

MINUTES OCTOBER 17, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on October 17, 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, Steimle-App, Zylstra

Absent: Miles

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Deputy Executive Director Hattie Tinney, Policy and Program Planning and Implementation Manager Jose Capeles, Information Systems Security Manager Jay Connor, Human Resource Manager Mia Gutridge, and Jianna Capeles.

MINUTES:

Commissioner Bernier, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of September 19, 2023.

Ayes: Alexander, Bernier, 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 September 30, 2023.

23-36 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 **September 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 **September 30, 2023** are in all respects approved.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving revisions to the Section 8 Administrative Plan.

23-37 The following resolution was introduced and considered:

Revisions to the Section 8 Administrative Plan

WHEREAS, the Grand Rapids Housing Commission (GRHC) has adopted a written administrative plan that establishes local policies for administration of its Section 8 Programs, as stipulated in 24 CFR 982.54; and

WHEREAS, The GRHC Section 8 Administrative Plan provides policies for the Housing Choice Voucher (HCV), Project Based (PBV), and Special Voucher programs; and

WHEREAS, the GRHC seeks to update its Administrative Plan to improve HCV and PBV program operations, and support the housing needs of the community; and

WHEREAS, 24 CFR 982.54(a) requires any revisions of the plan to be formally adopted by the Board of Commissioners; and

WHEREAS, a chart showing the proposed revisions is attached as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the revisions of the Section 8 Administrative Plan as outlined in the attached chart are approved and may be implemented immediately by staff.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving snow plow contracts.

23-38 The following resolution was introduced and considered:

Resolution to Award Contract for Snow Removal Services

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested bids for snow removal services for nine properties and the main office; and

WHEREAS, bids were received from three (3) contractors by the deadline of October 9th, 2023 at 4:30 p.m.; and

WHEREAS, the following is a summary of proposal submissions:

Snow Bids 2023	Adams Park	Main Office	Antoine Court	Campau Commons	Sheldon Apartments	Hope Community	Mount Mercy	Ransom Towers	Leonard Terrace	Creston Plaza
Monsma Snow Removal										
Snow Plowing (Seasonal Rate)	4,000.00	\$2,100.00	\$N/A	\$N/A	\$6,500.00	\$1,500.00	\$N/A	\$6,000.00	\$5,000.00	\$N/A
Salting (Hourly Rate)	\$150.00	\$150.00	\$N/A	\$N/A	\$150.00	\$150.00	\$N/A	\$150.00	\$150.00	\$N/A
Front-end-loader (Hourly Rate)	\$150.00	\$150.00	\$N/A	\$N/A	\$150.00	\$150.00	\$N/A	\$150.00	\$150.00	\$N/A
Dump Truck (Hourly Rate)	\$150.00	\$150.00	\$N/A	\$N/A	\$150.00	\$150.00	\$N/A	\$150.00	\$150.00	\$N/A
Special Plow(Hourly Rate)	\$150.00	\$150.00	\$N/A	\$N/A	\$150.00	\$150.00	\$N/A	\$150.00	\$150.00	\$N/A
Natural Landscapes										
Snow Plowing (Seasonal Rate)	\$4,305.00	\$2,405.00	\$4,610.00	\$14,800	\$6,300.00	\$7,910.00	\$8,450.00	\$6,880.00	\$6,910.00	\$16,910.00
Salting (Hourly Rate)	\$295.00	\$205.00	\$205.00	\$480.00	\$285.00	\$285.00	\$360.00	\$405.00	\$285.00	\$550.00
Front-end-loader (Hourly Rate)	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$360.00	\$130.00	\$130.00	\$130.00
Dump Truck (Hourly Rate)	\$125.00	\$125.00	\$125	\$125.00	\$125.00	\$125.00	\$125	\$125.00	\$125.00	\$125.00
Special Plow(Hourly Rate)	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Wabeke Snow Removal										
Snow Plowing (Seasonal Rate)	\$8,815.00	\$6,375.00	\$9,250.00	\$32,500	\$24,375	\$11,500	\$21,250.00	\$10,375.00	\$11,063.00	\$84,690.00
Salting (Hourly Rate)	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Front-end-loader (Hourly Rate)	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00
Dump Truck (Hourly Rate)	\$205.00	\$205.00	\$205.00	\$205.00	\$205.00	\$205.00	\$205.00	\$205.00	\$205.00	\$205.00
Special Plow(Hourly Rate)	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00

WHEREAS, Monsma (highlighted in green) is recommended as the most responsible and responsive respondent for the Main Office (\$2,100), Leonard Terrace (\$5,000), Hope Community (\$1,500), Sheldon Apartments (\$6,500), Adams Park (4,000), and Ransom Tower (\$6,000) for a total contract amount of \$25,100 for seasonal snow plowing; and

