



DWELLING PLACE OF GRAND RAPIDS  
BOARD OF DIRECTORS  
May 21, 2019  
9:00-10:30AM

Dwelling Place Offices at 101 Sheldon Blvd SE, Suite 2

**AGENDA**

- I. Approval of Minutes – April 16, 2019 minutes enclosed (*Action Required*)
- II. Board Recruitment Workplan Review – Julie Burmania, HR Collaborative
  1. Board of Directors Recruitment (Sections 4&5)
- III. Review of Governance Documents
  1. Board application: code of conduct and conflict of interest policy
  2. List of potential Board candidates
- IV. Other Issues
  1. Board participation in ancillary committees and affiliate entities
    - a. Diversity, Equity, & Inclusion Committee
    - b. Appeals Committee
    - c. Resident Engagement Committee
    - d. Heartside NPHC
    - e. SAWKAW Inc
    - f. Genesis NPHC
    - g. Dwelling Place Foundation
  2. Equity initiatives (How shall we address equity issues within the Board?)
  3. Inclusion initiatives (How shall we address inclusion issues for the Board?)
- V. Updates
- VI. Adjournment





DWELLING PLACE OF GRAND RAPIDS  
GOVERNANCE SUB-COMMITTEE  
UNAPPROVED MINUTES  
April 16, 2019

**MEMBERS PRESENT** Annamarie Buller, David Byers (via phone), Juan Daniel Castro, Holly Jacoby (via phone), Rick Stevens, Larry Titley

**MEMBERS ABSENT** LaTarro Traylor

**STAFF & GUESTS PRESENT** Julie Burmania and Brianna Marshall of HR Collaborative  
Zoe Post, Dennis Sturtevant

The meeting was convened at 8:36 AM by Juan Daniel Castro.

**APPROVAL OF MINUTES** The Sub-committee clarified that Board assessments referenced in the minutes will be collective, and if individual assessments are necessary, the Sub-committee will make a recommendation accordingly. **Minutes of the Governance Sub-committee meeting of March 11, 2019 were approved by motion of Annamarie Buller, supported by Rick Stevens and carried unanimously.**

**REVIEW OF GOVERNANCE DOCUMENTS** The Sub-committee reviewed Governance documents, making the following edits:

**Board Orientation Plan**

The NeighborWorks document, "12 Principles of Governance..." was added.

**Governance Policies**

Removed references to community building and engagement in the mission statement until it can be addressed during strategic planning, and added a description of the mission, vision, and values appendix to the table of contents.

**Board of Directors Job Description**

No additional edits.

**The Sub-committee reached consensus to recommend the Governance Policies listed above to the Board of Directors for approval.**

**Board Application**

The code of conduct and conflict of interest statement was tabled until the next meeting.

**List of potential Board candidates**

Rick Meyering, Randall Meyering, Israel Ledesma, Mel Trombley, and Katherine Williams were added to the list. Mr. Sturtevant reminded the Sub-committee that the list of candidates is only preliminary at this point; sorting through the full list, taking into account Board recruitment needs, will occur at a future date.

**BOARD RECRUITMENT WORKPLAN REVIEW**

Ms. Brianna Marshall of HR Collaborative, who will be working alongside Ms. Burmania, introduced herself to the Sub-committee. Ms. Burmania reviewed her 2019 Board Recruitment and Retention Plan; the Sub-committee made the following suggestions:

**Section 1**

- Include neighborhood revitalization in brand statement.
- Change job description to reflect latest version taken from Governance Policies and add as an appendix.
- Add the updated, blank Deloitte matrix as a tool for skill gap analysis.
- Clarify that the role of Sub-committee is to make recommendations to the full Board of Directors (not to the Executive Committee).
- Include current financials, annual report, board job description, and minutes from recent meetings in recruitment packet.
- Adjust specific markets grid to align with Board recruitment priorities list.

**Section 2**

- Address Community Outreach Strategy at a future meeting to develop a database of Board networks and relationships.

**Section 3**

- Allow for additional vetting prior to Board review in interview document.

**Section 4:** tabled for next meeting.

**OTHER ISSUES**

Mr. Sturtevant introduced concerns regarding Board participation in ancillary committees and affiliate entities. How to best organize these committees will be addressed at a future meeting.

**ADJOURNMENT**

The Governance Sub-committee meeting was adjourned at 10:11 AM by Juan Daniel Castro.

# Conflict of Interests Policy

This Policy applies to everyone who is a board member, committee member, employee or officer of Dwelling Place of Grand Rapids NPHC ("Dwelling Place") and to consultants for Dwelling Place, and is designed to ensure that decisions made on behalf of Dwelling Place are not influenced by competing interests. The people to whom this policy applies will be referred to as "covered persons."

