

MINUTES OF JUNE 15, 2010

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 15, 2010 in the conference room of the administrative building, 1420 Fuller, S.E., Grand Rapids, Michigan. The President called the meeting to order at 7:06 p.m.

Roll Call: Present: Bunn, Butler, Cooper, Miles

Absent: Zylstra

The President declared a quorum present.

**MINUTES:**

10-28 Commissioner Cooper, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of May 18, 2010.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

**SCHOLARSHIP RECIPIENTS:**

The Director introduced the two 2010 Jean McKee Scholarship recipients, Cheniquea Buxton of Forest Hills Northern and Autumn Braden of Creston High School and presented them with their scholarship check.

**RESOLUTIONS & MOTIONS:**

1. The Director presented the Commission with a copy of the resolution approving the financial statements for period ending May 31, 2010

10-29 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING OPERATING  
STATEMENT OF INCOME AND EXPENDITURES

WHEREAS, the Operating Statements of Income and Expenditures for the period ended May 31, 2010 has been prepared for and submitted to the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission has reviewed the Statements; and

WHEREAS, the Housing Commission, in its review, has determined that the expenditures are necessary in the efficient and economical operation of the Housing Commission for the purpose of serving low income families.

NOW, THEREFORE, BE IT RESOLVED that the Operating Statement of Income and Expenditures for the period ended May 31, 2010 are in all respects approved.

Commissioner Cooper, supported by Commissioner Bunn, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving the capital budget for fiscal year beginning July 1, 2010 showing the capital expenditures for each program and the funding source.

10-30 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING  
CAPITAL BUDGET  
FOR FISCAL YEAR 2011

WHEREAS, a proposed capital budget for the fiscal year ending June 30, 2011 has been prepared for and reviewed by the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, in its review, has determined that the proposed expenditures are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED that the proposed capital budget for the fiscal year ending June 30, 2011 is in all respects approved

Commissioner Bunn, supported by Commission Cooper, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving the revisions to the Capital Fund Financing Program budget that includes the addition of administrative fees.

10-31 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING

CAPITAL FUND FINANCING PROGRAM BUDGET REVISIONS

WHEREAS, the Grand Rapids Housing Commission has previously approved a budget for the Capital Fund Financing Program funding; and

WHEREAS, the Housing Commission has determined that revisions to the Capital Fund Financing Program budget are necessary to reflect actual needs and activities.

NOW, THEREFORE, BE IT RESOLVED that the proposed revisions to the Capital Fund Financing Program budget are in all respects approved.

Commissioner Bunn, supported by Commissioner Cooper, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution authorizing the submission of the MASS Certification for FYE June 30, 2009.

10-32 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING  
SUBMISSION OF MASS CERTIFICATION  
FOR FYE 06-30-2009

WHEREAS, the Public Housing Management Operations performance is evaluated using the Management Operations Certification Assessment System (MASS), and

WHEREAS, the Housing Commission is required to submit annually Form HUD 50072, and

WHEREAS, the Housing Commission has reviewed the completed form HUD-50072.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to submit the MASS Certification for the FYE 6-30-2009.

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

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving the award of contract to replace our current telephone system for the main office to Boice Communications, Inc. in the amount of \$9,997.00.

10-33 The following resolution was introduced, read in full and considered:

AWARD OF CONTRACT FOR NEW TELEPHONE SYSTEM IN  
GRAND RAPIDS HOUSING COMMISSION MAIN OFFICE

WHEREAS, pricing has been received from three (3) vendors to replace the telephone system in the Grand Rapids Housing Commission (GRHC) Main Office, and;

WHEREAS, the aforementioned pricing has been received from, Boice Communications who submitted a price of \$9,997.00, Control Communications who submitted a price of \$14,578.00, and First Telecommunications who submitted a price of \$15,744.79; and,

WHEREAS, Boice Communications submitted price in the amount of \$9,997.00 is the lowest responsibly submitted price and the remaining contractors are not MBE or DME firms.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director, Carlos A. Sanchez, be and is hereby authorized to award a contract to Boice Communications in amount of Nine Thousand Nine Hundred Ninety Seven dollars and zero cents (\$9,970.00) for the replacement of the telephone system at the GRHC Main Office.

Commissioner Bunn, supported by Commissioner Cooper, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

6. The Director presented the Commission with a copy of the resolution approving the award of contracts for painting services at the various housing developments to American Painting, Dean Bissell, Charlie Norman and JR Painting.