WHEREAS, Natural Landscapes (highlighted in orange) is recommended as the most responsible and responsive respondent for Mount Mercy (\$8,450), Campau Commons (\$14,800), Creston Plaza (\$16,910) and Antoine Court (4,610) for a total contract amount of \$44,770 for seasonal snow plowing; and

WHEREAS, other services are on an “as authorized” basis and will be paid at the proposal hourly rate amounts; and

WHEREAS, the contract will be for a period of one (1) year beginning November 1, 2023. An option year may be executed with an increase not to exceed CPI if agreed by both parties.

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 for snowplow services in the amount of \$25,100 to Monsma Landscape and Maintenance, Inc for Adams Park, Ransom Tower, Sheldon Apartments, Leonard Terrace, Main Office, and Hope Community and to execute a contract in the amount of \$44,770 to Natural Landscapes, LLC for Mount Mercy, Campau Commons, Creston Plaza and Antoine Court. Other services may be agreed to at rates provided by bidders in their proposals. Contracts will be executed for one year with an option year at an increase not to exceed CPI.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving FY 24 FMRs and Payment Standards for Kent County.

23-39 The following resolution was introduced and considered:

Resolution to approve Fair Market Rents, and Voucher Payment Standard

for Kent County

WHEREAS, the Grand Rapids Housing Commission (GRHC) utilizes the Fair Market Rents (FMR) annually published by the U.S. Department of Housing and Urban Development (HUD) for the Grand Rapids-Wyoming, MI HUD Metro FMR Area (Local Area) for its Low Income Public Housing and Voucher Programs; and

WHEREAS, HUD published FY 2024 Fair Market Rents on September 31st, 2023, and they must be implemented within 3 months following the October 1st, 2023, effective date; 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 reviewed current rental market data, analyzed Housing Assistance Payment (HAP) funding and obligations, and conferred with other Public Housing Authorities (PHAs) operating in the local; and

WHEREAS, GRHC staff has determined that it will need to implement a voucher payment standard at 110 percent of FMR to allow the GRHC to: expend its HAP allocation for FY 2024, be competitive in the Kent County area, and assist as many families as possible; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the voucher payment standard of 110 percent of the FY 2024 FMR across all bedroom sizes, effective January 1st, 2024, for Kent County is approved and staff are authorized to implement the new payment standards.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving FY 24 FMRs and Payment Standards for Ottawa County.

23-40 The following resolution was introduced and considered:

**Resolution to approve Fair Market Rents, and Voucher Payment Standard
for Ottawa County**

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

WHEREAS, HUD published FY 2024 Fair Market Rents on September 31st, 2023, and they must be implemented within 3 months following the October 1st, 2023, effective date; 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 reviewed current rental market data, analyzed Housing Assistance Payment (HAP) funding and obligations, and conferred with other Public Housing Authorities (PHAs) operating in the local; and

WHEREAS, GRHC staff has determined that it will need to implement a voucher payment standard at 110 percent of FMR to allow the GRHC to expend its HAP allocation for FY 2024, be competitive in the Ottawa County area, and assist as many families as possible; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the voucher payment standard of 110 percent of the FY 2024 FMR across all bedroom sizes, effective January 1st, 2024, for Ottawa County is approved and staff are authorized to implement the new payment standards.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving Public Housing flat rate rents.

23-41 The following resolution was introduced and considered:

Resolution to Approve the Flat Rents for Low Income Public Housing

WHEREAS, the Grand Rapids Housing Commission (GRHC) utilizes the Fair Market Rents (FMR) annually published by the U.S. Department of Housing and Urban Development (HUD) for the Grand Rapids-Wyoming, MI HUD Metro FMR Area (Local Area) to determine Flat Rents for its Low-Income Public Housing (LIPH) Programs; and

WHEREAS, HUD published the FY 2024 Fair Market Rents, and they must be implemented by the GRHC within 3 months following the October 1st, 2023, effective date; and

WHEREAS, the Consolidated Appropriations Act of 2014, required PHAs to establish flat rents at no less than 80 percent of the applicable Fair Market Rent (FMR), and established rent increase phase-in requirements to prevent family rental payments from increasing by more than 35 percent.

WHEREAS, GRHC staff has determined that it will need to implement a Flat Rent amount to 80% of the 2024 Fair Market Rents for residents residing at Adams Park and Scattered Sites (LIPH) in the Kent County area to meet regulatory obligations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the FY 2024 Flat Rent set at 80% of the Fair Market Rent for LIPH units, effective January 1st, 2024 is approved and staff are authorized to implement.

