

MINUTES AUGUST 15, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on August 15, 2023 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 and Business Intelligence Analyst Jose Capeles.

MINUTES:

Commissioner Bernier, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of June 20, 2023.

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

Nays: None

The President declared the motion carried.

PUBLIC COMMENTS:

There were no public comments.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending June 30, 2023.

23-23 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 **June 30, 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 full detail report; 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 **June 30, 2023** 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 partnership mid-year budget revisions.

23-24 The following resolution was introduced and considered:

**Resolution to Approve Revised Operating Budgets
for Calendar Year Ending December 31, 2023**

WHEREAS, an operating budget for the calendar year ending December 31, 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 calendar year ending December 31, 2023 is 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.

3. The President presented the Commission with a copy of the resolution approving Antoine draft audit.

23-25 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 draft statements for Antoine Court LDHA LP 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 draft statements for Antoine Court LDHA LP 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: 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 Architecture and Engineering contracts.

23-26 The following resolution was introduced and considered:

Resolution to Award IDIQ Architectural & Engineering Services

Contracts

WHEREAS, July 19, 2023 the Grand Rapids Housing Commission received proposals from three (3) architectural and engineering services firm in response to its Request of Proposals for Indefinite Delivery Indefinite Quantity (IDIQ) Professional Architectural and Engineering Services published on June 19, 2023; and,

WHEREAS, the received responses were reviewed and evaluated by a four (4) member panel of Grand Rapids Housing Commission staff whereupon the following averaged evaluation scores were tallied and the responses ranked with the maximum obtainable score being 210.00 points:

<u>Firm Name</u>	<u>Averaged Score</u>	<u>Ranking</u>
MCSA Group, Inc.	189.40	1
Integrated Architecture	177.50	2
Architects Collaborative Design Partnerships	87.00	3

WHEREAS, based upon the evaluations of the proposals received the Grand Rapids Housing Commission staff recommends award of contract to the two (2) highest ranked respondents, MCSA Group, Inc. and Integrated Architecture to provide IDIQ Professional Architectural and Engineering Services for an initial term of three (3) years and not to exceed a total maximum term of five (5) years; said contracts to be renewed on an annual basis upon joint consent of all parties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Housing Commission approves the award of contracts to MCSA Group, Inc. and Integrated Architecture to provide IDIQ Professional Architectural and Engineering Services and authorizes Lindsey S. Reames, Executive Director to execute contract agreements with said firms for an initial term of three (3) years and not to exceed a total maximum term of five (5) years; said contracts to be renewed on an annual basis upon joint consent of all parties.

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.

5. The President presented the Commission with a copy of the resolution approving CoC grant submission for Hope Community.

23-27 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 2023 Continuum of Care (CoC) Program Competition for renewal, new, and bonus projects on August 4th; 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 Miles, 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.

6. The President presented the Commission with a copy of the resolution approving funding of the Housing Barrier Fund.

23-28 The following resolution was introduced and considered:

Resolution to Fund the Housing Barrier Fund.

WHEREAS, the Grand Rapids Housing Commission (GRHC) has been designated as a Moving to Work (MTW) Demonstration Agency by the Department of Housing and Urban Development (HUD); and

WHEREAS, the GRHC has funding flexibility as stipulated in the MTW Operations Notice Section 5 and may fund eligible activities as of December 1st of 2022; and

WHEREAS, there is a demonstrated need in the community to provide additional support and resources to assist low-income families in being housed; and

WHEREAS, the GRHC recognizes there are barriers in attaining housing in the current rental market. These barriers include, but are not limited to paying for application fees, security deposits, and prior utility charges; and

WHEREAS, the GRHC also acknowledges the importance partnerships with landlords has on the success and viability of its voucher programs; and

WHEREAS, the GRHC has selected Vacancy Loss and Landlord Leasing Incentives as part of the eligible MTW activities outlined in the MTW Operations Notice Appendix I – MTW Waivers Section 4, to assist with increasing housing availability to program participants; and

WHEREAS, the GRHC has created the Housing Barrier Fund to specifically address the barriers that hinder program participants from attaining housing and to increase housing availability through landlord incentives; and

