

MINUTES FEBRUARY 20, 2024  
GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on February 20, 2024 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, Policy and Program Planning and Implementation Manager Jose Capeles, Information Security Systems Manager Jay Conner, and Fred Mackraz of Orlebeke Law Firm.

**PUBLIC COMMENTS:**

There were no public comments.

**MINUTES:**

Commissioner Zylstra, supported by Commissioner Bernier, moved to approve the Minutes of the regular meeting of January 16, 2024.

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

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 December 31, 2023.

23-60 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 December 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 December 31, 2023 are in all respects approved.

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.

2. The President presented the Commission with a copy of the resolution approving Financial dashboard reports for period ending January 31, 2024.

23-61 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 **January 31, 2024** 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 **January 31, 2024** 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.

3. The President presented the Commission with a copy of the resolution approving revised operating budgets.

23-62 The following resolution was introduced and considered:

**Resolution to Approve Revised Operating Budgets  
for Fiscal Year Ending June 30, 2024**

WHEREAS, an operating budget for the fiscal year ending June 30, 2024 has been previously approved by the Grand Rapids Housing Commission; and

WHEREAS, the Grand Rapids Housing Commission, in its review, has determined that proposed revisions to the operating budget are necessary for the efficient and economical operation of the programs.

WHEREAS, the GRHC staff will bring mid-year budget revisions to the Board for review and approval, other monthly budget line-item revisions may need to be made. To maximize efficiencies, staff are recommending that monthly budget line-item revisions be permitted throughout the year 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 revised operating budgets for the fiscal year ending June 30, 2024 are in all respects 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. Mid-year budget revisions will still be presented to the Board for review and approval.

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 Calumet Flats Mod Rehab contract.

23-63 The following resolution was introduced and considered:

**Resolution to Approve Renewal of Moderate Rehabilitation Contract  
for Calumet Flats**

**WHEREAS**, the U.S. Department of Housing and Urban Development has funded renewal of the Section 8 Moderate Rehabilitation Contract for Calumet Flats Apartments since 1998; and

**WHEREAS**, the Housing Commission has identified the continuing need for low-income housing in the Grand Rapids community; and

**WHEREAS**, Calumet Flats Apartments provides 16 units of low-income housing, eight (8) units of which are preferenced for victims of domestic violence and referred to the program by the YWCA of West Central Michigan-Domestic and Sexual Violence Services.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for the Calumet Flats Apartments and that the Executive Director is authorized to execute the necessary contract documents

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.

5. The President presented the Commission with a copy of the resolution approving Verne Barry Mod Rehab contract.

23-64 The following resolution was introduced and considered:

**Resolution to Approve Renewal of Moderate Rehabilitation at Verne**

**Barry Place**

**WHEREAS**, the U.S. Department of Housing and Urban Development has funded renewal of the Section 8 Moderate Rehabilitation Contract for Verne Barry Place since 1997; and

**WHEREAS**, the Housing Commission has identified the continuing need for low-income housing in the Grand Rapids community; and

**WHEREAS**, Verne Barry Place provides 86 units of low-income housing for chronically homeless households referred to the program by The Salvation Army Homeless Assistance Program.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Grand Rapids Housing Commission approve the renewal of the Section 8 Moderate Rehabilitation contract with Dwelling Place of Grand Rapids for Verne Barry Place and that the Executive Director is authorized to execute the necessary contract documents.

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.

6. The President presented the Commission with a copy of the resolution approving opening LMCU membership accounts for the MTW Aim To Save program.

