

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

Meeting Minutes

**Wednesday, November 8, 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 checked="" 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"/> Ken Graves | <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"/> Thomas Weitnauer | |

A. Roll Call

B. Approval of Agenda

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

C. Approval of meeting minutes from September 13, 2017

Motion was made by Mr. Fuell and seconded by Ms. Fisher to approve the meeting minutes from September 13, 2017 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Sub-recipient Funding Update (2016-2017)

Pitt County Council on Aging
Funded: \$8,000.00
Reimbursed: \$3,638.32 (45%)
Unexpended Balance: \$4,361.68
Pending Reimbursement: \$619.44

Ms. Brown informed the committee that some of the sub-recipients have expenditures that have not been requested for reimbursement. Therefore, these are the current balances and will change in the future. Also, some of the sub-recipients will be speaking today as we go through the agenda.

Community Crossroads Center
Funded: \$8,000.00
Reimbursed: \$4,542.64 (57%)
Unexpended Balance: \$3,457.36
Pending Reimbursement: \$559.00

Center for Family Violence Prevention
Funded: \$20,000.00
Reimbursed: \$20,000.00 (100%)
Unexpended Balance: \$0.00

Boys and Girls Clubs of the Coastal Plain
Funded: \$20,000.00
Reimbursed: \$7,476.25 (37%)
Unexpended Balance: \$12,523.75
Pending Reimbursement: \$2,115.80

L.I.F.E. of NC, Inc. DBA STRIVE
Funded: \$20,000.00
Reimbursed: \$472.00 (2%)
Unexpended Balance: \$19,528.00
Pending Reimbursement: \$3,020.00

ECU/LWG Intergenerational Community Center
Funded: \$12,000.00
Reimbursed: \$2,147.68 (45%)
Unexpended Balance: \$9,852.32
Pending Reimbursement: \$2,194.50

Literacy Volunteers of America – Pitt County
Funded: \$12,000.00
Reimbursed: \$110.52 (1%)
Unexpended Balance: \$11,889.48
Pending Reimbursement: \$283.16

Community Crossroads Center/Pitt Community College
Funded: \$18,200.00
Reimbursed: \$882.75 (5%)
Unexpended Balance: \$17,317.25

Mr. Kitchen asked if there was a drop dead date on which they have to be expended.

Ms. Brown replied, yes sir there is. For the majority of them it's November 20th. The only exception to that is STRIVE. STRIVE'S agreement was not signed until December so they have a little bit longer. Also, as you reviewed your agenda, there are several of them coming before you today to ask for extensions. Mrs. Brown proceeded to mention that some of the organizations during their monitoring period mentioned that they had funds that they expended but have not requested reimbursement at this time. Therefore, as long as the funds are expended during the agreement year, they can request those funds at any time afterwards.

Ms. Brown explained the process of requesting a reimbursement. She stated for example, if an organization uses a credit card, she would require a credit card statement, a bank statement and a copy of the check showing payment to the credit card which can take a while to get that documentation. Even after the agreement period has ended, they still have time to get those reimbursement requests in. Mrs. Brown stated that what she looks for is that the expenses took place during the agreement period.

Ms. Jones stated, you said they have time so there is no limit in the amount of time they have?

Ms. Brown replied that there is a limit to the amount of time. It is not indefinite. There is a point in time when staff has to close out the agreements to close out everything in IDIS with HUD. Therefore, giving a reasonable amount of time. So in other words, if this is their last month (November) let's say on the 19th, they go out and make a purchase with a credit card, I know that request is probably another two (2) months down the road in order for them to gather their documentation. Generally, that's about what it is.

2. Agreement Extension Request

a. Pitt County Council on Aging

Pitt County Council on Aging is requesting a three (3) month extension. Ms. Sharon Elliott is present to answer any questions the committee might have.

Ms. Brown reminded the committee that Pitt County Council on Aging has an unexpended balance of \$4,361.68 that they believe can be fully expended or close to being expended by the end of the three (3) month extension.

Ms. Elliott informed the committee that this is their first year and being that their contract was signed around November 20th, they really had to try to market the program close to the holidays. Therefore, they couldn't spend anything in November and was able to spend very little in December. They have been marketing the program extensively. The current balance along with the outstanding balance is around \$3,700 they have left to expend. Ms. Elliott stated that with the three (3) month extension and the marketing that they will continue to do, they could fully expend the funds.

