

MINUTES OCTOBER 21, 2025

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on October 21, 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 6:00 p.m.

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

Absent: Zylstra

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Director of Leased Housing Shakerah McRae, Director of Resident Services Felicia Clay, Policy and Program Planning and Implementation Manager Jose Capeles, Policy and Program Analyst Kristine Huston, interim Human Resource Manager Alexandria Polk, Isabella Puga, Liam Nicholson, Jianna Capeles, Christine Crater, Aaron Crater, Michelle Weckwert, Tanda Rogers, Penny DiGiovanna, Steven Millering, and Tom Walczewski.

MINUTES:

Commissioner Bernier, supported by Commissioner Alexander, moved to approve the Minutes of the regular meeting of September 16, 2025.

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

PUBLIC COMMENTS:

Aaron Crater, whose mother has resided at Mount Mercy for nine years, brought up a list of concerns regarding safety issues and illegal activity on the premises including prostitution, drugs,

vagrancy, and actions of the current Resident Assistant. He suggested improvements in the security camera system, reinstatement of security guards, door alarms, lock boxes for emergency service providers, and restrictions on the current Resident Assistant.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending September 30, 2025.

25-43 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 September 30, 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 September 30, 2025 are in all respects approved.

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving employee compensation and fringe benefits.

25-44 The following resolution was introduced and considered:

Resolution to Approve Employee Compensation and Fringe Benefits

WHEREAS, the Grand Rapids Housing Commission (GRHC) provides employees with health care benefits and;

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

WHEREAS, GRHC has elected to continue to offer all employees health insurance coverage with an option for a Health Maintenance Organization (HMO) or a Point of Service (POS) plan and;

WHEREAS, the HMO plan premium increased by 4.74%, which is a \$46,939 increase, resulting in the Agency's annual cost of \$1,036,321. The POS plan premium increased by 6%, which is a \$26,749 increase resulting in the Agency's annual cost of \$472,599. The combined annual total for both plans will be \$1,508,921 and;

WHEREAS, the current carrier, Delta Dental continues to offer a competitive network for 100/80/60/50 levels coverage. The annual Agency's cost for premium is \$63,526 which is a 3.40% increase and;

WHEREAS, The current carrier, EyeMed continues to offer a competitive premiums rate. The Agency's cost is 60% of the annual premium which is \$6,132 and;

WHEREAS, the current carrier, New York Life continues to offer competitive premiums and the total premium cost is \$49,548, which is unchanged and;

WHEREAS, the Employee Assistance program carrier, Pine Rest, will continue to provide training and services that are beneficial to the staff. The annual Agency's premium cost is \$952.00 and;

WHEREAS, the annual cost for Tuition Reimbursement to the Agency is \$10,000 and;

WHEREAS, the Grand Rapids Housing Commission provides employees with a flexible spending account which enables employees to pay medical and childcare expenses tax free.

The annual cost for the Agency is \$440.50 and;

WHEREAS, GRHC recommends a 3% increase to the salary change effective January 1, 2026. The Agency's cost for this increase is approximately \$136,000 and;

WHEREAS, GRHC continues to recognize employees for their outstanding work through various programs such as service awards, outstanding employee awards and other programs to be determined by the Executive Director during the year,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the employee fringe compensation and benefits are recognized as Agency costs as outlined in the chart:

Vendor	Total Amount	Effective Date
Priority Health	\$1,508,921	12/01/2025
Delta Dental	\$63,526	12/01/2025
EyeMed	6,132	12/01/2025
New York Life	\$49,548	12/01/2025
Pine Rest	\$952	11/01/2025
Tuition Reimbursement	\$10,000	12/01/2025
Flex Administrator	\$440.50	12/01/2025
Wage Increase	\$136,000	01/01/2026

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving Kent County Fair Market Rents, Voucher Payment Standards and flat rates for 2026.

