

MINUTES MAY 19, 2020

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 19, 2020 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:02 p.m.

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

Absent: None

The President declared a quorum present.

Also attending the meeting: Deputy Executive Director Hattie Tinney and Director of Leased Housing Judy Cannon-Groce.

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 Bunn, supported by Commissioner Miles, placed the name of Commissioner Butler in nomination for the office of President.

Commissioner Miles, supported by Commissioner Bunn, placed the name of Commissioner Zylstra in nomination for the office of Vice President.

20-01 Commissioner Steimle, supported by Commissioner Bunn, moved that the nomination be closed and that a unanimous ballot be cast.

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

Nays: None

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

MINUTES:

20-02 Commissioner Steimle-App, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting and of the Public Hearing of March 17, 2020.

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

Nays: None

The President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The Director presented the Commission with a copy of the resolution approving the financial statements for period ending April 30, 2020.

20-03 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 April 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 April 30, 2020 are in all respects approved.

Commissioner Stimele-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.

2. The Director presented the Commission with a copy of the resolution approving the Operating Budget for FY beginning July 1, 2020.

20-04 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING
OPERATING BUDGET
FOR FISCAL YEAR 2021

WHEREAS, a proposed operating budget for the fiscal year ending June 30, 2021 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 operating budget for the fiscal year ending June 30, 2021 is in all respects approved.

Commissioner Miles, 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.

3. The Director presented the Commission with a copy of the resolution approving submission of Hope Community Continuum of Care grant application.

20-05 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING SUBMISSION
FFY 2020 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
CONTINUUM OF CARE GRANT
NOTICE OF FUNDING AVAILABILITY

WHEREAS, The U.S. Department of Housing and Urban Development intends to make available funding for organizations serving the needs of homeless populations under the FY 2020 Continuum of Care (CoC) grant programs; and

WHEREAS, the Grand Rapids Housing Commission operates the Hope Community Rapid Re-Housing program serving eligible populations under the grant application.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to submit a renewal grant application for Continuum of Care funds in the amount of \$159,663 for Hope Community and if awarded, enter into a grant agreement for these funds.

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 HCV Program waivers and alternative requirements.

20-06 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING THE HOUSING CHOICE VOUCHER (HCV) PROGRAM
WAIVERS AND ALTERNATIVE REQUIREMENTS

WHEREAS, the Housing Commission desires to adopt HUD Waivers and alternative requirements for numerous statutory and regulatory requirements for the HCV program; and

WHEREAS, the HCV program will utilize the allowable flexibilities to continue critical work functions in response to the COVID-19 national emergency and,

NOW, THEREFORE, BE IT RESOLVED, that the HCV Waivers and Alternative Requirements are adopted, effective April of 2020.

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

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

Nays: None

The President declared the motion carried.

5. The Director presented the Commission with a copy of the resolution approving the recipient of the Jean McKee Scholarship award.

20-07 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING RODNEY CANCLER AS A
2020 JEAN MCKEE RESIDENT SCHOLARSHIP WINNER

WHEREAS, the Grand Rapids Housing Commission has invited eligible residents to apply for the 2020 Jean McKee Resident Scholarship Program; and

WHEREAS, resident Rodney Cancler submitted the required scholarship application form and met all program eligibility and application requirements;

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing

Commission approves Rodney Cancler as winner of a 2020 Jean McKee Resident Scholarship award.

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.

6. The Director presented the Commission with a copy of the resolution approving the revisions to the rent collection policy at Ransom Tower

20-08 The following resolution was introduced, read in full and considered:

RESOLUTION ADOPTING

REVISED RENT COLLECTION POLICY

WHEREAS, the Grand Rapids Housing Commission has previously adopted a Rent Collection Policy; and

WHEREAS, staff has determined that revision to the Rent Collection Policy are necessary to the efficient operation of the Ransom Tower Apartments.

NOW, THEREFORE, BE IT RESOLVED that Ransom Tower Apartments adopts the attached Rent Collection Policy.

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

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

Nays: None

The President declared the motion carried.

7. The Director presented the Commission with a copy of the resolution approving ACOP changes for online applications.

20-09 The following resolution was introduced, read in full and considered:

RESOLUTION APROVING ADMISSIONS AND CONTINUED OCCUPANCY
POLICY REVISIONS TO ONLINE APPLICATIONS

WHEREAS, the Housing Commission, has identified the necessity for changes to the Admission and Continued Occupancy Policy; and

WHEREAS, housing applications will be taken online to improve and streamline the process to align with the Housing Choice Voucher Program;

WHEREAS, persons with disabilities will continue to receive reasonable accommodations when applying for housing at the Grand Rapids Housing Commission properties.

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission adopt the attached changes to the Admission and Continued Occupancy Policy

Commissioner Bunn, supported by Commissioner Miles, 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 May 2020.

Adams Park	4
Campau Commons	0

Scattered Site I-V	0
Public Hsg. Total	4
Creston Plaza	2
Homeown Rental	0
Hope Community	1
Leonard Terrace	7
Oakdale	0
Mt. Mercy	13
Ransom Tower	4
Sheldon Apts.	0
Overall Total	31

2. The Director presented the Board with a copy of the Section 8 Status Report for April 2020 which shows a 99% utilization rate.

3. The Director presented the Commission with a copy of the Personnel Report for April and May 2020.

4. The Director informed the Board of the award of two grants to the Grand Rapids Housing Commission. HUD awarded \$159,663 for the Continuum of Care Program and \$396,178 for Housing Choice Vouchers.

OTHER BUSINESS

The Board discussed the succession plan for the Executive Director position.

20-10 Commissioner Miles, supported by Commissioner Bunn, moved that Deputy Executive Director Hattie Tinney be appointed to acting Executive Director as of September 1, 2020.

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

Nays: None

The President declared the motion carried.

20-11 There being no further business to come before the Commission, it was moved by Commissioner Miles supported by Commissioner Zylstra to adjourn.

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

Nays: None

The President declared the meeting adjourned at 7:30 pm.

Carlos A. Sanchez

Executive Director/Secretary