

MINUTES APRIL 18, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on April 18, 2023 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:07 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, Business Intelligence Analyst Jose Capeles, Financial Manager Kris Endres, Asset Manager Lynn Simone, Director of Asset Management Felicia Clay, Resident Services Coordinator Rachel Siebert, Amanda Pierce and Richard Stoner. Attending remotely was Amy Thompson.

The President designated the Executive Director Chair for the purpose of election of officers.

The Chair announced that nominations for the office of President and Vice President were in order.

Commissioner Zylstra, supported by Commissioner Bernier, placed the name of Commissioner Steimle-App in nomination for the office of President. Commissioner Steimle-App accepted the nomination.

The Chair called for a vote.

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

Nays: None

The Chair declared the motion carried and Commissioner Steimle-App was elected President.

The President resumed her role as Chair.

Commissioner Steimle-App, supported by Commissioner Bernier, placed the name of Commissioner Zylstra in nomination for the office of Vice President. Commissioner Zylstra accepted the nomination.

The Chair called for a vote.

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

Nays: None

The Chair declared the motion carried and Commissioner Zylstra was elected Vice President.

PUBLIC COMMENTS:

Richard Stoner who is a representative for two handicapped adults and also a landlord reported that the system is hard to navigate but adjustments that have been made for communication are working.

Amy Thompson stated that she has a voucher and doesn't want to move, but the rent is too high for her to stay where she is.

Amanda Pierce stated that she feels threatened by the GRHC staff.

MINUTES:

Commissioner Bernier, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of March 21, 2023.

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 March 31, 2023.

23-01 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 March 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

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 March 31, 2023 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.

2. The President presented the Commission with a copy of the resolution approving GRHC audit.

23-02 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements
for Fiscal Year Ended June 30, 2022**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to prepare audited financial statements for the year ended June 30, 2022; and

WHEREAS, Plante Moran has completed their audit and issued statements for the Grand Rapids Housing Commission for the year ended June 30, 2022; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for the Grand Rapids Housing Commission for the year ended June 30, 2022 is 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.

3. The President presented the Commission with a copy of the resolution approving Ransom audit.

23-03 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements
for Fiscal Year Ended June 30, 2022**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to prepare audited financial statements for the year ended June 30, 2022; and

WHEREAS, Plante Moran has completed their audit and issued statements for the Ransom Avenue Development Corporation for the year ended June 30, 2022; and

WHEREAS, the Housing Commission, has reviewed the statements and has determined that the report fairly presents the financial conditions of the Ransom Avenue Development Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Ransom Avenue Development Corporation for the year ended June 30, 2022 is 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.

4. The President presented the Commission with a copy of the resolution approving the single audit.

23-04 The following resolution was introduced and considered:

Resolution to Approve Single Audit for Fiscal Year Ended June 30, 2022

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Plante Moran to conduct a Single Audit for the fiscal year ended June 30, 2022; and

WHEREAS, Plante Moran has completed their audit and issued a report for the Grand Rapids Housing Commission for the year ended June 30, 2022; and

WHEREAS, the Housing Commission, has reviewed the report and has determined that the report fairly presents the federal grants received by the Grand Rapids Housing Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the Single Audit report for the Grand Rapids Housing Commission for the year ended June 30, 2022 is in all respects approved.

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.

5. The President presented the Commission with a copy of the resolution approving optimal operational organizational structure.

23-05 The following resolution was introduced and considered:

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

WHEREAS, the Grand Rapids Housing Commission (GRHC) manages multiple properties and programs with various funding sources; and

WHEREAS, the staffing needs may change as staff, funding and programs change; and

WHEREAS, the industry has identified some standards and best practices for some housing agency functions; and

WHEREAS, the current organizational structure does not meet the staffing needs of the GRHC, align staff with preferred reporting structures or meet some industry standards and best practices for operational efficiencies and

WHEREAS, a revised organization structure for HCV, Asset Management, Administration, Finance, and Executive departments (attached) is 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 that 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 addresses current and future staffing needs. Furthermore, 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 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 award of Project Based Vouchers.

23-06 The following resolution was introduced and considered:

Resolution to Approve Award of Project-Based Vouchers

WHEREAS, in an effort to expand the inventory of affordable housing for lower-income households, the U.S. Department of Housing and Urban Development (HUD) permits public housing authorities to use its tenant-based voucher funding to allocate project-based vouchers to stimulate new construction, substantial rehabilitation and; in some cases, long-term conversion of existing housing.

