

MINUTES NOVEMBER 21, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on November 21, 2023 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:05 p.m.

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

Absent: Alexander

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Finance Manager Kris Endres, Policy and Program Planning and Implementation Manager Jose Capeles, and Information Systems Security Manager Jay Connor.

MINUTES:

Commissioner Bernier, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of October 17, 2023.

Ayes: 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 October 31, 2023.

23-44 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 **October 31, 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 **October 31, 2023** are in all respects approved.

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

Ayes: 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 budgets.

23-45 The following resolution was introduced and considered:

**Resolution to Approve Operating Budget for Calendar Year 2024 for Partnership
Entities**

WHEREAS, an operating budget for the fiscal year ending December 31, 2024 been prepared for and submitted to the Grand Rapids Housing Commission for Antoine Court, Creston I and Creston II; and

WHEREAS, the Housing Commission, in its review, has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Commission for the purpose of serving low-income families.

WHEREAS, the GRHC staff will bring mid-year budget revisions, other monthly budget line-item revisions may need to be made. Staff are recommending that monthly budget line-item revisions be permitted if the revision does not result in a ten percent (10%) or more change in overall profit/loss.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the proposed operating budget for the fiscal year end December 31, 2024, for the partnership entities (Antoine Court, Creston I and Creston II) are approved. Further, staff are authorized to modify budget line items throughout the year if the revisions result in no more than a ten percent (10%) change in overall profit/loss with mid-year budget revisions still presented to the Board.

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

Ayes: 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 amendment to previous PBV awards resolution.

23-46 The following resolution was introduced and considered:

Resolution to Amend Previous Award of Project-Based Vouchers

WHEREAS, an internal review of Project-Based Vouchers awarded by the Housing Commission has identified a mathematical error in the number of vouchers awarded in Resolution No. 2021-38 on August 17, 2021.

WHEREAS, the number of vouchers awarded in the resolution identified 36 project-based vouchers. The resolution should have correctly noted that nine (9) proposals were submitted and scored based on required criteria and that four (4) applications were determined by the Scoring/Review Committee to be eligible to receive an award totaling 38 project-based vouchers as noted on the attached Scoring Results Table.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the official records of this body reflect the noted correction of 38 project-based vouchers being awarded and 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 2021 RFP for Project-Based Vouchers Scoring Results.

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

Ayes: 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 Emphasys Maintenance costs.

23-47 The following resolution was introduced and considered:

**Resolution for Procurement of Emphasys Software’s Services Support
and Maintenance**

WHEREAS, the Grand Rapids Housing Commission staff have identified the need to maintain annual (Nov 1 - Oct 31) support for all software currently purchased from Emphasys Software including but not limited to the “SMA” (Software Maintenance Agreement), “SaaS” (Software as a Service), and Hosting of public facing web portals; and

WHEREAS, these support services are required to maintain active, secure, and stable feature availability for GRHC employees to operate all aspects of the software including applicant, participant, and landlord portals; and

WHEREAS, previous renewals for these services have been done individually and often piecemeal, staff recommend renewal of support and maintenance services annually in one package with a ten percent (10%) increase each year for support and maintenance services costs and a twenty percent (20%) contingency each year for future Emphasys licensed software as follows:

Renewal Period	Support and Maintenance Services Cost	Contingency Amount
11/1/2023 – 10/31/2024	\$68,251.00	\$81,901.00
11/1/2024 – 10/31/2025	\$75,076.00	\$90,091.00
11/1/2025 – 10/31/2026	\$82,584.00	\$99,101.00
11/1/2026 – 10/31/2027	\$90,842.00	\$109,010.00
Totals	\$316,753.00	\$380,103.00

A breakdown representing the support and maintenance costs is summarized in the attached chart.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION the Executive Director is authorized to disburse funds for the support and maintenance costs of the Emphasys software for each annual

renewal period through 10/31/2027 in an amount not to exceed \$380,103.00, inclusive of support and maintenance costs and contingency.

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

Ayes: 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 Change Order for Scattered Sites rehab.

