

**THE AFFORDABLE HOUSING LOAN COMMITTEE**

**Meeting Minutes**

**Wednesday, November 12, 2014**

**Greenville, North Carolina**

**Present:**

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

**Absent:**

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

**Staff:**

- |  |  |
|--|--|
| <input type="checkbox"/> Merrill Flood           | <input checked="" type="checkbox"/> Betty Moseley                |
| <input checked="" type="checkbox"/> Niki Jones   | <input type="checkbox"/> Marion Blackburn (City Council Liaison) |
| <input checked="" type="checkbox"/> Sylvia Brown | <input type="checkbox"/>   |

**A. Roll Call**

**B. Approval of Agenda**

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

**C. Approval of meeting minutes from August 13, 2014**

Motion was made by Mr. Smith and seconded by Mr. Fuell to approve the meeting minutes from August 13, 2014. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. 2013-2014 Subrecipient Update**

Ms. Brown gave the 2013-2014 subrecipient update. A handout was distributed.

Agency	CDBG Funding	Contract Expires	Reimbursed	Unexpended
Boys & Girls Club	\$22,280.00	12/18/2014	\$17,624.20	\$4,655.80
CFVP	\$27,645.00	12/18/2014	\$16,202.19	\$11,442.81
ECU/LWGICC	\$15,000.00	12/18/2014	\$3,354.00	\$11,646.00
Literacy Volunteers	\$10,075.00	12/18/2014	\$161.87	\$9,913.13

Ms. Brown stated that the Boys & Girls Club of Pitt County does have a reimbursement pending. All reimbursements are due by the fifteenth of each month, so the pending reimbursement is for October.

Literacy Volunteers does have a reimbursement pending. They have a new Executive Director who is working with staff to get all of the paperwork caught up.

Mr. Kitchen asked if staff anticipated all of the funding to be expended or will there be some left over.

Ms. Brown replied that there may be some left over. These grants were approved December 2013, so staff has advised the organizations to go back through their documents to see if there are any eligible activities. It will come close.

Mr. Kitchen asked what would happen to the unexpended amount.

Ms. Brown replied that the funds will be recaptured and used in other areas. It will be expended, just not by the current non-profits.

## **2. 2015-2016 Subrecipient Funding Workshop Update**

Ms. Brown stated that the September 25<sup>th</sup> subrecipient workshop was well attended. At the first session there were 27 attendees and 23 surveys returned. At the second session there were eight attendees and seven surveys returned. A total of 26 different organizations were represented. Prior to the workshop 181 letters were mailed, with 16 of those returned. The workshop was advertised in the Daily Reflector and the Daily Drum.

Some of the comments on the surveys include:

- Need examples of success
- Need information on foreclosure prevention grants
- Networking opportunities
- Enjoyed presentation, lots of information given
- Thankful for two sessions to choose from
- Informative workshop
- Thankful for opportunity to learn about other funding sources

Mr. Kitchen stated that everyone there had the opportunity to ask questions.

## **3. Financial Literacy Update**

Ms. Brown stated that there are two additional Financial Literacy sessions; module 10 “Your Own Home” on November 24, 2014 and module 11 “Financial Recovery” on December 29, 2014.

All modules are located at the George Washington Carver Library at 5:30 PM to 7:30 PM. Unfortunately; attendance has not been as good as expected so the 2015 classes may relocate to Sheppard Memorial Library. It will be the same series in the same order.

**F. Staff Report**

Ms. Brown stated that the 2015-2016 subrecipient applications are due Tuesday, January 13, 2015 at 201 West Fifth Street, third floor of the Municipal Building at 3:00 PM. Staff requires one original (with all original signatures) and one copy of everything (including attachments), both bound. Please separately bind the original and copy. Do not turn in loose papers. Non-profit representatives will need to notify Housing staff when they arrive at the Municipal Building so someone can come downstairs to assist them. The building is secured so visitors have to call for assistance.

The next Homeownership Workshop will be Saturday, December 13, 2014 at the Cupola Building at 8:00 AM – 4:30 PM.

Mr. Fuell asked if subrecipient applications required a current audit.

Ms. Brown replied yes, the 2012-2013 audit.

**G. Other**

None

**H. Adjournment**

Motion was made by Mr. Smith and seconded by Mr. Fuell to adjourn the AHLC. Motion carried unanimously.

Signature on file

Melissa B. Grimes, Chair

Signature on file

Sylvia D. Brown, Staff Liaison