## Conflict of Interests

No covered person shall participate in the selection, award or administration of a contract with Dwelling Place if a conflict of interests would be involved. A conflict of interests would be involved whenever

- (i) any covered person;
- (ii) any member of the immediate family of the covered person;
- (iii) any partner of the covered person; or
- (iv) any organization that employs, or is about to employ, any of the above

has a financial or other interest in the person or firm selected for the contract.

## Gifts are Prohibited

No covered person shall solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or other parties doing business with Dwelling Place. Exceptions to this policy may be granted by the CEO, with respect to staff or consultants and by the chair of the board, with respect to the CEO or another board or committee member, in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value. The CEO will maintain a file of the exceptions granted to this policy.

## Administration

1. Covered persons should report violations of this Conflict of Interests Policy to the CEO with respect to staff or consultants and to the chair of the board with respect to the CEO or board or committee members. Any such report will be investigated regardless of whether a formal complaint has been made.

2. Any covered person who is alleged to have violated this policy shall be entitled to meet with the CEO and/or chair of the board to discuss the alleged violation and the facts and circumstances surrounding the alleged violation.

3. There will be no retaliation against any party who makes a good faith complaint or participates in an investigation concerning alleged violations of this Conflict of Interests Policy, regardless of whether it is ultimately determined that a violation has occurred.

## Discipline

Any covered person who is determined to have committed a violation of this Conflict of Interests Policy shall be subject to disciplinary action, up to and including termination for staff or removal from the board or committee for board or committee members.

## Dissemination

Covered persons will be informed of the policy when they are hired by Dwelling Place, elected to the Board of Dwelling Place, or appointed to a committee of Dwelling Place, and on an annual basis thereafter .

## Conflict of Interests Disclosure Statement

I have read and understand the attached Conflict of Interests Policy and affirm that I do not have any actual or potential conflicts of interest other than those listed below. I have and will continue to observe the Conflict of Interests Policy. If in the future my circumstances change so as to warrant a disclosure of a conflict or potential conflict of interests, I will advise the CEO or chairperson of the board and submit an amended Disclosure Statement within 10 days of my knowledge of the situation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

DISCLOSURES: Please provide a brief explanation of any actual or potential conflicts.

---

---

---

---

---

---

---

---

---

---

## Potential Dwelling Place Board Candidates

- Michael Sytsma – Chemical Bank (Real Estate Development and Finance) WM
- Troy Zapolski – Land Development (Real Estate Development and Finance) WM
- Synia Jordan – (Realtor and resident in Roosevelt Park Neighborhood) AAF
- Victor Vasquez – (Retired former Asst. City Manager and Cinnaire employee) HM
- James White – (Real Estate Syndicator with Cinnaire) AAM
- Sadie Erickson – Insite Capital (Real Estate Development and Finance) WF on Finance Committee
- Chelsea Seaford – Coles Bakery (Finance) WF on Finance Committee
- Mike Devries – Devries Development (Real Estate Development and Finance) WM on RED Committee
- Leah Carpenter – (Resident) AAF Kingsbury Apartments resident
- Gil Sigovia – President of Northern Trust WM
- Dante Villareal – VP for Business Development, GR Chamber of Commerce HM
- Juan Olivarez – former Aquinas College, GR Community College and Kalamazoo Foundation President HM
- George Heartwell – former Mayor of Grand Rapids (Newaygo County resident) WM
- Greg Sundstrom – former GR City Manager WM
- Angela Nelson – VP of Multicultural Business Development, Experience GR; Delta Sigma Theta Sorority Inc
- Rick Meyering – Director of Operations at Camp Blodgett, DA Blodgett
- Randall Meyering – Westside Construction Services
- Israel Ledesma – Resident Development Manager, Habitat for Humanity
- Mel Trombley – Director of Leadership Programs, Grand Rapids Chamber
- Katherine Williams – Director of Education, UICA

## Board Recruitment Priorities for 2019 -2020

- Real Estate Development and Finance
- Human Resources
- Marketing
- Resident/consumer representation (CHDO and NeighborWorks criteria)
- Women
- Latinx

## Board Recruitment Approaches for 2019 -2020

- Board member and staff referrals
- Latino Community Coalition
- Hispanic Center
- Latinas Network of West Michigan
- Hispanic Chamber of Commerce
- Inforum
- YWCA
- GROW
- Veterans groups
- Leadership Grand Rapids
- Board Connect

Note: The list of potential board candidates is compiled from suggestions over time from Board members and the CEO but should not be considered as limiting the addition of other names derived from outreach to outside organizations in order to achieve targeted goals for diversity and expertise identified in the prioritization process.