

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

Meeting Minutes

**Wednesday, October 9, 2019
Greenville, North Carolina**

Present:

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

Absent

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

Staff:

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

A. Roll Call

B. Approval of Agenda

Motion was made by Mr. Kitchin and seconded by Mr. Cherry to approve the agenda. Motion carried unanimously.

C. Approval of meeting minutes from September 11, 2019

Motion was made by Mr. Kitchin and seconded by Ms. Fisher to approve the meeting minutes from September 11, 2019. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Subrecipient Agreement Amendment

Ms. Johnson informed the committee that East Carolina University Family Therapy Clinic is requesting to amend their current 2018 agreement. The amendment includes:

- o Renaming Therapy Sessions to Labor (Hasta Graduate Assistants).
- o Decreasing balance amount from Therapy Sessions to Labor (Hasta Graduate Assistants) by \$2,200.

- Removing line item GREAT Ticket in the amount of \$902.00 and increasing Transportation (GREAT) by \$30.00
- Decreasing supplies by \$130.00
- Decreasing copies by \$55.00
- Removing the Incentive line in the amount of \$4,425 and moving it to Clinical Training (Trauma)
- Decreasing Administration by \$346.00
- Increasing Clinical Training (Trauma) by \$8,028

The totals are \$8,028 that will be moved to Clinical Training (Trauma). The amount funded will not change. Dr. Erin Roberts was present to elaborate on the request and answer questions from the committee.

Dr. Erin Roberts informed the committee that in May the organization had a discussion about the session fees and noticed that according to HUD regulations, the session fees were not an allowable expense. Therefore, the organization shifted expenses that were allowable under HUD guidelines. The gift cards that were expected to be used for the prevention and education classes were also not allowable. Dr. Roberts stated that one training she wanted to provide to North Carolina, in particular, Greenville, is the EMDR (Eye Movement Desensitization and Reprocessing) training. This training is one of two evidence based practice programs approved by Veterans Affairs and by SAMHA (Substance Abuse and Mental Health Administration) for the treatment of trauma for PTSD (Post Traumatic Stress Disorder). Ms. Roberts mentioned that EMDR is highly effective for anxiety and depression. An NIH (National Institute of Health) study was performed and found that the use of EMDR was more effective than the use of Prozac. The training is quick and is under six sessions. However, there are few practitioners due to the training being expensive. The training is offered at \$1,600 per practitioner. Ms. Roberts informed the committee that there is an organization called the EMDR Humanitarian Assistance Program which is a non-profit organization and their aim is to have boots on the ground clinicians that can go to trauma effected areas such as hurricanes or flood, there are people that are trained to go in and help people process the trauma that they experienced. They offer the training at half the cost and if you are interested in being a host site, the organization does not have to pay for travel or hotels, and other organizations have to pay for it. However, ECU Family Therapy Clinic will not be paying for anyone who is not specifically working in the Family Therapy Clinic with clients under the HOSTA funds. There are 21 faculty members and students that work in the clinic who are going to be trained in EMDR. So far, since February, they've had 120 sessions specifically for low to moderate income Greenville residents and is hoping to gain more.

Ms. Jones stated that she has noticed a great reduction in the transportation line item, is that because you've seen fewer people or fewer transportation needs?

Ms. Roberts stated that the organization had budgeted for GREAT tickets specifically for those trainings, but once they knew that the incentives would go away they would not be able to offer so many trainings and the tickets were for people to attend those trainings.

Ms. Jones asked, trainings for the employees?

Ms. Roberts explained that originally in the prevention and education piece they had written in that they would have relationship education trainings for low to moderate income Greenville residents, as well as have triple P training, etc. but because they could not have incentives, they could not recruit as well. Therefore, they didn't need as many tickets for those trainings. However, they are still able to provide bus tickets to the sessions for therapy.

Mr. Cherry asked about the trauma training and asked if it is only available for people who work for the company and not anyone else on the outside.

