

**DRAFT OF MINUTES PROPOSED FOR ADOPTION  
THE AFFORDABLE HOUSING LOAN COMMITTEE**

**Meeting Minutes**

**Wednesday, March 14, 2018  
Greenville, North Carolina**

**Present:**

- |                                                   |                                                  |                                                  |
|---------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Jack Brock    | <input checked="" type="checkbox"/> Anne Fisher  | <input checked="" type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> David Campbell           | <input checked="" type="checkbox"/> Kevin Fuell  |                                                  |
| <input checked="" type="checkbox"/> Derick Cherry | <input checked="" type="checkbox"/> Ronita Jones |                                                  |

**Absent**

- |                                                    |                                       |                                       |
|----------------------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Jack Brock                | <input type="checkbox"/> Anne Fisher  | <input type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> David Campbell | <input type="checkbox"/> Kevin Fuell  |                                       |
| <input type="checkbox"/> Derick Cherry             | <input type="checkbox"/> Ronita Jones |                                       |

**Staff:**

- |                                                   |                                                              |
|---------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Ken Graves               | <input checked="" type="checkbox"/> Joe Durham               |
| <input checked="" type="checkbox"/> Gloria Kesler | <input type="checkbox"/> Kandie Smith (City Council Liaison) |
| <input checked="" type="checkbox"/> Sylvia Brown  | <input checked="" type="checkbox"/> Christine Wallace        |

**A. Roll Call**

**B. Approval of Agenda**

Ms. Brown notified the committee that Habitat for Humanity has requested to be moved to the first spot on the agenda.

Motion was made by Mr. Kitchin to approve the agenda as amended and seconded by Ms. Fisher. Motion carried unanimously.

**C. Approval of agenda from February 14, 2018**

Motion was made by Mr. Kitchin and seconded by Ms. Fisher to approve the agenda as presented from February 14, 2018. Motion carried unanimously.

**D. Approval of minutes from February 14, 2018**

Motion was made by Mr. Fuell and seconded by Mr. Kitchin to approve the meeting minutes from February 14, 2018 as presented. Motion carried unanimously.

**E. Old Business**

None

**F. New Business**

**1. Sub-Recipient Funding Recommendations (2018)**

**a. Habitat for Humanity**

Habitat for Humanity provides a program “Home Building for Low Income Families” and is related to housing which is located on Vanderbilt Street and is requesting \$15,025.00.

Ms. Brown informed the committee that staff will provide two (2) recommendations. The committee can choose between either recommendations or make their own recommendations on how they would like to fund. Staff provided the committee with the scoring criteria.

Ms. Brandy Long was present to answer questions.

No questions were asked.

Ms. Brown informed the committee that when scoring Habitat for Humanity, the committee would need to score them up to 30 points because they are providing a housing need.

Ms. Jones asked if Ms. Brown needed to explain briefly the scoring because we have two (2) new board members.

Ms. Brown explained to the committee that the scoring criteria is a way to gauge the non-profits to see where their projects rank. Ms. Brown explained each category, their scores and the steps to complete the scoring process.

#### **b. Community Crossroads Center**

The Community Crossroads Center program is “Assessment/VI-SPDAT” that is required by HUD. The program assists with the needs of the homeless and is located at 207 Manhattan Ave. Community Crossroads Center is requesting \$10,379.

Mr. Bob Williams was present to answer questions.

No questions were asked.

#### **c. Pitt County Council on Aging**

Pitt County Council on Aging provides a program called “Safe Aging For Everyone” that addresses specific housing needs of older adult homeowners. They are located at 4551 County Home Road. Pitt County Council on Aging is requesting \$15,000.

Ms. Sharon Elliott was present to answer questions.

No questions were asked.

**d. ECU/LWG Intergenerational Community Center**

ECU/LWG Intergenerational Community Center provides a program called “Youth Excelling for Success (YES) & IGCC Fit” that targets youth development. They are located at 1100 Ward Street. ECU/LWG Intergenerational Community Center is requesting \$25,000.

Mr. Maurice Jordan was present to answer questions.

No questions were asked.

**e. Boys and Girls Clubs of the Coastal Plain**

Boys and Girls Clubs of the Coastal Plain provides a program called “Club Academy” that targets youth development and academic success. They are located at 475 W. Belvoir Road and 510 S. Washington Street. Boys and Girls Clubs of the Coastal Plain is requesting \$20,000

Mr. Kitchin stated that he has to recuse himself based on the potential connection with the organization.

Ms. Brown elaborated that Mr. Kitchin has recused himself from the scoring process. Ms. Brown stated that during the reviewing process it was brought to the attention of staff that one of Mr. Kitchin partners is on their board.

Mr. Jamar Sampson was present to answer questions.

No questions were asked.

**f. Center for Family Violence Prevention**

Center for Family Violence Prevention provides a program called “Individual and Group Crisis Recovery” that assists the needs of domestic violence victims. They are located at 150 E. Arlington Blvd. and the Confidential Shelter. Center for Family Violence Prevention is requesting \$25,000.

