

**DRAFT OF MINUTES PROPOSED FOR ADOPTION
THE AFFORDABLE HOUSING LOAN COMMITTEE
Special Meeting Minutes
Wednesday, May 24, 2017
Greenville, North Carolina**

Present:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> David Campbell | <input 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 checked="" type="checkbox"/> Matt Smith | <input checked="" type="checkbox"/> Anne Fisher | |

Absent

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

Staff:

- | | |
|--|--|
| <input checked="" 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 type="checkbox"/> Ben Griffith | |

A. Roll Call

B. Approval of Agenda

Agenda Item E. 3 Sub-recipient Funding Recommendations (2016-2017) has been corrected to state Sub-recipient Funding Update (2016-2017)

Motion was made by Ms. Fisher and seconded by Mr. Campbell to approve the revised agenda as presented. Motion carried unanimously.

C. Approval of meeting minutes from March 8, 2017

Motion was made by Ms. Jones and seconded by Ms. Fisher to approve the meeting minutes from March 8, 2017 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Annual Action Plan Approval

Ms. Lowe introduced herself to the committee and gave a presentation of the 2017-2018 Draft Annual Action Plan. Ms. Lowe informed the committee that the second public hearing for the 2017-18 Annual Action Plan will take place on June 8, 2017 at 6:00 p.m. during the City Council Meeting. The 2017-2018 Grant amounts are an estimate based on the 2016-2017 grant amounts.

CDBG estimates at \$796,296 and HOME estimates at \$327,047 totaling at \$1,123,343. Ms. Lowe informed the committee that she expects total numbers to come in from HUD within a couple of weeks. Therefore, we are required by HUD to go through the process of public hearings, citizen participation, and contingency provisions to get the Annual Action Plan approved by HUD. A breakdown of CDBG and HOME funding by project category was presented to the committee based on estimated grant amounts. Ms. Lowe explained each category to the committee.

Mr. Kitchin asked when the AHLC approved or made recommendations on the non-profit funds, there were some questions whether or not there would be additional funds available, has anything developed on that?

Ms. Lowe replied that no funding allocations have been received. Therefore, it is difficult to plan and have to be cautious not to exceed the 15% CAP required by HUD for public services. Ms. Lowe stated that any additional funding toward public services would go under the category of activity/delivery cost and staff cost that would be incurred in the delivery of these services.

Mr. Fuell asked have funds been cut or are they the same as last year.

Ms. Lowe replied that she believes the total amount of funding nationwide is the same as last year. However, the allocations fluctuate and HUD has formulas that are used. Ms. Lowe anticipates that the funds may stay the same or predicts a small drop in funding amounts.

Ms. Fisher asked what CHDO reserves are.

Ms. Lowe explained that CHDO is an acronym for Community Housing Development Organization. All CHDO's are non-profits but not all non-profits are CHDO's. Ms. Lowe explained that CHDO's is a special designation that the City of Greenville bestows on that non-profit if they meet certain criteria. The non-profit has to go through a process in order to be designated as a CHDO by the City. Therefore, that incentivizes them to structure their boards and to have more input from the low-income population. CHDO's also have a 15% CAP.

Ms. Lowe proceeded to inform the committee about the contingency provisions and stated that the City cannot submit the Annual Action Plan until HUD releases a final allocation. However, the City is required to go the public process and to have provisions that specify how the City of Greenville will adjust categories. Once the final allocations are released from HUD, City staff will either reduce or increase the following funding: Administration, Public Services, Rehabilitation/housing, and New Construction/Housing.

Ms. Lowe asked for questions or suggestions for the 2017-2018 Annual Action Plan.

Mr. Kitchin asked if she needs a motion to approve the Annual Action Plan.

Ms. Lowe replied yes that the committee approve and recommend that Council approve the 2017-2018 Annual Action Plan.

Motion was made by Ms. Fisher and seconded by Mr. Campbell to recommend City Council to approve the 2017-2018 Annual Action Plan. Motion carried unanimously.

Ms. Jones stated that she is glad to see that money is being allocated to build additional homes on Fleming Street. However, the homes on Bancroft Street have been moving very slow. Is there any particular reason why. Are people just not applying for the houses or what?

Ms. Lowe asked if she was speaking about a specific house or speaking in general. Ms. Jones stated that there are three new houses on Bancroft and only one has been occupied and the houses have been there for almost two years.

Ms. Lowe replied that she would have to do more research on that in order to give a proper answer. However, one of the houses that uses HOME funds is still under construction and she believes that the other home is under the Housing Authority and they are the ones selling that house.

2. Sub-recipient Funding (2015-2016)

Ms. Brown updated the committee on the four (4) sub-recipients and their final numbers. Ms. Brown informed the committee that she has scheduled the final monitoring visits and after all of the monies show correct, she will begin to close out those projects.

a. Boys and Girls Clubs of the Coastal Plain

Boys and Girls Clubs of the Coastal Plain was funded \$40,000 and has been reimbursed \$34,629.87 (86%). They have an unexpended balance of \$5,370.13.

b. Center for Family Violence Prevention

Center for Family Violence Prevention was funded \$27, 200 and have fully expended their funds to 100% reimbursement.

c. ECU/LWG Intergenerational Community Center

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

Literacy Volunteers of America – Pitt County was funded \$17,250 and has been reimbursed \$15,541.75 (90%). They have an unexpended balance of \$1,708.25.