WHEREAS, this community has substantial need of additional decent, safe, and affordable housing; and

WHEREAS, the Grand Rapids Housing Commission has the desire and experience to work with local non-profits in their efforts to develop affordable housing and has completed a competitive process to award project-based vouchers; and

WHEREAS, relative to the February 2023 Request for Proposals for Project-Based Vouchers, Commissioners have to date approved the awarding of Project-Based Vouchers to six (6) developments. The award of additional vouchers was delayed until staff could gain a greater understanding of the remaining projects and determine if they fully met the necessary requirements.

WHEREAS, staff has received additional information sufficient to now recommend award of two (2) project-based vouchers to one (1) additional development as outlined on the attached scoring matrix.

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 various contract and program documents as required by the Project-Based Voucher program for the entity named on the attached scoring matrix for two (2) project-based vouchers.

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.

7. The President presented the Commission with a copy of the resolution approving grant application for Hope Community.

23-07 The following resolution was introduced and considered:

Resolution to Authorize Submission of an Application to the Michigan Nonprofit Relief Fund for Hope Community Nonprofit

WHEREAS, on March 22, 2023, the Michigan Nonprofit Relief Fund, which consists of U.S. Department of Treasury American Recovery Plan Act (ARPA) funds awarded to the State of Michigan Department of Labor and Economic Opportunity (LEO) and where LEO, in partnership with the Michigan Nonprofit Association is using the aid in the equitable recovery of small nonprofit organizations statewide.

WHEREAS, the GRHC believes that the Hope Community Nonprofit, after consultation with legal counsel, as a 501(c)(3), is eligible for funds under this grant to address the challenges the rapid-rehousing site faced during the pandemic and post pandemic related to decreased revenues, financial insecurity, increased costs and operating costs; and

WHEREAS, applications are due May 5, 2023 which is prior to the next Board meeting; and
WHEREAS, GRHC is still reviewing the application requirements and the eligible challenges that are eligible for funding;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Board authorizes the Executive Director to continue researching the opportunity available under the Michigan Non-Profit Relief Fund and authorizes submission of an application if determined reasonable and feasible for Hope Community

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.

8. The President presented the Commission with a copy of the resolution approving flooring at Leonard Terrace.

23-08 The following resolution was introduced and considered:

Resolution to Award Contract for Leonard Terrace Flooring

WHEREAS, the Housing Commission is required to seek competitive bids to ensure that products and services are procured and awarded to the most responsible and responsible bidder based on the evaluation criteria; and

WHEREAS, the GRHC solicited 15 vendors who provide flooring products and installation services and received five (5) responses; and

WHEREAS, the Housing Commission has evaluated these proposals and is recommending

award to D & B Commercial Flooring as the most responsive and responsible bidder when other factors are considered, including demonstrated customer service as reflected in the below table:

LT 1st floor flooring project 2023	Total labor cost per hour	Expected # hours to complete	labor costs	Costs of materials	Fuel /trip charge	Trash disposal charge	Total quote		Drywall base patch as needed	Ceramic tile repair as needed	4" cove base-vinyl	4.5 cove base-vinyl	Total
Johnson Carpet	\$ 50.00	620	\$ 31,000.00	\$ 39,596.78	\$ -	\$ 1,194.97	\$ 71,791.75						
Ritsema	\$ 68.50	419	\$ 28,701.50	\$ 23,457.00	\$ 200.00	\$ 800.00	\$ 53,158.50		2.00 per foot	\$85.00 per hour			
D & B Commercial flooring	\$ 23,578.00	1	\$ 23,578.00	\$ 13,459.00	\$ -	\$ 780.00	\$ 37,817.00					\$ 2,250.00	\$ 40,067.00
Town & Country Carpet	\$ 11,023.00	1	\$ 11,023.00	\$ 45,873.00			\$ 56,896.00				\$ 3,000.00		\$ 59,896.00
River City Flooring	\$ 17,787.00	1	\$ 17,787.00	\$ 16,901.00			\$ 34,688.00					\$ 3,312.00	\$ 38,000.00

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director be authorized to award the contract for flooring at Leonard Terrace to D & B Commercial Flooring.

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.