Mr. Kitchin asked if staff has a position.

Ms. Brown stated that staff does not object.

Motion was made by Ms. Fisher and seconded by Mr. Fuell to extend Pitt County Council on Aging request for three (3) months. Motion carried unanimously.

Mr. Fuell asked with the extension, do they foresee any problem with receiving the reimbursement for what they are trying to extend it for.

Ms. Elliott asked if Mr. Fuell is asking will they fully expend the funds.

Mr. Fuell asked is what you are going to use the money for reimbursable.

Ms. Elliott replied that what their funds are for is for fall risk assessments and home safety assessments. Most of the funds they have left are for labor and a little bit left for travel. The funds are for going into the people's homes that live in the City of Greenville by identifying what their needs are so they can be safe around the home. They do have other funds to assist with grab bar installation.

Ms. Brown elaborated that the three line items are labor, travel and supplies. The supplies line item is completely expended out. Based on jobs and where Ms. Elliott goes, her mileage is reimbursable to her.

b. Community Crossroads Center

Community Crossroads Center is requesting a two (2) month extension. Mr. Bob Williams is present to answer any questions the committee might have.

Ms. Brown stated Community Crossroads Center has an unexpended balance of \$3,457.36 with a pending reimbursement of \$559.00. They have several line items that include: labor, FICA, and Audit.

Motion was made by Mr. Fuell and seconded by Mr. Campbell to extend Community Crossroads Center request for two (2) months. Motion carried unanimously.

c. ECULWG Intergenerational Community Center

ECULWG Intergenerational Community Center is requesting a two (2) month extension. Ms. Jennifer Lee is present to answer any questions the committee might have.

Ms. Brown stated ECULWG Intergenerational Community Center has an unexpended balance of \$9,852.32 with a pending reimbursement of \$2,194.50. They have several line items that include: Transportation, Admission and Supplies. Ms. Brown stated that she does recall when monitoring them a few months ago, the organization did have some trips that the youth attended but the request for reimbursement has not begun at that time.

Mr. Kitchin asked if a fair amount of the budget is used for transportation.

Ms. Lee responded, yes. This grant supports a portion of one of their biggest programs. It is a youth generated program. Sometimes the transportation will get them from their school to the afterschool program and transportation to go on field trips. Ms. Lee stated that they are one of the organizations that through the internal processes they are usually a month or two behind the process. All funds have already been allocated. The reimbursements have not gone through.

Mr. Kitchin asked if two (2) months would be sufficient.

Ms. Lee stated absolutely.

Ms. Brown stated that she recommended the ECU\LWG Intergenerational Community Center ask for an extension just to be sure. It would be best to have an extension and not need it rather than to need it and leave money on the table.

Ms. Lee stated she concurred with Ms. Brown recommendation.

Motion was made by Ms. Jones and seconded by Mr. Smith to extend ECU\LWG Intergenerational Community Center request for two (2) months. Motion carried unanimously.

d. Literacy Volunteers of America – Pitt County

Literacy Volunteers of America – Pitt County is requesting a three (3) month extension. Ms. Sarah Guss and Brenda Steigerwald were present to answer any questions the committee might have.

Ms. Brown stated Literacy Volunteers of America – Pitt County has an unexpended balance of \$11,889.48 with a pending reimbursement of \$283.16.

Motion was made by Ms. Fisher and seconded by Mr. Campbell to extend Literacy Volunteers of America – Pitt County request for three (3) months. Motion carried unanimously.

Ms. Brown informed the committee that three (3) months is the most staff would recommend for an extension.

e. Boys and Girls Clubs of the Coastal Plain

Boys and Girls Clubs of the Coastal Plain is requesting a one (1) month extension. Mr. Jamar Sampson is present to answer any questions the committee might have.

Boys and Girls Clubs of the Coastal Plain has an unexpended balance of \$12,523.75 with a pending reimbursement of \$2,115.80

Ms. Brown informed the committee that the Boys and Girls Clubs of the Coastal Plain has fully expended their funds in three (3) of their categories out of six (6). The Education Director, FICA, Admission, Transportation, Audit and Supplies. The funds set aside for the Education Director,

FICA, and Audit have been fully expended. They still have funds in the Admission, Transportation and Supplies line items.

