

THE AFFORDABLE HOUSING LOAN COMMITTEE

Meeting Minutes

Wednesday, January 13, 2016

Greenville, North Carolina

Present:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Howard Conner | <input checked="" type="checkbox"/> Melinda Dixon | <input checked="" type="checkbox"/> Thomas Hines |
| <input checked="" type="checkbox"/> Kevin Fuell | <input checked="" type="checkbox"/> Ronita Jones | <input type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> Matt Smith | <input checked="" type="checkbox"/> Sarah Smith | |

Absent:

- | | | |
|--|--|--|
| <input type="checkbox"/> Howard Conner | <input type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Thomas Hines |
| <input type="checkbox"/> Kevin Fuell | <input type="checkbox"/> Ronita Jones | <input checked="" type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> Matt Smith | <input type="checkbox"/> Sarah Smith | |

Staff:

- | | |
|--|--|
| <input type="checkbox"/> Merrill Flood | <input checked="" type="checkbox"/> Christine Wallace |
| <input type="checkbox"/> Gloria Kesler | <input checked="" type="checkbox"/> Calvin Mercer (City Council Liaison) |
| <input checked="" type="checkbox"/> Sylvia Brown | |

A. Roll Call

B. Approval of Agenda

Motion was made by Ms. Jones and seconded by Mr. Fuell to approve the agenda as presented. Motion carried unanimously.

C. Approval of meeting minutes from November 18, 2015

Motion was made by Mr. Conner and seconded by Ms. Jones to approve the meeting minutes from November 18, 2015 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Sub-recipient Funding Change (2014-2015)

a. Literacy Volunteers of America – Pitt County

Mrs. Brown presented to the Affordable Housing Loan Committee the request from Literacy Volunteers of America – Pitt County to make changes to their 2014-2015 Sub-recipient agreement. Mrs. Brown explained that the program was unable to fully expend the funds they were approved for. Mrs. Brown informed the committee that Alex Spicer has resigned from Literacy Volunteers of America – Pitt County. Mrs. Brown introduced two (2) representatives to receive questions about the request for

the Literacy Volunteers of America – Pitt County: Ms. Teri Barry, a board member and Interim Executive Director and Ms. Brenda Steigerwald, Education Coordinator.

Mrs. Brown explained that there are two (2) requests for Literacy Volunteers of America – Pitt County. The first is to extend the grant to February 11, 2016 due to the findings of alternate items that the organization can purchase to fully expend or to come close to expending the funds they were approved for. The second request is to create an “equipment” category. Proposed purchases currently do not have a proper line item or category. These purchases would fall under the “equipment” category.

Mrs. Brown presented a slide to the committee that details the Literacy Volunteers of America – Pitt County current balance for all of the categories. The November report for 2015 is still pending. However, Ms. Barry submitted documentation to Mrs. Brown in order to process that request. Mrs. Brown informed the committee that she was waiting for some bank statements to show that some of the checks had cleared the account. If the checks have cleared the account there should not be a problem. Therefore, Mrs. Brown believes that it is safe to assume that the request for November 2015 will be approved and processed for an amount of \$1,121.18.

Mrs. Brown continued to explain that the last line highlighted in green identified as “balance” would be their new balance of \$2,685.66 after the November request has been processed. Mrs. Brown stated that the agreement began on December 12, 2014, and was signed by Ms. Barbara Lipscomb, City Manager, and the agreement ended on December 11, 2015.

Ms. Brenda Steigerwald presented to the committee their need of equipment due to the expansion of their CRC and Work Keys program. Ms. Steigerwald stated that the organization now has a remedial program that would require a new computer and a LCD. In addition, enrollment in the CRC has increased. Last year, thirty two (32) students tested and a little over 20 students received their silver or gold certificate. This year, sixty two (62) students tested and 40 students received their silver and gold certificates. However, there are some students that take the Work Keys and are not successful in receiving above a bronze certificate. Those students will participate in our remedial program. Ms. Steigerwald stated that while searching for materials to support the remedial program, she went to ECU assuming that they could purchase equipment at a reduced rate. Unfortunately, last October they were told that they were not on the list to receive equipment. Ms. Steigerwald stated that the organization is in desperate need of equipment in order for their remedial program to be effective in teaching and helping their students receive there CRC’s.

Mr. Conner asked “What is the City’s policy in reference to this? Is it an annual contract?”

Mrs. Brown responded by stating that the City is permitted to extend it. Generally, the City does not like to extend agreements for six (6) months. However, staff does not have a problem with extending it for two (2) months.

Ms. Steigerwald stated that the equipment needed would be close to what is available in funds and if they could identify the purchase under an “equipment” category for further reference when looking back at how the funds were spent.

Ms. Jones asked if a purchase as such could not go under the “supplies” category or is it because you have not had purchases such as this?

Ms. Steigerwald responded by stating that they do have a supplies category, however, they would prefer to put their equipment purchases under “equipment”.

Mr. Hines stated that he assumes that the “equipment” category would be for major purchases and that supplies could be a generalization.

Mrs. Brown agreed and stated that staff feels like the purchases that the organization would like to make are allowed purchases, but, staff does not feel like the “supply” line item fits the equipment properly.

Mrs. Brown advised the committee that in the motion to carry both requests together instead of doing two (2) separate motions.

Motion was made by Mr. Conner. *Unfortunately, a second to the motion was not made. Staff was advised of this after the meeting was adjourned. After careful review of the recorded video, it was confirmed that no one on the committee seconded the motion. Assistant City Attorney Bill Little advised staff that the committee would have to revisit that request. A special meeting was set for January 27, 2016 at 4:30 p.m.*

Ms. Steigerwald closed by inviting the committee to attend their Enriching Minds Series on Tuesday, February 23, at 11:30 a.m. with keynote author, Wiley Cash. The event will be held at the Greenville Hilton. Fliers were also provided.

