

MINUTES JUNE 15, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 15, 2021 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:02 p.m.

Roll Call: Present: Butler, Miles, Steimle-App, Zylstra (all attending virtually)

Absent: Bunn

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Deputy Executive Director Hattie Tinney, Daniel Postema.

**MINUTES:**

21-22 Commissioner Zylstra, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of May 18, 2021.

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

**PUBLIC COMMENTS:**

Daniel Postema had a question regarding buying a house with a Section 8 voucher. A member of the staff will contact him next business day to answer his questions.

**RESOLUTIONS & MOTIONS:**

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending May 31, 2021.

21-23 The following resolution was introduced and considered:

**Resolution to Approve Operating Statement of Income and Expenditures**

**WHEREAS**, the Operating Statement of Income and Expenditures for the period ended **May 31, 2021** 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 BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION**, that the Operating Statement of Income and Expenditures for the period ended **MAY 31, 2021** are in all respects approved.

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

Ayes: Butler, 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 Asset Repositioning for Scattered Sites.

21-24 The following resolution was introduced and considered:

**Resolution to Approve Submission of Grand Rapids Housing**

**Commission Asset Repositioning Application-Scattered Sites**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) is desirous of removing of all of the remaining public housing units within its portfolio by means of submitting specific demolition/Disposition Applications to the U.S. Department of Housing and Urban

Development (HUD) Special Applications Center (SAC) available to Public Housing Authorities under the various repositioning strategies, and;

**WHEREAS**, the GRHC has developed an Asset Repositioning Plan (“Plan”) for the conversion of the remaining public housing units within its portfolio and has discussed the “Plan” with the Resident Advisory Board at the GRHC’s public meeting for its Annual Plan held March 16, 2021, and;

**WHEREAS**, the GRHC has consulted, discussed and received comments on the “Plan” from those Scattered Site residents affected by the planned removal of the Scattered Site public housing units at meetings held virtually on May 10, 2021, and;

**WHEREAS**, the GRHC has met with and discussed the “Plan” with local governmental officials of the City of Grand Rapids at a meeting held virtually on May 24, 2021, whereupon the City of Grand Rapids City Manager, Mr. Mark Washington, has provided a written letter of support for the Scattered Site Asset Repositioning Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Grand Rapids Housing Commissions Asset Repositioning Plan is approved and authorizes the Executive Director of the Housing Commission, Lindsey S. Reames, to prepare and submit the required Asset Repositioning application, and all other required documents, to the HUD Special Applications Center for the Scattered Site repositioning strategy as is presented in the GRHC’s Asset Repositioning Plan.

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

Ayes: 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 change in Admin Plan for Temporary Policy Supplement for Emergency Housing Vouchers.

21-25 The following resolution was introduced and considered:

**Resolution to approve Temporary Policy Supplement (TPS) for  
Emergency Housing Vouchers Program**

**WHEREAS**, the American Rescue Plan Act (ARP) of 2021 was signed into law by President Biden on March 11, 2021. The ARP provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and Local Governments, individuals and businesses. Section 3202 of the ARP appropriates \$5 billion for new incremental Emergency Housing Voucher (EHV), the renewal of EHV's, and fees for the cost of administering the EHV's. The EHV's are administered by PHA's with the purpose of servicing the homeless; at-risk homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and recently homeless population(s), and;

**WHEREAS**, the GRHC received a notice on May 10, 2021 informing the agency that it was awarded 42 units of housing, effective, July 1, 2021, with a contract term of 18 months and initial award amount of \$305,016, and;

**WHEREAS**, the Grand Rapids Housing Commission is seeking to amend its Administrative Plan to include the Temporary Policy Supplement for Emergency Housing Vouchers, that will govern how the GRHC will administer the awarded vouchers (attached) and;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** to approve the amendment to the Grand Rapids Housing Commission Administrative Plan to allow for the Temporary Policy Supplement.

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

Ayes: Butler, 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 change in HCV Admin Plan to increase PBVs to 30%.

