

MINUTES MARCH 21, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on March 21, 2023 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 4:46 p.m.

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

Absent: Alexander, Zylstra

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Business Intelligence Analyst Jose Capeles, Information Security Systems Manager Jay Conner, Stephen Wooden of Dwelling Place.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

Commissioner Bernier, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of February 21, 2023.

Ayes: Bernier, Miles, Steimle-App

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 February 28, 2023.

22-74 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 February 28, 2023 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 February 28, 2023 are in all respects approved.

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

Ayes: Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving Creston Partnership audits.

22-75 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements
for Calendar Year Ended December 31, 2022**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to prepare audited financial statements for the calendar year ended December 31, 2022; and

WHEREAS, Plante Moran has completed their audit and issued statements for Creston Plaza Limited Partnership and Creston Plaza Limited Partnership II for the year ended December 31, 2022; and

WHEREAS, the Housing Commission, has reviewed the statements and has determined that the report fairly presents the financial conditions of the partnerships

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Creston Plaza Limited Partnership and Creston Plaza Limited Partnership II for the year ended December 31, 2022 is in all respects approved.

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

Ayes: Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving Ottawa County FMRs, VPRs, and utility standards.

22-76 The following resolution was introduced and considered:

Resolution to approve Fair Market Rents, Voucher Payment Standard, and Utility

Allowance Schedule for Ottawa County

WHEREAS, The Grand Rapids Housing Commission has expanded its jurisdiction to include the County of Ottawa County, Michigan on December 22, 2022; and

WHEREAS, the Grand Rapids Housing Commission (GRHC) must use the Fair Market Rents (FMR) annually published by the U.S. Department of Housing and Urban Development (HUD) for the Holland-Grand Haven, MI HUD Metro FMR Area (Local Area) for its Voucher Programs in Ottawa County; and

WHEREAS, the GRHC may establish a voucher payment standard 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 determined that it will need to implement a voucher payment standard increasing the FMR to 110 percent to allow assisted families to be competitive in Ottawa County; and

WHEREAS, HUD requires that the GRHC establish a utility allowance schedule for all tenant-paid utilities (except telephone), as required in 24 CFR 982.517(a). The GRHC contracted with Zappling, a utility allowance schedule provider, on January 31st, 2023, to complete the utility survey.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the approval of the FY 2023 Fair Market Rents (FMR), a voucher payment standard of 110 percent of the 2023 FMR across all bedroom sizes, and the CY 2023 Utility Allowance Schedule, effective April 1st, 2023 for Ottawa County.

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

Ayes: Bernier, Miles, Steimle-App,

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving First Hope PBV award.

22-77 The following resolution was introduced and considered:

Resolution to Approve Award of Project-Based Vouchers

WHEREAS, in an effort to expand the inventory of affordable housing for lower-income households, the U.S. Department of Housing and Urban Development (HUD) permits public housing authorities to use its tenant-based voucher funding to allocate project-based vouchers to stimulate new construction, substantial rehabilitation and; in some cases, long-term conversion of existing housing.

WHEREAS, this community has substantial need of additional decent, safe, and affordable housing; and

WHEREAS, the Grand Rapids Housing Commission has the desire and experience to work with local non-profits in their efforts to develop affordable housing and has completed a competitive process to award project-based vouchers; and

WHEREAS, at its February 21, 2023 meeting, Commissioners approved the awarding of Project-Based Vouchers to five (5) developments. The award of vouchers for three (3) development were delayed until staff could gain a greater understanding of the project and determine if they fully met the necessary requirements.

WHEREAS, staff have received additional information sufficient to now recommend award of eleven (11) project-based vouchers to one (1) additional development as outlined on the attached scoring matrix.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to enter into various contract and program documents as required by the Project-Based Voucher program for the entity named on the attached scoring matrix for eleven (11) project-based vouchers.

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

Ayes: Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving security contract amendment.