Ms. Roberts explained that if you are a clinician, it's only for clinician in practice. They have very strict guidelines because there is such a reduction in price, you have to work 25 hours or more in direct clinical practice as a therapist or a counselor. Generally it's only those who work at a nonprofit or nonprofit agency. However, because Eastern North Carolina and Pitt County are identified as a HRSA (Health Resources and Service Administration), an area of need for mental health clinicians, they opened up spots for private practitioners to join as well.

Ms. Johnson stated that staff would like to make a recommendation that the committee approve the request of East Carolina University Family Therapy Clinic to move \$8,028 from the line items noted in the staff presentation to the Clinical Training (Trauma) line item.

Motion was made by Mr. Cherry and seconded by Mr. Brock to approve staff recommendation. Motion carried unanimously.

F. Staff Report

Subrecipient Mandatory Workshop Update

- Occurred Wednesday, September 25th
- Two Sessions (12 noon – 2 p.m. & 6 p.m. – 8 p.m.)

Ms. Johnson informed the committee that they had a great turnout and that this was her first one that she presented. There were a total of 38 participants from 32 nonprofits. Applications are due on Tuesday, December 31st by 3 p.m.

Ms. Brown elaborated that in order to submit an application, you must have had a representative at the workshop. Ms. Brown encourages interested nonprofits to get on the mailing list so in 2020, they'll receive notice of the when the workshop will be held.

Ms. Jones asked that isn't it true that you have to be considered a nonprofit for a minimum of two years before you are eligible?

Ms. Brown responded that you have to have been operating in whatever capacity you want to apply for funding for two years and then audits are a requirement which can be an issue for smaller nonprofits or nonprofits who are not required by federal guidelines to do an audit.

Ms. Jones said so two years and an audit.

Ms. Brown replied yes. Those are just some of the requirements because the audit is an issue every year.

Mr. Fuell asked that it is still a rule that the money can't be reimbursed for that audit, right?

Ms. Brown replied that it can for a portion. If a nonprofit pays \$4,000 for their audit, we require to know how many funding sources you have. Therefore, we won't reimburse you for the full amount because there are other organizations or other funding sources that are benefiting from the audit so we split that so there is an even distribution between the reimbursement and the benefit. So if you are a nonprofit and you paid \$4,000 for your audit and you have four (4) streams of funding including CDBG, then we take the \$4,000 and divide it by four (4), we would reimburse you \$1,000 from CDBG.

Ms. Jones asked if it would be depending on the funding sources that you have.

Ms. Brown replied yes.

Mr. Kitchin asked if the nonprofits have to provide staff with a copy of their tax exempt status.

Ms. Brown replied yes. That is one of the requirements on the application as well as their registration with the state as a nonprofit, bylaws, etc.

Ms. Brown informed the committee that the 2018 Consolidated Annual Performance and Evaluation Report (CAPER) was presented to City Council the evening of September 12th and they did not receive any comments.

- 2019 Homeownership Education Workshop
Saturday, October 12th @ 9 a.m.
GHA Training Room
1103 Broad Street
Greenville NC 27835
Call 252-329-4056 to register

Ms. Brown stated that subsequent Homeownership workshops are on November 16, and December 14, 2019. The 2020 workshop schedule will be provided to the committee and the public once it becomes available.

Ms. Brown stated that she has met some people who have attended the workshop and are in the process of fixing their credit to get a home.

Ms. Jones stated that she keeps seeing the houses being built in West Greenville and she thinks that it could be contributing to the public's interest.

Ms. Brown stated that the rehab program is active in that area. There is one home that has been completed and one that should begin in a month or two. In addition to building new construction

we are also rehabbing the homes that are there. We are in partnership with code enforcement and other City agencies to make it a whole rehabilitation of the area.

Ms. Brown reminded the committee that October is Breast Cancer Awareness Month.

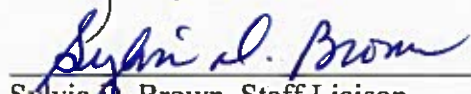
G. Other

H. Adjournment

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



Ronita Jones, Chairman



Sylvia D. Brown, Staff Liaison