

MINUTES JUNE 18, 2024

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 18, 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: Bernier, Miles, Steimle-App, Zylstra

Absent: Alexander

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Policy and Program Planning and Implementation Manager Jose Capeles, Director of Leased Housing Shakerah McRae, Communication and Program Coordinator Joyce Smith.

MINUTES:

Commissioner Bernier, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of May 21, 2024.

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 May 31, 2024.

24-16 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 May 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 May 31, 2024 are in all respects approved.

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.

2. The President presented the Commission with a copy of the resolution approving the organizational structure.

24-17 The following resolution was introduced and considered:

**Resolution to Approve a New Operational Organizational Structure for the Grand
Rapids Housing Commission**

WHEREAS, due to the retirement of Hattie Tinney, Deputy Executive Director, the Grand Rapids Housing Commission's (GRHC) organizational structure needed to be modified to align with current staffing needs, preferred reporting structures, and industry standards and best practices for operational efficiencies; and

WHEREAS, the Grand Rapids Housing Commission (GRHC) manages multiple properties and programs with various funding sources and the staffing needs may change as staff, funding and programs change; and

WHEREAS, a new organization structure for Executive/Administration, Leased Housing, Asset Management, Resident Services, Policy and Program Planning and Implementation (New), and Finance departments (attached) are being proposed to diversify the departments to provide high level customer service and addresses current and near future staffing needs; and

WHEREAS, positions will be filled only as financial resources are available to support the staffing need; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:

1. The organizational structure for Leased Housing, Asset Management, Administration, and other Executive departments is approved and may be executed with adequate funding to ensure the GRHC reporting structures align, adequate staff are available to provide high-level customer service, and current and future staffing needs are addressed.

2. The Executive Director is authorized to modify the optimal operational organization in the future related to the structure among departments/the Agency if the total number of positions do not change and funding is not negatively impacted.

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 process mapping contract award.

24-18 The following resolution was introduced and considered:

Resolution to Approve the Award for the RFP on Process Mapping Services

WHEREAS, the Grand Rapids Housing Commission (GRHC) recognizes the need to formally map out workflows to identify opportunities for improvement, streamline complex inter-departmental processes, improve resident satisfaction, reduce costs and manual errors, and allow staff to spend more time addressing critical needs; and

WHEREAS, to address these needs, the Grand Rapids Housing Commission (GRHC) issued a Request for Proposal (RFP) on May 9, 2024, seeking quotes from qualified vendors to assist with process mapping across key departments; and

WHEREAS, the RFP was sent to seven (7) entities and posted publicly on our website, and three (3) submissions were received in response; and

WHEREAS, after a thorough evaluation of the proposals based on the criteria outlined in the RFP, AMA Consulting Group was selected as the most qualified and responsive vendor; and

WHEREAS, the GRHC has determined that entering into a contract with AMA Consulting Group for process mapping services is in the best interest of the organization and aligns with its goals of improving operations, customer service, and decision-making, while establishing effective and efficient business processes.

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 a contract with AMA Consulting Group for process mapping services, for a total amount not to exceed \$93,000 and to execute all necessary documents to effectuate this resolution.

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.

4. The President presented the Commission with a copy of the resolution approving reconciliation of legacy costs and loans.

24-19 The following resolution was introduced and considered:

Resolution for Reconciliation of Legacy Costs and Loans

WHEREAS, GRHC loaned funds to Campau Commons, Mt. Mercy II, and Sheldon for re-development activities in the amount of \$4,462,798; and

WHEREAS, these loans were intended to be forgiven when the affordability period ended and the investor partnerships were dissolved which occurred in December 2021; and

WHEREAS, the GRHC is currently carrying legacy costs related to re-development activities for Adams, Hope Community and the Affordable Housing Fund and administrative legacy costs that need to be offset to correct cash balances in the amount of \$1,946,603 that were incurred prior to January 2018 accounting software conversion; and

WHEREAS, the GRHC is currently carrying additional loans as a result of these pre-2018 unpaid legacy costs in the amount of \$800,000 that should be forgiven; and

WHEREAS, the Housing Commission staff, in conjunction with new auditor, Berman Hopkins, in its review, has determined that the loans and legacy costs should be forgiven in their entirety to accurately reflect the current financial position of the GRHC and its entities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Reconciliation of Legacy Costs and Loans be approved as outlined.

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.

DIRECTOR'S REPORT

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for May 2024.
2. The Executive Director presented the Board with a copy of the Personnel Report for June 2024.
3. The Executive Director presented the Board with the upcoming travel and training schedule.
4. The Executive Director informed the Board that Adams Park was awarded a ROSS grant that will fund their Resident Services thereby freeing up the money from those expenses to be put back into operations. In addition, an application that was sent to Senator Peters for funds toward demolition of Adams Park has been forwarded to the Appropriations Committee for approval.

5. The Executive Director informed the Board that Request For Proposals for banking services have been distributed. Results will be shared at the August 20 meeting.

6. The Executive Director shared with the Board the letter that was sent to HUD regarding the insufficient funding for the Housing Choice Voucher program. The Executive Director is confident that the necessary funds will eventually be provided.

The President declared the meeting adjourned at 6:27 pm.

Lindsey S. Reames

Executive Director