22-78 The following resolution was introduced and considered:

**Resolution to add Security Officers for Campau, Mount Mercy and
Ransom Tower to the existing agreement for Adams Park, Hope
Community and Antoine Apartments**

WHEREAS, the Grand Rapids Housing Commission is required to maintain a safe environment for residents living in our owned and managed housing developments; and

WHEREAS, recent incidents have led GRHC management to explore additional measures for ensuring health, safety and security at Campau Commons, Mount Mercy and Ransom Tower Apartments including the use of security officers;

WHEREAS, the Grand Rapids Housing Commission requested a quote from the current contractor, Umbrella Security Services to implement an addendum to the current one (1) year agreement to include services for Campau Commons, Mount Mercy and Ransom Tower Apartments. The Housing Commission has evaluated the quote and has determined that the additional services are responsive and reasonable; and

WHEREAS, the Umbrella Security Services model is the pairing of licensed, uniformed officers trained in mediation and conflict de-escalation techniques that promotes community engagement and that they have significant familiarity and strong working knowledge of communities similar to Campau Commons, Mount Mercy and Ransom Tower; and

WHEREAS, the estimate of cost for the security guard and rover services until July 31, 2023, is approximately, \$28,875.69. The chart listed below includes the breakdown of cost for the additional security services:

SERVICE	COST
Security Guard	\$21,735.69
Vehicle Expense (Patrol Rover)	\$7,140.00
Total	\$28,875.69

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that authorization is given to the Executive Director to finalize the terms of the contract and execute in an amount not to exceed an additional \$28,875.69 until July 31, 2023 and to include Campau Commons, Mount Mercy and Ransom Tower to the current one (1) year contract with Umbrella Security Services with the option to renew for four (4) additional one-year periods that will not exceed a maximum amount of \$154,000 annually.

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

Ayes: Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving IT security policies.

22-79 The following resolution was introduced and considered:

Resolution to Approve Security Policy

WHEREAS, the Grand Rapids Housing Commission (GRHC) has a highly complex and resource rich information technology environment upon which there is increasing reliance to provide mission-critical functions and to safeguard GRHC’s computing assets in the face of growing security threats; and

WHEREAS, maintaining this environment requires a strong, persistent, and coordinated program leveraging widely accepted, effective security practices; and

WHEREAS, the purpose of the “Security Policy” document is to support the GRHC goal of protecting the information assets owned by or in the care of the GRHC and to act as a bridging document among the ISO 27002 Security Standard, and the GRHC’s procedures supporting specific security objectives. These standards set the codes of practice with which GRHC aligns its information technology security program; and

WHEREAS, staff have determined creation of the “Security Policy” is necessary to further secure all information, operations, and facilities of the Grand Rapids Housing Commission; and

WHEREAS, two classifications of policies are referenced in the “Security Policy” -- End-User and Technical, and are included in the following:

- Acceptable Use Policy
- Confidential Data Policy
- Data Classification Policy
- Email Policy

- Mobile Device Policy
- Password Policy
- Records Management Policy
- Remote Access Policy
- Retention Policy
- Encryption Policy
- Guest Access Policy
- Incident Response Policy
- Network Access and Authentication Policy
- Network Security Policy
- Outsourcing Policy
- Physical Security Policy
- Backup Policy
- Third Party Connection Policy
- VPN Policy
- Wireless Access Policy

WHEREAS, following list of End-User classification of documents referenced within the “Security Policy” will require all users/employees and Third-party Affiliates to acknowledge receipt and understanding of each through the “Security Policy Acceptance” form to be signed on an annual basis during their tenure with GRHC:

- Acceptable Use Policy
- Confidential Data Policy
- Data Classification Policy

- Email Policy
- Mobile Device Policy
- Password Policy
- Remote Access Policy
- Retention Policy
- Records Management Policy

WHEREAS, the adoption of the “Security Policy” will supersede and make obsolete the “GRHC Provided Technology” Financial Policy, approved March 15th, 2022 as a part of Resolution 2022-18 by the Grand Rapids Housing Commission; and

WHEREAS, the adoption of the “Security Policy” will supersede and make obsolete the “Record Retention Policy” approved May 17th, 2022 as a part of Resolution 2021-91 by the Grand Rapids Housing Commission; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the “GRHC Provided Technology” policy is retired and adoption of the “Security Policy” are, in all respects, approved.