25-45 The following resolution was introduced and considered:

**Resolution to approve Fair Market Rents, Voucher Payment Standard, and Flat Rents
for Kent County for 2026**

WHEREAS, the Grand Rapids Housing Commission (GRHC) utilizes the Fair Market Rents (FMR) annually published by the U.S. Department of Housing and Urban Development (HUD) for the Grand Rapids-Wyoming, MI HUD Metro FMR Area (Local Area) for its Low-Income Public Housing and Voucher Programs; and

WHEREAS, HUD published FY 2025 Fair Market Rents on August 22, 2025, and they must be implemented within three (3) months following the October 1, 2025 effective date; and

WHEREAS, the GRHC may establish a Voucher Payment Standard (VPS) amount for each unit size at any level between 90 percent and 110 percent of the published FMR, as established in 24 CFR 982.503(b); and

WHEREAS, the GRHC may also establish Flat Rents for Public Housing units at no less than 80 percent of the applicable FMR, consistent with 24 CFR 960.253(b), to ensure rents remain affordable while aligning with local market conditions; and

WHEREAS, GRHC staff has reviewed current rental market data, analyzed Housing Assistance Payment (HAP) funding and obligations, and evaluated Public Housing rent affordability; and

WHEREAS, GRHC staff has determined that it will need to implement a Voucher Payment Standard at 109 percent of FMR and Flat Rents at 80 percent of FMR to allow the GRHC to remain competitive in the Kent County area, ensure affordability for residents, and assist as many families as possible while fully utilizing its HAP allocation for CY 2026; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Voucher Payment Standard of 109 percent of the FY 2026 FMR and Flat Rents set at 80 percent of the FY 2026 FMR across all bedroom sizes, effective January 1, 2025, for Kent County, are hereby approved, and staff are authorized to implement the new payment standards and flat rent schedules.

Grand Rapids Housing Commission
Fair Market Rent, Voucher Payment Standard, and Flat Rent Schedule
Kent County
Effective January 01, 2026

All unit types	0BR	1BR	2BR	3BR	4BR	5BR	6BR
2026 FMRs	1,232	1,278	1,531	1,980	2,189	2,517	2,846
Voucher Payment Standard (VPS)	0BR	1BR	2BR	3BR	4BR	5BR	6BR
NEW VPS	1,343	1,393	1,669	2,158	2,386	2,744	3,102
Flat Rent	0BR	1BR	2BR	3BR	4BR	5BR	6BR
New Flat Rent		986	1,022	1,225	1,584		

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving Ottawa County Fair Market Rents, Voucher Payment Standards and flat rates for 2026

25-46 The following resolution was introduced and considered:

Resolution to approve Fair Market Rents, and Voucher Payment Standard for Ottawa County

WHEREAS, the Grand Rapids Housing Commission (GRHC) utilizes the Fair Market Rents (FMR) annually published by the U.S. Department of Housing and Urban Development (HUD) for Holland-Grand Haven, MI HUD Metro FMR Area (Local Area) for its Low-Income Public Housing and Voucher Programs; and

WHEREAS, HUD published FY 2025 Fair Market Rents on August 22nd, 2025, and they must be implemented within 3 months following the October 1st, 2025, effective date; and

WHEREAS, the GRHC may establish a VPS amount for each unit size at any level between 90 percent and 110 percent of the published FMR, as established in 24 CFR 982.503(b); and

WHEREAS, GRHC staff has reviewed current rental market data, analyzed Housing Assistance Payment (HAP) funding and obligations, and conferred with other Public Housing Authorities (PHAs) operating in the local; and

WHEREAS, GRHC staff has determined that it will need to implement a voucher payment standard at 100 percent of FMR for all bedroom units to allow the GRHC to expend its HAP allocation for FY 2024, be competitive in the Ottawa County area, and assist as many families as possible; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that upon HUD approval, the voucher payment standard of 100 percent of the FY 2025 FMR across all bedroom sizes, effective January 1st, 2026, for Ottawa County is approved and staff are authorized to

implement the new payment standards.

Grand Rapids Housing Commission
Fair Market Rent and Voucher Payment Standard Schedule
Ottawa County
Effective January 01, 2026

<u>All unit types</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>	<u>6BR</u>
2026 FMRs	1,047	1,333	1,519	1,930	2,256	2,594	2,933
<u>Voucher Payment Standard (VPS)</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>	<u>6BR</u>
NEW VPS	1,047	1,333	1,519	1,930	2,256	2,594	2,933

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving and adopting the Civil liberties, Fair Housing, and Technology Accountability Policy.

