

City of Grand Rapids
Affordable Housing Fund Board Meeting Minutes
Monday, December 12th, 2022 12:30-2:30pm
City Hall, 300 Monroe Ave NW, 49503, Conference Room 811

- I. Call to Order
 - a. Washington called meeting to order at 12:30pm
- II. Roll Call
 - a. Brown and Townsend absent
- III. Approval of Minutes
 - a. Approval of Minutes from November 16, 2022
 - b. Moved by Talen, Seconded by Beard, Approved
- IV. Action Items
 - a. Select Chair and Vice Chair-memo attached
 - a. Washington recited the names on the ballot for Chair and Vice Chair. Berens reviewed the two methods of voting: single ballot or two ballots. Luptowski confirmed. Washington asked for feedback from Board members and there was none. Washington recommended two ballots and the Board agreed. Luptowski passed out the ballot for Chair. Washington mentioned that two candidates, Brown and Townsend who are on the ballot, are not present. Board members will read their name out loud then read their vote. Jim Talen received five votes and Eric Brown received four votes for Chair. Luptowski passed out the ballot for Vice Chair. Board members were instructed to strike Talen's name from the Vice Chair ballot. Brown received seven votes and Townsend received two votes for Vice Chair.
 - b. Approve Meeting Dates of 2023-memo attached
 - a. Washington introduced the meeting dates for 2023 and asked for conflicts. The April 2023 and July 2023 meeting dates are a conflict for the Board members. A motion to change dates from April 5th to April 12th and from July 5th to July 12th was made by Beard and seconded by Drent. Motion carried.
 - c. Approve Request for Proposals (RFP) Priorities and Scoring Rubric-memo attached
 - a. Berens gave overview of RFP and timelines. Kilpatrick pointed out updates on Page 6. Discussed how Subcommittee structured scoring allocation. Washington had questions about the weight of some values and how they were measured. Chair-elect Talen and Kirkpatrick answered his questions with explanation of how the subcommittee allocated points to specific values. Beard and Reames offered suggestions on how to clarify some of the scoring. Discussion continued regarding scoring aspects of proximity to a financial institution, bus stop, and an elementary school. Discussion of restructuring scoring rubric to more of a written narrative. Washington asked for motion to accept the RFP Priorities and Scoring Rubric. Moved by App and seconded by Romero. Motion carried.

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- V. Discussion Items
- VI. Updates
- VII. Public Comment
 - a. Michelle Truskowski from Grand Rapids for Affordable Housing asked if the information would be available to the public and mentioned that it's hard to hear what's being said at the end of the table.
 - b. Judith Transue from Grand Rapids for Affordable Housing asked if the RFP would be the basis for future RFPs.
- VIII. Adjournment
 - a. Washington adjourned the meeting at 1:23 pm