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

Ayes: Alexander, Bernier, 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 Project-Based Vouchers.

23-42 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, five (5) proposals were submitted and scored based on required criteria and three (3) applications were determined by the Review/Scoring Committee to be eligible to receive an award totaling 36 project-based units.

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 those entities named on the attached RFP for Project-Based Vouchers Scoring Result matrix.

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

Ayes: Alexander, Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

8. The President presented the Commission with a copy of the resolution approving GRHC employee compensation and benefits.

23-43 The following resolution was introduced and considered:

Resolution to Approve Employee Compensation and Fringe Benefits

WHEREAS, the Grand Rapids Housing Commission (GRHC) provides employees with health care benefits; and

WHEREAS, GRHC has completed the annual evaluation of options from various providers and;

WHEREAS, GRHC has elected to continue to offer all employees a Health Maintenance Operations (HMO) and a Point of Service (POS) option with an 80/20 split for premium costs; and;

WHEREAS, the POS option premium increased by 5.70%, which is a \$24,485 increase and an Agency annual cost of \$453,699 and the HMO premium increased by 5.70% which is a

\$20,862 increase and an Agency annual cost of \$386,957. The increased premiums were at a rate lower than last year and this year's annual Agency cost is equal to \$840,656; and

WHEREAS, the current carrier, Delta Dental continues to offer a competitive network for 100/80/60/50 levels coverage. The annual Agency cost for premiums is \$51,923 which is a 1.33% increase; and

WHEREAS, GRHC is changing the vision coverage plan this year. The Agency will no longer self-fund the vision plan. The new vision carrier is EyeMed and the annual premium cost is \$7,200 which GRHC will cover 60% for an annual Agency cost of \$4,320; and

WHEREAS, the current life insurance carrier, New York Life, continues to offer competitive premium rates for management short-term disability coverage where GRHC covers 100% of the premiums at an annual Agency cost of \$8,139; and

WHEREAS, the Employee Assistance program carrier Pine Rest will continue to provide training and services that are beneficial to the staff at an annual Agency cost of \$870.00; and

WHEREAS, the budgeted estimate for Tuition Reimbursement for the Agency is \$22,000; and

WHEREAS, the Grand Rapids Housing Commission provides employees with a flexible spending account which enables employees to pay medical and child care expenses tax free. The annual cost for the Agency is an administration fee of \$747.00; and

WHEREAS, GRHC recommends a 3% cost of living increase to employee salaries effective January 1, 2024, with an Agency cost estimate of \$69,332; and

WHEREAS, GRHC continues to recognize employees for their outstanding work through the creation of various programs such as service awards, outstanding employee awards and other programs to be determined;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the employee fringe compensation and benefits known at this time are recognized as Agency costs as outlined in the chart and authorized for expenditure.

Vendor	Total Amount	Effective Date
Priority Health	\$840,656	12/01/2023
Delta Dental	\$51,923	12/01/2023
EyeMed	\$4,320	12/01/2023
New York Life	\$8,139	12/01/2023
Pine Rest	\$870	12/01/2023
Tuition Reimbursement	\$22,044	12/01/2023
Flex Administrator	\$747	1/01/2024
Wage Increase	\$69,332	1/01/2024

The Executive Director is further authorized to expend funds where amounts may minimally fluctuate from these estimates based on staffing changes and to make determinations about reasonable amounts to fund employee award initiatives.

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

Ayes: Alexander, Bernier, 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 September 2023 which showed an increase in occupancy rates. The Executive Director also shared that a 30:30 initiative was started to increase attention on increasing occupancy and utilization rates.

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

3. The Executive Director informed the Board that the Housing Commission will hold off on transitioning to NSPIRE and continue to use HQS for unit inspections. HOTMA will be changed to coincide with the Admin plan.

4. The Executive Director informed the Board that the Housing Commission plans using Section 18 Disposition to reduce by fifteen the number of Scattered Sites units. Current tenants of those units will be either get an HCV voucher or move to one of the sites.

5. The Executive Director informed the Board that Public Engagement Processes will begin regarding Adams Asset Repositioning and will take eight months to complete. The City will be working with the ACLU and the NAACP to develop a surveillance policy that addresses the concerns of facial recognition technology.

6. The Executive Director informed the Board of the upcoming travel and training schedule.

OTHER BUSINESS

1. The President informed the Board that she will be submitting the paperwork for the Executive Director's evaluation to the Human Resource Manager.

The President declared the meeting adjourned at 6:42 pm.

Lindsey S. Reames

Executive Director