21-26 The following resolution was introduced and considered:

**Resolution for Revisions to the HCV Administrative Plan  
Increasing PBV Cap from 20 Percent to 30 Percent and  
Defining Criteria for Exception Vouchers**

**WHEREAS**, the Grand Rapids Housing Commission is guided by the core principles of collaboration and partnership in order to explore and create housing opportunities for low-income households; and

**WHEREAS**, efforts in the last four (4) years with community partners and developers to expand the inventory of decent, safe, and affordable housing has resulted in the construction and/or rehabilitation of over 350 units of housing; and

**WHEREAS**, one facet of expanding the inventory of affordable housing is by using Project-Based Vouchers (PBVs) to leverage Low Income Housing Tax Credits that result in projects necessary to ease local housing scarcity; and

**WHEREAS**, the U.S. Department of Housing and Urban Development has provided statutory changes that, if adopted, would enable public housing authorities the ability to increase the cap on the issuance of PBVs from 20 percent to 30 percent of the number of authorized vouchers contained in the Annual Contributions Contract (ACC). Please see attached matrix for revision language.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the HCV Administrative Plan be revised providing for the PBV cap to be increased from 20 percent to 30 percent of the number of ACC authorized Housing Choice Vouchers thus providing the necessary rent assistance for the Housing Commission's Antoine Court Apartments as well as publication of a Request for Proposals for the issuance of PBVs to promote additional housing development projects.

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

Ayes: 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 dismissal of litigation.

21-27 The following resolution was introduced and considered:

**Resolution for Dismissal of Litigation, U.S. District Court,**

**Western District of Michigan**

**WHEREAS**, through mediation and legal counsel, the decision has been made to dismiss litigation against the Grand Rapids Housing Commission related to the ability of Housing Choice Voucher clients to move with continued rental assistance despite any outstanding amounts owed to the landlord; and

**WHEREAS**, under the Settlement Agreement, the Housing Commission's insurer will make payment of \$75,000 to the plaintiffs and \$12,000 in attorney's fees; and

**WHEREAS**, the Housing Commission will issue an Administrative Advisory on Termination Notices and circulate the Advisory among all relevant Housing Commission staff members; and

**WHEREAS**, for a period of one year the Housing Commission will gather and record information for each Housing Choice Voucher participant who requests to move with continued assistance and will disclose the data to the appropriate parties named in the Settlement Agreement; and

**WHEREAS**, each Plaintiff will sign a standard Release of all claims.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** to authorize the Executive Director to execute the Settlement Agreement and other necessary documents related to the dismissal of litigation of the U.S. District Court, Western District of Michigan, Case 20-cv-793-JTN, Claim No. MII-198893.

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

Ayes: Butler, 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 Report for May 2021.

Adams Park	3
Campau Commons	3
Scattered Site I-V	1
<b>Public Hsg. Total</b>	<b>7</b>
Creston Plaza	3
Hope Community	3
Leonard Terrace	3
Mt. Mercy	2
Ransom Tower	4
Sheldon Apts.	0
<b>Overall Total</b>	<b>22</b>

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for May 2021 which shows a 97.1% utilization rate which is higher than the previous month.

3. The Executive Director presented the Board with a copy of the Personnel Report for June 2021.

4. The Executive Director informed the Board that Franklin Covey meetings will be starting next week. Commissioners Butler and Miles expressed interest in attending.

5. The Executive Director informed the Board that the contractor who was chosen to give an assessment on our procurement policies will be on site during the current week and then continue to give feedback and advice virtually. Results of that work will be presented to the Board at the August meeting.

6. The Executive Director informed the Board that there may need to be revisions to the budget resulting from changes to position descriptions and a salary compensation study that will be undertaken.

7. The Executive Director reported that the Community Day event that occurred on June 2 was a great success and thanked the Board for their support.

8. The Executive Director informed the Board that the August 17, 2021 Board of Commissioners meeting will be held in person at Campau Commons.

9. The Executive Director informed the Board that the Grand Rapids Housing Commission will remain open to the public by appointment only.

21-28 There being no further business to come before the Commission, it was moved by Commissioner Miles, supported by Commissioner Steimle-App to adjourn.

Ayes: Butler, Miles, Steimle-App, Zylstra

Nays: None

The President declared the meeting adjourned at 7:00 pm.

Lindsey S. Reames

Executive Director