Ms. Sara Munzer was present to answer questions.

Ms. Brown reminded the committee not to score every organization in the first category up to 30 points because every organization is not providing a housing need. The majority of organizations that submit applications offer public service.

No questions were asked.

**g. ECU/Family Therapy Clinic**

ECU/Family Therapy Clinic provides a program called “Hope and Strength after Trauma Arises (HASTA)” that provides prevention, education and treatment of trauma. They are located at 612 E. Tenth Street. ECU/Family Therapy Clinic is requesting \$18,316.

Dr. Erin Roberts was present to answer questions.

No questions were asked.

#### **h. Literacy Volunteers of America - Pitt County**

Literacy Volunteers of America – Pitt County provides a program called “Adult Literacy and Workforce Readiness” that provides basic literacy and employment assistance. They are located at 3107 S. Evans Street, Suite E. Literacy Volunteers of America – Pitt County is requesting \$12,000.

Ms. Brenda Steigerwald, Sarah Gust and Emily Atkinson were present to answer questions.

No questions were asked.

Ms. Brown provided a quick review of all of the organizations, the funding they are requesting and the totals. The totals of \$140,720 exceeds the \$100,000 that the City has available. Therefore, after the rankings are viewed, staff will make two (2) recommendations to the committee.

Ms. Brown expressed appreciation to all of the organizations that attended the workshop as well as those who submitted applications. This year, two (2) organizations (Habitat for Humanity and the ECU/Family Therapy Clinic) submitted applications for funding.

Ms. Jones gave thanks to all of the agencies for providing a thorough explanation last month which made it easier for the committee to go through the scoring process.

Mr. Cherry stated that he has seen how great and enriched Pitt County is and all of the available resources Pitt County has to offer.

Ms. Brown proceeded to the next step of reviewing the scores and explained the process.

Ms. Brown explained that there is a staff recommendation and an alternative recommendation. Under staff recommendation, every organization was reduced by 28.9369%. The alternative recommendation is just an average. No organization is fully funded nor exceeds their request.

Mr. Cherry stated that he thinks the recommendations are fair and recommend voting how staff has already allocated the alternative recommendation.

Mr. Brock asked if the committee should look at the organizations that directly affect housing and maybe increase their funding amount as opposed to a straight average.

Ms. Jones mentioned that some organizations have additional funding from other sources.

Ms. Fisher asked that once additional funding became available, they would be distributed proportionately?

Ms. Kesler and Ms. Brown stated that it is a possibility that additional funds will become available.

Mr. Kitchin asked that before these recommendations are presented to City Council, will the committee know exactly what is available.

Ms. Brown replied no.

Mr. Kitchin asked if this is pending.

Ms. Brown replied yes.

Ms. Brown elaborated that if the recommendations go to HUD and HUD cuts funding, staff would cut funding to the organizations proportionately.

Ms. Kesler stated that after speaking with the HUD representative, they do not anticipate knowing about the money by May when the Consolidated Plan is due. We will be pushed back two months on that.

Ms. Brown stated that a reduction in our total reduction may or may not affect the \$100,000.

Mr. Fuell asked did staff consider the use of the funds organizations received last year when deciding on a recommendation.

Ms. Brown stated that she did not. Generally it is done but this time she felt that two was enough. There was some discussion by committee members.

Motion was made by Mr. Cherry and seconded by Ms. Fisher to accept staff's alternative recommendation.

Motion carried unanimously.

## **G. Staff Report**

Ms. Brown mentioned the Committee Membership and recognized Ms. Kandie Smith (Council Liason) and Joe Durham (Interim Community Development Director) in attendance. She also congratulated Ms. Jones on the Chair position for the committee, Mr. Kitchin for his service as Chair on the committee and welcomed two new members of the AHLC. She also mentioned that Mr. Smith officially resigned from the committee. Mr. Kitchin and Mr. Fuell were reappointed at the March 8, 2018 City Council meeting and Council member Kandie Smith appointed Ms. Spencer to the committee.

2018 Financial Literacy Series

Sheppard Memorial Library (Room B)  
Monday, March 19, 2018 – Check It Out (Part 1)  
5:30 -7:30 PM  
Sylvia Brown, 252-329-4509

Ms. Jones asked if the class participation increased or decreased.

Ms. Brown stated that the class participation has gone down. She is not sure if the time is a conflict.

National Community Development Week  
April 2 – April 6

Ms. Brown delineated the activities for the week.

Next meeting date for AHLC  
Wednesday, April 11, 2018 @ 4PM

Mr. Cherry asked about event timing for CD Week.

Ms. Brown reviewed the weeks activities.

Mr. Cherry also suggested organizations for youth involvement during CD Week.

Ms. Brown expressed that Mr. Cherry’s suggestion was the same thought pattern of staff.

**H. Other**

**I. Adjournment**

Motion was made by Mr. Kitchin and seconded by Mr. Brock to adjourn the AHLC meeting.  
Motion carried unanimously.

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Ronita Jones, Chairman

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Sylvia D. Brown, Staff Liaison