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

Ayes: Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

7. The President presented the Commission with a copy of the resolution approving FUP application to HUD.

22-80 The following resolution was introduced and considered:

**Resolution to Authorize Submission of a Family Unification
Application to the U.S. Department of Housing and Urban
Development**

WHEREAS, on December 15, 2022, HUD announced a 90 day preview of the FY 2022 Family Unification Program (FUP) Notice of Funding Opportunity (NOFO) prior to publication on Grants.gov in a Federal Register Notice; and

WHEREAS, HUD will not be accepting applications during the preview period, but after the preview period, will publish the NOFO on Grants.gov with a 30-day application period making available \$5 million for incremental FUP voucher assistance.

WHEREAS, FUP vouchers may be used to serve two populations:

1. Families for whom the lack of adequate housing is a primary factor in: (a) The imminent placement of the family's child or children in out-of-home care, or (b) The delay in the discharge of the child or children to the family from out-of-home care.
2. Youth who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or is at risk of becoming homeless at age 16 or older.

WHEREAS, a PHA must have an existing Annual Contributions Contract (ACC) with HUD for the Housing Choice Voucher (HCV) program and must partner with a public child welfare agency (PCWA) and a Continuum of Care (CoC) to administer FUP; and

WHEREAS, staff anticipate the NOFO will be published on Grants.gov in March 2023 with a 30 day submission period and are considering an application for one or more of the categories.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Board authorizes the Executive

Director to submit an application to HUD under the Family Unification NOFO for the Family and/or Youth categories if determined reasonable and feasible for GRHC when HUD announces the application period.

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

Ayes: Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

8. The President presented the Commission with a copy of the resolution approving electronic signature software.

22-81 The following resolution was introduced and considered:

Resolution to Approve Procurement of Electronic Signature Software

WHEREAS, the Grand Rapids Housing Commission staff have identified the need for electronic signature software to provide our Applicants, Participants, Landlords, Vendors and GRHC Staff an efficient lower cost option get timely signatures from all parties based on the workflow being performed; and

WHEREAS, the electronic signature software will integrate with the self-service kiosks to streamline processes for both our staff and the individuals needing support from GRHC; and

WHEREAS, the procurement of this equipment will be completed as a sole source due to the lack of viable competition in the product space the manufacturer provides: and

WHEREAS, GRHC desires approval to proceed with procurement of Electronic Signature Software services enabling an estimated 5000 to 6000 workflows per year;

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

to complete the procurement of the products needed for Electronic Signature Software services and to execute a contract in an amount not to exceed \$35,000.

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

Ayes: Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

9. The President presented the Commission with a copy of the resolution approving Annual Plan/MTW Supplement and ACOP/Admin Plan.

22-82 The following resolution was introduced and considered:

**Resolution to Approve the Grand Rapids Housing Commission
Annual Agency Plan and Moving to Work Supplement
for FFY 2024 Beginning July 1, 2023**

WHEREAS, the Grand Rapids Housing Commission (GRHC) has developed its Annual Agency Plan for Fiscal Year 2024 in compliance with the Quality Housing & Work Responsibility Act of 1998, including revisions to the Admissions and Continued Occupancy Policy and the Administrative Plan; and

WHEREAS, the GRHC developed its Moving to Work (MTW) Supplement to the Annual Agency Plan in compliance with applicable HUD regulations, and;

WHEREAS, the GRHC staff have met with the Resident Advisory Board to provide an overview of the Plan, MTW Supplement, and policy revisions and seek input; and

