

DWELLING PLACE OF GRAND RAPIDS
BOARD OF DIRECTORS
December 1, 2021
UNAPPROVED MINUTES

MEMBERS PRESENT Juan Daniel Castro, Francine Gaston, Kyle Irwin, Kellie Kitchen, Rich Kogelschatz, Sadie Malady, Lee Nelson Weber, Angie Sanborn, Kim Sims, Rick Stevens, Renee Williams

MEMBERS ABSENT Gustavo Rotondaro, Gil Segovia

STAFF PRESENT Chris Bennett, Kim Cross, Jeremy DeRoo, David de Velder, Rebecca Long, Karen Monroe, Rachel Osbon, Zoe Post, Steve Recker, Justin Rhodes, Jenn Schaub

The board meeting convened via video conference at 7:32 AM.

MISSION MOMENT The board honored Francine Gaston and Annamarie Buller for their contributions as board members. Joining the board in 2007 and 2008, respectively, both women have served as board officers and in several committees throughout their time at Dwelling Place.

APPROVAL OF CONSENT AGENDA The consent agenda for the December 1, 2021 meeting contained the following items:

1. Board of Directors minutes (10/06/21)
2. Committee minutes:
 - a. Diversity, Equity, & Inclusion Committee Minutes (10/05/21)
 - b. Executive Committee Minutes (09/14/21)
 - c. Finance Committee Minutes (08/25/21)
 - d. Finance Committee Minutes (09/29/21)
 - e. Governance Committee Minutes (09/21/21)
 - f. Marketing & Development Committee Minutes (09/28/21)
 - g. RED & Asset Management Committee Minutes (09/13/21)
 - h. RED & Asset Management Committee Minutes (10/11/21)
 - i. Resident Engagement Committee Minutes (09/15/21)
3. Diversity, Equity, & Inclusion Committee Description

The consent agenda was approved by motion of Angela Sanborn, supported by Francine Gaston, and carried unanimously.

The meeting of the Dwelling Place Board of Directors was temporarily suspended at 7:41 AM.

**COC GRANT
RENEWAL
APPLICATIONS**

The Heartside NPHC Board of Directors convened at 7:41 AM.

Continuum of Care grants have supported Dwelling Place's work with Permanent Supportive Housing; homes that provide wraparound services for formerly chronically homeless individuals. These grants are administered through Heartside NPHC. **Motion to approve a resolution renewing these continuum of Care grants was made by Sadie Malady, seconded by Lee Nelson Weber, and carried unanimously.**

The meeting of the Heartside NPHC Board of Directors adjourned at 7:43 AM and the meeting of the Dwelling Place Board of Directors resumed.

INTRO TO 2022 BUDGET

The final draft of the budget goes before the Finance Committee later this month. Mr. Recker and Ms. Monroe described the complex process behind developing the budget. Starting in May, the finance team updates the budget template, assigns properties to the accountants on staff and gets input from all organizational departments. In addition, the team retrieves historic data and a salary study to create a separate spreadsheet for payroll and benefits. Utility costs at each property are analyzed and documentation gathered to ensure compliance with all HUD and/or project requirements. Once all 73 separate budgets have been created, they are combined into a single dashboard for the global budget. Board members may direct any future questions about the budget process to Ms. Monroe.

BOARD AND COMMITTEE COMPOSITION

Mr. DeRoo noted that with the departure of Ms. Buller and Ms. Gaston, additional committee members are needed, particularly on the Governance and Marketing & Development committees. These individuals may be from the board of directors or the community. If board members know of a good potential committee member, or have a comment about the resident candidates for the board, they may contact Mr. Castro.

BOARD ANNUAL GOALS

The board identified the following themes as areas of focus throughout the next year:

- Creating and adopting a new strategic plan
- Including discussion of racial equity in DEI and strategic planning conversations
- Incorporating areas outside Grand Rapids into Dwelling Place's work

The Executive Committee will continue to discuss these themes throughout the year.

SPECIAL JANUARY MEETING

To coordinate with the timing of the 2022 budget and strategic planning proposals, the board will hold a special meeting on January 5, 2022. The board will review the strategic planning process and adopt the annual budget at this meeting.

UPDATES

- Two RFPs—one for strategic planning and the other for the RED growth cohort—have been sent to several firms; proposals are due this month.
- Staff will be going before the city planning commission in about a week to promote the CLT development on Burton. While there have been some resident objections, staff are confident that the planning commission will support the project.
- Third Sector Company has completed its contract with Dwelling Place. Mr. Kogelschatz will draft a list of CEO performance criteria based on the CEO position description developed with the Succession Planning Committee.

ADJOURNMENT

The Board of Directors meeting adjourned at 8:59 AM.