9. The President presented the Commission with a copy of the resolution approving lawn care contracts.

23-09 The following resolution was introduced and considered:

Resolution to Award Contracts for Lawn Care Services

WHEREAS, the Housing Commission is required to seek competitive bids to ensure that services are procured and awarded to the most responsible and responsible bidder based on the evaluation criteria; and

WHEREAS, the GRHC solicited 30 vendors who provide lawn care services and received six (6) responses for services at ten (10) GRHC properties; and

WHEREAS, the Housing Commission has evaluated these proposals and is recommending award to two (2) vendors; Natural Landscapes for nine (9) of the properties and Green Property Management for one (1) of the properties as identified in the charts below:

Contractor	Main Office & Adams Park	Leonard Terrace	Ransom Tower	Mt. Mercy	Hope Community	Sheldon Apts	Campau Commons	CC empty lot	Creston Plaza	Antoine Court
Natural Landscapes Initial 2 years	\$13,750.00	\$7,220.00	\$8,580.00	\$22,200.00	\$9,800.00	\$11,000.00	\$21,600.00	\$1,780.00	\$27,800.00	\$5,580.00
Natural Landscapes 3rd year pricing	\$6,840.00	\$3,690.00	\$4,290.00	\$10,990.00	\$4,900.00	\$5,550.00	\$10,800.00	\$870.00	\$13,950.00	\$2,810.00
Natural Landscapes 4th year pricing	\$6,910.00	\$3,740.00	\$4,390.00	\$11,100.00	\$4,950.00	\$5,600.00	\$10,900.00	\$910.00	\$14,000.00	\$2,905.00
Natural Landscapes 5th year pricing	\$6,950.00	\$3,790.00	\$4,410.00	\$11,180.00	\$4,950.00	\$5,650.00	\$10,950.00	\$950.00	\$14,100.00	\$2,950.00
Total for all 5 years	\$34,450.00	\$18,440.00	\$21,670.00	\$55,470.00	\$24,600.00	\$27,800.00	\$54,250.00	\$4,510.00	\$69,850.00	\$14,245.00

Contractor	Main Office & Adams Park	Leonard Terrace	Ransom Tower	Mt. Mercy	Hope Community	Sheldon Apts	Campau Commons	CC empty lot w/Campau	Creston Plaza	Antoine Court
Green Property Management initial 2 years	\$19,696.00	\$8,654.00	\$8,680.00	\$24,596.00	No Bid	\$7,712.00	\$34,000.00	\$80.00	\$50,272.00	No Bid
Green Property Management 3rd year pricing	\$10,241.00	\$4,342.00	\$4,340.00	\$12,789.00		\$3,933.00	\$17,170.00	\$80.00	\$25,372.00	
Green Property Management 4th year pricing	\$10,343.00	\$4,457.00	\$4,470.00	\$12,917.00		\$3,972.00	\$17,340.00	\$80.00	\$25,625.00	
Green Property Management 5th year pricing	\$10,446.00	\$4,502.00	\$4,515.00	\$13,046.00		\$4,011.00	\$17,510.00	\$80.00	\$25,381.00	
Total for 5 yeras	\$50,726.00	\$21,955.00	\$22,005.00	\$63,348.00	\$0.00	\$19,628.00	\$86,020.00	\$320.00	\$126,650.00	\$0.00

The pricing and scoring charts for all bidders are attached; and

WHEREAS, the selection of Natural Landscapes for Ransom Tower was based on other factors besides prices including challenges with a prior contract;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director be authorized to award contracts to Natural Landscapes and Green Property Management for the initial two (2) year contract and three (3) one-year options if exercised, for a period not to exceed five (5) years.

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.

DIRECTOR'S REPORT

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for March 2023 which showed a decline in occupancy rates. Commissioner Alexander requested tracking information on the reasons for residents leaving the sites and the Executive Director responded that information may be a part of the dashboards in the future.

2. The Executive Director presented the Board with a copy of the Personnel Report for April 2023.

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

4. The Executive Director asked for feedback on the recent MI NAHRO conference. Commissioner Steimle-App noted that it was a good opportunity to highlight the Grand Rapids Housing Commission. Commissioner Zylstra noted that it is clear that Executive Director Reames is respected as an expert in her field by many others.

The President declared the meeting adjourned at 6:59 pm.

Lindsey S. Reames

Executive Director