

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

**Meeting Minutes
Wednesday, March 13, 2019
Greenville, North Carolina**

Present:

- | | | |
|--|---|---|
| <input type="checkbox"/> Jack Brock | <input checked="" type="checkbox"/> Anne Fisher | <input checked="" type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> David Campbell | <input checked="" type="checkbox"/> Kevin Fuell | <input checked="" type="checkbox"/> Deborah Spencer |
| <input checked="" type="checkbox"/> Derick Cherry | <input type="checkbox"/> Ronita Jones | |

Absent

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Jack Brock | <input type="checkbox"/> Anne Fisher | <input type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> David Campbell | <input type="checkbox"/> Kevin Fuell | <input type="checkbox"/> Deborah Spencer |
| <input type="checkbox"/> Derick Cherry | <input checked="" type="checkbox"/> Ronita Jones | |

Staff:

- | | |
|--|--|
| <input type="checkbox"/> Thomas Barnett | <input checked="" type="checkbox"/> Gloria Kesler |
| <input checked="" type="checkbox"/> Tiana Berryman | <input type="checkbox"/> Monica Daniels (City Council Liaison) |
| <input checked="" type="checkbox"/> Sylvia Brown | <input checked="" type="checkbox"/> Christine Wallace |

A. Roll Call

B. Approval of Agenda

Motion was made by Mr. Kitchin and seconded by Mr. Cherry to approve the agenda. (No call for yeas and nays)

C. Approval of meeting minutes from February 13, 2019

Motion was made by Mr. Cherry and seconded by Mr. Kitchin to approve the meeting minutes from February 13, 2019. (No call for yeas and nays)

D. Approval of meeting minutes from February 21, 2019

Motion was made by Ms. Fisher and seconded by Mr. Cherry to approve the meeting minutes from February 21, 2019. Motion carried unanimously. (No question of opposed.) (All in favor only)

E. Old Business

None

F. New Business

1. Sub-recipient Funding Request Presentations (2019) (continued)

Ms. Brown informed the committee that they will hear presentations from the remainder of the four (4) sub-recipients, an update on how the sub-recipients expended their 2017 funds, and

hopefully this would guide the committee on deciding on funding for the 2019 sub-recipient funding request.

a. East Carolina University/Family Therapy Clinic

East Carolina University/Family Therapy Clinic was represented by Dr. Erin Roberts, Clinic Director. The Hope & Strength after Trauma Arises (HASTA) targets adults and children experiencing the effect of trauma & first responders experiencing secondary trauma. Dr. Roberts informed the committee that since the AHLC funded them for the first time in 2018, about 60% of clients are experiencing trauma which include childhood trauma, deployment trauma, etc. Dr. Roberts informed the committee that they are located on 10th Street and they are a training facility for their Masters and PhD students to have clinical hours. In addition, they have a subset of students who have been trained in Trauma Informed care.

Dr. Roberts continued by explaining, with the help of a handout, that they have served individuals, couples and families within the City of Greenville and along the Coast. Currently, they see 400 individuals yearly and 76% of their clients are low income with abuse or trauma history. Impacts of everyday life include the ability to obtain and maintain housing and employment.

Dr. Roberts informed the committee about the prevention, education and treatment model. Prevention will work based off the recommendations the CDC has on adverse childhood experiences and how to prevent them in the community. They recommend programs for relationship education for adults and the other is for adolescents and teens. They provide parenting workshops, and provide assistance to teachers and coaches.

Education addresses the need to support individuals through their journey when working through some of the symptoms related to trauma. Treatment outcomes have been proven to be so much better with family support. The new program is the 5210 Initiative for Healthy Habits for Kids which helps with health and nutrition and reducing screen time for kids. They have also started a co-victims of homicide support group in conjunction with the North Carolina Victims Network. They are asking for funding to purchase support bags for individuals who have just experienced a homicide. The bag will provide information about different programs in the community that could offer them support. They would also like to create a community wide website for resources relating to trauma and resilience. The bulk piece is the treatment through trauma informed therapy that will be provided at the family therapy clinic. They are requesting funds for training, particularly for students who are going to be remaining within Greenville or within Eastern North Carolina to increase the support. At this time, the organization does not have enough trained therapist within Eastern North Carolina in trauma informed care in order to meet the demand.

