

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

**Meeting Minutes**

**Wednesday, February 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"/> Merrill Flood           | <input type="checkbox"/> Karen Gilkey                         |
| <input 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**

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

**C. Approval of meeting minutes from December 14, 2016**

Motion was made by Ms. Dixon and seconded by Ms. Fisher to approve the meeting minutes from December 14, 2016 as presented. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Sub-recipient Funding Request Presentations (2017-2018)**

Mrs. Brown informed the committee that eight (8) applications were submitted. However, one (1) applicant was not able to proceed in the process due to their audit not being done by a certified public accountant. Mrs. Brown also informed the committee that Council Member Mercer was unable to attend the AHLC meeting due to a work conflict. For the 2017-2018 funding year, \$156,961 is the funding requested but \$100,000 is available. Although we are short roughly around \$57,000, Mr. Griffith is looking into bringing in additional funding if possible. The new annual action plan may request additional funding in the amount of \$125,000 or \$150,000. Mrs. Brown elaborated how each year the funding request do go higher.

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

Presenting for the Boys and Girls Clubs of the Coastal Plain was Mr. Jamie Cooper, CEO and President, and Mr. Jamar Sampson, Education Director. Mr. Cooper informed the committee that last year they opened up their tenth club in Robersonville, NC in Martin County. In March, an eleventh club will open in Martin County in Williamston, NC. Mr. Cooper mentioned their three (3) priority outcomes that they achieve towards: Academic Success, Good Character and Citizenship, and Healthy Lifestyles.

Mr. Sampson explained that the Club Academy program started in 2014 to help members with extremely low test scores. Members are tracked and they found that Club Academy members outperformed 4<sup>th</sup> grade members across the entire organization. They also noticed an increase in moral. Items purchased with CDBG funds have enhanced the programs at the Jarvis Memorial and Grady White Boats/E.R. Lewis units. Funding has recently been expanded to some of the Middle and High School programs. He expressed appreciation for the funds to further the growth and success of their programs.

Boys and Girls Clubs of the Coastal Plain is requesting \$30,000.

**b. Community Crossroads Center**

Presenting for the Community Crossroads Center was Mr. Bob Williams, Executive Director. The HEARTH Act required that HUD come up with a way to systematically evaluate the homeless population. The evaluation assessment is the VI-SPDAT. Anyone receiving federal funds for homelessness must utilize the VI-SPDAT. The funds from the City help offset a lot of their costs. Mr. Williams informed the committee that the Community Crossroads Center not only houses the homeless, but also look into their educational needs by partnering with Pitt Community College to teach Human Resource Development classes on site. The Center also provides spiritual guidance for the members of the shelter through Bible study classes in the evening and have partnered with Literacy Volunteers of America – Pitt County who come into the shelter and provide support to their residents.

The funds requested will allow them to accomplish their VI-SPDAT’s which are used by the Housing Stabilization Committee who report to the Continuum of Care who report to the Balance of State. All are mandated requirements to receive Federal funds.

Community Crossroads Center is requesting \$8,961.

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

Presenting for Literacy Volunteers of America – Pitt County was Ms. Brenda Steigerwald, Education Coordinator. Ms. Steigerwald informed the committee that their agency now provides Workforce readiness by increasing their Work Keys facilities and their testing. The organization this year had 76% of their success rate of students receiving gold and silver certificates and going on to jobs. The organization is now focusing on a new program called “I Need a Job Now”. This program assists students in finding short term jobs while attending the program while also focusing on assisting the students in finding a career. The program is available through referral only. Their mission and goal is to help adult learners become productive family members, employees, and citizens through literacy.

The program includes an interview, orientation and the establishment of SMART (Specific, Manageable, Attainable, Realistic, & Timely) goals. They are evaluated on short term and long term goals based on the career they want to go into. GAINS assessment in reading and math is followed by WorkKeys. Their computer lab is where participants can do career searches, applications, resumes, and learn basic computer skills. Tutors are available to assist them and the office is open 24/7. There are also remedial training and one-to-one or group tutoring. SMART goals are reviewed every three months. They also provide mentoring services that are very important. Participants eventually transfer to PCC

and take the GED at no charge and are enrolled into vocational training. Finally, Ms. Steigerwald talked about some success stories.

Literacy Volunteers of America – Pitt County is requesting \$20,000.

**d. Pitt County Council on Aging**

Presenting for the Pitt County Council on Aging was Ms. Sharon Elliot, Occupational Therapist. Ms. Elliot informed the committee about the SAFE program. Funds for the SAFE program enables a fall prevention expert to do an assessment for low income homeowners, aged 55 and over, and who reside in the City of Greenville. The program assesses fall risk, makes recommendations on ways to reduce the homeowner's risk of falling, and provide education to referral services and older adults about the program, intake, home visits, safety assessments, risk assessments, recommendations and evidence based ways to reduce the risk of falls. The program also provides items to homeowners to prevent falls.

CDBG funds allow her to go into homes and evaluate the homeowner needs. Fall prevention items are purchased through other grants. They also provide resources that address other needs not related to fall prevention. Ms. Elliott also talked about her experience with Greenville residents and some success stories.

Pitt County Council on Aging is requesting \$15,000.

Ms. Jones asked about the agency being called the Pitt County Council on Aging, asking if the agency provide services to citizens that reside within the City limits.

