

DWELLING PLACE OF GRAND RAPIDS

EXECUTIVE COMMITTEE

July 14, 2020

Committee Approved September 8, 2020

MEMBERS PRESENT Annamarie Buller, David Byers, Juan Daniel Castro, Francine Gaston, Rick Stevens, Renee Williams

STAFF PRESENT Zoe Post, Dennis Sturtevant

The meeting was convened via video conference at 8:04 AM by Ms. Buller.

APPROVAL OF MINUTES **Minutes of the Dwelling Place Executive Committee meeting of May 12, 2020 were approved by motion of Francine Gaston, supported by Rick Stevens, and carried unanimously.**

COVID 19 UPDATE **Financial**

Rent receivables, as expected, were higher than 2019 (about \$94,000 at the end of June compared to just under \$50,000 last year). Genesis properties, however, dropped from about \$34,00 to around \$14,000, perhaps due to a change in property management. The value of Northern Trust accounts for both Dwelling Place and the Dwelling Place Foundation has dropped considerably. Overall, however, the organization has fared better than comparable nonprofits.

Staffing

There have been several staff members who tested positive for COVID-19, though the cases have largely been isolated to a small number of properties. Most staff continue to work remotely, checking in with weekly all-staff phone calls discussing project updates, news affecting work plans, and more recently, responding to the death of George Floyd and its effects. The committee will discuss board-staff communication and inclusion initiatives at the next meeting.

Resident/Customer

Staff have been working with residents to minimize the number of evictions due to nonpayment of rent. This includes communicating the requirement to pay rent throughout the pandemic and the resources available for rental assistance. Many properties have subsidized housing units and households can have their rent adjusted if they report a loss of income. Wearing a mask is required in common areas but has proven difficult to enforce.

Construction & Development

Due to delays in construction and gaps in funding, Dwelling Place could take a \$1 million financial loss, much of which will be taken out of its developer fee for various capital projects.

UPDATE FROM GOVERNANCE COMMITTEE

Now that the governance policies have been reviewed and updated, the item will go before the governance committee next week to discuss the edits.

RECOMMENDATION FOR EMPLOYEE BONUS

For the first time since the incentive compensation policy was approved by the board, staff have collectively met four of the six annual performance metrics. According to the policy, this merits a bonus of \$300 per staff member, a cost of about \$19,000. **Motion to approve this recommendation was made by David Byers, seconded by Francine Gaston, and carried unanimously.**

AUGUST BOARD MEETING AGENDA

The August board meeting agenda will include:

- Update from CEO Succession Planning Committee, including an action item voting on a search firm
- Election of Troy Stressman and Angela Sanborn to Board
- Governance Policies Amendments
- Announcement of Steve Robbins August 21, 2020 Board/Staff Webinar on DEI
- Diversity, Equity, & Inclusion Plan Adoption: DEI council members will present information to the board

A review of personnel policies is on the annual schedule. Mr. Sturtevant will meet with executive and HR staff to review the policies and update them as needed. A copy of the policies will be included in the supplemental materials of the board packet and will be added to the agenda for the next executive committee meeting.

OTHER BUSINESS

- Dwelling Place has received a total of \$400,000 in grants from the DeVos Foundations for its affordable housing capital campaign.
- The Dwelling Place Regional Community Land Trust is now officially incorporated. Though eventually the CLT board will consist of one-third Dwelling Place appointees, one-third community members, and one-third owners, five Dwelling Place board members currently make up the CLT board and are working to create some foundational documents.
- Staff working with two local churches to create a 47 to 51-unit affordable housing development in downtown Holland are preparing a LIHTC application either at the end of 2020 or April of 2021.
- Dwelling Place is partnering with Genesis and other community partners to create recovery housing that may begin in 2021.
- As part of the larger FUSE initiative, GVSU will work at three Dwelling Place properties starting in September to help residents with substance use disorders.

ADJOURNMENT

The Executive Committee was adjourned at 9:41 AM by Ms. Buller.