23-65 The following resolution was introduced and considered:

**Resolution to Authorize Establishing of a Membership at LMCU to Access the Aim to Save Program Participant Bank Accounts as an Authorized Administrator**

**WHEREAS**, the Grand Rapids Housing Commission has established an Aim to Save program under the Moving to Work (MTW Demonstration) in which program participants will receive savings deposits monthly; and

**WHEREAS**, the Lake Michigan Credit Union (LMCU) is one of the committed financial partners to the success of this program, believing in the vision of increased savings for the families we serve and that holds accounts for the savings deposits; and

**WHEREAS**, GRHC will need to have on-line access to these accounts to monitor the monthly deposits, match deposits, and interest rates and to provide information as required by HUD for reporting purposes; and

**WHEREAS**, GRHC will need to establish a membership savings account (requires a \$5 deposit/balance) in the name of GRHC to connect to the participant accounts and establish online access as the main entity associated with the grant accounts; and

**WHEREAS**, the Executive Director (Lindsey Reames) will be the only authorized signor on this account as the Administrator, but can designate others access to the accounts for GRHC program administration; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that Lindsey Reames, Executive Director, is authorized to open an LMCU savings account and serve as the authorized signer

(Administrator) on this account. Establishment of this account will then allow connection to the participant accounts in the Aim to Save program and authorize online access. It is further understood that the Administrator may grant access to the GRHC account to other staff for administrative purposes for maintaining and monitoring of the program participant grant accounts under the Aim to Save program.

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.

7. The President presented the Commission with a copy of the resolution approving legal services contract awards.

23-66 The following resolution was introduced and considered:

**Resolution to Award Contracts for**

**Legal Services**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) issued a Request for Proposals (RFP) for Legal Services on December 11, 2023; and

**WHEREAS**, the RFP was advertised on MLive and the GRHC website and invitations provided directly to 17 firms; and

**WHEREAS**, six proposals were received by the January 12, 2024, deadline from the following firms: Edward Allen, Foster Swift, Madarang Hort, Slot Law, Rhodes McKee and Orlebeke; and

**WHEREAS**, an evaluation committee comprised of five GRHC staff whose program areas directly use legal services, evaluated the submitted proposals based on identified criteria; and

**WHEREAS**, based on the proposal evaluations three firms (Foster Swift, Rhodes McKee and Slot Law) were recommended for interviews to answer remaining questions related to the submitted proposals and the legal services identified in the GRHC RFP; and

**WHEREAS**, upon completion of the interviews, the GRHC evaluation committee compiled proposal scores and interview scores and is recommending for award three firms deemed the most responsive and responsible proposers as follows:

<b>Proposer</b>	<b>Avg Proposal Score</b>	<b>Avg Interview Score</b>	<b>Total Average Score</b>	<b>Comments</b>
Foster Swift	88.8	9	97.8	Strong candidate for legal services related to employment law. Also available for general litigation and general legal services if deemed necessary. Option to use for Real Estate law and Bond/Tax credits if other contracted legal services unavailable.
Rhodes McKee	83.6	9.2	92.8	Strong candidate for legal services related to Real Estate and Bond/Tax Credits. Also available for general legal services, general litigation and employment law as deemed necessary.
Slot Law	78.8	7.25	86.05	Strong candidate for legal services related to landlord/tenant law. Experience with municipality representation and may use for general litigation services.

**WHEREAS**, each of the recommended firms will provide services in one or more specific legal services groups, they will also be available to provide legal services in all the service groups as deemed necessary

**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 contracts for legal services with Foster Swift, Slot Law and Rhodes McKee for a period not to exceed five years. While the contracts will identify areas of focus for services, they will remain flexible enough to assign tasks in one or more areas that were identified in the RFP.

Commissioner Miles, 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.

8. The President presented the Commission with a copy of the resolution approving amended security policy.

23-67 The following resolution was introduced and considered:

**Resolution to Approve Amended 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 the “Security Policy”, approved March 21st, 2023 as a part of Resolution 2022-79 by the Grand Rapids Housing Commission, Board of Commissioners, requires an additional User classification policy “Social Media Policy” in order to explicitly address the authorized use of Social Media technologies and to further secure all information, operations, and facilities of the Grand Rapids Housing Commission; and

**WHEREAS**, the “Social Media Policy” joins the user classification of policies referenced in the “Security Policy” -- 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

- Social Media 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

; and

**WHEREAS**, the “Social Media Policy” is added to the following list of User classification of documents referenced within the “Security Policy” and 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
- Social Media Policy

; and

**WHEREAS**, the adoption and addition of the “Social Media Policy” in to the approved “Security Policy” will amend the “Security Policy”, approved March 21st, 2023 as a part of Resolution 2022-79 by the Grand Rapids Housing Commission, Board of Commissioners; and **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the addition of the “Social Media Policy” and adoption of the amended “Security Policy” 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.