Dr. Roberts explained trauma and the effects of trauma. She opened the floor for questions.

ECU/Family Therapy Clinic is requesting \$23,729.

Ms. Spencer asked how long does therapy go on after you've seen them? Does it depend on the trauma that has been experienced? Is there a cut off?

Dr. Roberts stated that they offer it as long as it is needed.

Ms. Spencer asked if the services are free to the clients.

Dr. Roberts stated that they have an income based fee within their clinic. For individuals that make less than \$100,000 a year are charged based on income and those who make over \$100,000 pay the full fee.

b. Martin-Pitt Partnership for Children

Martin-Pitt Partnership for Children has a program called Parents as Teachers and plan to target families with children up to five (5) years old to reduce the number of abuse and neglect cases. Ms. Amanda Parmelee, Community Outreach Director and Dorian Evans, Parents as Teachers Supervisor, were both present. Martin-Pitt Partnership for Children is one (1) of seventy six (76) Smart Start organizations throughout the state. They are a non-profit that works with parents, families and caregivers of children from the age birth to five (5).

Ms. Parmelee informed the committee that they are partially private and state funded. This funding will help to expand the program. They are focusing this year on child abuse and neglect prevention and want to make sure that staff are trained in the Preventative Factors training done through the NC Prevent Child Abuse Association. They are aiming to serve more families through their group connections meetings which are monthly events that are free to the public. However, you have to have a child under five (5).

Ms. Parmelee informed the committee that this funding will provide transportation, increase training and provide gift cards for families. The gift cards are provided from Target and Walmart. Parents are encouraged to include their children in their shopping trips. A nutritionist provides gift cards and recipes from Walmart and Food Lion to encourage healthy eating. This funding would help increase the availability of parent educators.

Martin-Pitt Partnership for Children is requesting \$25,000.

Mr. Campbell asked how many families do you currently serve?

Ms. Parmelee stated that currently they serve 32 families.

Mr. Campbell asked that with funding would you be able to increase that even more.

Ms. Parmelee replied yes. The goal would be to serve 40 to 50 families through the group connection meetings. The biggest hindrance right now is the availability of transportation and providing incentives for parents and families to come out and experience what they're offering.

Mr. Cherry asked what exactly does it look like for someone who has never experienced the meeting.

Ms. Evans stated that typically they invite all the families in for a warm up or introduction where music is provided. Activities are planned and can range from potty training to mommy and me painting, followed by meals and handouts that help families incorporate what they've learned into their homes.

c. Boys and Girls Clubs of the Coastal Plain

Boys and Girls Clubs of the Coastal Plain was represented by Ms. Lorraine Jackson and Mr. Jamar Sampson. The program is called Club Academy and they target youth at risk of dropping out of school. Ms. Jackson briefed the committee on who the Boys and Girls Clubs of the Coastal Plain are. They are an afterschool and summer program that serves young people between the ages of six (6) through eighteen (18). They are located in seven (7) counties and have seventeen (17) sites. The mission is to enable all young people, especially those that need them most, to realize their full potential as productive, responsible and caring citizens.

Ms. Jackson elaborate that about 84% of the young people they serve are eligible for free or reduced lunch. 49% of the households served have incomes less than \$25,000 and 59% of the young people come from single parent homes. From a service perspective, they serve a little over 3,100 young people and today in the Boys and Girls Clubs we will have 1,600 young people that will walk through the doors of the Boys and Girls Clubs this afternoon. Programmatically, we program in three (3) priority outcome areas:

1. Academic Success- which means the young people are graduating on time.
2. Healthy Lifestyles – which means getting young people up and active but also centers around helping young people make good decisions (drug and alcohol prevention, pregnancy prevention, etc.)
3. Good Character and Citizenship – which means supporting young people in knowing the difference between right and wrong, understanding the legislative process and how to be engaged within that.