23-48 The following resolution was introduced and considered:

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

WHEREAS, the Housing Commission, under Resolution 2022-66, approved an award of contract to 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; and,

WHEREAS, it is necessary to modify the awarded contract to include work at 808 Woolsey Drive SW, Grand Rapids, MI which was erroneously omitted from the bid, and to include additional painting work which has been deemed necessary and appropriate to achieve the desired scope of the project; and,

WHEREAS, JD Fisher Builders has submitted pricing in the amount of \$47,800.00 to complete the scope-of-work for 808 Woolsey Drive SW, Grand Rapids, MI and pricing in the amount of \$4,925.00 to complete the additional painting work which has been deemed necessary and

appropriate, which said pricing has been reviewed by GRHC Staff and found to be reasonable; and,

WHEREAS, the total contract modification increase amount being requested is \$52,725.00 and increases the not-to-exceed contract price to \$801,425.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that Executive Director is hereby authorized to execute a modification of the contract to JD Fisher Builders in the amount of \$52,725.00 and increase the total amount of the contract to \$801,425.00 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 Miles moved adoption of the foregoing resolution.

Ayes: 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 addendum to Admin Plan for MTW Asset Building.

23-49 The following resolution was introduced and considered:

Moving to Work (MTW) Chapter Addition 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, GRHC Staff has drafted an additional chapter to address the Moving to Work (MTW) Asset Building Program (also known as: Aim to Save Program) and provide more information around MTW Waivers.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the addition of the MTW Chapter to the Section 8 Administrative Plan is approved and may be implemented immediately by staff.

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

Ayes: 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 LIPH write-offs.

23-50 The following resolution was introduced and considered:

Resolution to approve authorization of collection losses

WHEREAS, the Grand Rapids Housing Commission (GRHC) has certain former tenants no longer occupying a dwelling unit under the jurisdiction of GRHC that have past due accounts primarily due to evictions, leaving unit with no notice or forwarding information, are deceased, and court delays; and

WHEREAS, all reasonable means of collection of the past due accounts have been exhausted; and

WHEREAS, the Board of Commissioners has reviewed the proposed collection losses through August 2023 in the amount of \$44,555.25.

WHEREAS, HUD best practices recommend that this process be completed, at a minimum, annually, GRHC is reviewing and processing write-offs bi-annually.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to remove the past due amounts totaling \$44,555.25 from the accounts receivable ledger and charge them to collection losses as noted in attachment “Collection Losses”

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

Ayes: 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 ROSS Grant submission.

23-51 The following resolution was introduced and considered:

RESOLUTION APPROVING SUBMISSION

FY 2023 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RESIDENT OPPORTUNITIES AND SELF-SUFFICIENCY (ROSS)

ELDERLY GRANT APPLICATION

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has made available its FY 2023 Resident Opportunities and Self-Sufficiency (ROSS) grant application for the provision of service coordinators to coordinate supportive services and other activities designed to improve living conditions and help elderly Public Housing residents to age-in-place.

WHEREAS, the grant application allows for up to three (3) years of funding for wages and fringe benefits, training, and administrative expenses related to employing service coordinators. Housing Commissions with units numbering between 50-1000 units are eligible to apply for one (1) Service Coordinator and a maximum grant amount of \$272,250.

WHEREAS, ROSS-Elderly application is a competitive grant, not a renewal grant. The award is based on a lottery and a 25% match of the requested grant amount is a threshold requirement. Staff is requesting permission to submit a grant application for up to \$272,250 to build on the existing resident programs at the Adams Park Apartments.

