

MINUTES MAY 18, 2021

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 18, 2021 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:00 p.m.

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

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Director of Leased Housing Judy Cannon-Groce, Director of Asset Management Felicia Clay, and Real Estate Development Coordinator Michael Weaver.

MINUTES:

21-11 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of April 20, 2021.

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

Nays: None

The President declared the motion carried.

PUBLIC COMMENTS:

Suzanne Riverstone sent a message that phone messages left for staff are being ignored.

Sarah Edgington of Parents for Healthy Homes sent a message encouraging the Housing Commission to support their efforts to have the City of Grand Rapids change ordinances around lead paint and other hazardous chemicals.

RESOLUTIONS & MOTIONS:

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending April 30, 2021.

21-12 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 **April 30, 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 **April 30, 2021** are in all respects approved.

Commissioner Bunn, 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 President presented the Commission with a copy of the resolution approving the Hope Community Continuum of Care grant renewal application.

21-13 The following resolution was introduced and considered:

Resolution to Approve Continuum of Care

Grant Submission and Grant Agreement - Hope Community

WHEREAS, the Grand Rapids Housing Commission (GRHC) operates and maintains the Hope Community Rapid Re-Housing program for homeless women with minor dependent children, and;

WHEREAS, program services for 46 households are primarily funded through annual Continuum of Care grants, and;

WHEREAS, under the annual Continuum of Care funding cycle, staff anticipates the U.S. Department of Housing and Urban Development to circulate and publish a 2021 Notice of Funding Availability for eligible applicants.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, 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 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 President presented the Commission with a copy of the resolution approving collection losses.

21-14 The following resolution was introduced and considered:

Resolution to approve authorization of collection losses

WHEREAS, the Grand Rapids Housing Commission has certain former tenants no longer occupying a dwelling unit under the jurisdiction of the GRHC that have past due accounts,

And;

WHEREAS, all reasonable means of collection of the past due accounts have been exhausted,

and;

WHEREAS, the Board of Commissioners has reviewed the proposed collection losses for years 2018 through 2021 in the amount of \$151,923.26, and;

WHEREAS, HUD best practices recommend that this process be completed, at a minimum, annually, GRHC is currently working on revising policies to adopt the best practice recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to remove the past due amounts totaling \$151,923.26 from the accounts receivable ledger and charge them to collection losses as noted in attachment "Collection Losses."

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.

4. The President presented the Commission with a copy of the resolution approving Emergency Housing Voucher award.

21-15 The following resolution was introduced and considered:

Resolution to Accept the Emergency Housing Voucher Award

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 GRHC is required to partner with the Continuum of Care (CoC) and other organizations for direct referrals and services. The GRHC must also enter into a Memorandum of Understanding (MOU) with the CoC to establish a partnership for the administration of the EHV's.

WHEREAS, the GRHC will need to accept or decline this award by May 24, 2021 and;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF

THE GRAND RAPIDS HOUSING COMMISSION, that the Grand Rapids Housing

Commission will accept this award with the option to increase the award amount and approve the Memorandum of Understanding with the Continuum of Care.

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 reclassifying equity contributions.

21-16 The following resolution was introduced and considered:

Resolution to approve cash transfers reclassified as equity contribution

WHEREAS, the Grand Rapids Housing Commission (GRHC) has advanced \$1,002,811 in non-federal cash funds to the voucher program as needed during 2018 and 2019 to cover cash flow needs; and

WHEREAS, these non-federal funds were advanced from proceeds from GRHC interest in the sale of Breton Village Apartments.

WHEREAS, \$662,811 of the funds were reclassified as equity contribution during FYE 6/30/2019, the remaining funds, \$340,000, will now be reclassified; and

WHEREAS, the Board of Commissioners has previously approved the financial statements for FYE 06/30/2019 and HUD is requiring this resolution to resolve an open mitigation solvency plan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized to reclassify non-federal cash advance funds as equity contributions to the voucher program.

Commissioner Miles, 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.

