

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

Minutes

Wednesday, March 13, 2013

Greenville, North Carolina

Present:

- Alice Brewington
- Howard Conner
- Jackie Parker

- Kevin Fuell
- Lovella Perkins
- Melissa Grimes

- R. J. Hemby
- Walt Kitchin

Absent:

- Alice Brewington
- Howard Conner
- Jackie Parker

- Kevin Fuell
- Lovella Perkins
- Melissa Grimes

- R. J. Hemby
- Walt Kitchin

Staff:

- Merrill Flood
- Niki Jones
- Gloria Kesler

- Sylvia Brown
 - Betty Moseley
 - Kandie Smith (City Council Liaison)
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A. Roll Call

B. Approval of Agenda

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

C. Approval of meeting minutes from February 13, 2013

Motion was made by Mr. Kitchen and seconded by Ms. Brewington to approve the meeting minutes from February 13, 2013 as presented. Motion carried unanimously.

D. Old Business

1. Subrecipient Funding Request Recommendation

Ms. Brown stated that the committee needed to score the agencies that made application for 2013-2014 funding and then make recommendations to City Council. There is \$75,000.00 available to be awarded to the subrecipients. A representative for each agency is available to answer any questions.

Ms. Brown explained the criteria for scoring the agencies' applications and the need for considering all available documentation before making a recommendation.

Mr. Kitchen asked if a score of 100 meant that the agency will receive a full award.

Ms. Brown replied no. The committee should take all information available and the presentation into consideration.

1. Subrecipients

a. Boys and Girls Club of Pitt County

Ms. Brown stated that in the 2012-2013 funding year, the B&G Club spent 80% of the funds awarded. Their current request is \$22,280.00 for the Club Academy program.

Mr. Hemby asked if the B&G Club had satisfied all the concerns outlined in a letter that was mailed to them.

Ms. Brown replied yes.

Mr. Hemby asked if the location receiving the funds was the Grady-White property located on the Belvoir Highway.

Ms. Brown replied yes. The facility was called the Grady-White location due to the company's contributions.

Mr. Hemby asked if the acronym NOTR stood for North of the River location.

Ms. Marston replied yes.

Mr. Fuell asked for clarification of number four on the scoring sheet.

Ms. Brown replied that the question is asking if the agency has the resources and ability to complete the program in a twelve month period and expend all the funds awarded.

Mr. Fuell asked if the self-sufficiency was for the program itself.

Ms. Brown replied yes. The city only focuses on the program funded and not the other activities of the agency.

Mr. Jones stated that the self-sufficiency portion takes into consideration if the agency would still be able to run the program without funding from the city.

Mr. Kitchen asked if the funds being requested were for this for fiscal year.

Ms. Brown answered that it was for fiscal year 2013-2014.

Mr. Kitchen asked if staffs concern was whether the agency would expend the funds in that one year's time.

Ms. Brown replied yes. When the agency submits an application, they will have set up goals they intend to meet. At the end of that term, staff will monitor the agency to verify that the goals were met.

Mr. Hemby asked if all funds had been expended last year.

Ms. Brown replied that the B&G Club had expended 80% of the funds awarded.

Mr. Hemby asked if the agency could use the remaining funds for the upcoming fiscal year.

Ms. Brown replied no; the remaining or unexpended funds will be recaptured. The agency will not be allowed to use the funds.

Mr. Kitchen asked if the recaptured funds were part of the \$75,000.00 available.

Ms. Brown replied no.

Mr. Hemby asked what the timeline was for expending the funds from 2011-2012 year.

Ms. Brown replied that the deadline had past for those funds. Those unexpended funds will not be added to the 2013-2014 funds. At this time the committee will not be deciding on those funds.

Mr. Hemby asked for corporations not expending all of the funds last year but requested funds again this year, to explain why the funds were not used.

Ms. Marston replied that the B&G Club had a staff position change and a salary change. Those funds could not be reallocated.

Mr. Fuell asked what was different about the proposed program.

Ms. Marston replied that they have changed the service delivery model and are focusing on academic success for K-2 and up. Additionally, children will receive assistance in math and science explorer.

Ms. Grimes asked if it was just K-2.

Ms. Marston replied that K-2 would be the biggest focus.

Ms. Grimes asked how the agency planned to assess the children to determine effectiveness of the program.

Ms. Marston replied that they were using the Kids College program which is a web-based assessment tool. Also, report cards will be used in assessment.

Ms. Grimes asked who developed the program.