Ms. Jackson stated that in the academic success space at the Boys and Girls Clubs of the Coastal Plains have a strategy that is a K-12 strategy. The Boys and Girls Clubs is not here to replace anything that is going on in the schools but do feel like it is incredibly important to leverage afterschool and summer to compliment and support what has gone on. The organization is driving to receive additional outcomes that center around third grade reading and proficiency, fifth grade numeric fluency, middle school, college and career preparations, high school job skills and post -secondary readiness.

Ms. Jackson concluded that their goal is to serve more than 707 young people through the investment their talking about today.

Mr. Sampson informed the committee on the Club Academy program. Mr. Sampson stated that with the assistance of CDBG, they were able to provide a Digital Arts & STEM program. Currently they have students learning how to develop characters from the scratch phase. They have a partnership with ECU so that three (3) times a week someone comes out and teaches the kids animation. They are also learning how to digitize by putting their work on a computer.

Mr. Sampson stated that one of the goals is to increase their skill set and expose them to some career fields. The K-5 focuses on reading comprehension and math proficiency.

Mr. Sampson informed the committee that with this funding they will be purchasing studio equipment, hardware and software to teach the kids how to create music.

Boys and Girls Clubs of the Coastal Plain is requesting \$20,000.

Mr. Cherry stated he's seen their work and is excited about the program.

d. Literacy Volunteers of America – Pitt County

Literacy Volunteers of America – Pitt County was represented by Sarah Gust, President of the Board. Ms. Gust informed the committee that they are a non-profit organization that works with adults and how to increase their education and career goals. This is done by one-on-one tutoring and several programs they provide. They serve 175 people a year that fall into the category of low income. Ms. Gust informed the committee that two (2) years ago they started a program called "I Need a Job Now" that was very successful. However, they realized that once people had a job, they did not know enough about their finances and what it takes to purchase a car or buy groceries. The program "Welcome to Econoville" promotes good financial health, increase students financial literacy skills and teach good financial approaches. The program is a six (6) week workshop for students who participated in the "I Need a Job Now" program. The workshops include career consultants and mentors who will address bank accounts, insurance, vehicle purchase, medical expenses and renting vs buying a home. After completing the workshop, the students are expected to have a budget. Publix will provide \$10 for participants to shop with.

In addition, there are a lot of organizations that are requiring individuals to have the Career Readiness Certificate (CRC). At the end of the program, individuals will be allowed to go through the career readiness program and they will be given one on one assistance for that. If they do take the test, they will have something like a silver or a gold certificate to go with. The organization is looking to provide an employability lab with the funds requested. Ms. Gust opened the floor for questions.

Literacy Volunteers of America – Pitt County is requesting \$5,500.

Ms. Fisher asked how many people do you expect to participate.

Ms. Gust replied that they are going to do two (2) sessions, one in the spring and one in the fall and expect no more than twenty five (25) in each group so it would be about fifty (50).

Mr. Cherry asked what if you have more than that hypothetically that really has a need for that particular service.

Ms. Gust responded that she would say come on in.

2. Sub-recipient Funding Update (2017)

Ms. Brown gave an update on the 2017 Sub-recipient Funding.

