on housing
 - ii. Two-Pronged Policy Recommendation
 - 1. Establish City Commission Policy for Operation of the GR Housing Fund
 - 2. Establish a fiduciary for stewardship of initial and future monies dedicated to this purpose
 - a. Board can accept funds from the City and other sources and is responsible for how the money is spent
 - b. Board is to provide an annual investment plan, written report, and any recommendations for policy changes
- 4. Short-Term Focus and 6-Month Preview: Berens
 - a. Spend money around ARPA funds (short term, money spent by 2026)
 - b. Could be making recommendations to Commission in the next 6 months through an RFP process
 - i. Questions
 - 1. Beard had question about 2%
 - 2. Talen: doesn't feel like the schedule is fast enough, wants to meet more often, Washington suggests subcommittee to meet more often and liaise with staff
 - 3. Reames: Accelerated timeline

4. Romero: When will bylaws be completed? Berens, by Aug/Sept, Washington: by next meeting. Strom: bylaws have to be done correctly
5. Berens: Staff will present options to the Board for their consideration, synthesize and make recommendations
6. Washington, in relations to Talen's comments, some bigger projects could take longer. Need to be agile

5. Action Items: Berens

a. Three volunteers for by-law sub

- i. Daniel Drent
- ii. Jim Talen
- iii. Monica Steimle-App
- iv. Megan Luptowski (Staff)

b. Temporary Board Chair

- i. Washington nominated himself
 1. Berens made motion, Talen seconded

6. Public Comment-No members present

Berens adjourned the meeting at 12:45pm