Sub-recipient total funding was \$99,450 and \$90,951.35 (91.45%) was expended leaving an unexpended balance of \$8,498.65.

3. Sub-Recipient Funding Update (2016-2017)

Ms. Brown stated that these are the funds that are currently being expended. There was a grant funding total of \$118,200 for the 2016-2017 funding cycle. Ms. Brown reminded the committee that in December 2016, staff made a request from Community Crossroads and Pitt Community College for an Economic Development project totaling \$18,200 for a Food Service Project at Community Crossroads.

Mr. Kitchin asked if this was for construction.

Ms. Brown replied no. This was for Pitt Community College students that would sign up and take food prep classes, proper preparation of food, and keeping food properly at Community Crossroads. The funds were to purchase equipment and for rental of the center.

a. Pitt County Council on Aging

Pitt County Council on Aging was funded \$8,000 and has been reimbursed \$1,246.90 (16%). They have an unexpended balance of \$6,753.10.

b. Community Crossroads Center

Community Crossroads Center was funded \$8,200 and has been reimbursed \$2,139.48 (26%). They have an unexpended balance of \$6,060.52

c. Center for Family Violence Prevention

Center for Family Violence Prevention was funded \$20,000 and has been reimbursed \$16,822.84 (84%). They have an unexpended balance of \$3,177.16 and currently have a pending reimbursement of \$50.00.

d. Boys and Girls Clubs of the Coastal Plain

Boys and Girls Clubs of the Coastal Plain was funded \$20,000 and has not received any reimbursements. However, they do have pending reimbursements totaling \$6,874.82. Ms. Brown is working with staff to receive proper documents in order to process those reimbursement requests.

e. L.I.F.E. of NC, Inc. DBA STRIVE

L.I.F.E. of NC, Inc. DBA STRIVE was funded \$20,000 and has not received any reimbursements. Ms. Brown has been receiving monthly reports and is not sure when they will begin to expend their funds.

f. ECU/LWG Intergenerational Community Center

ECU/LWG Intergenerational Community Center was funded \$12,000 and has not received any reimbursements. They have an unexpended balance of \$12,000 and a pending reimbursement of

\$252.46. Funds will begin to be expended during the Summer for trips, transportation and admission.

g. Literacy Volunteers of America – Pitt County

Literacy Volunteers of America – Pitt County was funded \$12,000 and has been reimbursed \$110.52 (1%). They have an unexpended balance of \$11,889.48.

Ms. Brown informed the committee that this organization did have a staff change. The Executive Director, Ms. Billingslea, left and took on another job. Ms. Sarah Gust who is a board member has replaced Ms. Billingslea in her duties until they fill the Executive Director position.

h. Community Crossroads Center/Pitt Community College

Community Crossroads Center/Pitt Community College was funded \$18,200 and has been reimbursed \$882.75 (5%) for equipment. They have an unexpended balance of \$17,317.25.

Ms. Brown informed the committee that currently the progress of this program has been slow. Pitt Community College has a minimum of students that they require in order to hold the classes. During the last academic cycle, the organization was unsuccessful in reaching the minimum amount of participants. Ms. Brown stated that the organization believes that once the Summer begins and they begin to market the program, the number of participants will grow.

F. Staff Report

Ms. Brown updated the committee on the following events:

2017 Financial Literacy Series
Sheppard Memorial Library (Room B)
Monday, May 22, 2017 – Money Matters
5:30 -7:30 PM
Sylvia Brown, 252-329-4509

2017 Financial Literacy Series
Sheppard Memorial Library (Room B)
Monday, June 19, 2017 – Pay Yourself First
5:30 – 7:30 PM
Sylvia Brown, 252-329-4509

Homeownership Education Workshop
Saturday, June 10, 2017
Gloria Kesler, 252-329-4226

National Community Development Week Recap
April 17-22

Ms. Brown thanked everyone who attended any of the activities and gave recognition to Ms. Jones for representing the committee at the Opening Ceremony that was held on Monday, April 17.

On Tuesday, April 18, the Fair Housing Accessibility Design and Construction Workshop was well attended. Housing staff, Housing Authority, Contractors, Code Enforcement, to name a few in attendance of the workshop. This workshop was also in conjunction with the Community Relations Officer for the Fair Housing Month.

On Wednesday, April 19, was the Financial Literacy Workshop. There were a few attendees where Ms. Brown gave an over view of the series.

On Thursday, April 20, was the Contractor's Workshop which is mandatory for current contractors to update them on current/changes in codes, rules or regulations that the City might have passed.

Ms. Brown thanked Kelvin who is the videographer for the City of Greenville in which he did a video that highlighted what Community Development is all about by visiting home owners, contractors, and staff.

Ms. Brown informed the committee that Ms. Fisher had an article in the Daily Reflector under the finance section where Ms. Fisher spoke about homeownership. Ms. Fisher promoted the programs and workshops offered by the City of Greenville.

Affordable Housing Loan Committee Meeting
June 14, 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 Ms. Jones and seconded by Mr. Fuell to adjourn the AHLC meeting. Motion carried unanimously.

Walt Kitchin, Chairman

Sylvia D. Brown, Staff Liaison