Mr. Smith asked if they were expecting to fully expend that amount.

Mr. Sampson replied, yes. Most of the funds have already been fully expended. Between October and November they had a few field trips and was recently submitted for a reallocation. They just had a little bit more in the admission line item. The request for an extension is to provide a buffer so they do not miss the deadline but all the money should be spent.

Motion was made by Mr. Smith and seconded by Mr. Campbell to extend Boys and Girls Clubs of the Coastal Plain request for one (1) month. Motion carried unanimously.

3. Reallocation of Funds Request

a. Boys and Girls Clubs of the Coastal Plain

Ms. Brown informed the committee that the Boys and Girls Clubs of the Coastal Plain is looking to reallocate \$2,620.00 from transportation to admission and explained the chart of reallocations.

Mr. Kitchin asked which reallocation are they being asked to approve.

Ms. Brown stated \$2,620.00 under transportation and goes into admission.

Mr. Kitchin asked what exactly is admissions and what does that category comprise of?

Mr. Sampson replied, ticket fees for field trips.

Mr. Kitchin asked is it intake for kids coming into the program.

Mr. Sampson replied, no, it's for admission to things like a field trip.

Mr. Kitchin asked are they being asked to move \$2,620 from transportation to admission.

Mr. Sampson replied yes.

Motion was made by Mr. Fuell and seconded by Mr. Smith reallocate funds in the amount of \$2,620 from transportation to admissions for the Boys and Girls Clubs of the Coastal Plain. Motion carried unanimously.

F. Staff Report

Ms. Brown introduced the City of Greenville's new Assistant City Manager, Ken Graves and announced Gloria Kesler as Acting Housing Division Administrator. Ms. Brown advised the committee of their 2018 meeting schedule and informed the committee that the 2017-2018 Funding has been approved by HUD. However, staff is waiting for the grant agreement between the City of Greenville and HUD to be signed.

Mr. Kitchin asked if staff knows anything about the amount.

Ms. Brown replied, yes and asked Kelvin to pull the slide on the screen. Ms. Brown presented the approved funding totaling \$100,000.00 in the following breakdown:

Boys and Girls Club – approved for \$16,000.00

Community Crossroads – approved for \$8,961.00

Literacy Volunteers of America – Pitt County – approved for \$13,000.00

Pitt County Council on Aging – approved for \$ 11,000.00

ECU/LWG Intergenerational Community Center – approved for \$15,039.00

Center for Family Violence Prevention – approved for \$20,000.00

L.I.F.E. of NC, Inc. DBA STRIVE – approved for 16,000.00

Non-Profit Workshop (2018-2019 Funding)

11/1/2017

17 attended the 12PM session

2 attended the 6 PM session

16 Non-profits attended

2017 Financial Literacy Series

Sheppard Memorial Library (Room B)

Monday, November 27, 2017 – Your Own Home

5:30 -7:30 PM

Sylvia Brown, 252-329-4509

Homeownership Education Workshop

Saturday, December 9, 2017

Gloria Kesler, 252-329-4226

Ms. Brown informed the committee that the Housing Division received an award for Excellence in Affordable Housing. An article was in the Daily Reflector on 10/30/17. Ms. Brown and Gloria Kesler attended the Housing Works Conference in Raleigh, NC on October 26-27. During the

awards breakfast, the City of Greenville was announced as one City out of a few that received an award. Ms. Kesler is seen receiving the award on behalf of the City of Greenville. A video was presented to the committee of the award for Parkside Commons.

Mr. Kitchin congratulated the housing division and Ms. Brown congratulated the committee for their participation in the project.

Mr. Kitchin stated that he recalls when the idea was presented by Taft Jr. to the committee to build Parkside Commons and has already won and received an award.

Next meeting for AHLC
Wednesday, December 13, 2017
4:00 p.m. – 5:00 p.m.
City Council Chambers
Sylvia Brown, 252-329-4509

G. Other

Ms. Brown reminded the committee that new applications for funding will be submitted in January and all of the non-profits that make it through the staff review will come before the committee in February. Therefore, at the January meeting, staff will ask the committee to change the time of the February meeting to 3:00 PM.

H. Adjournment

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

Walt Kitchin, Chairman

Sylvia D. Brown, Staff Liaison