10-34 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING  
PAINTING CONTRACTOR AWARDS

WHEREAS, bids were received from four (4) painting contractors for services at the nine housing developments operated by the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission desires to utilize primary and alternate contractors in the most economical and effective manner in order to complete the painting necessary to prepare vacant apartments for leasing to its approved applicants.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to award contracts to the primary and alternate contractors as outlined on the attached bid matrix.

Commissioner Bunn, supported by Commissioner Cooper, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

7. The Director presented the Commission with a copy of the resolution authorizing the write-off of uncollectible accounts.

10-35 The following resolution was introduced, read in full and considered:

**RESOLUTION AUTHORIZING COLLECTION LOSSES**

WHEREAS, certain former tenants no longer occupying a dwelling unit under the jurisdiction of the Grand Rapids Housing Commission have past due accounts; and

WHEREAS, all reasonable means of collection of the past due accounts have been exhausted

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is hereby authorized to remove the past due accounts from the accounts receivable ledger and charge them to collection losses as follows:

**Campau Commons Write-offs**

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
Patterson, Cassandra	A121-1	8/10/2009	32.26	
Weemas, Urealeen	A27-1	4/27/2009		

			534.50	
Starks, Gail	A33-1	4/10/2008	1,117.14	retro rent and damages; evicted
Taylor, Teri	A49-1	7/31/2009	78.33	
Cage, Floyd	F118A-2	2/9/2009	244.40	
Wilkinson, Mary	F118D-2	9/12/2008	289.00	
Turner, Beverly	F156D	6/6/2008	452.00	
McGee, Eva	F36F-1	9/15/2008	2.54	
Northern, Barbara	F36T-4	6/2/2009	146.14	
Sommer, Amber	F68Q-1	1/13/2009	493.30	
	<b>Total</b>		<b>3,389.61</b>	

### Creston Plaza Write-offs

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
Stinson, Chad	B140#3-4	2/6/2009	333.59	
Spencer, Claudia	B220#8-1	8/4/2008	276.00	
Penn, Beverly	C1062-5	2/13/2009	59.82	
Solorio, Sonija	C1064-3	8/19/2008	331.55	
Thornton, Sharina	C1100-3	1/23/2007	14.93	
Minot, Ester	C1106-5	7/2/2007	1,550.00	Retro rent
Cantu, Sandra	C1120-4	7/18/2009	1,014.00	Health issues caused delinquency; moved, no notice
Rodriguez, Maxine	C1122-3	4/1/2009	684.16	
Cooper, Sherry	C134-3	5/9/2007	70.00	
Genao, Judith	C136-4	8/1/2007	1,161.73	Judgment for non-pymt was to be pd from tax ref
Whiteside, Frankie	C162-3	3/2/2009	172.37	
Libbett, Nicole	C210-4	9/2/2008	997.91	
Franklin, Monique	C252-4	10/30/2006	273.94	
Pitts, Lashana	C254-4	4/2/2007	70.13	

Morrow, Tiffanie	C254-5	3/4/2008	344.58	
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<b>Total</b>			<b>7,354.71</b>	
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### Scattered Sites Write-offs

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
Morris, Deborah	42A-1	3/20/2008	71.78	
Witherspoon, Ellen	627L-1	6/17/2008	7.73	
Gant, Hazel	58C-2	7/16/2008	1,524.41	failed paymt agreement; evicted

<b>Total</b>			<b>1,603.92</b>	
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### Sheldon Write-offs

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
Christensen, John-Patrick	124D-1	6/26/2008	142.00	
Santiago, Sonia	20-3	7/30/2009	509.00	

<b>Total</b>			<b>651.00</b>	
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### Ransom Tower Write-offs

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
Bakun, Victoria	0415	7/27/2009	16.00	
Chayer, Gerald	1111	2/24/2010	3.00	
Johnson, Doris	0706	5/9/2010	200.00	

<b>Total</b>			<b>219.00</b>	
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### Adams Park Write-offs

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
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Alicki, John	509a	3/31/2010	48.00	
Avila, Imalec	231a	4/8/2009	74.00	
Carr, Viola	132a	1/22/2010	395.00	
Coffey, Gregory	137a	7/8/2009	94.00	
Crawford, Loretta	140a	10/20/2009	34.00	
Day, Anthony	235a	10/26/2009	693.97	
Idalski, Glenn	213a	9/9/2009	213.00	
Ivy, Chante	540a	8/18/2009	374.00	
Likely, George	435a	7/8/2009	489.70	
Mapp, Johnnie	127a	11/13/2009	245.00	
McFall, Ronnie	429a	12/18/2009	605.95	
Pearson, Laura	420a	12/16/2009	34.00	
Pennon, Debra	300a	3/24/2010	1,683.00	resident skipped, court process took longer than expected
Wood, Lorie	319a	9/9/2009	570.00	
	<b>Total</b>		<b>5,553.62</b>	

