

MINUTES JANUARY 20, 2026

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on January 20, 2026, 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 6:04 p.m.

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

Absent: Alexander, Oosterman

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Policy and Program Planning and Implementation Manager Jose Capeles, Director of Leased Housing Shakerah McRae, Director of Resident Services Felicia Clay, Asset Manager Lynn Simone, and Cassidy Beach of The Ravidian.

MINUTES:

Commissioner Bernier, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of December 15, 2025.

Ayes: Bernier, 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 December 31, 2025.

25-70 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 December 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 December 31, 2025 are in all respects approved.

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

Ayes: Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving renewal of PBV HAP contract with Heron Court.

25-71 The following resolution was introduced and considered:

**Resolution to Renew HAP Contract for
Project-Based Vouchers for Heron Courtyard**

WHEREAS, the Grand Rapids Housing Commission (GRHC) has provided Project-Based Voucher (PBV) rental assistance for Heron Courtyard Apartments under a Housing Assistance Payments (HAP) contract since 2004; and

WHEREAS, Heron Courtyard Apartments provides thirty-three (33) units of affordable housing to low-income households within the City of Grand Rapids; and

WHEREAS, the GRHC has determined that there continues to be a critical need for affordable housing in the Grand Rapids community; and

WHEREAS, the PBV HAP Contract was renewed for a new ten (10) year term effective October 1, 2024; and

WHEREAS, an internal review determined that the renewal of the PBV HAP Contract was executed without prior approval of the Board of Commissioners; and

WHEREAS, while such action could be treated as an operational matter, GRHC staff has determined that Board approval is required due to the contractual nature of the HAP agreement and to ensure full compliance with governance and regulatory requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION hereby retroactively approves and ratifies the renewal of the Project-Based Voucher Housing Assistance Payments Contract with Genesis Non-Profit Housing Corporation for Heron Courtyard Apartments for a ten (10) year term beginning October 1, 2024 and ending September 31, 2034.

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

Ayes: Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving Mount Mercy budget revision.

25-72 The following resolution was introduced and considered:

**Resolution to Approve Revised Mt. Mercy I/II Operating Budget
for Fiscal Year Ending June 30, 2026**

WHEREAS, an operating budget for Mt. Mercy I & II for the fiscal year ending June 30, 2026 has been previously approved by the Grand Rapids Housing Commission; and

WHEREAS, the Grand Rapids Housing Commission, in its review, noticed an error in the calculation of revenue resulting in more than 10% change in overall budget; and

WHEREAS, the Grand Rapids Housing Commission, in its review, has determined that revisions to the operating budget are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the proposed revised operating budget for the fiscal year ending June 30, 2026 is in all respects approved.

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

Ayes: Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving extension of Human Resources contract services.

25-73 The following resolution was introduced and considered:

Resolution to Approve Additional Human Resources Support Services

Contract with Cooper People Group

WHEREAS, the GRHC Board approved an award for Human Resource services in August 2025, (Resolution #2025-34) through February 6, 2026, to Cooper People Group (CPG) for continuity of operations due to the Human Resources Manager vacancy; and

WHEREAS, part of the services included recruitment and hire of a new Human Resource Manager and this task is completed and a new HR Manager joining the GRHC team on February 2, 2026; and

WHEREAS, it is important to ensure continuity between the work of Cooper People Group (CPG) and the new GRHC HR Manager, staff is recommending fractional human resources services with Cooper People Group continuing for 200 hours for an additional six months with an estimated cost of \$39,000. This contract will continue to address the immediate risks and complete needed services as identified in the original emergency procurement; and

WHEREAS, some of the services CPG will continue/complete include:

- Finish Performance Management process including roll out and training
- Finish Comp Study Vendor Management by end of February 2026
- Leadership Development Training Program (1 training per quarter)
- Finish Accountability Chart work
- Employee File Audit (cleanup done by HR Assistant)
- Talent Acquisition Support for HR Assistant

- LMS NeoGov implementation support (Kick-off July 1, 2026)
- Handbook Roll Out
- Conduct Training Needs Assessment
- ADP Systems Integration Support (Employee Navigator and MERS)
- Orientation and Onboarding Optimization Support
- Key Role Succession & Talent Planning (6 unique roles)
- Communication Strategy Development & Deployment
- Onboarding and Fractional HR Support for new HR Manager (5 hours/mo.)

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that a contract with Cooper People Group to ensure continuity of human resource services for the next six months in an amount not to exceed \$39,000 to address risks and complete needed services as outlined in the initial emergency procurement contract is approved.

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

Ayes: Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving exploring options for additional QAP points.