25-47 The following resolution was introduced and considered:

**Resolution to Approve and Adopt the Civil Liberties, Fair Housing, And Technology
Accountability Policy**

WHEREAS, the Grand Rapids Housing Commission (“GRHC”) is committed to its mission of providing safe, quality, and affordable housing and fostering vibrant, inclusive communities for the residents of the City of Grand Rapids; and

WHEREAS, the GRHC is legally and ethically obligated to operate in full compliance with all federal, state, and local fair housing and civil rights laws, including the Fair Housing Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Violence Against Women Act (VAWA); and

WHEREAS, the increasing use of technology in housing administration, including automated decision-making systems, algorithms, and surveillance technologies, presents new and complex challenges to protecting the civil liberties, privacy, and fair housing rights of applicants and residents; and

WHEREAS, guidance from the U.S. Department of Housing and Urban Development (HUD) has clarified the applicability of the Fair Housing Act to such technologies and affirmed the liability of public housing agencies for discriminatory outcomes produced by third-party vendor systems; and

WHEREAS, the adoption of a formal policy is necessary to establish a clear, comprehensive, and enforceable framework for technology governance, to ensure accountability, to uphold digital rights and data privacy, and to mandate meaningful human oversight for all high-stakes, technology-assisted decisions; and

WHEREAS, the Board of Commissioners has reviewed the proposed Civil Liberties, Fair Housing, and Technology Accountability Policy (PPD-POL-004.00) and finds that it aligns with the GRHC's strategic objectives, values, and legal responsibilities to affirmatively further fair housing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the Civil Liberties, Fair Housing, and Technology Accountability Policy, designated as PPD-POL-004.00, is hereby approved and adopted as presented, effective immediately; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized and directed to take all necessary actions to implement the policy, including the development of associated

procedures, the provision of staff training, and the allocation of sufficient resources to ensure full compliance across all GRHC programs and operations.

Commissioner Alexander, supported by Commissioner Bernier, moved to table the adoption of the foregoing resolution until updates are finalized.

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion tabled.

6. The President presented the Commission with a copy of the resolution approving the amendment to the pre-development agreement with Pivotal.

25-48 The following resolution was introduced and considered:

**Resolution to Amend the Authorization of the Execution of a Pre-Development Agreement
with Pivotal**

WHEREAS, the Board approved Resolution #2025-39 on September 16th, 2025, authorizing the execution of an amendment for the pre-development agreement with Pivotal; and

WHEREAS, the GRHC staff later negotiated a modification to the agreement for more advantageous terms to the GRHC related to ownership and development fees, increasing the percentage for each from 25% to 30%; and

WHEREAS, the agreement terms include the following:

- Co-owner / developer @ 30%
- Receive 30% share of developer fee
- Take 0% of financial risk / guaranties
- Have 0% of application expense
- Provide Project Based Voucher commitment for 38 units as a vested partner; and

WHEREAS, no other terms in the agreement were modified and an application was submitted for low income housing tax credits for the October 1st funding round.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the Executive Director was authorized to execute an agreement with the modified terms with Pivotal to increase the ownership and development fees from 25% to 30%.

Commissioner Alexander, supported by Commissioner Oosterman, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

7. The President presented the Commission with a copy of the resolution approving negotiation and purchase of Carrier Crest Apartments.

25-49 The following resolution was introduced and considered:

**RESOLUTION FOR APPROVAL TO NEGOTIATE AND PURCHASE CARRIER
CREST APARTMENTS**

WHEREAS, the Grand Rapids Housing Commission (GRHC) is committed to expanding affordable housing opportunities consistent with its Strategic Plan Initiative to Create More Housing Opportunities; and

WHEREAS, the GRHC has identified the Carrier Crest Apartments, located at 205 Carrier Street NE, Grand Rapids, MI 49505, a 12-unit multifamily development primarily serving elderly and disabled residents, as a potential acquisition that aligns with the agency's mission to provide quality, safe, and affordable housing within the City of Grand Rapids; and