### Mt. Mercy Phase I Write-offs

Resident	Unit #	Vacate Date	Amount	Explanation of Balances over \$1,000
Ireland, Wilbert		9/10/2007	530.91	
Morehead, Margaret		3/16/2005	439.16	
Korhorn, Mary		1/13/2009	5.00	
Spaulding, Thomas		12/14/2007	9.00	
Wilson, Clifton		6/30/2007	791.91	
Jackson, Raymond		11/19/2008	315.00	
Conley, Robert		5/3/2009	474.00	
Grosser, Tom		10/10/2008	339.10	
Berry, Barbara		3/9/2005	56.10	
Cormier, Judith		11/15/2004	555.00	
Dryburg, Paul Douglas, Terry		9/20/2006 7/16/2009	1,093.27	Evicted under 35 day notice, takes longer than usual

		479.00	
Walker, Linda	7/12/2006	510.00	
Armstrong, Dorothy	2/13/2007	130.00	
<b>Total</b>		<b>5,727.45</b>	

### Mt. Mercy Phase II Write-offs

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
Steele, Vernon		5/1/2007	22.00	
Martin, Sinkler		6/19/2006	271.00	
Thompson, Robert		9/11/2006	207.00	
Knapp, Donna		10/22/2009	331.00	
Perkins, Jeffrey		2/13/2007	2,925.00	Evicted under 35 day notice, takes longer than usual
Bryant, Florence		12/6/2006	983.21	
Beals, Gale		5/18/2009	419.00	
<b>Total</b>			<b>5,158.21</b>	

### Leonard Terrace Write-offs

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
Brown, Ebins		5/22/2009	425.00	
Green, Walter		8/15/2008	117.00	
Fuentes, Ester		3/26/2010	421.00	
<b>Total</b>			<b>963.00</b>	

### Hope Community Phase I Write-offs

<b>Resident</b>	<b>Unit #</b>	<b>Vacate Date</b>	<b>Amount</b>	<b>Explanation of Balances over \$1,000</b>
Burnett, Rose		5/9/2008	115.00	
Guzman, Samantha		10/2/2009	60.00	
Friend, Tanya		2/9/2009	16.00	
Jackson, Alonna		11/8/2007		

		175.00	
Fitts, Laronda	6/9/2004	363.00	
Messer, Joyce	2/28/2007	50.00	
Vassar, Shanita	7/23/2007	37.00	
Ross, Robin	5/31/2008	65.00	
Walker, Ashley	2/12/2007	37.00	
Hackney, Queena	2/10/2009	68.00	
Mabry, Tiffany	4/4/2008	11.00	
Shananaquet, Kristy	10/15/2009	575.00	
Whitehouse, Erin	5/20/2009	69.00	
Hackney, Queena	10/31/2005	238.37	
Rogers, Ramona	7/24/2006	789.67	
Lagrone, Latisha	6/15/2007	183.00	
Jones, Alisha	2/17/2009	613.75	
Vance, Regina	5/16/2006	855.66	
Guyton, Candace	4/5/2006	188.00	
Soto, Dawn	9/15/2009	62.00	
Gillis, Jennifer	7/22/2008	210.00	
Daniels, Stephanie	12/10/2007	373.46	
Taylor, Toya	5/26/2009	170.00	
Porter, Shadonna	10/24/2003	944.20	
Green, Kathy	5/16/2006	493.67	
Messer, Joyce	12/31/2006	115.00	
Ogden, Patrice	12/22/2008	621.00	
Arnett, Brenda	10/30/2007	1,238.58	Evicted under 35 day notice, takes longer than usual
<b>Total</b>		<b>8,737.36</b>	