6. The President presented the Commission with a copy of the resolution approving entering contract with Franklin Covey.

21-17 The following resolution was introduced and considered:

Resolution to contract with Franklin Covey for Strategic Planning through the 4 Disciplines of Execution platform

WHEREAS, the Grand Rapids Housing Commission (GRHC) will implement a strategic planning process for driving increased focus, execution and outcomes for the organization; and

WHEREAS, GRHC has researched some industry models and requested quotes from 4 organizations including Franklin Covey, Boston Consulting Group/Brighthouse Connect, EY-Parthenon and EMA, Inc., and;

WHEREAS, GRHC received quotes from Franklin Covey for \$81,600 and Brighthouse Connect for over \$500,000 (quotes attached) and EY-Parthenon and EMA were non responsive, and;

WHEREAS, the Franklin Covey proposal was comprehensive focusing on designing, building, and implementing a model specific to the mission and vision of the GRHC, including an operating system for tracking key performance indicators; and

WHEREAS, the proposal from Franklin Covey includes access to their entire platform of programs, services and trainings including the Speed of Trust and the 7 Habits of Highly of Effective People for all the GRHC employees; and

WHEREAS, Franklin Covey is not just for business strategy development, it gives an organization an operating system for executing on its highest priorities again and again and enables leaders at all levels to create transparency, accountability and true employee engagement and most importantly, it has demonstrated success delivering results (attachment with example organizations with breakthrough results).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that Executive Director is authorized to enter into a contract with Franklin Covey for Strategic Planning through the 4 Disciplines of Execution model in an amount not to exceed \$81,600.

Commissioner Zylstra, 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.

7. The President presented the Commission with a copy of the resolution approving procurement assessment.

21-18 The following resolution was introduced and considered:

**Resolution to Approve a Contract for a Procurement Assessment at
the Grand Rapids Housing Commission**

WHEREAS, the Grand Rapids Housing Commission (GRHC) is required to comply with Federal, state and local requirements for procurement actions at the Agency, most specifically, 2 CFR, Part 200 and;

WHEREAS, GRHC's current procurement procedures allow procurement among many departments at the agency with no one specifically assigned to monitor compliance and;

WHEREAS, it is imperative that the agency have a clear policy that complies with all requirements and procedures for procurement and contract administration and;

WHEREAS, the agency sought quotes to conduct a procurement assessment under our current "small purchase" policy from five firms including, CVR Associates, Du & Associates, Inc., Nan McKay and Associates, Inc., Nelrod, and Quadel and;

WHEREAS, the scope of work includes:

- A review of the current procurement policy to ensure compliance with Federal, State and local requirements
- A review of the current procedures that includes recommendations for revisions based on policy recommendations, current application of the procedures and industry best practices. The procedures should address all the types of procurement identified in the revised policy with checklists and flow charts.
- Review of a sample of procurement actions (from multiple departments within the agency) to identify discrepancies and/or non-compliance with federal, state and local requirements and the policy and procedures.
- Review of contract administration to identify discrepancies and/or non-compliance with federal, state, local requirements and with the policies and procedures
- A formal presentation of the assessment report/findings/recommendations to the Board of Commissioners. The presentation can be completed via conference call.
- Conduct training on revised policies and procedures for staff.

WHEREAS, one (1) firm submitted a quote, CVR Associates in the amount of \$21,905.50 and was determined to be a responsive and responsible bidder based on the request.

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 a contract with CVR Associates for a procurement assessment in an amount not to exceed \$21,905.50.

Commissioner Miles, 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.

8. The President presented the Commission with a copy of the resolution approving option to purchase 244 Fairbanks.

21-19 The following resolution was introduced and considered:

Resolution to Approve Option to Purchase 244 Fairbanks NE

Vacant Parcel by JB Attorney Holdings 68th LLC

WHEREAS, the Grand Rapids Housing Commission (GRHC) at its August 27, 2019 meeting approved a resolution authorizing the Housing Commission staff to negotiate an option to purchase the vacant parcel located at 244 Fairbanks Street NE with Mr. Joe Modderman of RJM Properties GR, representing JB Attorney Holdings 68th LLC, and;