WHEREAS, GRHC staff have determined an allocation of \$100,000 to be used expressly for addressing housing barriers and landlord incentives; and

WHEREAS, it is the desire of the GRHC to judiciously administer these allocated funds in a manner that maximizes the impact and benefits for struggling families.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION the GRHC is authorized to allocate \$100,000 from public housing Operating Fund Program (OFP) grants, public housing Capital Fund Program (CFP) grants, and/or Housing Choice Voucher (HCV) Housing Assistance Payment (HAP) reserves to the Housing Barrier Fund to assist families to address barriers to attaining housing and to incentivize landlords to participate in GRHC voucher programs, dependent on available funding at the time of allocation.

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.

7. The President presented the Commission with a copy of the resolution approving award of FSS Escrow Analysis and Corrections Contract.

23-29 The following resolution was introduced and considered:

Resolution to Award FSS Escrow Analysis and Corrections

Contract

WHEREAS the Grand Rapids Housing Commission (GRHC) operates a Family Self-Sufficiency (FSS) program; and

WHEREAS an internal review of the program has identified some deficiencies in program compliance related to escrow calculations; and

WHEREAS, FSS program administration has been understaffed during the past twelve months; and while implementing a plan for increased staffing, focusing on administering the program under some new HUD program regulations and providing improved case management services for FSS participants, the team will need some assistance with reviewing all the FSS escrow accounts and correcting the errors to ensure HUD program compliance; and

WHEREAS, HUD provides a grant for FSS administration each year and this grant has been underutilized due to the staffing variances, funds are available to award a third-party contract to provide some FTEs to assist with the escrow analysis and corrections; and

WHEREAS, the GRHC recently solicited proposals under an RFP for FSS case management and will use these proposal responses to award this contract for the FSS escrow work based on the proposal responses.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Housing Commission authorizes the Executive Director to enter into a contract with a third-party firm to provide FSS escrow analysis and corrections and other FSS assistance determined necessary in an amount not to exceed \$100,000.

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.

8. The President presented the Commission with a copy of the resolution approving 2023 Annual Report.

23-30 The following resolution was introduced and considered:

Resolution to Approve the Grand Rapids Housing Commission

2023 Annual Report

WHEREAS, over the past year the Grand Rapids Housing Commission (GRHC) has taken action to further its mission to provide housing assistance and affordable housing opportunities to lower-income families, people with disabilities and senior citizens in ways that support families, neighborhoods and economic self-sufficiency; and

WHEREAS, the GRHC strives to develop and maintain strong community partnerships and a positive public image by keeping the volunteers and organizations with which we work as well as the general public apprised of agency programs and initiatives; and

WHEREAS, GRHC staff have developed a 2023 Annual Report that offers information about recent agency activities, plans for the year ahead, current program offerings and financial highlights for fiscal year 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission approves the 2023 Annual Report and authorizes the Executive Director to publish and distribute the report in both print and electronic media.

Commissioner Zylstra, supported by Commission Alexander, moved that the resolution be amended to include wording that future Annual Reports would not need approval from the Board of Commissioners.

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

Nays: None

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

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 June 2023 which showed a decline in occupancy rates but an increase in utilization for HCV vouchers.

2. The Executive Director presented the Board with a copy of the Personnel Report for June 2023.

3. The Executive Director presented the Board with the upcoming travel and training schedule and asked Commissioners to inform her if interested in going to the NAHRO National Conference in New Orleans in October.

4. The Executive Director informed the Board that the Jean McKee Scholarship was used to fund seventeen children attending camp this summer.

5. The Executive Director informed the Board that applications for the HCV waiting list would be opened in October of this year.

6. The Executive Director informed the Board that there will be a celebration of the Moving To Work launch at Campau Commons on September 20.

OTHER BUSINESS

1. Commissioner Bernier requested information on the status of getting security services at Leonard Terrace. The Executive Director informed the Board that proposals from contractors for security at the sites have been submitted. Security costs are increasing rapidly nationwide because of increases in liability insurance so more research may need to be done.

The President declared the meeting adjourned at 6:34 pm.

Lindsey S. Reames

Executive Director