

MINUTES DECEMBER 15, 2020

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on December 15, 2020 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:03 p.m.

Roll Call: Present: Bunn, Butler, Miles, Steimle-App, Zylstra

Absent: None

The President declared a quorum present.

Also attending the meeting: Senior Human Resource Generalist Mia Gutridge, Director of Leased Housing Judy Cannon-Groce, Director of Asset Management Felicia Clay, Interim Executive Director Hattie Tinney, Computer Network Systems Administrator Jay Connor, Real Estate Development Coordinator Michael Weaver, Carlos Sanchez and Michelle Truskowski.

20-74 The President made a motion to add to the agenda a discussion on the recruitment process for the Executive Director.

Commissioner Steimle-App, supported by Commissioner Zylstra, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

**MINUTES:**

20-75 Commissioner Bunn, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of November 17.

Ayes: Bunn, Butler, 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 amended financial statements for period ending, June 30, 2020.

20-76 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 June 30, 2020 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 June 30, 2020 are in all respects approved.

Commissioner Miles, supported by Commissioner Steimle-App, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion tabled.

2. The President moved to take from the table the resolution approving the financial statements for period ending, October 31, 2020.

20-77 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 October 31, 2020 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 October 31, 2020 are in all respects approved.

Commissioner Miles, supported by Commissioner Steimle-App, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, 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 proposed partnership budgets.

20-78 The following resolution was introduced read in full and considered:

RESOLUTION APPROVING  
LIMITED PARTNERSHIP OPERATION BUDGETS  
FOR CALENDAR YEAR 2021

WHEREAS, proposed operating budgets for the limited partnerships for the calendar year ending December 31, 2021 have 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 operating budgets for the calendar year ending December 31, 2021 are in all respects approved.

Commissioner Steimle-App, supported by Commissioner Zylstra, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

4. The Director presented the Commission with a copy of the resolution approving ESA proposals for Adams Park and Scattered Sites.

20-79 The following resolution was introduced read in full and considered:

RESOLUTION APPROVING AWARD OF CONTRACT TO D3G FOR PHASE II ESA AT  
ADAMS PARK AND SCATTERED SITE HOMEOWNERSHIP PROPERTIES

WHEREAS, at the August 18, 2020 meeting of the Housing Commission Board approved award of a contract to Dominion Due Diligence Group (D3G) in the amount not-to-exceed Twenty-one Thousand Eight Hundred Dollars (\$21,800) to complete Part 50/Part 58 and

Phase I ESA work related to the submission of the Grand Rapids Housing Commissions 5-Year Capital Fund Program and Asset Repositioning Applications; and,

WHEREAS, D3G has completed its initial work and submitted draft reports which identify the need to conduct Phase II Environmental work necessary to resolve the identified recognized environmental conditions (RECs) for the subject properties; and,

WHEREAS, D3G has submitted proposals to conduct “Limited Subsurface Investigation” at the subject properties at a cost not-to-exceed Thirty-three Thousand Two Hundred Thirteen Dollars and Fifty Cents (\$33,213.50).

NOW THEREFORE BE IT RESOLVED, that the Housing Commission approves an award of contract to D3G in the amount not-to-exceed Thirty-three Thousand Two Hundred Thirteen Dollars and Fifty Cents (\$33,213.50).

BE IT FURTHER RESOLVED, that the Interim Executive Director is hereby authorized to execute a contract to D3G in the amount not-to-exceed Thirty-three Thousand Two Hundred Thirteen Dollars and Fifty Cents (\$33,213.50) to complete the “Limited Subsurface Investigation” at the subject properties.

Commissioner Bunn, supported by Commissioner Steimle-App, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, 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 Worker’s Compensation insurance.

20-80 The following resolution was introduced read in full and considered:

RESOLUTION ADOPTING REVISED

WORKERS COMPENSATION

WHEREAS, under law the Grand Rapids Housing Commission provides employees with Workers Compensation Insurance; and

WHEREAS, the Grand Rapids Housing Commission has evaluated options from other providers; and

WHEREAS, due to COVID-19 and continuity of customer service, and

WHEREAS, the provider, the Accident Fund pricing is slightly higher, and

WHEREAS, the premium increased by .04% which is a \$418.00 increase.

NOW, THEREFORE, BE IT RESOLVED, that the contract renewal of \$12,486 between the Grand Rapids Housing Commission and the Accident Fund is hereby approved.

Commissioner Steimle-App, supported by Commissioner Bunn, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, 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 Admin Policy changes for remote hearings and briefings.

20-81 The following resolution was introduced read in full and considered:

RESOLUTION ADOPTING

REVISIONS TO THE HOUSING CHOICE VOUCHER (HCV)

ADMINISTRATIVE PLAN

WHEREAS, the Housing Commission, has identified the necessity for amending its HCV Administrative Plan; and

WHEREAS, the amendment will allow for the GRHC to conduct remote briefings and hearings: and

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the Section 8 Administrative Plan.

Commissioner Bunn, supported by Commissioner Steimle-App, moved adoption of the foregoing resolution.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

### **DIRECTOR'S REPORT**

1. Vacancy Report for October 2020.

Adams Park	6
Campau Commons	0
Scattered Site I-V	0
<b>Public Hsg. Total</b>	<b>6</b>
Creston Plaza	2
Homeown Rental	0
Hope Community	5
Leonard Terrace	2
Mt. Mercy	4

Ransom Tower	2
Sheldon Apts.	0
<b>Overall Total</b>	<b>21</b>

2. The Interim Director presented the Board with a copy of the Section 8 Status Report for November 2020 which shows a 98.6% utilization rate.

3. The Interim Director presented the Commission with a copy of the Personnel Report for December 2020.

**OTHER BUSINESS**

20-82 Commissioner Steimle-App, supported by Commissioner Zylstra, moved to go into a closed session to discuss the top two candidates for the Executive Director position.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

The Board entered executive session at 6:23 p.m. and reconvened in open session at 6:55 p.m.

20-83 There being no further business to come before the Commission, it was moved by Commissioner Steimle-App supported by Commissioner Miles to adjourn.

Ayes: Bunn, Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the meeting adjourned at 6:57 pm.

Hattie Tinney Beenen

Interim Executive Director/Secretary