

MINUTES MAY 21, 2024

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on May 21, 2024 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The Vice President called the meeting to order at 6:00 p.m.

Roll Call: Present: Alexander, Bernier, Miles, Zylstra

Absent: Steimle-App

The Vice President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Deputy Executive Director Hattie Tinney, Policy and Program Planning and Implementation Manager Jose Capeles, Communication and Program Coordinator Joyce Smith, Finance Manager Kris Endres, Human Resource Manager Mia Gutridge, and Jianna Capeles.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

Commissioner Bernier, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of April 16, 2024.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The Vice President presented the Commission with a copy of the resolution approving the financial statements for period ending April 30, 2024.

24-08 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 April 30, 2024 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 April 30, 2024 are in all respects approved.

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

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

2. The Vice President presented the Commission with a copy of the resolution approving FY25 budgets.

24-09 The following resolution was introduced and considered:

Resolution to Approve Operating Budget for Fiscal Year 2025

WHEREAS, an operating budget for the fiscal year ending June 30, 2025 been prepared for and submitted to the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, in its review, has determined that the proposed 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 proposed operating budget for the fiscal year end June 30, 2025 are in all respects approved.

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

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

3. The Vice President presented the Commission with a copy of the resolution approving collection losses.

24-10 The following resolution was introduced and considered:

Resolution to approve authorization of collection losses

WHEREAS, the Grand Rapids Housing Commission (GRHC) has certain former tenants no longer occupying a dwelling unit under the jurisdiction of 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 through January 2024 in the amount of \$43,841.66.

WHEREAS, HUD best practices recommend that this process be completed, at a minimum, annually, GRHC is reviewing and processing write-offs bi-annually.

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 \$43,841.66 from the accounts receivable ledger and charge them to collection losses as noted in attachment “Collection Losses.”

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

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

4. The Vice President presented the Commission with a copy of the resolution approving the Employee Handbook.

24-11 The following resolution was introduced and considered:

Resolution to Adopt the New Employee Handbook

WHEREAS, the Grand Rapids Housing Commission (GRHC) last updated its Personnel Manual policies in September of 2017; and

WHEREAS, GRHC Staff has undertaken a comprehensive review and update of personnel policies to create a new Employee Handbook to meet current needs, regulations, and best practices; and

WHEREAS, the proposed new GRHC Employee Handbook has been vetted and reviewed to ensure compliance with all applicable employment laws and to align with GRHC's mission; and

WHEREAS, the new Employee Handbook clearly outlines policies, procedures, benefits, expectations and employee rights in an easy to reference format;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:

1. The GRHC Employee Handbook dated May 2024 is adopted and approved; and
2. The Executive Director shall ensure proper training, distribution and implementation of the new Employee Handbook to all GRHC employees; and
3. The Executive Director is authorized to make minor, non-substantive revisions or modifications to the Employee Handbook as needed in the future, provided such changes do not negatively impact the rights, benefits or terms of employment for GRHC staff; and
4. The new Employee Handbook replaces and supersedes all prior personnel policy manuals and employer-employee handbooks previously issued by the GRHC.

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

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

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

24-12 The following resolution was introduced and considered:

Resolution to Approve Iyonna Dantzler

As a 2024 Jean McKee Resident Scholarship Winner

WHEREAS, the Grand Rapids Housing Commission has invited eligible residents attending or planning to attend college or vocational school to apply to receive a 2024 Jean McKee Resident Scholarship program award; and

WHEREAS, four applications were submitted and one applicant/resident, Iyonna Dantzler, submitted all the required scholarship application information and met all program eligibility requirements, and;

WHEREAS, GRHC staff have determined that the Jean McKee Resident Scholarship Fund has monies available to fund an academic scholarship award;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Grand Rapids Housing Commission approves Iyonna Dantzler as a recipient of a 2024 Jean McKee Resident Scholarship award.

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

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

6. The Vice President presented the Commission with a copy of the resolution approving authorization of signature for property closings.

24-13 The following resolution was introduced and considered:

**Resolution to Approve Signature Authorization for the Executive
Director to Sell Disposed Properties**

WHEREAS, the GRHC from time to time disposes of real properties that are no longer

operationally viable for the purposes of the GRHC's affordable housing programs; and

WHEREAS, the GRHC desires to authorize the Executive Director, Lindsey Reames, to execute all documents necessary to complete the sale of such disposed properties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:

1. The Executive Director is authorized and directed to execute all deeds, bills of sale, closing statements and other documents as may be necessary or advisable to complete the sale of any disposed real properties owned by the Commission.
2. The authorization granted in this Resolution is effective immediately and shall remain in force until revoked or superseded by subsequent action of this Board.
3. All resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

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

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

7. The Vice President presented the Commission with a copy of the resolution approving pursuit of redevelopment options and CNI grant application for Adams Park.