WHEREAS, acquisition of this property supports the GRHC’s strategic efforts to preserve and expand the availability of deeply affordable and accessible housing units for vulnerable populations; and

WHEREAS, the GRHC staff have evaluated the property’s condition, affordability profile, and alignment with HUD program goals and recommend pursuing negotiations for the acquisition of the Carrier Crest Apartments at a purchase price not to exceed Four Hundred Fifty Thousand Dollars (\$450,000.00) as determined by the income valuation outlined in the appraisal completed September 2025; and

WHEREAS, as part of this acquisition, and consistent with GRHC’s Moving to Work (MTW) flexibilities and ownership interests, the GRHC will allocate twelve (12) Project-Based Vouchers (PBVs) to the development in order to preserve affordability, stabilize operations, and ensure ongoing housing assistance for eligible residents; and

WHEREAS, funds for this acquisition are available through appropriate GRHC reserves and/or other funding mechanisms identified by the Executive Director and Finance Department, subject to applicable HUD and local approval requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to negotiate and enter into agreements necessary for the purchase of the Carrier Crest Apartments, located at 205 Carrier Street NE, Grand Rapids, Michigan, at a price not to exceed \$450,000.00, contingent upon completion of all due diligence, inspections, and financial reviews; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to allocate twelve (12) Project-Based Vouchers to the property under GRHC’s MTW authority and ownership

structure, and to execute all related contracts, Housing Assistance Payment (HAP) agreements, and other documents necessary to implement the PBV allocation and finalize the acquisition, subject to legal counsel review and Board ratification upon completion of negotiations.

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

8. The President presented the Commission with a copy of the resolution approving execution of security services contract.

25-50 The following resolution was introduced and considered:

**RESOLUTION AUTHORIZING EXECUTION OF
SECURITY SERVICES CONTRACT**

WHEREAS, the Grand Rapids Housing Commission (“GRHC”) strives to maintain a safe and secure environment for residents living in its owned and managed housing developments; and

WHEREAS, the base contract for security services is expiring and the GRHC requested proposals for these services through a procurement process; and

WHEREAS, GRHC received quotes from six (6) security companies outlining variable costs associated with the provision of such services; and

Company Name	Security Guard	Supervisor	Rover	Holiday Rate	Overtime Rate	Annual %	Additional Cost	Start Date
Good Hands Security	\$29.00	None	None	\$43.50	\$43.50	None	\$0	None
Grey Dog Security	\$27.00	\$29.00	\$27.00	\$54.00	None	4%	\$0	30 days
McCausey Security	\$26.00	\$30.00	\$28.00	None	None	None	None	Upon Award
Regional Security	\$23.00	None	\$23.00	\$37.50	\$34.50	5%	\$200 /monthly (vehicle)	ASAP
Securitas Security	\$17.00	\$19.00	\$46.12	\$43.68	\$29.12	3%	\$1,488.97/monthly (vehicle)	30 days
Stronghold Security	\$26.50	\$32.50	\$29.50	\$39.75	\$39.75	5%	None	10/31/2025

WHEREAS, the proposed services will include the deployment of on-site security officers at Adams Park, Antoine Court, and Ransom Tower at the onset of the contract, the GRHC reserves the flexibility to modify numbers of security guards, scheduling of hours, locations and types of services (roving or on-site) at the GRHC properties as needed. The cost of security services will be funded by each site's operating budget receiving services; and

WHEREAS, after evaluation of the submitted proposals by a panel representing the Agency, GRHC has determined that Stronghold Security and Grey Dog Security are the most responsive and responsible bidders. Their service models include pairing licensed, uniformed officers trained in mediation and conflict de-escalation techniques that foster community engagement. Each entity also possesses significant experience and working knowledge of low-income housing communities like GRHC-owned developments; and

WHEREAS, the initial contract will be for one (1) year with an effective date of November 1, 2025, with four (4) one-year renewal options with an annual increase up to 5%; and

WHEREAS, based on pricing submitted in the proposals and current annual expenditures, the GRHC estimates security services for on-site services seven (7) days per week at Adams, Antoine and Ransom to cost between \$80,000 - \$160,000. Changes in services for the GRHC sites will be negotiated as needed but no cost per property is anticipated to exceed \$175,000 per year.