25-74 The following resolution was introduced and considered:

**Resolution to Authorize Staff to Explore Options for Securing
additional Qualified Allocation Plan points under the Community
Support Initiatives**

WHEREAS, the GRHC Board approved execution of agreements in August and September 2025 with partners to facilitate additional housing options for relocating Adams Park residents and to increase the supply of affordable housing in Grand Rapids; and

WHEREAS, the intent of these agreements included creating entities for 9% low-income housing tax credit submissions; and

WHEREAS, applications were submitted for two projects that were not funded due to a new Michigan State Housing Development Authority Qualified Allocation Plan (QAP) requirement related to *Community Support Initiatives*. This is a five-point category where each submitted project scored zero points. The criteria require the development *be located or developed in accordance with local unit of government approval through a community supported development plan, request for proposal and/or other specific project alignment with community programming will be eligible for this point item. The community supported development plan, the request for proposal or other public and documented community outreach must have initiated within 24 months prior to the funding round deadline.*

WHEREAS, some of the options will include working with the City of Grand Rapids to post RFPs, the GRHC issuing RFPs, and the GRHC entering into options to purchase land/buildings for redevelopment, etc.; and

WHEREAS, when exploration results in staff recommending options that commit GRHC funds or other assets through contracts or agreements, the Board will be presented with final approval authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the GRHC staff are authorized to explore options that result in scoring additional Qualified Allocation Plan points under the Community Support Initiatives and will update the Board.

FURTHERMORE, Staff will seek authorization for action items that commit the GRHC financially.

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

Ayes: Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving submission of NOI to City for 2027 Neighborhood Investment Plan.

25-75 The following resolution was introduced and considered:

**Resolution to Authorize Submission of a Notice of Intent, a Response
to the RFP and Documentation Required Upon Award, to the City for
Funding under the FY 2027 Neighborhood Investment Plan**

WHEREAS, the City of Grand Rapids published a Notice of Intent (NOI) for the FY 2027 Neighborhood Investment Plan on January 6, 2026; and

WHEREAS, the purpose of the request for NOI is to: 1) identify potential projects that would achieve Neighborhood Investment Plan outcomes with anticipated resources, and 2) assess organizational capacity to successfully implement the project. Successful respondents will be invited to complete a Request for Proposal (RFP) for each invited project; and

WHEREAS, the Grand Rapids Housing Commission (GRHC) has one or more projects that will meet the outcomes around *creating and preserving affordable housing*; and

WHEREAS, the Notice of Intent application had a submission deadline of January 20, 2026, (between the December and January Board meeting), and to not miss this opportunity, the GRHC submitted NOIs for Sheldon Apartments and Hope duplex units. Staff now requests the Boards consent and authorization to respond to the Request for Proposal if invited by the City to do so. Staff is also requesting approval to submit subsequent documentation if awarded funding under the FY 2027 Neighborhood Investment Plan RFP.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION: that the Board acknowledges the submission of the NOI to the City with no concerns and authorizes submission of one or more responses to the Request for Proposal if invited by the City.

FUTHERMORE, the Executive Director is authorized to execute documents to accept funding awarded by the City under the FY 2027 Neighborhood Investment Plan.

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

Ayes: Bernier, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

7. The President presented the Commission with a copy of the resolution approving recognition of Michael Weaver.

25-76 The following resolution was introduced and considered:

**Resolution to Recognize Michael R. Weaver for More Than 21 Years of
Distinguished Service as an Employee of the Grand Rapids Housing Commission**

WHEREAS, Michael R. Weaver has ably served his colleagues and the community of Grand Rapids in his role as Real Estate Development Coordinator for the Grand Rapids Housing Commission, and;

WHEREAS, Michael R. Weaver has used his intellect, knowledge and experience to further the Grand Rapids Housing Commission mission to offer quality affordable housing, essential resources and avenues to self-sufficiency to the households we serve, and;

WHEREAS, Michael R. Weaver has been instrumental to the success of many major projects, including the redevelopment of Campau Commons Apartments and Creston Plaza Apartments, the transformation of Sheldon School to Sheldon Apartments and the development of Antoine Court Apartments;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission hereby expresses its gratitude to Michael R. Weaver for his service to the Commission, for his sound advice and valued counsel, and for all that he has contributed to our agency, and;

BE IT FURTHER RESOLVED, that the Grand Rapids Housing Commission wishes Michael R. Weaver continued success in all of his endeavors and extends our best wishes for his health, happiness and prosperity.

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

Ayes: Bernier, 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 December 2025. Vacancy is up again but more maintenance staff have been hired and contracting with an outside company to make unit turns should decrease the time from when a unit is vacated to when it is available to rent again.

2. The Executive Director presented the Board with a copy of the Personnel Report for December 2025. The new Human Resource Manager will start on February 2.

3. The Executive Director presented the Board with the 2026 travel and training schedule.

4. The Executive Director updated the Board on the HUD budget. A bipartisan funding bill passed that has an overall increase in funding, a decrease in public housing funding, and a 9% increase in vouchers.

5. The Executive Director updated the Board on the software conversion to Yardi. There will be a two-week period at the end of January where neither the old nor new software will be available so data can be transferred. Overall, the transition is going well.

6. The Executive Director informed the Board applications are now open for the Jean McKee Scholarship.

7. The Executive Director reminded the Board of the Partnership Board meeting that will be held on January 30.

OTHER BUSINESS

1. The Executive Director invited the commissioners to a farewell gathering for Michael Weaver on January 22.

2. The Executive Director informed the Board that she will be on vacation during the last week of February.

3. The Executive Director informed the Board that there was a fire at Adams Park that was in the news. The fire was contained and the resident was put into an available unit at Adams Park. The fire-damaged will not be repaired since there was considerable damage and the entire building is slated for demolition.

4. The Executive Director informed the Board that there is a briefing on Thursday, January 22 to update community partners on the plans for Adams Park.

The President declared the meeting adjourned at 6:27 pm.

Lindsey S. Reames

Executive Director