9. The President presented the Commission with a copy of the resolution approving legal signature authority for Neighborhood Investment Plan for Hope Community.

23-68 The following resolution was introduced and considered:

**Resolution for Signature Authorization for the City of Grand Rapids  
for the 2025 Neighborhood Investment Plan funding for Hope  
Community Duplexes**

**WHEREAS**, on January 18, 2024, the Grand Rapids Housing Commission submitted a Notice of Intent (NOI) to the City of Grand Rapids for funding under the Neighborhood Investment Plan in the amount of \$900,000 for renovations to the twelve (12) Hope Community duplexes; and

**WHEREAS**, in a letter dated February 1, 2024 the Grand Rapids Housing Commission received notice that it has been selected to submit a Request for Proposal for the Hope Community Duplexes project, said application being due not later than 11:59 p.m., Thursday, February 15, 2024; and

**WHEREAS**, the Grand Rapids Housing Commission has submitted a Request for Proposal in the amount of \$900,000 for the Hope Community II (Hope Community Duplexes); and

**WHEREAS**, in anticipation of receipt of an award of funding for the submitted Request for Proposal the Grand Rapids Housing Commission seeks signature authorization authority for identified persons authorized on behalf of the Grand Rapids Housing Commission to execute and deliver to the City of Grand Rapids contractual agreements, mortgages, promissory notes and any other documentation as may be required related to funding awarded to Hope Community from the aforementioned Request for Proposal; and

**WHEREAS**, the Board does authorize the following persons to execute and deliver without further action or authority or direction from the Board of Commissioners required documents:

Lindsey S. Reames, Executive Director

Hattie Tinney, Deputy Executive Director

Kris Endres, Finance Manager

**WHEREAS**, the city is authorized to rely on the continuing force and effect of this resolution until receipt by the City at its principal office of notice in writing from GRHC of any of notice from GRHC of any amendments or alterations to this resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** the Board does approve of the submission of an NOI and Request for Proposal to the City of Grand Rapids for funding under the Neighborhood Investment Plan in the amount of \$900,000 for renovations to the twelve (12) Hope Community duplexes and does authorize Lindsey S. Reames, Hattie Tinney and Kris Endres to execute and deliver without further action or authority or direction from the Board of Commissioners required documents related to the FY Neighborhood Investment Plan funding. Further, the city is authorized to rely on the continuing force and effect of this resolution until receipt by the City at its principal office of notice in writing from GRHC of notice from GRHC of any amendments or alterations to this resolution.

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.

### **DIRECTOR'S REPORT**

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for January 2024.
2. The Executive Director presented the Board with a copy of the Personnel Report for January 2024.
3. The Executive Director presented the Board with the travel and training schedule for the first half of 2024.

4. The Executive Director updated the Board on strategic planning and presented them with a process outline. Surveys will be emailed to the Board members and others to get input as part of the process.

5. The Executive Director informed the Board that a fundraiser is being planned for the Jean McKee Scholarship Fund. Tentative plans are that it will be a luncheon on May 16 at City Flats.

6. The Executive Director requested input from the Board regarding the date of the Board meeting in March since both the Executive Director and the President of the Board will be in Houston on business on the scheduled day of March 19. There was consensus that the meeting will be changed to March 26.

7. The Executive Director informed the Board that the option for the public to attend the Board meetings virtually is being suspended. There is no longer a legal requirement to continue that option and participation in attending virtually has been minimal.

8. The Executive Director reminded that the Board that the meetings of partnership boards will occur on Thursday, March 14.

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

Lindsey S. Reames

Executive Director