NOW, THEREFORE, BE IT RESOLVED, that the **Board of Commissioners of the Grand Rapids Housing Commission** hereby authorizes the **Executive Director** to negotiate final terms and execute a contract for security services with Stronghold Security and Grey Dog Security not to exceed \$175,000 per property annually.

Be it further resolved, that option years may be exercised at an annual increase up to five percent (5%) for a contract term not to exceed five (5) years.

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

9. The President presented the Commission with a copy of the resolution approving Resident Advisory Board policy.

25-51 The following resolution was introduced and considered:

Resolution to approve the Resident Advisory Board Policy

WHEREAS, the U.S. Department of Housing and Urban Development (HUD), pursuant to 24 CFR §903.13–§903.19, requires Public Housing Agencies (PHAs) to establish and maintain a Resident Advisory Board (RAB) that adequately reflects and represents the residents served by the PHA, in order to ensure meaningful resident participation in the development of the PHA Plan and related policies;

WHEREAS, the Grand Rapids Housing Commission (GRHC) is committed to equity-driven, resident-informed decision-making and has revitalized RAB policies to strengthen advocacy, leadership, and inclusion; and

WHEREAS, RAB members provide critical insight shaped by lived experience in communities deeply impacted by generational inequities, systematic oppression, and

economic disparities, bringing invaluable expertise to the design and delivery of housing programs; and

WHEREAS, the updated RAB policy reflects a commitment to resident leadership, transparency, and co-creation, ensuring processes that are accessible, inclusive, and effective; and

WHEREAS, compensating RAB members for their time and contributions through a stipend recognizes their professional value, removes barriers to participation, and reinforces the GRHC's dedication to meaningful engagement; and

WHEREAS, HUD regulations encourage PHAs to adopt policies and practices that support robust resident participation, including mechanisms that empower residents to actively shape housing programs and policies; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION hereby approves the updated RAB policy, which includes the establishment of a stipend for the RAB members to ensure equitable participation, recognize their expertise, and advance GRHC's goal to create responsive, resident-centered policies and programs.

BE IT FURTHER RESOLVED:

1. This updated RAB policy shall take effect immediately upon approval and be reviewed biennially to ensure alignment with GRHC's goals of equity, advocacy, and meaningful resident engagement.
2. Each RAB member shall receive a stipend of \$25 per official RAB meeting attended in accordance with the updated policy.

3. The stipend shall be funded from GRHC operating funds or other approved sources as permitted by HUD regulations.
4. The Executive Director, or their designee, is hereby directed to take all necessary steps to ensure the establishment, maintenance, and ongoing implementation of a Resident Advisory Board in full compliance with HUD regulations, and to provide for meaningful resident input into the planning and policy processes of the Housing Commission.

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

10. The President presented the Commission with a copy of the resolution approving modernization of 1068 Creston Plaza.

25-52 The following resolution was introduced and considered:

**Resolution to Award Contract for Unit Modernization at
Creston Plaza**

WHEREAS, the Grand Rapids Housing Commission (GRHC) has requested bids for unit 1068 modernization at Creston Plaza due to long-term residency of the vacating resident and significant damage; and

WHEREAS, bids were received from three (3) contractors as follows:

JD Fisher - \$46,718

Grand Renovations - \$33,200.00

Amber Valley Construction - \$72,352.37

WHEREAS, the GRHC is recommending award of the contract to JD Fisher as the most responsive and responsible bidder. The Fisher proposal responded to all the items that were identified during the walk through of the unit while Grand Renovations did not price all necessary repairs.

NOW, THEREFORE, BE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to execute a contract for Unit 1068 modernization at Creston Plaza with JD Fisher in the amount of \$46,718.00.

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

11. The President presented the Commission with a copy of the resolution approving replacement of electrical panels at Ransom tower.