24-14 The following resolution was introduced and considered:

Resolution Authorizing Pursuit of Redevelopment Options and CNI Grant Application for

Adams Park Apartments

WHEREAS, the Grand Rapids Housing Commission (the "GRHC") owns and operates the affordable housing property known as Adams Park Apartments located at 1440 Fuller Ave SE, Grand Rapids, MI 49507; and

WHEREAS, Adams Park Apartments is in need of substantial renovation and/or redevelopment to preserve affordable housing units and improve living conditions; and

WHEREAS, the GRHC desires to explore options for the redevelopment of Adams Park Apartments, including potential public-private partnerships, demolition, new construction, and related financing opportunities; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) provides Choice Neighborhoods Implementation (CNI) grants to assist public housing authorities with the redevelopment of distressed affordable housing; and

WHEREAS, the Commission believes that preparing an application for CNI grant funding from HUD would be beneficial to support the redevelopment of Adams Park Apartments.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:

1. The Executive Director, Lindsey Reames, is authorized and directed to pursue all options for the potential redevelopment of Adams Park Apartments, including but not limited to demolition, new construction, renovation, acquisition opportunities, public-private partnerships, financing, and any other activities necessary for such redevelopment.
2. The Executive Director is authorized to negotiate and enter into agreements, commitments, term sheets, and other documents related to planning, designing, and implementing the redevelopment of Adams Park Apartments.

3. The Executive Director is authorized to prepare and submit an application to HUD for a Choice Neighborhoods Implementation grant to support the redevelopment of Adams Park Apartments, and to execute all related certifications and documents required for such application, if viable.
4. The Executive Director shall keep the Board informed of all activities undertaken pursuant to this Resolution related to the redevelopment of Adams Park Apartments and the CNI grant application.
5. The Executive Director will obtain approval before obligating the Commission to any financial commitments, including mortgages, loans, bonds, or other debt, related to the redevelopment of Adams Park Apartments.
6. The authorizations granted herein shall remain in full force and effect until the redevelopment of Adams Park Apartments is complete or this Resolution is revoked or superseded.

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

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

8. The Vice President presented the Commission with a copy of the resolution approving recognition of Hattie Tinney.

24-15 The following resolution was introduced and considered:

**Resolution to Recognize Hattie Tinney
for over 42 Years of Distinguished Service as an employee of
the Grand Rapids Housing Commission**

WHEREAS, Hattie Tinney has ably served her colleagues and the community of Grand Rapids in various roles as an employee of the Grand Rapids Housing Commission, and;

WHEREAS, Hattie Tinney has shown unprecedented lifetime dedication and has used her intellect, insight and experience to further the Grand Rapids Housing Commission mission to provide housing assistance and affordable housing opportunities to lower-income families, people with disabilities and senior citizens, and;

WHEREAS, Hattie Tinney has been instrumental in the development and oversight of many major initiatives undertaken by the Grand Rapids Housing Commission;

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 Hattie Tinney for her many years of service at the Commission, for her sound advice and valued counsel, and for all that she has contributed to our agency, and;

BE IT FURTHER RESOLVED, that the Grand Rapids Housing Commission wishes Hattie Tinney continued success in all her endeavors and extends our best wishes for her health, happiness and prosperity.

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

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice 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 April 2024.

2. The Executive Director presented the Board with a copy of the Personnel Report for May 2024.

3. The Executive Director presented the Board with the travel and training schedule for 2024.

4. The Executive Director gave a recap on the fundraiser luncheon that was held on May 16. The current amount of funds raised stands at \$37,000.

5. The Executive Director informed the Board that a Human Resources consultant firm has been hired to do an assessment of the GRHC. Information about their findings will be brought to the Board when completed.

6. The Executive Director informed the Board about the PHADA scholarship recipient, Taylor Pierce-James, who is a resident of Campau Commons. She will be attending the PHADA Convention in New Orleans to receive her scholarship.

7. The Executive Director gave updates on Adams Park redevelopment which included the application for the CNI grant money that was approved by the Board in Resolution 24-14.

8. The Executive Director informed the Board that HUD Principal Deputy Assistant Secretary Monnochio will be visiting the Grand Rapids Housing Commission on Thursday, May 30. Commissioners are welcome to come and meet him.

9. The Executive Director gave updates on the Strategic Planning. Surveys were sent out to employees and sessions are being scheduled for discussions. Commissioner Zylstra is on the committee and one more board member can join.

The Vice President declared the meeting adjourned at 6:36 pm.

Lindsey S. Reames

Executive Director