

MINUTES JUNE 17, 2025

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 17, 2025, in the Bobbie Butler Community Center at Creston Plaza, 1080 Creston Plaza Drive NE, Grand Rapids, Michigan. The President called the meeting to order at 6:01 p.m.

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

Absent: Alexander

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Director of Leased Housing Shakerah McRae, Communication and Program Coordinator Joyce Smith, Finance Manager Kris Endres, Resident Services Coordinator Erin Shibley, Rehabilitation and Maintenance Manager Ufoma Johnson, Mike Wolthuis, and Isnino Abdi.

One of the two recipients of the Jean McKee Scholarship Award, Isnino Abdi came forward to be recognized for her accomplishments and was presented with her award certificates and scholarship check. The other recipient, Aricah Caldwell, was unable to attend the meeting.

MINUTES:

Commissioner Bernier, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of May 20, 2025.

Ayes: Bernier, Oosterman, 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, 2025.

25-20 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, 2025 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 May 31, 2025 are in all respects approved.

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

Ayes: Bernier, Oosterman, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving audited financial statements for Antoine Court 2024.

25-21 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements
for Calendar Year Ended December 31, 2024 for Antoine Court**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Berman Hopkins Wright & LaHam CPAs to prepare audited financial statements for the calendar year ended December 31, 2024; and

WHEREAS, Berman Hopkins Wright & LaHam CPAs has completed their audit and issued statements for Antoine Court LDHALP for the year ended December 31, 2024; and

WHEREAS, the Housing Commission, has reviewed the statements and has determined that the report fairly presents the financial conditions of the partnership

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Antoine Court LDHALP for the year ended December 31, 2024 is in all respects approved.

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

Ayes: Bernier, Oosterman, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving Memorandum of Understanding with Disability Advocates of Kent County.

25-22 The following resolution was introduced and considered:

**Resolution to Approve a Memorandum of Understanding between the Grand Rapids
Housing Commission and Disability Advocates of Kent County for the Mainstream
Voucher Program**

WHEREAS, the Grand Rapids Housing Commission (GRHC) administers the Mainstream Voucher Program, which provides rental assistance to non-elderly persons with disabilities;

WHEREAS, the GRHC seeks to enhance access to the Mainstream Voucher Program by partnering with local service providers to increase outreach, and identify eligible applicants;

WHEREAS, Disability Advocates of Kent County is a community-based organization with the capacity and expertise to assist in identifying and referring eligible non-elderly persons with disabilities to GRHC for participation in the Mainstream Voucher Program;

WHEREAS, GRHC seeks to establish a formal partnership with Disability Advocates of Kent County to serve as the referring agent for the new Mainstream Voucher Program waiting list in accordance with program requirements outlined in PIH Notice 2024-30;

WHEREAS, GRHC and Disability Advocates of Kent County have agreed to enter into a Memorandum of Understanding (MOU) outlining the roles and responsibilities of each party in support of the Mainstream Voucher Program, including a quarterly administrative fee of \$520.00 payable to Disability Advocates for referral and coordination services;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION hereby approves the Memorandum of Understanding between GRHC and Disability Advocates of Kent County and authorizes the Executive Director to execute.

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

Nays: None

4. The President presented the Commission with a copy of the resolution approving replacement for Leonard Terrace.

Resolution to Award Contract for Leonard Terrace Boiler Replacement

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested bids for Leonard Terrace Apartments for a new boiler due to the boiler reaching end of life cycle.

WHEREAS, the following is a summary of cost proposals submitted:

- **Hurst Mechanical** **\$ 120,000.00**
- **Westshore Mechanical** **\$ 108,106.00**
- **Seamans** **\$ 198,649.00 (DTE Boiler Rebate - \$96,400.00)**

Total amount - \$102,249.00

WHEREAS, Seamans Mechanical has submitted the highest quote, the proposed boiler has other value added features including high efficiency that will save Leonard money on gas bills in the future and eligibility of the system for a significant rebate through DTE.

**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 Leonard Terrace Boiler Replacement awarded to Seamans
Mechanical.

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

Ayes: Bernier, Oosterman, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving software contract.