### Hope Community Phase II Write-offs

Resident	Unit #	Vacate	Explanation of Balances over \$1,000
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	<b>Date</b>	<b>Amount</b>	
Vincent, Shannon	10/12/2006	57.00	
Brown, Jacqueline	6/14/2006	14.00	
Dalton, Lakyndra	7/10/2008	14.92	
Washington, Elizabeth	3/9/2009	53.00	
Betts, Marcia	10/13/2006	20.00	
Mitchell, Natasha	1/11/2008	531.46	
Rapier, Katrina	8/1/2009	20.00	
Tyonna, Mackey	3/31/2005	20.00	
Jackson, Rasheda	12/12/2007	114.00	
Walls, Tiffany	10/23/2008	158.00	
Miller, Monique	8/13/2007	1,150.91	Evicted under 35 day notice, takes longer than usual
Lynema, Susan	3/1/2010	112.00	
Johnson, Connie	11/27/2006	470.00	
Chapman, Rhonda	8/13/2008	21.00	

8. The Director presented the Commission with a copy of the resolution approving the revisions to the housing developments smoking policy due to the expiration of the exemption period for existing tenants.

10-36 The following resolution was introduced, read in full and considered:

**RESOLUTION APPROVING REVISION TO THE  
SMOKE-FREE POLICY**

WHEREAS, in 2007 the Grand Rapids Housing Commission adopted a Smoke-Free Policy affecting the nine (9) housing developments operated by the Housing Commission;

WHEREAS, the initial phase-in of the policy has taken place and the three-year exemption period for existing residents has expired, initiating necessary revisions.

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission adopts the revisions to the Smoke-Free Policy for the Adams Park, Campau Commons, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, Scattered Sites, and Sheldon Apartments.

Commissioner Bunn, supported by Commissioner Cooper, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

9. The Director presented the Commission with a copy of the resolution approving the addendum to the Affirmatively Furthering Fair Housing policy contingent upon the award of 200 Housing Choice Vouchers for Non-Elderly persons with Disabilities.

10-37 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING THE GRAND RAPIDS HOUSING COMMISSION  
ADDENDUM TO THE AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN  
FOR HOUSING CHOICE VOUCHER PROGRAM AVAILABLE FOR NON-ELDERLY PERSONS WITH  
DISABILITIES

WHEREAS, the Department of Housing and Urban Development has established a process for developing PHA Affirmatively Furthering Fair Housing Plans; and

WHEREAS, the Housing Commission has reviewed the “Analysis of Impediments to Fair Housing” for the City of Grand Rapids and.

WHEREAS, the Housing Commission has previously adopted the Affirmatively Furthering Fair Housing Policy in 2008



**Ransom Avenue Development Corporation**

Charles B. Carter                    2010 - 1013  
Maureen Slade                        2010 - 2013

**Resident Advisory Board**

Angela Bunn                         2009 - 2011  
Lavita Brown                        2010 - 2012  
Richard Castleman                2010 - 2012  
Ernest King                         2010 - 2012  
Willis Oteto                         2010 - 2012  
Sharon Penning                    2010 - 2012  
Tashana Phillips                 2010 - 2012  
Kelly Stanley                        2010 - 2012  
Jacqueline Williams              2010 - 2012  
Virgie Young                        2010 - 2012  
Jacqueline Williams              2010 - 2012

NOW, THEREFORE, BE IT RESOLVED that the appointment/reappointment of the foregoing individual(s) to the appropriate board is hereby approved by the Housing Commission.

Commissioner Bunn, supported by Commissioner Cooper, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

**DIRECTOR’S REPORT**

1. Vacancy Report for May 2010

Adams Park	16
Campau Commons	0
Creston Plaza	2
Scattered Site I-V	1
<b>Public Hsg. Total</b>	<b>19</b>
Hope Community	1
Leonard Terrace	0
Mt. Mercy	0

Ransom Tower	5
Sheldon Apts.	0
<b>Overall Total</b>	<b>25</b>

2. The Director presented the Commission with a copy of the Section 8 Status Report for June, 2010.
  3. The Director presented the Commission with a copy of the Personnel Report for June, 2010.
  4. The Director requested authorization to send two commissioners to the NAHRO Ethics and the Housing and Community Development Commissioners Seminar August 4 - 5, 2010 in Greenville, MI.
- 10-39 Commissioner Cooper, supported by Commissioner Miles, moved to send two commissioners to the NAHRO Ethics and the Housing and Community Development Commissioners Seminar, August 4 – 5, 2010 in Greenville, MI.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the motion carried.

10-40 There being no further business to come before the Commission, it was moved by Commissioner Cooper supported by Commissioner Bunn, to adjourn.

Ayes: Bunn, Butler, Cooper, Miles

Nays: None

The President declared the meeting adjourned at 7:45 p.m.

Carlos A. Sanchez  
Executive Director/Secretary