

**OTTAWA COUNTY HOUSING COMMISSION**

DATE: February 3, 2023

PLACE: Ottawa County Fillmore Complex, Conference Room F

PRESENT: Virginia Beard, Holly Cole, Thomas Reinsma, Patrick Waterman, Doug Zylstra (virtual)

ABSENT: None

STAFF: Anna Bednarek (virtual), John Gibbs, Paul Sachs, Pam Vanden Heuvel, Kylie Vosburg

PUBLIC: Laura Driscoll, Steve Grose, Greg Holcombe (virtual), Ryan Kilpatrick, Jay Peters, Drew Pierce, Lyn Raymond, Dave Rozman, Teresa White, Har Ye Kan (virtual)

CALL TO ORDER

Cole called the meeting to order at 9:00 a.m. Cole stated that a member may participate electronically if approved by the Commission President and therefore Zylstra will count towards quorum today. A quorum was present to do business.

APPROVAL OF AGENDA AND MINUTES

HC 23-01 Reinsma moved to approve the Agenda for February 3, 2023. The motion passed.  
UNANIMOUS

HC 23-02 Beard moved to approve the Minutes from December 5, 2022. The motion passed.  
UNANIMOUS

ANNUAL REVIEW OF BYLAWS

Cole stated that due to the proposed bylaw revisions requiring 30 days of written notice this agenda item will be moved to the next agenda. The Commission discussed renaming bylaws to rules of procedure to align with State statute. The Commission also discussed and agreed that the Commission should create an annual report for the Board of Commissioners that is separate from the Department of Strategic Impact's annual report. The Commission recommended reviewing the County Ordinance to ensure alignment with the State statute.

ELECTION OF OFFICERS

HC 23-03 Beard nominated Thomas Reinsma as President. Motion was supported by Waterman. There were no additional nominations. Reinsma Abstained from voting. The motion passed. UNANIMOUS

HC 23-04 Zylstra nominated Virginia Beard as Vice President. Motion was supported by Reinsma. There were no additional nominations. Beard abstained from voting. The motion passed. UNANIMOUS

OLD BUSINESS

Sachs reviewed the goals and objectives of the Commission according to the 2022-2027 Strategic Plan. The Commission discussed tracking the metrics of the objectives and assigning ownership to each objective. The Commission agreed an annual report separate from the Department of Strategic Impact could be valuable when presenting to other entities such as HUD. Gibbs will connect the Commission with a contact at HUD regarding the County starting to receive housing vouchers as a certified PHA.

NEW BUSINESS

Kilpatrick provided a broad-spectrum overview on the \$10M Housing Revolving Loan Fund which will be managed by IFF (a regional CDFI). The Commission discussed the level of involvement needed in overseeing proposed projects for the RLF. It was determined that the Commission would not get involved in the day-to-day activities, but would rely on its contract with HousingNext over the next year to take lead on the administrative implementation of the RLF in collaboration with IFF. The Commission questioned who will take the lead after HousingNext's bucket manager contract is expired. Kilpatrick answered that IFF may have the capacity at that time. The need was also discussed to assess staff resources within the Department of Strategic Impact as a means to help support both the Commission and RLF admin responsibilities into the future. The Commission requested that HousingNext create an application form that will allow IFF and the County to track the types of projects being considered for the RLF. Kilpatrick will prepare a list of possible eligible RLF projects that are currently known for the Commission's next meeting. Kilpatrick will also prepare a RLF educational flyer that can be shared with interested entities and local units of government.

PUBLIC COMMENTS

None

OTHER BUSINESS/DISCUSSION ITEMS

The Commission discussed a regular meeting schedule and determined that 90-minute monthly meetings would occur on the first Thursday of the month at 9:00am. The Commission will revisit this schedule in the fall. The March meeting shall be moved to the second Thursday of the month (March 9) to allow full Commission participation.

ADJOURNMENT

HC 23-05

Waterman moved to adjourn the meeting at 10:16 am. The motion passed.

UNANIMOUS