25-24 The following resolution was introduced and considered:

Resolution to Enter into a Contract with Yardi Systems for Housing Management and Accounting Software Services

WHEREAS, the Grand Rapids Housing Commission (GRHC) issued a Request for Proposals (RFP) seeking a comprehensive Housing Management and Accounting Software solution to support the agency's operations and improve service delivery; and

WHEREAS, the solicitation was undertaken due to the fact that the GRHC had not competitively procured software services since 2017, and the RFP was issued to ensure competitive pricing, updated services, and alignment with current operational needs; and

WHEREAS, seven (7) vendors were invited to submit proposals, and five (5) complete proposals were received and reviewed by a cross-functional Review Committee composed of six (6) representatives from various departments within GRHC; and

WHEREAS, the Review Committee thoroughly evaluated all submitted proposals based on pricing, functionality, implementation plan, customer service, and overall alignment with GRHC's goals, and recommended Yardi Systems as the most qualified and advantageous provider; and

WHEREAS, the initial annual cost for the Yardi Housing Management and Accounting Software, including one-time implementation fees, is \$142,022, with a total projected five-year cost of \$759,437.60; and

WHEREAS, GRHC additionally plans to implement Yardi Case Manager as an add-on service to support program participant case management, at a cost of \$23,386;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION hereby authorizes the Executive Director to enter into a contract with Yardi Systems for Housing Management and Accounting Software and the Yardi Case Manager add-on, with a total initial year cost of \$165,408 and a projected five-year cost of \$782,823.60, subject to legal review and approval of contract terms.

BE IT FURTHER RESOLVED the Executive Director is authorized to take all actions necessary to implement the agreement, including execution of related documents and contract modifications within the scope and purpose of this resolution.

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

Ayes: Bernier, Oosterman, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving Franklin Covey All-Access pass.

25-25 The following resolution was introduced and considered:

**Resolution to Renew the Franklin Covey All Access Pass Training
Platform**

WHEREAS, the Grand Rapids Housing Commission (GRHC) has subscribed to the Franklin Covey All Access Pass since 2022 where employees can access a learning platform with extensive resources focused on workplace competencies; and

WHEREAS, GRHC has placed importance on personal and professional development for employees and has included this in annual performance criteria; and

WHEREAS, GRHC wishes to renew the use of the All Access Pass training platform for the entire workforce for up to 2 years including the 4 Disciplines of Execution platform for tracking goals and measures for success; and

WHEREAS, the cost for the training platform is \$23,185 annually which averages an investment of \$310 per employee;

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 Franklin Covey for the All Access Pass for up to two years with an annual cost of approximately \$23,000.

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

Ayes: Bernier, Oosterman, 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 2025. Jose Capeles has recently accepted the acting

assignment position of Director of Asset Management and has tangible plans to increase the vacancy rate.

2. The Executive Director presented the Board with a copy of the Personnel Report for June 2025.

3. The Executive Director presented the Board with the upcoming travel and training schedule.

4. The Executive Director updated the Board the HUD budget talks. The current bill being considered in Congress mirrors the plan that the President had recommended which would reduce funding by 50%. This is not the final product and there will likely be no budget approved by the end of the year.

5. The Executive Director updated the Board on the status of the LIPH Scattered Sites deposition. There are still two properties left to be sold. It is possible that both sales will be completed by the end of the month, which is also the end of the fiscal year.

6. The Executive Director informed the Board that plans are progressing for the 60th anniversary event which will likely be held on April 26, 2026. The Eberhard Center has been chosen as the venue for the dinner event. Sponsors will be sought in order to make this a fund-raising event.

7. The Executive Director informed the Board that the Resident Services team is planning a Health and Unity in the Community event at 11:00 am on Friday, June 27 at Campau Park. Commissioners are invited and encouraged to attend.

8. The Executive Director informed the Board that there is a shortfall in the Mainstream Voucher Program.

9. The Executive Director informed the Board that although the plans to purchase the Browning/Claytor homes were terminated, it is possible that environmental concerns that sidelined the deal may be addressed and a new purchase agreement be considered. There are also opportunities to purchase other properties and more information on those being considered will be shared at the August meeting.

10. The Executive Director informed the Board that the new contractor selected for Antoine Court's HVAC needs has uncovered issues dating back to its construction. There are problems with some of the designs and not all the required inspections were completed before the City granted the Occupancy Permit. Further investigation is happening to determine what went wrong and who is responsible.

11. The Executive Director informed the Board that NAHRO's National Convention will be held in Phoenix, AZ from September 29 to October 1. No agenda has been posted yet, but there may be a commissioner's tract that would be appropriate for Commissioner Oosterman to attend.

OTHER BUSINESS

1. Brooke Oosterman was welcomed to the Board and was given the opportunity to introduce herself to those present.

The President declared the meeting adjourned at 7:02pm.

Lindsey S. Reames

Executive Director