

**DRAFT OF MINUTES PROPOSED FOR ADOPTION  
THE AFFORDABLE HOUSING LOAN COMMITTEE  
Meeting Minutes  
Wednesday, March 9, 2022  
Greenville, North Carolina**

**Present:**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Jack Brock | <input checked="" type="checkbox"/> Anne Fisher  | <input type="checkbox"/> Kevin Howard             |
| <input type="checkbox"/> Derick Cherry         | <input checked="" type="checkbox"/> Ronita Jones | <input checked="" type="checkbox"/> Martin Tanski |

**Absent**

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Jack Brock               | <input type="checkbox"/> Ronita Jones | <input checked="" type="checkbox"/> Kevin Howard |
| <input checked="" type="checkbox"/> Derick Cherry | <input type="checkbox"/> Anne Fisher  | <input type="checkbox"/> Martin Tanski           |

**Staff:**

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

**A. Roll Call**

**B. Approval of Agenda**

Motion was made by Mr. Brock and seconded by Ms. Fisher to approve the amended agenda. Motion carried unanimously.

**C. Approval of meeting minutes from February 9, 2022**

Motion was made by Mr. Brock and seconded by Ms. Fisher to approve the meeting minutes. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Sub-recipient Funding Scoring & Recommendations (2022)**

Ms. Johnson informed the committee packets were provided by staff for the committee to use for scoring each non-profit that presented the prior month. A copy of the scoring criteria completed by each sub-recipient was also provided to the committee to assist them with scoring.

**a. Center for Family Violence Prevention**

Center for Family Violence Prevention is requesting \$23,402.56 for their program Individual Group Crisis Recovery Services that targets adults and children who have experienced domestic violence.

**b. Martin-Pitt Partnership for Children**

Martin-Pitt Partnership for Children is requesting \$10,000 for their program Parents as Teachers (PAT) which will target families with children 0-5 years old to reduce the number of abuse and neglect cases.

**c. Koinonia Christian Center Church**

Koinonia Christian Center Church is requesting \$25,000 for their Max Factor Leadership Institute (Max Factor). Max Factor is a youth development and mentoring program located at CM Eppes Middle School and 1405 SW Greenville Boulevard.

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

The Boys and Girls Clubs of the Coastal Plain is requesting \$30,000 for their program Club Academy. Club Academy is a youth development and academic success program located at 475 W. Belvoir Road and 1100 Ward Street.

**e. Habitat for Humanity of Pitt County**

Habitat for Humanity is requesting \$35,000 for their program Home Building for Low Income Families. Home Building for Low Income Families will provide affordable housing to a family in need.

**f. Community Crossroads Center**

Community Crossroads Center is requesting \$17,026 for their program Assessments/VI-SPDAT. The program address the needs of the homeless population in the City of Greenville. They are located at 207 Manhattan Avenue.

Ms. Johnson informed the committee the scores ranged from 93.5 (Martin-Pitt Partnership) to 110.25 (Habitat for Humanity of Pitt County) and displayed a slide that details each agency, project name and funding request. All funding requests total to \$140,428.56. Staff recommends full funding for the upcoming 2022-2023 fiscal year.

**Scoring totals per sub-recipient**

- Center for Family Violence Prevention – 105
- Martin-Pitt Partnership for Children – 93.5
- Koinonia Christian Center Church – 98.75
- Boys and Girls Clubs of the Coastal Plain - 98
- Habitat for Humanity of Pitt County – 110.25
- Community Crossroads Center – 101.5

Motion was made by Mr. Brock and seconded by Mr. Tanski to accept staff recommendation to full funding for the upcoming 2022-2023 fiscal year. Motion carried unanimously.

## **2. Agreement Amendment**

### **a. Koinonia Christian Center Church**

Ms. Johnson informed the committee that Koinonia Christian Center Church is requesting to make changes to their CDBG 2021 agreement. The awarded funded amount will remain the same with additional changes to their line items. A slide was displayed for the committee that details the original budget and the proposed amended budget. The agency will remove their annual audit line item deplete their supplies lines items to differentiate between office supplies and program material supplies and include new line items that include equipment and travel. The \$30,000 will remain the same.

Ms. Watsy Sutton, the Executive Director, was present to answer questions.

Ms. Johnson informed the committee that during the first year of utilizing CDBG funds, it can be difficult to determine what is eligible due to restrictions. Therefore, the agency is reallocating funds to possible fully expend their CDBG 2021 funds.

Ms. Sutton expressed that the organization did meet with Ms. Johnson to further understand the allowable expenditures due to their unique program. Ms. Sutton stated that most of the children in their program have their own devices but some students do not. Therefore, that is a hindrance with trying to assist students with homework and tutoring that they provide during the afternoon. The agency decided to purchase Chrome books for the students that will remain at the facility in a secure location. The organization also provide transportation within the City to students to get home after participating in their program that is currently housed at C.M. Eppes. Ms. Sutton stated that additionally, there were some misalignment in positions. They realigned the Lead Program Director and Program Assistant positions and salaries.

Staff recommends to approve the request from Koinonia Christian Center Church to adjust their CDBG 2021 sub-recipient agreement with the line item changes noted in the staff presentation.

Motion was made by Ms. Fisher and seconded by Mr. Brock to accept staff recommendation to approve the request from Koinonia Christian Center Church to adjust their CDBG 2021 sub-recipient agreement with the line item changes noted in the staff presentation. Motion carried unanimously.

## **F. Staff Report**

### **a. Homeownership Education Workshop**

Ms. Johnson informed the committee about the Homeownership Education Workshop. Below is the posted schedule for those interested in attending the workshop that there will be limited seating so an RSVP is required and due to COVID-19, temperature checks will be done at the door and is required for all. A mask is also required and will be provided if needed. The workshop will be held at the Greenville Housing Authority, Multipurpose Room, 1108 Broad Street. If anyone is interested in signing up for the workshop, please call Tomeka Edwards 252-329-4036 or Kimberly White at 252-329-4056.

- Saturday, March 19, 2022 @ 9:00 AM

Homeownership Education Workshop Schedule 2022

March 19	August 20
April 23	September 17
May 21	October 15
June 18	November 19
July 16	December 17

**b. National Community Development Week**

April 11-15, 2022

Virtual

**c. Next AHLC meeting**

- April 13, 2022
- 4:00 p.m.

**d. Affordable Housing Loan Committee 2022 Meeting Schedule:**

January 12	July 13
February 9	August 10
March 9	September 14
April 13	October 12
May 11	November 12
June 8	December 14

**G. Other**

**H. Adjournment**

Motion was made by Mr. Brock and seconded by Ms. Fisher to adjourn. There were no objections to adjournment.

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Ronita Jones, Chairman

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Gayla Johnson, Staff Liaison