25-53 The following resolution was introduced and considered:

**RESOLUTION FOR APPROVAL OF CONTRACT FOR REPLACEMENT OF
ELECTRICAL PANELS AT RANSOM TOWER APARTMENTS**

WHEREAS, the Grand Rapids Housing Commission (GRHC) at Ransom Tower Apartments is responsible for maintaining safe and reliable facilities for its residents; and,

WHEREAS, an evaluation of the electrical systems at Ransom Tower Apartments has determined that the electrical panels need replacement to ensure continued safety, compliance, and functionality; and

WHEREAS, in accordance with the Grand Rapids Housing Commission's Procurement Policy, a formal Request for Proposals (RFP) was issued for the replacement of 25 electrical panels at Ransom Towers Apartments, and three qualified proposals were received and evaluated based on cost, experience, and project approach; and

WHEREAS, Electrical Maintenance Corporation was determined to be the lowest responsive and responsible bidder and has submitted a proposal to complete the replacement of the 25 electrical panels at a total cost of One Hundred Thirty-Seven Thousand Three Hundred Seventy-Five Dollars (\$137,375.00); and

WHEREAS, funding for this project is available in the Ransom Towers Replacement Reserves and has been approved by the U.S. Department of Housing and Urban Development (HUD), and the Housing Commission has determined that proceeding with the replacement is in the best interests of the residents and the Commission's operations;

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 Electrical Maintenance Corporation for the replacement of 25 electrical panels at Ransom Tower Apartments at a total cost of \$137,375.00;

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

Ayes: Alexander, Bernier, Oosterman, Steimle-App

Nays: None

The President declared the motion carried.

12. The President presented the Commission with a copy of the resolution approving Admin Plan changes to HAP proration for move-outs.

25-54 The following resolution was introduced and considered:

RESOLUTION TO ADOPT HCV ADMINISTRATIVE PLAN CHAPTER 13 REVISION
GOVERNING HAP PRORATION FOR FAMILY MOVE-OUTS

WHEREAS, the Grand Rapids Housing Commission (GRHC) administers the Housing Choice Voucher (HCV) Program in accordance with the regulations of the U.S. Department of Housing and Urban Development (HUD) at 24 CFR Part 982; and

WHEREAS, the GRHC has historically provided landlords with a full month's HAP payment for the month in which a participant vacated, regardless of the move-out date as permitted in 24 CFR 982.311(d); and

WHEREAS, after review and analysis, the GRHC staff have determined that prorating HAP through the date of move-out will promote the financial viability of the HCV Program and ensure that program resources are used only when a household is actually occupying the assisted unit; and

WHEREAS, this change aligns with best practices in program administration, ensures equitable use of federal funds, and supports GRHC's ongoing efforts to maintain fiscal responsibility while continuing to serve as many eligible families as possible; and

WHEREAS, the proposed amendment to Chapter 13 of the Administrative Plan has been reviewed and recommended by GRHC staff.

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

1. The Administrative Plan is hereby amended to remove: *In this situation, the owner is entitled to keep the housing assistance payment for the month when the family moves out of the unit.*
2. This amendment shall be incorporated into Chapter 13 of the GRHC Administrative Plan and shall take effect January 1st, 2026.
3. The Executive Director is authorized to implement this change and to provide appropriate notice to participating landlords and tenants.

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

Ayes: Alexander, Bernier, Oosterman, 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 July 2025. Progress is being made on vacancies, but it is an ongoing process.
2. The Executive Director presented the Board with a copy of the Personnel Report for October 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. No end is in sight for the shutdown, but the GRHC funding is not impacted yet. The reduction in forces has eliminated all of the fair housing staff, but reductions are being challenged in the courts.

5. The Executive Director updated the Board on the plans for demolition of Adams Park. The Annual Plan was amended to include the demolition. HUD approval for the demolition may come this calendar year. The Public Hearing to discuss the plans will occur on November 10 at 1:30 p.m.

6. The Executive Director informed the Board of Directors of the PHADA conference which will be held January 4-7 in Tampa. Information on what sessions will be offered is not yet available. Commissioners should let the Executive Director know if they are interested in attending.

The President declared the meeting adjourned at 6:56 p.m.

Lindsey S. Reames