

MINUTES DECEMBER 19, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on December 19, 2023 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:02 p.m.

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

Absent: Zylstra

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Policy and Program Planning and Implementation Manager Jose Capeles, Resident Services Coordinator Rachel Siebert, and Jianna Capeles.

MINUTES:

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

Ayes: Alexander, Bernier, Miles, Steimle-App

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 November 30, 2023.

23-56 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 **November 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 **November 30, 2023** are in all respects approved.

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

Ayes: Alexander, 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 amendment to PBV HAP contract for Mount Mercy II.

23-57 The following resolution was introduced and considered:

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

Amendment of the Project Based Voucher Housing Assistance

Payment Contract for Mt. Mercy Phase II

WHEREAS, the Grand Rapids Housing Commission (GRHC) entered into a Project Based Voucher (PBV) Housing Assistance Payment (HAP) contract effective December 1st, 2013, for 55 units at Mt. Mercy Phase II; and

WHEREAS, in an internal review of the PBV HAP Contract for Mt. Mercy Phase II, the Mount Mercy Nonprofit Housing Corporation is indicated as the owner entity, but the owner entity is Mt. Mercy Limited Partnership II; and

WHEREAS, GRHC staff have also determined to reduce administrative burden and increase efficiencies in processing rent increases for Mt. Mercy Phase II, the anniversary date of the PBV HAP Contract should be amended to reflect January 1st going forward, in conjunction with the Mt. Mercy Phase I anniversary date; and

WHEREAS, an amendment is required to modify the PBV HAP Contract to incorporate the changes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the amendment of the PBV HAP Contract to modify the owner entity to Mt. Mercy Phase II and change the anniversary date is approved and staff is authorized to execute the amendments.

Ayes: Alexander, 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 November 2023 which showed the HCV has maximized its voucher usage although being part of the MTW program allows going over 100% usage.
2. The Executive Director presented the Board with a copy of the Personnel Report for December 2023.
3. The Executive Director shared with the Board the travel and training schedule for calendar year 2024. It is likely that no employees will be attending the February training that is listed as tentative.
4. The Executive Director requested feedback from the Board regarding a request to publicly endorse a millage for affordable housing. More details would be needed before an endorsement could be provided.

OTHER BUSINESS

1. The Executive Director recommended that strategic planning sessions be held this year after the Annual Plan is finished. Up to two commissioners could attend to keep the meetings under the threshold for needing to be public.
2. The Executive Director informed the Board that fundraising events are being explored for the Jean McKee Scholarship fund.
3. Commissioner Bernier inquired about the Housing Commission buying any of the school buildings that the GRPS will be selling in the next few years. That is a possibility that will be explored but there are cost and environmental issues that would be significant factors.

The President declared the meeting adjourned at 6:22 pm.

Lindsey S. Reames

Executive Director