Pitt County Council on Aging
Funded: \$11,000
Reimbursed: \$4,984.64 (45%)
Unexpended: \$6,015.35

Pending Reimbursements (3): \$3,449.73

Community Crossroads Center

Funded: \$8,961

Reimbursed: \$6,093.98 (68%)

Unexpended: \$2,867.02

Pending Reimbursements (2): \$1,112.31

Center for Family Violence Prevention

Funded: \$20,000

Reimbursed: \$16,950 (85%)

Unexpended: \$3,050

Pending Reimbursements (2): \$2,100

Boys & Girls Clubs of the Coastal Plain

Funded: \$16,000

Reimbursed: \$5,871.54 (37%)

Unexpended: \$10,128.46

Pending Reimbursements (2): \$2,254.19

Literacy Volunteers of America – Pitt County

Funded: \$13,000

Reimbursed: \$113.69 (1%)

Unexpended: \$12,886.31

Pending Reimbursement (1): \$244.00

L.I.F.E. of NC DBA STRIVE

Funded: \$16,000

Reimbursed: \$3,596.68 (22%)

Unexpended: \$12,403.32

Pending Reimbursement (1): \$5,290.00

ECU/LWG Intergenerational Community Center

Funded: \$15,039

Reimbursed: \$750 (1%)

Unexpended: \$14,289

Pending Reimbursement (1): \$987.00

Community Crossroads Center Pitt Community College (Economic Development)

Funded: \$18,200

Reimbursed: \$3,603.70 (20%)

Unexpended: \$14,596.30

Mr. Fuell asked if that amount dies with the contract for that particular year.

Ms. Brown replied yes. Once the agreement end, like these ended March 11th, anything unexpended, staff, the division or the department would reallocate those funds towards rehabs or like with the economic development funding it went to Community Crossroads of Pitt Community College and so it cannot be expended by these particular organizations that received the funding originally.

Ms. Berryman added that it is imperative that we are expending these funds because we receive and have a contract with the federal government and the expectation is in order to continue to receive funding, we must show that there is a need and we demonstrate that need by expending the money. So the agreements that we have with the non-profits is that they kind of take on that burden and opportunity also. Therefore, if they are not expending the resources that are allocated to them, the City potentially could be penalized if we are not meeting certain deadlines. The federal government will take a snapshot of our bank account towards the end of the year to determine if we have been spending the money that year. So although we earmark certain funds for the non-profits for them to do the outstanding work in the community that they have been doing. If we get to the end of the year and these contracts and the dollars aren't being spent adequately or timely, it will become a challenge. Staff would love to keep the money with the non-profits, however, if they are not demonstrating that they have the capacity or the need then we have to reallocate the funds to something else to continue to demonstrate to the federal government that our community does need continued funding.

Mr. Fuell stated that he thought it would be an impact if the funds were not being expended.

Ms. Brown elaborated by stating that's the reason an update is given before the committee begins to make their decisions so they can see how the organizations are performing and that would weigh into your decisions.

Ms. Dixon asked are they just not getting the clientele.

Ms. Brown stated that that is a possibility. One organization one year, when the agreement began, their vision or what they expected was one thing but as they got into it, it changed and they didn't have the clientele they were expecting so that is a possibility.

Mr. Cherry asked if there were any type of expenditures that may not have shown up yet as far as it relates to what have been spent.

Ms. Brown replied no, anything that is a pending reimbursement, that means that they have submitted their request and staff hasn't gone through the paperwork or sometimes there may be some documentation that is needed (bank statement, credit card statement, receipts) that was not included when they first made their request. Therefore, I have to put that aside and wait for that documentation to come in.

Mr. Cherry asked if there are any others that might possibly be pending that are not reported that may have come in before March but not yet active or pending.

Ms. Berryman stated that since the contracts has just ended there is a chance that the agencies could have spent some money up to that point and have not turned them in.

Ms. Brown informed the committee that if they look at the chart provided to them, it would help them. Ms. Brown explained the chart by stating that if they look all the way to the right where it says reports due, each organization, for example: Pitt County Council on Aging is that their reports are due, the agreements ended March 11th, their March report is due April the 15th so there are some expenditures that they may not have requested yet. Therefore, all of the organizations still have at least one outstanding report where they can make a request. For example: Pitt County Council on Aging if their next request is \$2,565.62 and I look at the paperwork and I confirm that they fully expend their funds.