2. Sub-recipient Application and Scoring Process

Mrs. Brown presented to the committee a handout of information about the sub-recipient application and scoring progress for getting them approved. Mrs. Brown explained the projected timeline by stating that staff received seven (7) applications on Tuesday, January 12, 2016 which was the deadline for applications before 3 p.m. The workshop took place on September 30, 2015 and had 16 non-profits represented at the workshop. By the end of January, applications will have been reviewed to determine whether they are approved activities. The organizations will be notified of their application status, whether they qualify to move forward or whether the activity they are proposing is something that CDBG funds cannot be used for. Also, the organizations will be notified about their Affordable Housing Loan Committee presentations. In February, representatives from the organizations will present their proposals.

Mrs. Brown concluded, in March, a representative for the organizations will attend the Affordable Housing Loan Committee to answer questions. Furthermore, the February meeting will consist of no more than a ten (10) minute presentation. For example, if all seven (7) applicants are approved, the committee will be subjected to a seventy (70) minute presentation. Staff suggests that the committee do not ask questions during that time. However, if the committee has a question that is pressing, then feel free to do so.

Mrs. Brown stated that during the March meeting, the committee will make their funding recommendations to City Council. In April, City Council will review your recommendations and may adopt and/or change the funding allocations that the committee recommended. In May, the City Council's funding decision will be sent to HUD as part of the City of Greenville's Annual Action Plan, for their approval. In July, the organizations will be notified of awards. However, if there is a delay with HUD we may not be notified until August or September. Once HUD has made their approval, organizations will be allowed to sign the agreement. However, the agreements are not valid until the City Manager has signed them. Therefore, organizations are advised not to expend any funds that they plan to request reimbursement for until after they have been notified that the City Manager has signed the agreement. Anything purchased prior to her signature is not reimbursable.

Ms. Jones asked if February when the representatives from the organizations will come?

Mrs. Brown replied yes.

Ms. Jones asked in March it states questions will be answered, is that correct?

Mrs. Brown replied yes, the representatives will come back in March to answer questions.

Mrs. Brown stated that packets from the organization will be submitted to the committee to assist with making decisions. The committee member package will include the following items:

- Documentation of receipt –each application received was date and time stamped.
- Proposed Program Summary
- Specific Program Services/Activities
- Program Budget Information
- Agency Profile
- Management Strategy
- Leveraging
- Scoring Criteria

Mrs. Brown stated that she has given a copy of the scoring criteria to the committee to ensure that committee members understand what they are being asked to do. The agencies, should have filled out the section "Agency Response" and answer the questions in the white column in the middle.

Mr. Conner asked about the audit.

Mrs. Brown replied that the audit information will come to her and the committee will not see any audit information because it will not any affect in the committee's decision. Mrs. Brown elaborated that the committee should focus on the activities and how the money is being expended. Mrs. Brown mentioned that last year, the City had enough funds to distribute to each organization what they had requested. Typically, more money is requested than what the City has available which will cause some fund requests be reduced and some to be left the same. Organizations that request a lower

amount are left the same, however, those who request large amounts are normally offered less funding than they originally requested. This year, staff received two (2) new agencies that submitted applications.

Mr. Fuell asked that for category one (1) what is the highest score you can give?

Mrs. Brown stated that she is not sure because she has not looked at the applications yet. However, she assumes "Public Services" which would be twenty (20) points. If the agency has a public service activity, you would not be allowed to give them thirty points (30) because that is a housing need activity. Therefore, depending on what the agency is requesting and how they plan to use the funds will determine the maximum score they receive in that section.

3. Approval of Meeting Time Change for February 2016

Mrs. Brown informed the committee of the seven (7) applications that will be delivering their presentations that will be allotted 10 minutes each. Staff recommends the Affordable Housing Loan Committee change the start time of the February 10, 2016 meeting to 3:00 p.m.

Motion was made by Mr. Conner and seconded by Mr. Fuell to change the February 10, 2016 meeting time to 3:00 p.m.

F. Staff Report

Mrs. Brown gave the following announcements:

2016 Financial Literacy Series
January 25th – Bank On It
5:30 p.m. – 7:30 p.m.
Group Study Room (Module 1 only)
530 South Evans Street
Sylvia Brown, 329-4509

Mrs. Brown stated that the first class of the 2016 Financial Literacy Series – Bank On It, will be held on January 25, from 5:30 p.m. – 7:30 p.m. at the Sheppard Memorial Library, Group Study Room, 530 South Evans Street. Mrs. Brown stated that this series will be the only one taught in the group study room because the original room was already reserved. The Bank On It class is about the different services that banks offer and how the FDIC works. The classes are free and participants will receive packets of information on the subject taught in the class. For more information, call Sylvia Brown at 329-4509.

Mrs. Brown reminded the committee that a new Chair and Co-Chair will be elected during the February 10 meeting, Also, the Homeownership Education Workshop schedule for 2016 is not updated at this time. However, a workshop will be held in February. Furthermore, the annual presentation to City Council will be held on March 14, 2016 at 6:00 p.m. A presentation will be made by the elected Chair or Co-Chair that the Committee decides to appoint. Staff will draft up the information that the committee representative will present to Council.

G. Other

None

H. Adjournment

Motion was made by Mr. Conner and seconded by Ms. Jones to adjourn the AHLC meeting.
Motion carried unanimously.

Signature on file

Thomas Hines, Co-Chairman

Signature on file

Sylvia D. Brown, Staff Liaison