

MINUTES JANUARY 17, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on January 17, 2022 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:04 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, Business Intelligence Analyst Jose Capeles, RSS Coordinator Rachel Siebert, and Amanda Pierce.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

Commissioner Bernier, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of December 20, 2022.

Ayes: Alexander, 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 December 31, 2022.

22-63 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 December 31, 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 December 31, 2022 are in all respects approved.

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.

2. The President presented the Commission with a copy of the resolution approving budget revisions.

22-64 The following resolution was introduced and considered:

**Resolution to Approve Revised Operating Budgets
for Fiscal Year Ending June 30, 2023**

WHEREAS, an operating budget for the fiscal year ending June 30, 2023 has been previously approved by the Grand Rapids Housing Commission; and

WHEREAS, the Grand Rapids Housing Commission, in its review, has determined that revisions to the operating budget are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the proposed revised operating budget for the fiscal year ending June 30, 2023 is in all respects approved.

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.

3. The President presented the Commission with a copy of the resolution approving auditor contract.

22-65 The following resolution was introduced and considered:

Resolution to Award Contract for Independent Public Auditor

WHEREAS, the Housing Commission is required to procure audit and tax services for the Grand Rapids Housing Commission and its related entities; and

WHEREAS, the Housing Commission requested proposals from CPA firms to provide audit and tax services beginning with the fiscal year ending June 30, 2023; and

WHEREAS, GRHC received three (3) responses from:

1. LA Tax Services
2. Plante Moran
3. Berman Hopkins CPAs

WHEREAS, the proposals/responses were reviewed and independently scored by the following evaluation team:

1. Barb Adams, Administrative Assistant/Accounts Payable
2. Victoria Nystrom, QAQC
3. Kris Endres, Finance Manager

WHEREAS, the Housing Commission evaluated the proposals and has determined that the proposal presented by Berman Hopkins CPAs is the most advantageous to the Housing Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the contract to provide audit and tax services to the Grand Rapids Housing Commission and its related entities for the fiscal and calendar years ending June 30, 2023 through December 31, 2024 to Berman Hopkins CPAs for a total cost of \$125,000 for the first year, \$131,150 for the second year, and with the final three option years \$138,000, \$144,750 and \$152,100, are in all respects approved.

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.

4. The President presented the Commission with a copy of the resolution approving Scattered Site Homeownership maintenance contract.

22-66 The following resolution was introduced and considered:

**Resolution to Award Contract for Resolution for Scattered Site
Homeownership Maintenance, Repair, & Improvement at Multiple
Addresses**

WHEREAS, the Housing Commission is required under the Procurement Policy to seek competitive bids to ensure that supplies and services are procured efficiently, effectively, and at the most favorable prices; and,

WHEREAS, the Housing Commission has recently circulated a Request for Proposal for Scattered Site Homeownership Maintenance, Repair, and Improvement at Multiple Addresses; and,

WHEREAS, the Housing Commission received one (1) response submitted by JD Fisher Builders with a bid in the amount of \$748,700.00 to perform the scope of work documented in the Request for Proposal for Scattered Site Homeownership Maintenance, Repair, and Improvement at Multiple Addresses; and,

WHEREAS, the Housing Commission has determined that the bid is responsive and responsible in all respects and that it is in the organization's best interest to accept the bid.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to execute a contract with JD Fisher Builders in the amount of \$748,700.00 to perform the scope of work documented in the Request for Proposal for Scattered Site Homeownership Maintenance, Repair, and Improvement at Multiple Addresses.

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.

DIRECTOR'S REPORT

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for December 2022.
2. The Executive Director presented the Board with a copy of the Personnel Report for December 2022.
3. The Executive Director updated the Board on MTW. Revisions are being made to the Admin Plan and the Adams Park ACOP. A Public Hearing is being scheduled for 6:00 p.m. on Monday, March 13 to get public input for the plan prior to the next regular Board meeting on March 21.
4. The Executive Director informed the Board of the upcoming travel schedule. The MI NAHRO meeting will be held in Grand Rapids in April. Commissioners were asked to consider going to the PHADA conference in Denver in May.
5. The Executive Director asked the President to share comments on the PHADA conference that she attended in Florida.
6. The Executive Director informed the Board that there will be further discussions about development with Brinshore and Amplify at a meeting on January 30.

7. The Executive Director informed the Board that the Housing Commission will be submitting a proposal for a share of 1.2-million-dollar grant that is available and would be used for making much needed improvements at Hope Community. The awards will be announced in March.

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

Lindsey S. Reames

Executive Director