Pitt County Council on Aging received 2017 funding along with four others are also requesting 2019 funding are highlighted so that you can distinguish between them. The chart shows what each organization was funded, how much they expended, how much is unexpended, the pending reimbursement, and if I receive no more additional reimbursement requests which I anticipate not to happen, the \$46,202.23 is what would be left over. The committee, once all the request are in and we begin to close out the agreements, will be given a final update on how the organizations expended their funds.

Mr. Campbell asked that at that time, would they be able to make any changes to their recommendation at that point or would it be too late.

Ms. Brown stated it would most likely be too late.

Mr. Campbell asked that for those who have a large balance of funds unexpended and if they are here can they give us an idea of maybe how much they expect to use.

Ms. Brown asked which one, the Boys and Girls Clubs of the Coastal Plains, Pitt County Council on Aging or Community Crossroad. She asked if they understand her acronyms.

The committee replied that they got it.

Mr. Campbell replied those organizations that have an amount remaining like the Boys and Girls Clubs of the Coastal Plains.

Mr. Jamar stated that all of their funds have been expended.

Mr. Campbell informed Mr. Jamar that that would go into their evaluation.

Ms. Gust stated that their funds may not be expended. Last year, they had difficulty raising money and they did not have the money to spend the money to get the money. However, substantial changes have been made. They have given up the place they were renting and is now using office space provided by Sheppard Memorial Library to meet with tutors and programs. This should go on for the next year or longer.

Mr. Kitchin asked if they have an Executive Director now.

Ms. Gusts replied that they do not and they need one.

Ms. Brown added that Literacy Volunteers of America – Pitt County did not request as much as they normally would so they recognize there are some challenges right now and so they reduced the amount. They still need the additional help, but not quite as much because of the challenges and once they're able to balance hopefully they can request more funding in later years.

Ms. Berryman informed the committee that if there were some other agencies that they want to hear from this would be the perfect time. So far they had two (2) so if there were others now is the best time to do that.

3. AHLC Sub-recipient Funding Scoring & Recommendations (2019)

Ms. Brown briefed the committee on scoring and recommendations. She stated that the organizations should have completed the scoring criteria. Each organization has their own form. Based on the question and the committee observation, the committee will score each category. Ms. Brown informed the committee that once they have scored each organization, they would pass their scores to Ms. Wallace, and she would tally them up. Each organization requesting 2019 funds will be listed as public service.

Mr. Cherry asked if Community Crossroads would be number 1 correct for the housing needs.

Ms. Brown stated that the program they are funding should be scored under public service because the program that they are requesting the funds for is for the assessments.

Mr. Kitchin informed the committee that he will recuse himself from scoring Martin-Pitt Partnership for Children and Boys and Girls Clubs of the Coastal Plains, since there is a conflict of interest.

Ms. Berryman informed the committee that Karen Gilkey retired from the City after 22 years of service on February 28th. She also informed the committee that housing has selected a new Planner I, Gayla Johnson who has worked as a temp for six (6) months.

Ms. Brown explained the scoring to the committee. The totals for the agencies were on one line and the averages were on another and were close. Therefore, every organization was in the 80 percentile. The lowest score was 80.16% which was the Literacy Volunteers of America – Pitt County, and the highest was the Boys and Girls Clubs of the Coastal Plain at 87.20%.

Ms. Brown stated that however they choose to factor it into their funding decisions she could leave the AHLC Scoring (2019) posted or we can go back and forth because she wants to show staff recommendations and then come back to this chart.

Staff recommendations for the 2019 funding, we are making \$100,000 available to the seven (7) agencies. The total funding request was \$125,032.00. Staff cut each organization by 20% across the board. However, that doesn't take into consideration what you've heard from all of the agencies as well as your most recent scoring. This is staff recommendation and we welcome any conversation that the committee might want to have as you ponder and debate how you would like to divide the funding between the agencies.