WHEREAS, Rhoades McKee attorneys has prepared and filed a Declaration of Restrictive Covenants for 244 Fairbanks Street NE which ensures future uses of the parcel for residential

dwellings will be limited to rental to persons whose income does not exceed eighty percent (80%) of the Area Median Income for the Grand Rapids, Michigan area, and;

WHEREAS, GRHC staff has received a valuation of the 244 Fairbanks NE parcel from Ms. Tiffany Szakal of IHeartGR Real Estate in the amount of \$27,200, and;

WHEREAS, Mr. Joe Modderman of RJM Properties GR, representing JB Attorney Holdings 68th LLC, has tendered a written offer in the amount of \$27,000 for the parcel located at 244 Fairbanks Ave NE Grand Rapids, MI 49503.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director of the Grand Rapids Housing Commission is granted approval to execute the Option Agreement prepared by Rhoades McKee attorneys for the purchase of the parcel located at 244 Fairbanks Ave NE Grand Rapids, MI 49503 in the amount of \$27,000.

Commissioner Miles, 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.

9. The President presented the Commission with a copy of the resolution approving retaining wall contract for 1140 Dallas.

21-20 The following resolution was introduced and considered:

Resolution to Award Contract

1140 Dallas Street-Retaining Wall Replacement

WHEREAS, the Grand Rapids Housing Commission (GRHC) has engaged services of MC Smith Architectural Group, Inc. (MCSA Group, Inc.) to prepare plans and specifications and solicit bids from qualified contractors for the replacement of the existing retaining wall at 1140 Dallas Street SE, and;

WHEREAS, sealed bids were received from Katerburg VerHage Inc, and JD Fisher Builders, with said bids being opened and read aloud via the Zoom virtual platform on May 3, 2021 following the close of bidding at 10:00 am on said day, and

WHEREAS, the lowest responsible bidder has been found to be Katerburg VerHage Inc. with a bid amount of \$27,307 and a contingency amount of \$5,000 as recommended by MCSA Group, Inc., and;

WHEREAS, MCSA Group Inc. has submitted a recommendation letter of award of contract to Katerburg VerHage Inc in the total amount of \$32,307.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is hereby authorized and approved to execute a contract in the amount not-to-exceed \$32,307 be awarded to Katerburg VerHage Inc. for the 1140 Dallas Street Retaining Wall Replacement.

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. The Executive Director presented the Board with a copy of the Vacancy Report for April 2021.

Adams Park	6
Campau Commons	3
Scattered Site I-V	1
Public Hsg. Total	10
Creston Plaza	1
Hope Community	2
Leonard Terrace	2
Mt. Mercy	4
Ransom Tower	3
Sheldon Apts.	1
Overall Total	23

2. The Executive Director presented the Board with a copy of the Section 8 Status Report for April 2021 which shows a 96.8% utilization rate which is higher than the previous month.

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

4. The Executive Director informed the Board that the retired Executive Director Carlos Sanchez was awarded the Terrence R. Duvernay Award. A video of the ceremony will be shared with the Board.

5. The Executive Director informed the Board that a Hope Community resident, twelve-year-old Kylee Pierce, is a winner of the Michigan NAHRO “What Home Means to Me” Poster Contest for the middle school division.

6. The Executive Director informed the Board that the employees of the Housing Commission will be participating in a Community Day event on Wednesday, June 2. Staff will be doing clean-up and freshening up of Campau, Hope and Sheldon in the morning and then meet for lunch. Commissioners are invited to attend.

7. The Executive Director requested input from the Board on whether to send out the 2020 Annual Report which has been delayed due to COVID timeline changes or to combine it with the 2021 Annual Report. Consensus was made to send out a combined report when ready.

8. The Executive Director informed the Board that there were no applicants this year for the Jean McKee Scholarship. No changes will be made to the program now, but staff will look into the reasons for the lack of applicants.

9. The Executive Director informed the Board that she wished to acknowledge the very hard work of the staff over the past few weeks.

OTHER BUSINESS

1. The Executive Director informed the Board that Boards of the Housing Corporations will need to meet soon and there are open positions that need to be filled.

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

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

Nays: None

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

Lindsey S. Reames

Executive Director