

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

**Meeting Minutes
Wednesday, March 9, 2016
Greenville, North Carolina**

Present:

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

Absent

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Howard Conner | <input checked="" type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Thomas Hines |
| <input type="checkbox"/> Kevin Fuell | <input type="checkbox"/> Ronita Jones | <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"/> Christine Wallace |
| <input type="checkbox"/> Gloria Kesler | <input type="checkbox"/> Karen Gilkey |
| <input checked="" type="checkbox"/> Sylvia Brown | <input type="checkbox"/> Calvin Mercer (City Council Liaison) |

A. Roll Call

B. Approval of Agenda

Motion was made by Mr. Conner and seconded by Mr. Hines to approve the agenda as presented.
Motion carried unanimously.

C. Approval of meeting minutes from February 3, 2016

Motion was made by Mr. Conner and seconded by Mr. Hines to approve the meeting minutes from February 3, 2016 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Sub-recipient Funding Recommendations (2016-2017)

Mrs. Brown informed the Committee that they had seven (7) non-profits that submitted applications and presented their presentations to the committee last month. Today the committee will score each non-profit and decide how they will be funded.

Scoring sheets were submitted to the committee and several agency representatives were in attendance to answer any questions.

Mrs. Brown advised the committee on how to score each agency. Each agency for number one (1) “need for service” are all public services and the maximum score you can give for number one (1) is twenty (20) points.

a. Pitt County Council on Aging

Mr. Rich Zeck, Executive Director and Ms. Sharon Elliott, Healthy Aging Specialist, were both present to answer questions.

Mr. Kitchin asked if there were any questions based on the information the committee received and the presentations from the Council on Aging.

No one had a question.

Mrs. Brown proceeded to advise the committee that they can begin scoring this agency and that once the committee has scored all eight (8) categories, pass the sheet down to Ms. Wallace and she will add up the scores and place them on one form.

Mrs. Brown stated that the Pitt County Council on Aging program addresses specific housing needs of older adults. They are located at 4551 County Home Road. They are requesting \$10,000.

Mrs. Brown advised the committee that they can accept what staff recommends or make changes.

b. Community Crossroads Center

Mr. Bob Williams was present to answer questions.

Mr. Kitchin asked if there were any questions based on the information the committee received and the presentations from the Community Crossroads Center.

The Community Crossroads Center addresses needs of the homeless. They are located at 207 Manhattan Avenue. They are requesting \$8,924.50.

c. Center for Family Violence Prevention

Ms. Sara Munzer, Program Administrator was present to answer questions.

Mrs. Brown stated that the Center for Family Violence Prevention addresses the needs of domestic violence victims. They are located at 150 E. Arlington Blvd., 805 Evans St. and the (Confidential Shelter). They are requesting \$28,000.

d. Boys and Girls Clubs of the Coastal Plain

Mr. Jamar Sampson was present to answer questions.

Mrs. Brown stated that the Boys and Girls Clubs of the Coastal Plain focuses on youth development and academic success (K-12). They are located at 475 Belvoir Road & 510 S. Washington Street. They are requesting 30,000.

Mr. Kitchin asked if this would fall under public service.

Mrs. Brown replied “yes” and stated that the maximum points they can receive is twenty (20).

e. L.I.F.E. of NC, Inc. (STRIVE)

Ms. Joyce Jones, Executive Director, was present to answer questions

L.I.F.E. of NC, Inc. (STRIVE) addresses employment needs and training for ex-offenders. They are located at 600 W. Third Street. They are requesting \$30,000.

Mr. Kitchin asked if there were any questions for Ms. Jones. No one had a question.

f. ECU/LWG Intergenerational Community Center

No one was present to answer questions. However, Mrs. Brown stated that she would answer questions to the best of her knowledge.

ECU/LWG Intergenerational Community Center addresses youth development. They are located at 1100 Ward Street. They are requesting \$15,000.

g. Literacy Volunteers of America – Pitt County

Ms. Brenda Steigerwald, Education Coordinator, was present to answer questions.

Literacy Volunteers of America – Pitt County addresses literacy and job readiness needs. They are located at 3107 S. Evans Street, Suite E. They are requesting \$17,500.

Mrs. Brown thanked the representatives for the agencies for their time and for submitting applications. For the 2016-2017 funding year, there was one new agency that submitted applications for funding (Pitt County Council on Aging).

Mrs. Brown also thanked the Committee for their time.

Mrs. Brown mentioned that staff is looking at ways to make the process easier for recommending funding.

F. Staff Report

2016 Financial Literacy Series
Sheppard Memorial Library (Room B)
March 21, 2016 – Check It Out (Pt. 1)
5:30 -7:30 PM
Sylvia Brown, 252-329-4509

Homeownership Education Workshop
April 9, 2016
8:30 A.M. – 4:00 P.M.
Gloria Kesler, 252-329-4226

Presentation to City Council
March 14, 2016 at 6:00 p.m.
Staff will provide the Committee representative with information.

Mrs. Brown stated that she found the process to be difficult this time around. The funding request were almost \$40,000 more than what we have available. Therefore, it became more difficult in deciding who to cut and how much to cut.

The results from the scoring sheet were all very close in numbers which means the committee feels that these programs are important, viable, and worth funding. Unfortunately everyone will not be funded in the amount they are requesting due to limited funding availability.

Mrs. Brown pointed out that column number eight (8) is empty because one committee member is absent.

Staff Recommendations

	Requested Amount	Staff Recommendation
Pitt County Council on Aging	\$10,000	\$8,000
Community Crossroads Center	\$8,924.50	\$8,000
Center for Family Violence Prevention	\$28,000	\$20,000
Boys & Girls Clubs of the Coastal Plain	\$30,000	\$20,000
L.I.F.E. of NC, Inc. STRIVE	\$30,000	\$20,000
ECU/LWG Intergenerational Community Center	\$15,000	\$12,000
Literacy Volunteers of America Pitt County	<u>\$17,500</u>	<u>\$12,000</u>
	\$139,424.50	\$100,000

Mrs. Brown stated that this was difficult and decided that it would be appropriate to cut everyone although everyone was not cut by the same amount. Mrs. Brown also considered previous funding and who is more likely to expend all the funds they requested.

Mr. Kitchin stated that it appears that all the agencies are worthy of receiving funding – at least what staff recommends and more if it was available.

Motion was made by Mr. Conner and seconded by Ms. Jones to approve staff recommendations. Motion carried unanimously.

H. Other

None

I. Adjournment

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

Walt Kitchin, Chairman

Sylvia D. Brown, Staff Liaison