Ms. Dixon asked if there is a reason the \$25,000 was taken away. I see where the request was \$125K but we only gave them \$100k among all of the participants.

Ms. Berryman explained that the allocation that's available is not necessarily based on the funding request. Those are separate things. The allocation is based on staff budgeting for the program year. We are eligible to use up to 15% for Public Service activities. Our largest public service activity being funded are our non-profits. We don't know what our numbers will be or what our funding allocation will be for the 2019 year. Generally, what we do is use the current year to make projections going forward. However, funding has been consistent for the past couple of years. This year we did allocate the entire 15% in the 2018 agreements. We are in the 2018 agreements so they have access to those funds already. What we see is that by exhausting the funds in our budget with the non-profits, it doesn't allow us to do any other public service activities, therefore, if all of those dollars are not expended it could potentially have other implications on the program. Staff has decided to allocate \$100,000 even though the max was \$135,000 to have room to take on other projects throughout the year and maintain independence when managing the budget.

Mr. Cherry stated that last year the committee was in the same predicament and some additional funds came in and programs were given extra money to get what they had applied for.

Ms. Brown stated that Mr. Cherry is correct. Last year we allocated \$100,000 and we were working with a consultant who advised us that more funding was available to us. A decision by the committee was made at the meeting so the committee would not have to come back to another meeting.

Mr. Cherry made a motion to accept the proposed staff recommendation.

Mr. Campbell stated that he has one suggestion/question. Since we had the same situation last year and as we're looking at the funding available that has not been used, I'd like to see more of the Boys and Girls Club funded because they have or will use all of their funds. Based on the Pitt County Council on Aging, I don't think they are going to use all of their balance although they have asked for more of an increase in the upcoming year. They were awarded \$11,000, they're expected to use \$8,000 maybe \$9,000. I would like to see a recommendation for the Pitt County Council on Aging funded either \$9,000 or \$10,000 and move the remaining funds to the Boys and Girls Clubs of the Coastal Plains.

Ms. Berryman asked \$9,000 or \$10,000, we are open to your recommendation then the committee can consider.

Mr. Campbell stated that based on what he see from last year, \$9,000 would actually be more than what they spent last year. Therefore, \$9,000 to Pitt County Council on Aging and reallocate to the Boys and Girls Club.

Ms. Berryman stated that it would move an additional \$2,997 to the Boys and Girls Club for a total of \$18,993.

Ms. Brown stated that there is a motion on the floor for staff recommendation but then you also have Mr. Campbell's recommendation of changes to the staff recommendation.

Ms. Brown asked Mr. Campbell if the committee has anything more, since they don't have a second on Mr. Cherry's motion, is there an alternate motion or a call for a vote.

Mr. Campbell asked if the committee would like to make a motion to approve the change of what we see before us or how is that motion made clear since you have a motion to approve this and then you have my recommendation to change.

Ms. Brown replied that since there is a motion on the floor the committee either needs to vote it up or vote it down. If it's voted down, then you can make a second motion.

Mr. Fuell asked if they could table it.

Ms. Berryman stated that there is no second only for Mr. Cherry's so if there is another motion, we could focus on that. The motion is to accept staff recommendation with the amendments for the Boys and Girls Clubs of the Coastal Plain and Pitt County Council on Aging, then we can move forward.

Ms. Brown stated that right now there is only one motion on the floor because Mr. Campbell's was not a motion, it was just a statement.

Motion was made by Mr. Kitchin and seconded by Ms. Spencer to approve the staff recommendation with changes to reallocate funds from Pitt County Council on Aging to the Boys and Girls Clubs of the Coastal Plains.

Mr. Cherry opposed.

The motion carried.

G. Staff Report

Next meeting for AHLC
Wednesday, April 10th @ 4PM

H. Other

I. Adjournment

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

Ronita Jones, Chairman

Sylvia D. Brown, Staff Liaison