

DWELLING PLACE OF GRAND RAPIDS
EXECUTIVE COMMITTEE
UNAPPROVED MINUTES
September 8, 2020

MEMBERS PRESENT Annamarie Buller, David Byers, Juan Daniel Castro, Rick Stevens

MEMBERS ABSENT Francine Gaston, Renee Williams

STAFF PRESENT Zoe Post, Dennis Sturtevant

The meeting was convened via video conference at 8:03 AM by Ms. Buller.

APPROVAL OF MINUTES **Minutes of the Dwelling Place Executive Committee meeting of July 14, 2020 were approved by motion of Juan Daniel Castro and carried without objection.**

COVID 19 UPDATE Staff have completed the PPP loan forgiveness application and are awaiting a response. The moratorium for evictions due to nonpayment of rent has been extended through the end of 2020, and the courts have been less likely to approve evictions for behavioral reasons. Rent receivables are down, and there is an application for residents who cannot make up back rent payments. Dwelling Place has not evicted any residents due to nonpayment and will work to fairly distribute rental assistance funds by the end of the year.

UPDATE FROM GOVERNANCE COMMITTEE Mr. Castro will send out two emails to the full board: the first requesting any information about the candidates currently under consideration by the Governance Committee, and the second informing the board of the change in leadership and requesting recommendations for a Vice Chair. Once the board candidate names are reviewed by the board, members of the Governance Committee may reach out to invite them to an interview.

RESIDENT ENGAGEMENT COMMITTEE The committee added approval of potential Resident Engagement Committee members to the October board agenda.

CLT UPDATE The first CLT board meeting is scheduled for Wednesday, where essential documents—bylaws, land lease, homeowner selection criteria, among others—are set for approval. The CLT will partner with ICCF and Habitat for Humanity to provide homeownership training. Staff are working to have the CLT designated as a tax exempt corporation and are also investigating possible CLT sites in Holland, Newaygo, and Grand Haven. As the CLT is a membership corporation (and Dwelling Place the sole member), approval of bylaws and other documents will need approval from the Dwelling Place Board; this item was added to the October board agenda.

PERSONNEL POLICY AMENDMENTS

After several staff meetings and advice from Tony Comden, staff have updated the Dwelling Place Personnel Policy. Committee members will review the changes and contact Mr. Sturtevant with any additional edits. These will be reviewed by Mr. Comden and added to the December Board meeting agenda.

CAPITAL CAMPAIGN UPDATE

Initially begun to cover funding gaps, the capital campaign for Plaza Roosevelt will cover losses due to COVID-19; about half of the Dwelling Place developer fee will cover the gap in funding. Dwelling Place received \$700,000 from several DeVos Foundations and will apply for a second Wege Foundation grant for \$100,000. Mr. Sturtevant will ask for connections at the board meeting to the Meijer Foundation for a possible grant application.

OCTOBER BOARD MEETING AGENDA

The October board meeting agenda will include:

- Mission Moment and Consent Agenda
- Election of New Board Members, if any; Approval of Resident Engagement Committee Members and New Board Slate
- CLT Membership Documents
- Capital Campaign Funding Update
- Approval of Governance Policies Amendments
- Reflections on Steve Robbins DEI Webinar
- NeighborWorks Board Survey Reminder
- Succession Committee Update
- CEO Evaluation / Exit Survey Discussion

OTHER BUSINESS

Dwelling Place is moving forward with archival work; staff have gathered materials from many sources and converted them into digital format. The City of Grand Rapids will assist by holding the Dwelling Place archive at the public library. Mr. Stevens also suggested developing a searchable database for board and staff use.

ADJOURNMENT

The Executive Committee entered into closed session at 9:14 AM to discuss CEO evaluation.