Ms. Marston replied Learning through Sports.

Mr. Kitchen asked if the total number of units serviced last year was 67.

Ms. Marston replied that 67 was the total number of units eligible for funding in the CDBG program, not the total number of children serviced at the club.

Mr. Hemby asked if the board members listed in the application were currently active.

Ms. Marston stated that there have been changes since the submittal of the application. The list was current at that time.

Ms. Brown stated that staff will request an updated list whenever board members change.

b. Center for Family Violence Prevention - Family Center

Ms. Brown stated that the CFVP had two awards last year. Both were for \$25,000.00. One award was 66% expended and the other award was 21% expended. They are currently requesting \$32,400.00 for Client Supportive Services.

Mr. Hemby asked if a staff member or AHLC board member was a board member for CFVP.

Ms. Cooper-Mann replied that Mr. Niki Jones was a former board member.

Mr. Kitchen stated that a partner in his firm was a member on the Literacy Volunteers board.

Mr. Fuell asked if the date on the top was the date that the total application was received.

Ms. Brown replied that the application was received on time; however it was not complete. Upper management advised staff to allow each agency an opportunity to submit the required documentation. The date stamp refers to the date that the additional documents were received.

Ms. Cooper-Mann stated that the CFVP was informed that FICA and worker's compensation could not be included in the request and had been removed from the budget.

Mr. Hemby asked what the total amount was being requested.

Ms. Cooper-Mann replied that the total amount being requested was \$32,400.00 for both agencies.

Ms. Grimes asked who does the counseling for parenting skills.

Ms. Cooper-Mann replied that a criminal justice undergraduate oversees the parenting and licensed counselors take care of the counseling for the adults and children.

Mr. Fuell asked if the parenting and adult counseling services overlapped concerning clientele.

Ms. Cooper-Mann replied that the referral services are normally separate from the parenting services. Each client is assessed to ensure their needs are met, but the two rarely ever overlap.

Mr. Kitchen stated that the application indicated that CFVP was seeking funds from the Council for Women. He asked if the agency had received a response yet.

Ms. Cooper-Mann replied that the Council for Women usually funds their programs each year; however, they are experiencing budget cuts just like the federal government and the state government. It will be the end of March before a response is received. The funds do not overlap. Services are offered to clients from other counties and those are not included in this request.

Mr. Hemby asked if the program would lead to self-sufficiency and sustainability.

Ms. Cooper-Mann replied that counseling is very important in assisting clients with finding housing and employment. The program continues support long term to ensure independence and safety.

Ms. Brewington asked if the committees' recommendations needed go to City Council in April.

Mr. Jones replied that the funding requests will not go before City Council in April if the recommendations are delayed. However, a delay in submitting the funding requests to City Council will also delay the funds being awarded to the agencies.

Mr. Hemby stated that the last two agencies will be scored at the April 10 meeting.

E. New Business

None

F. Staff Report

Ms. Brown stated that the Housing Division was celebrating National Community Development Week April 1-6. The theme for the week is "Improved development today creates a better Greenville tomorrow."

<u>Opening Ceremony</u> <i>Wednesday, April 3, 2013</i> <i>10:00 AM-12:00 PM</i> <i>Thomas Foreman Park</i> <i>400 Nash Street</i>	<u>Housing</u> <u>Opportunities Fair</u> <i>Thursday, April 4, 2013</i> <i>Time: 11:30 AM-2:00 PM</i> <i>901 West 5th Street</i>	<u>Tour of Projects</u> <i>Friday, April 5, 2013</i> <i>10:00 AM-12:00 PM</i> <i>City Hall</i> <i>200 West 5th Street</i>	<u>Homeownership</u> <u>Workshop</u> <i>Saturday, April 6</i> <i>8:30 AM-4:30 PM</i> <i>City Hall, Gallery Room</i> <i>200 West 5th Street</i>
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Ms. Brown stated that a Community Meeting concerning the Annual Action Plan and the Consolidated Plan was being held at Sheppard Memorial Library, Wednesday, March 13 at 6:00 PM.

On Wednesday, March 20 at 10:00 AM, there will be an open house for Winslow Pointe at 901 Hooker Road.

On Friday, March 15, Streets to Homes sold one of the new homes built on West Fifth Street.

G. Other

Mr. Hemby complimented Ms. Perkins for the AHLC presentation made to the City Council on Monday, March 4.

H. Adjournment

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

Signature on file
R.J. Hemby, Chairman

Signature on file
Sylvia D. Brown, Staff Liaison