WHEREAS, the GRHC published these documents with a 45-day comment period prior to the public hearing held on March 13, 2023; and

WHEREAS, the GRHC accepted comments in writing to an established email box or by mail and at the public hearing; and

WHEREAS, the GRHC only received comments from the Fair Housing Center specific to the criminal background language. GRHC reviewed and considered comments and modified the policy to align with federal guidance and court decisions; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission approves the FY 2024 Annual Agency Plan and Moving to Work Supplement and revisions to the ACOP and Admin Plan for the Agency fiscal year beginning July 1, 2023 and authorizes the Executive Director to present to the City for Certification of Consistency with the City of Grand Rapids Consolidated Plan and submit to HUD for review and approval. Furthermore, the Board President is hereby authorized and directed to execute various certifications for submission with the Plans.

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

Ayes: Bernier, Miles, Steimle-App

Nays: None

The President declared the motion carried.

10. The President presented the Commission with a copy of the resolution approving submission of a Section 18 application to HUD for Scattered Sites.

22-83 The following resolution was introduced and considered:

Resolution to update Approval of Submission of a Section 18

Application to HUD for Scattered Sites

WHEREAS, the Grand Rapids Housing Commission (GRHC) approved Resolution 2021-24 in June 2021 authorizing the Executive Director to submit a Section 18 Asset Reposition Plan for disposition of 15 scattered sites to HUD; and

WHEREAS, staff delayed submission of the application to improve the conditions of the scattered site units for sale using Capital Fund dollars; and

WHEREAS, GRHC is still desirous of removing of all of the remaining public housing units within its portfolio by means of submitting specific Demolition/Disposition Applications to the U.S. Department of Housing and Urban Development (HUD) Special Applications Center (SAC) available to Public Housing Authorities under the various repositioning strategies; and

WHEREAS, the GRHC has developed an Asset Repositioning Plan (“Plan”) for the conversion of the remaining public housing units within its portfolio and has discussed the “Plan” with the Resident Advisory Board at the GRHC’s public meetings for its Annual Plan held March 16, 2021, and March 13, 2023, and;

WHEREAS, the GRHC has consulted, discussed and received comments on the “Plan” from those Scattered Site residents affected by the planned removal of the Scattered Site public housing units at meetings held virtually on May 10, 2021, and again on March 1st and 2nd 2023; and

WHEREAS, the GRHC has met with and discussed the “Plan” with local governmental officials of the City of Grand Rapids at a meeting held virtually on May 24, 2021, whereupon the City of Grand Rapids City Manager, Mr. Mark Washington, has provided a written letter of support for the Scattered Site Asset Repositioning Plan.

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

to finalize and submit the required Section 18 Application for Disposition of the remaining 15 scattered site public housing units to HUD for review and approval.

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

Ayes: Bernier, Miles, Steimle-App

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 February 2023.
2. The Executive Director presented the Board with a copy of the Personnel Report for March 2023.
3. The Executive Director informed the Board that the contract for the Leased Housing Interim has been extended for time but at no additional cost.
4. The Executive Director informed the Board that the Director of Leased Housing position will be opened for applications next month.
5. The Executive Director shared with the Board the proposed travel and training schedule.
6. The Executive Director informed the Board that the utilities analysis is completed and the natural gas rates have been locked in with My Choice Energy.
7. The Executive Director informed the Board that the appeal submitted to HUD regarding the FMRs for Grand Rapids was one of only three successful appeals nationwide.
8. The Executive Director informed the Board that the City of Grand Rapids has recommended a half million dollars be awarded to Hope Community for renovations. There has

been no announcement from the Affordable Housing Fund if they will also provide funding for Hope.

9. The Executive Director shared information about the HUD budget for FY24

10. The Executive Director shared information about upcoming events for them to consider attending.

11. The Executive Director presented the Board with Commissioner cards that display important statistics about the Housing Commission and its programs.

The President declared the meeting adjourned at 5:01 pm.

Lindsey S. Reames

Executive Director