

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

Meeting Minutes

**Wednesday, August 17, 2016
Greenville, North Carolina**

Present:

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

Absent

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

Staff:

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

A. Roll Call

B. Approval of Agenda

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

C. Approval of meeting minutes from April 13, 2016

Motion was made by Mr. Smith and seconded by Ms. Jones to approve the meeting minutes from April 13, 2016 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Downpayment Assistance

a. 901 Old Village Road (10% No Interest Loan)

Mrs. Kesler presented the committee on a brief history on home 901 Old Village Road in the Countryside Estates Subdivision. She states that the home is one of the first five homes that were built in that subdivision. Ms. Floyd is requesting assistance in the 10% no interest loan programs. The sales price of the home is \$109,000. The loan amount is \$8,700 and has to be repaid over 120 months. Ms.

Floyd's monthly payment will be \$72.50. Ms. Floyd has a three person household and her AMI is 61.34%. She is a first time homebuyer and is in the process of completing the homeownership workshop which will take place the following Saturday. Her mortgage has been approved by Home Point Mortgage, and her payments will be \$731 with an interest rate locked in at 3.75%.

Staff recommends the approval of this loan in the amount of \$8,700 with the condition that Ms. Floyd completes the Homeownership Education Workshop on August 20, 2016.

Mr. Kitchin asked, you say the appraisal has been completed and we know what it is, we just don't have a copy of it.

Mrs. Kesler responded by stating that the appraiser did appraise the property at \$109,000 and the front page of the appraisal was submitted.

Motion was made by Mr. Smith and seconded by Ms. Dixon to approve the loan in the amount of \$8,700 with the condition that Ms. Floyd completes the Homeownership Education Workshop on August 20, 2016. Motion carried unanimously.

2. Sub-recipient Funding Update (2015-2016)

Mrs. Brown informed the committee that the files for the sub-recipients during the 2014-2015 program year have been closed.

Boys and Girls Clubs of the Coastal Plain was funded \$40,000 and have been reimbursed \$15,634.46 (39%) and have an unexpended balance of \$24,365.54.

Center for Family Violence Prevention was funded \$27,200 and have been reimbursed \$23,802.85 (87%) and have an unexpended balance of 3,397.15. They have a pending reimbursement for July in the amount of \$1,247.98 due to reports being due by the 15th of every month.

ECU/Lucille W. Gorham Intergenerational Community Center was funded \$15,000 and have been reimbursed \$2,390 (16%) and have an unexpended balance of \$12,610. They have a pending reimbursement for July in the amount of \$100.

Literacy Volunteers of America - Pitt County was funded \$17,250 and have been reimbursed \$1,585.64 (9%) and have an unexpended balance of \$15,664.35. They have a pending reimbursement for July in the amount of \$1,909.22.

In conclusion, the total funded for 2015-2016 was \$99,450 and have been reimbursed \$32,615.45 (33%) and has an unexpended balance of \$66,834.55. There are pending reimbursements for July in the amount of \$3,257.20.

Ms. Jones asked, when does this year close out?

Mrs. Brown stated that she believes that it is in the middle of November. Last month Mrs. Brown conducted monitoring visits with all of the sub-recipients to discuss their plans to fully expend the funds and to reiterate the goal of expending all of the funds.

3. Fund Reallocation Request

a. Literacy Volunteers of America – Pitt County

Ms. Sarah Gust, Board President for Literacy Volunteers of America – Pitt County was present at the meeting to answer questions from the Committee. Ms. Brown informed the committee that they will need to vote on this item. Mrs. Brown explained the reason for the request and stated that the request exceeds 10% of their total funding for the year. Literacy of Volunteers of America – Pitt County currently has \$1,725 in Labor and would like to remove all of that and create a new category titled equipment for laptops to better serve their clients. Also, they would like to reallocate \$2,000 from CRC's to equipment which would leave a total in the equipment line of \$3,725. Also, in the CRC line they have \$600 that they would like to move to Staff Training. Under program licensing they would like to move \$225 to Staff Training which will leave \$825 in that category.

Mr. Campbell asked what criteria is typically used to determine which categories are allowed.

Mrs. Brown replied that it is determined in the beginning of the process. After an approval is given from HUD, Mrs. Brown meets with all of the organizations one on one and they decide how they plan to use the funds and establish what is or is not eligible. Mrs. Brown elaborated by stating that the equipment is an eligible item that was not purchased in a prior funding year and wasn't included at the beginning of this funding year.

Staff recommends the approval for the Literacy of Volunteers of America – Pitt County to create an equipment category and allow the funding reallocation request that has been outlined by staff.

Motion was made by Ms. Dixon and seconded by Mr. Hines to approve the Literacy of Volunteers of America – Pitt County to create an equipment category and allow the funding reallocation request that has been outlined by staff. Motion carried unanimously.

F. Staff Report

Mrs. Brown updated the committee on the following events:

Homeownership Education Workshop
Saturday, August 20, 2016
Gloria Kesler, 252-329-4226

2016 Financial Literacy Series
Sheppard Memorial Library (Room B)
August 22, 2016 – To Your Credit
5:30 -7:30 PM
Sylvia Brown, 252-329-4509

2016 Non-Profit Workshop
Wednesday, September 28, 2016
Two Sessions: Time Pending
Municipal Building, 3rd Floor
COMSTAT Room
Sylvia Brown, 252-329-4509

Mrs. Brown explained to the committee that the Non-Profit Workshop is for any non-profit that has a public service project or activity that will take place in the City limits and benefits the City of Greenville residents. The non-profits do not have to be housed in Greenville, just as long as their program that we are funding is located in Greenville and benefits City residents. Participants in the workshop are only required to attend one session and a representative must be present.

G. Other

None

H. Adjournment

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

Walt Kitchin, Chairman

Sylvia D. Brown, Staff Liaison