Ms. Elliot responded that they serve the whole county but with the funds they received last year and with funds they anticipate receiving this year, they will provide services to the residents in the City limits.

Ms. Brown clarified that even though they serve all of Pitt County, the CDBG funds will be used in Greenville only.

**e. ECU/Lucille W. Gorham Intergeneration Community Center**

Presenting for the Center for Family Violence Prevention was Mr. Bernard Schulz and Mr. Maurice Jordan. Mr. Jordan is with the YES program, one of the components of the LWGIGCC. He explained to the committee about the importance of exposing kids to different places and experiences and the need to provide mentors within the kids community.

Youth Excelling for Success has been in existence for 12 years and serves 110 children, 11 schools, and 2<sup>nd</sup> – 7<sup>th</sup> graders. Through the YES program, they have seen an increase from 25.4% EOG (End Of Grade) testing level to 39.2% Mr. Jordan stated that the requested funding is to increase the youths exposure and will include youth from the local homeless shelter. They will be engaged in a positive learning environment, partnered with adult mentors in the community, exposed to at least two cultural enrichment activities and trips outside the community that embrace creative, educational and cultural enrichment.

ECU/Lucille W. Gorham Intergenerational Community Center is requesting \$25,000.

**f. Center for Family Violence Prevention**

No representative was in attendance for the Center for the Center for Family Violence Prevention. Mrs. Brown informed the committee about the mission of the organization and how the funds will assist both adults and children who are victims of domestic violence. The program will also assist low to moderate income residents who would benefit from parenting instruction.

Mrs. Sarah Munzer did attend and gave additional information about the program and components offered through the program which include counseling, case management, parenting skills, advocacy, and safety planning. The organization would like to expand their services by providing group counseling, group support services and group education presentations. The ultimate goal is to prevent re-victimization.

Center for Family Violence Prevention is requesting \$28,000.

Mr. Kitchin asked if the Center for Family Violence Prevention received funds last year.

Mrs. Brown replied yes. The organization did receive funds for the 2015-2016 fiscal year.

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

Presenting for the L.I.F.E. of NC, Inc. (STRIVE) was Ms. Selma Whitaker and Ms. Ronda Barnes. Ms. Barnes informed the committee about Project Connect and its purpose of assisting participants who are hard to employ due to legal issues or lack of a diploma. Participants must go through the job readiness program. The organization has partnered with various employers who agree to evaluate participants of the program to determine if they are eligible for full time employment.

Ms. Barnes shared how she was once a participant of the program and how the program was life changing for her. She now has two degrees, owns a business and works for STRIVE.

L.I.F.E. of NC, Inc. (STRIVE) is requesting \$30,000.

**2. Election of Chairman**

Motion was made by Mr. Fuell and seconded by Ronita Jones to elect Mr. Kitchin as Chairman. Motion was carried unanimously.

**3. Election of Co-Chairman**

Motion was made by Mr. Kitchin and seconded by Mr. Fuell to elect Ms. Ronita Jones as Co-Chair. Motion carried unanimously.

**F. Staff Report**

Mrs. Brown updated the committee on the following events:

Homeownership Education Workshop  
Saturday, Saturday, February 18, 2017  
Gloria Kesler, 252-329-4226

2017 Financial Literacy Series  
Sheppard Memorial Library (Room B)  
Monday, February 20, 2017 – Borrowing Basics  
5:30 -7:30 PM  
Sylvia Brown, 252-329-4509

Mrs. Brown informed the committee that sixteen (16) people attended the Financial Literacy Class in January.

Annual Report to City Council was presented by Mr. Walt Kitchin on Thursday, January 12, 2017.

New Fair Housing Rules & Tools Workshop which covered Affirmatively Furthering Fair Housing (AFFH) and Assessment of Fair Housing (AFH).

Mrs. Brown informed the committee that the next scheduled AHLC meeting will be held on Wednesday, March 8, at 4:00 p.m. On that day the committee will decide on funding for the non-profits who presented today. Mrs. Brown elaborated that there will be some cuts this year to funding requests.

Mr. Fuell asked if staff will know before voting if additional funds would be available before the vote.

Mr. Griffith responded by informing the committee that the New Fair Housing Rules & Tools Workshop was a success and has been recorded and aired on television. The City of Greenville's DRAFT for the Assessment of Fair Housing is due to HUD on October 4<sup>th</sup>. The Assessment is a major component to our Consolidated Plan which is due in 2018.

Mr. Griffith suggested to the committee that when making their recommendations, an amendment might be needed to the current Annual Action Plan and would require approval from the Affordable Housing Loan Committee and City Council.

Mr. Kitchin asked if this would be Block Grant monies.

Mr. Griffith replied, yes those funds would be CDBG funds from other projects. We have the ability to shift funds but we have to follow the proper process for that.

Mr. Griffith suggested when making recommendations, to allow an adjustment up or down depending on the amount of funding. Mr. Griffith asked that the committee include verbiage of a percentage adjustment for the non-profits requesting funding to prevent the need of having another meeting to review and adjust funding requests.

**G. Other**

**H. Adjournment**

Motion was made by Ms. Jones and seconded by Ms. Dixon to adjourn the AHLC meeting. Motion carried unanimously. *(Not part of video recording but noted by staff.)*

---

Walt Kitchin, Chairman

---

Sylvia D. Brown, Staff Liaison