

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

**Meeting Minutes**

**Wednesday, October 19, 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 type="checkbox"/> Ronita Jones             | <input checked="" type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> Matt Smith     | <input checked="" type="checkbox"/> Anne Fisher   |  |

**Absent**

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

**Staff:**

- |   |   |
|---|---|
| <input type="checkbox"/> Merrill Flood            | <input type="checkbox"/> Karen Gilkey                         |
| <input checked="" type="checkbox"/> Gloria Kesler | <input 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**

Item 2.b. was withdrawn.

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

**C. Approval of meeting minutes from August 17, 2016**

Motion was made by Ms. Dixon and seconded by Mr. Hines to approve the meeting minutes from August 17, 2016 as presented. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Downpayment Assistance**

**a. 905 Bancroft Avenue (20% HOME Grant)**

Mrs. Kesler informed the committee on the contracted property at 905 Bancroft Avenue located in the Lincoln Park neighborhood and is being sold by Greenville Housing Development Corporation. The property is appraised at \$136,000. The sales price is \$133,000. The household size is a family of three (3). This is the HOME grant (20% of sales price of the house) and the loan amount is \$20,000 (which is a cap) and will be forgiven 1/15 a year over a 15 year recapture period. Their annual median income is 70.33%. The family is a first time homebuyer and has completed the Homeownership Workshop. Their mortgage has been approved by American Neighborhood Mortgage Acceptance Company. Staff recommendation is to approve the request for \$20,000.

Mr. Kitchin asked if the 20% would normally be \$26,000 but we are capped at 20.

Mrs. Kesler replied that he is correct.

Motion was made by Mrs. Dixon and seconded by Mr. Hines to approve the request for down payment assistance for 905 Bancroft Avenue. Motion carried unanimously.

## **2. Extension and Reallocation of Funds Request**

### **a. Lucille W. Gorham Intergenerational Community Center**

Mrs. Brown stated that she met with all of the agencies a couple of weeks ago to see where they were and to see whether they expect to fully expend the funds they were awarded. Mrs. Brown stated that staff does not disagree with extensions as long as they have a plan to expend the funds. The Intergenerational Community Center is requesting to extend their fund that ended on October 15<sup>th</sup>. They are requesting a two (2) month extension to December 14<sup>th</sup>. Mrs. Brown informed the committee that staff generally does not extend anything over three (3) months. They would like to move \$1,000 from Admission to Transportation and add \$500 towards supplies. At this time, they do not have a supply column. They can move the \$500 from Admission and place it under their "supplies". A chart was shown to the committee.

Staff recommends approval of the request to extend their 2015-2016 Sub-recipient Grant by two (2) months to December 14, 2016, to reallocate funds (\$1,000) from the admission line item to transportation and to create a supply line item (\$500) from admission.

Mr. Campbell asked if the \$1,500 is all they have left in their budget.

Mrs. Brown replied that their balance will not change, they are only relocating funds.

Mr. Kitchin asked what exactly the admissions category.

Mrs. Brown responded that the admissions covers their cost to admit the children to various activities.

Motion was made by Mrs. Dixon and seconded by Mr. Hines to approve the request. Motion carried unanimously.

### **b. Boys and Girls Clubs of the Coastal Plain**

Request has been withdrawn.

### **c. Literacy Volunteers of America – Pitt County**

Mrs. Brown informed the committee that the new Executive Director for the Literacy Volunteers of America – Pitt County, Mrs. Rhonda Billingslea is present to answer any questions by the committee. The Literacy Volunteer of America – Pitt County is requesting a one (1) month extension until December 16, 2016. Mrs. Brown stated that when all of the agreements went out to the agencies for signatures, all of the agreements did not come in at the same time. Literacy Volunteers of America – Pitt County came in a few weeks later which is why their agreement has a different date.

Mr. Kitchin asked if staff has a position on the request.

Staff recommends approval of the request for Literacy Volunteers of America – Pitt County to extend their 2015-2016 Sub-recipient grant by one (1) month to December 16, 2016.

Mr. Campbell asked how much do they have in their budget.

Mrs. Brown replied they received \$17, 250. At this time Mrs. Brown was unable to give an accurate balance. However, the last balance is from July in the amount of \$13,755. But at least one reimbursement is pending.

Motion was made by Mrs. Dixon and seconded by Mr. Hines to approve the request. Motion carried unanimously.

### **3. 2015-2016 CAPER**

Mr. Griffith gave a recap to the committee about the CAPER report stating that it is our Consolidated Annual Performance and Evaluation Report that is submitted to HUD annually. Council unanimously approved the 2015-2016 CAPER on October 17<sup>th</sup>. At this time staff is in preparation to submit the approved CAPER to HUD. This year's CDBG expenditures were \$851,448 and HOME expenditures were \$357,976. The total of HUD expenditures were \$1,209,424. The CAPER is due to HUD by the end of this week and the final CAPER will be posted on the City's website. Also, there may be some disaster recover assistance available from HID through their CDBG-DR program but their emphasis is on long-term recovery after FEMA, SBA and others have been exhausted.

## **F. Staff Report**

Mrs. Brown updated the committee on the following events:

Homeownership Education Workshop  
Saturday, October 22 (CANCELLED)  
Gloria Kesler, 252-329-4226

2016 Financial Literacy Series  
Sheppard Memorial Library (Room B)  
October 24, 2016 – Loan to Own  
5:30 -7:30 PM  
Sylvia Brown, 252-329-4509

Mrs. Brown updated the committee on the 2016 Non-Profit Workshop that took place on Wednesday, September 28, 2016. The first session had seventeen (17) attendees and there was one (1) attendee during the second session. There were fourteen (14) agencies with three (3) being new. Applications for the new fiscal year are due on January 10, 2017.

Mrs. Brown advised the committee members of their 2017 meeting schedule.

Mr. Kitchin asked Ms. Kesler if any of the homeowners that received downpayment assistance were affected by Hurricane Matthew.

Ms. Kesler answered no, we faired very well.

**G. Other**

Mr. Griffith informed the committee members of the ex parte communication – especially prior to a meeting. Mr. Griffith stated that when staff sends meeting packets, they will be distributed via bcc email to reduce the possibility of ex parte communication. Mr. Griffith advised the committee that if they have any questions on any items about upcoming agenda items, to please contact the Housing Division staff prior to the meeting.

**H. Adjournment**

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

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Walt Kitchin, Chairman

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Sylvia D. Brown, Staff Liaison