



## COMMUNITY DEVELOPMENT

### MEMO

---

To: Affordable Housing Loan Committee Members

From: Sylvia D. Brown, Planner I



Date: May 17, 2017

CC: Ben Griffith, Community Development Director

Re: Affordable Housing Loan Committee Meeting

---

The Affordable Housing Loan Committee Special Meeting will be held on Wednesday, May 24, 2017 at **4:00 PM** at City Hall, 200 West 5<sup>th</sup> Street in the 3<sup>rd</sup> Floor City Council Chambers.

Please call (252) 329-4481 or e-mail [cwallace@greenvillenc.gov](mailto:cwallace@greenvillenc.gov) by 5:00 PM, Tuesday, May 23, 2017 to confirm your attendance.

Thank you for your time and effort in helping to move our housing programs forward!

**Affordable Housing Loan Committee Special Meeting**  
**Wednesday, May 24, 2017**  
**City Hall Council Chambers 3<sup>rd</sup> floor**  
**200 West 5<sup>th</sup> Street**  
**4:00 PM**

**Agenda**

- A. Roll Call**
- B. Approval of Agenda**
- C. Approval of meeting minutes from March 8, 2017**
- D. Old Business**
  - None
- E. New Business**
  - 1. Annual Action Plan Approval**
  - 2. Sub-recipient Funding Update (2015-2016)**
  - 3. Sub-recipient Funding Recommendations (2016-2017)**
- F. Staff Report**
- G. Other**
- H. Adjournment**

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

**Meeting Minutes**

**Wednesday, March 8, 2017  
Greenville, North Carolina**

**Present:**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> David Campbell | <input checked="" type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Vacant                  |
| <input checked="" type="checkbox"/> Kevin Fuell    | <input checked="" type="checkbox"/> Ronita Jones  | <input checked="" type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> Matt Smith                | <input checked="" type="checkbox"/> Anne Fisher   |  |

**Absent**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> David Campbell        | <input type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Vacant       |
| <input type="checkbox"/> Kevin Fuell           | <input type="checkbox"/> Ronita Jones  | <input type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> Matt Smith | <input type="checkbox"/> Anne Fisher   |                                       |

**Staff:**

- |  |  |
|--|--|
| <input type="checkbox"/> Amy Lowe                | <input type="checkbox"/> Karen Gilkey                                    |
| <input 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 Ms. Fisher and seconded by Ms. Jones to approve the agenda as presented. Motion carried unanimously.

**C. Approval of meeting minutes from February 8, 2017**

Motion was made by Mr. Fuell and seconded by Ms. Dixon to approve the meeting minutes from February 8, 2017 as presented. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Sub-recipient Funding Update (2015-2016)**

**a. Boys and Girls Clubs of the Coastal Plain**

The Boys & Girls Clubs of the Coastal Plain was funded \$40,000 and reimbursed \$28,342.52 (71%). They has an unexpended balance of \$11,657.48. They do have a reimbursement pending in the amount of \$5,444.87. The process was slowed due to a request for reimbursement without proper documentation or if there are charges or expenses that are questionable.

**b. Center for Family Violence Prevention**

The Center for Family Violence Prevention was funded \$27,200 and has been reimbursed \$27,200 (100%). They have a zero balance

**c. ECU/LWG Intergenerational Community Center**

The ECU/LWG Intergenerational Community Center was funded \$15,000 and has been reimbursed \$13,579.73 (90%). They have an unexpended balance of \$1,420.27.

**d. Literacy Volunteers of America Pitt County**

The Literacy Volunteers of America Pitt County was funded \$17,250 and has been reimbursed \$4,887.38 (28%). They have an unexpended balance of \$12,362.62. They have two (2) pending reimbursements in the amount of \$4,693.25 and \$4,599.99.

Ms. Brown informed the committee that the totals for the 2015/2016 Sub-recipients were \$99,450. They have been reimbursed in the total amount of \$74,009.63 (74%). There is an unexpended total balance of \$25,440.37 and reimbursements pending in the total amount of \$14,738.11.

**2. Sub-recipient Funding Recommendations (2017-2018)**

Ms. Brown reminded the committee that seven (7) non-profit organizations made presentations last month and representatives from the non-profits were present to answer any questions the committee might have. The committee would also be scoring the non-profits and making funding recommendations to City Council. Ms. Brown also informed the committee that there may be additional funds available to meet the request of the sub-recipients.

**a. Boys and Girls Clubs of the Coastal Plain**

Mr. Jamar Sampson was present to answer questions.

Ms. Fisher asked what percentage of the participants of the club academy from the City of Greenville verses the County. Are they all City of Greenville?

Mr. Sampson replied that they are not all City and is unaware of the exact percentage. However, the organization is currently housed in Ayden, Kinston, Washington, Belhaven and Robersonville. Mr. Sampson elaborated to say that 100% of participants in the Club Academy receiving these resources are in Greenville.

While scoring, Ms. Brown advised the committee that for number 1, each non-profit would receive 20 points for Community Service.

Staff recommends \$15,000 with an alternative recommendation of \$16,000

**b. Community Crossroads Center**

Mr. Bob Williams was present to answer questions but there were none.

Staff recommends \$8,961

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

Ms. Brenda Steigerwald was present to answer questions but there were none.

Staff recommends \$12,000 with an alternative recommendation of \$13,000

**d. Pitt County Council on Aging**

Ms. Sharon Elliot was present to answer questions but there were none.

Staff recommends \$10,000 with an alternative recommendation of \$11,000

**e. ECU/LWG Intergenerational Community Center**

Ms. Shawan Barr was present to answer questions but there were none.

Staff recommends \$14,039 with an alternative recommendation of \$15,039

**f. Center for Family Violence Prevention**

Ms. Sara Munzer was present to answer questions but there were none.

Staff recommends \$25,000 with an alternative recommendation of \$20,000

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

Ms. Selma Whitaker was present to answer questions but there were none.

Staff recommends \$15,000 with an alternative recommendation of \$16,000

Ms. Brown thanked the non-profits for submitting their applications and for having their representatives present.

Mr. Kitchin commented that he felt the alternative recommendation was fair and Ms. Jones agreed.

Ms. Fisher asked if any additional funds were available, would they be increased by a percentage. Ms. Brown replied yes.

Ms. Jones asked if they would review and approve the additional funds. Ms. Brown advised that the proviso statement is intended to prevent that but they could meet again if committee members wanted to. The proviso would allow staff to increase the funding without the committee having to meet.

Mr. Kitchin read the proviso concerning additional funding.

Motion was made by Mr. Fuell and seconded by Ms. Jones to accept staffs alternative recommendation to include the proviso that all grant awards be increased proportionally based on the requested funding amounts. If there is a decrease in the sub-recipient grant funds, the committee agrees to decrease all sub-recipients requested funds.

**F. Staff Report**

Mrs. Brown updated the committee on the following events:

2017 Financial Literacy Series  
Sheppard Memorial Library (Room B)  
Monday, March 20, 2017 – Check It Out (Part 1)  
5:30 -7:30 PM  
Sylvia Brown, 252-329-4509

Homeownership Education Workshop  
Saturday, April 8, 2017  
Gloria Kesler, 252-329-4226

National Community Development Week  
April 17-22

April is National Fair Housing Month

Affordable Housing Loan Committee Meeting  
April 12, 2017  
4:00 p.m. – 5:00 p.m.  
City Council Chambers  
Sylvia Brown, 252-329-4509

**G. Other**

**H. Adjournment**

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

---

Walt Kitchin, Chairman

---

Sylvia D. Brown, Staff Liaison