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 an application for grant funds under the Resident Opportunities and Self-Sufficiency Program (ROSS) for an amount not to exceed \$272,250 for one (1) service coordinator for its Adams Park Apartments; and if awarded, enter into a grant agreement for these funds.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

9. The President presented the Commission with a copy of the resolution approving budget revision authorization.

23-52 The following resolution was introduced and considered:

Resolution to Authorize Budget Revisions Monthly

WHEREAS, operating budgets are submitted for approval each operating year annually and revisions submitted mid-year to address necessary revisions; and

WHEREAS, the Housing Commission staff periodically need to make revisions between specific budget line items to maintain efficient and economical operations; and

WHEREAS, the GRHC staff will still provide annual operating budgets and mid-year budget revisions for approval, staff is requesting authorization to complete monthly budget line-item revisions as needed if the revision does not result in a ten percent (10%) or more change in overall profit/loss.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that staff are authorized to complete budget revisions to specific budget line items outside of the annual and mid-year Board reviews if the revisions result in no more than a ten percent (10%) change in overall profit/loss.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

10. The President presented the Commission with a copy of the resolution approving 2024 utility allowances for Kent County.

23-53 The following resolution was introduced and considered:

Resolution to approve the CY 2024 Utility Allowance Schedule for Kent County

WHEREAS, the Department of Housing and Urban Development (HUD) requires that the Grand Rapids Housing Commission (GRHC) maintain a utility allowance schedule for all tenant-paid utilities (except telephone), as required in 24 CFR 982.517(a); and

WHEREAS, the GRHC must maintain a utility allowance schedule for Kent County; and

WHEREAS, HUD requires that the GRHC review the utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10% or more in the utility rate since the last utility rate was revised, as required in 24 CFR 982.517(c); and

WHEREAS, it has been determined that rates for electricity increased by more than 25% per month and a revision and adoption of a new utility allowance schedule is required.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the approval of the CY 2024 Utility Allowance Schedule, effective January 1st, 2024, for Kent County.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

11. The President presented the Commission with a copy of the resolution approving 2024 utility allowances for Ottawa County.

23-54 The following resolution was introduced and considered:

Resolution to approve the CY 2024 Utility Allowance Schedule for Ottawa County

WHEREAS, the Department of Housing and Urban Development (HUD) requires that the Grand Rapids Housing Commission (GRHC) maintain a utility allowance schedule for all tenant-paid utilities (except telephone), as required in 24 CFR 982.517(a); and

WHEREAS, the GRHC must maintain a utility allowance schedule for Ottawa County; and

WHEREAS, HUD requires that the GRHC review the utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10% or more in the utility rate since the last utility rate was revised, as required in 24 CFR 982.517(c); and

WHEREAS, it has been determined that rates for Natural Gas decreased by more than 20% per month and is projected not to increase more than 3% in the following year, a revision and adoption of a new utility allowance schedule is required.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION authorizes the approval of the CY 2024 Utility Allowance Schedule, effective January 1st, 2024, for Ottawa County.

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

Ayes: Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

12. The President presented the Commission with a copy of the resolution approving Worker's Compensation Insurance.

23-55 The following resolution was introduced and considered:

Resolution to Approve Worker's Compensation

WHEREAS, the Grand Rapids Housing Commission (GRHC) provides worker's compensation for employees in accordance with the Workers' Disability Compensation Act and;

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

WHEREAS, GRHC has elected to continue to offer worker's compensation through Accident Fund Insurance Company of America and;

WHEREAS, the annual premium increased by 0.86% for a total Agency's annual cost of \$14,459 and;

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 to continue using Accident Fund Insurance Company of America for our worker's compensation.

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

Ayes: 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 October 2023 which showed an increase in utilization rates for vouchers which is approaching 100%. There are still challenges with the sites utilization.
2. The Executive Director presented the Board with a copy of the Personnel Report for November 2023.
3. The Executive Director shared with the Board the summary of travel and training for calendar year 2023. No further travel is planned until 2024.
4. The Executive Director informed the Board that congress has passed a contingent budget but there is nothing set yet for the HUD budget.
5. The Executive Director informed the Board that the 30:30 initiative for increasing occupancy is over and while there was some success there is more work to be done.
6. The Executive Director shared with the Board a corrected attachment for flat rents from last month's Resolution 2023-41.

7. The Executive Director invited the Board members to the staff appreciation lunch which will be held on December 19.

8. The Executive Director informed the Board that Antoine Court is receiving the US Green Building LEED Award at a ceremony on December 5.

The President declared the meeting adjourned at 6:39 pm.

Lindsey S. Reames

Executive Director