

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

Minutes

**Wednesday, September 14, 2011
Greenville, North Carolina**

Present:

Alice Brewington
 Howard Conner

Karalee Coughlin
 Lovella Perkins
 Melissa Grimes

R. J. Hemby
 Sterling Reid

Absent:

Alice Brewington
 Howard Conner

Karalee Coughlin
 Lovella Perkins
 Melissa Grimes

R. J. Hemby
 Sterling Reid

Staff:

Merrill Flood
 Sandra Anderson

Sylvia Brown
 Betty Moseley

Thom Moton
 Kandie Smith (City Council Liaison)

A. Roll Call

Ms. Lovella Perkins has asked to be excused.

B. Approval of meeting minutes from August 10, 2011

Motion was made by Mr. Howard Conner and seconded by Ms. Melissa Grimes to approve the meeting minutes from August 10, 2011 as presented. Motion carried unanimously.

C. Old Business

1. Subrecipient Workshop

Ms. Sylvia Brown stated that the Subrecipient Workshop has been scheduled for Wednesday, September 28, 2011. There are two sessions in the Municipal Building, on the third floor. The first session will be at 12:00 – 2:00 PM and the second session will be at 6:00 – 8:00 PM. The Subrecipient application and power point presentation will be available online at www.greenvillenc.gov.

Mr. RJ Hemby asked if applications would be available at the workshop since some nonprofits will be unable to print the document.

Ms. Brown replied that nonprofits may contact her for instructions or assistance.

Mr. Conner asked how long the City had been doing subrecipient funding.

Ms. Anderson replied that the City has been awarding subrecipient funding since 1995, however the workshops began four years ago.

Mr. Conner asked if the committee could receive a report showing all the funding awarded.

Ms. Anderson replied that the Housing Division maintains a Cumulative Report which can be given to members at the next meeting.

D. New Business

1. Consideration of Amendment to Rules of Procedure

Staff recommends approval, City Council approved November 9, 2009

Mr. Merrill Flood stated that City Council amended the Board and Commission Policy in November 2009. Specifically addressed were the requirements for attendance and the membership make-up of the committee. The proposed changes will bring the AHLC policy into compliance with the amended Board and Commission Policy.

Ms. Grimes asked what constitutes experience, as referenced in proposed change item number one. Also, she asked if membership is limited to the listed professions.

Mr. Flood replied that during the origins of the committee, experience or interest in housing issues was a consideration on the talent bank application. However, new administration decided to include racial and professional diversity, which would allow members to draw on each other's strengths.

Mr. Conner stated that according to the policy, the professions may be of the listed professions, but substitutions have been made.

Mr. Flood stated that the word *may* allowed City Council members the authority to make substitutions when interested persons in those professions are not available.

Mr. Hemby stated that the committee could vote to adopt the changes or to table the discussion until after the workshop. However, the policy is in effect either way.

Mr. Conner asked when the workshop would be held.

Mr. Flood replied that the workshop will potentially be in November 2011. However, City Code takes precedence regarding attendance.

Motion was made by Mr. Conner and seconded by Ms. Grimes to table the consideration of amendment to Rules of Procedure until after the November 2011 Workshop. Motion carried unanimously.

2. 2010 Draft CAPER

Ms. Anderson stated that the Consolidated Annual Performance and Evaluation Report, known as the CAPER, ended June 30, 2011. This report details the projects actively performed by the Housing Division for the 2010-2011 fiscal year. As an entitlement community, the City of Greenville receives Federal funds from the Community Development Block Grant (CDBG) and HOME Investment Partnerships. The CAPER outlines the goals achieved during this fiscal year of the five year 2008 – 2013 Consolidated Plan. A Draft of the CAPER is available on the City's website.

3. 2010-2011 Annual Report

Ms. Anderson stated that many of the items just covered in the CAPER are in the 2010 – 2011 Annual Report.

E. Housing Administrator's Report

1. Housing Program Training

o CDBG & HOME Overview

Ms. Anderson began the Housing Program Training by stating the statutory objectives for the HOME Investment Partnership and Community Development Block Grant programs.

CDBG Overview:

- Created in 1974
- Preservation and Development of viable communities
- Decent Housing
- Suitable living environment
- Expand economic opportunity

In 1994, the City became an entitlement. The City receives a formula grant annually as a participant in the Entitlement Cities Program. Communities develop their own program and funding priorities based on local needs and HUD guidelines. Programs must meet one of these national objectives:

- Benefit low-moderate income persons or benefit special populations
- Aid in the prevention or elimination of slums or blight
- Meet urgent need

HUD requires monthly, quarterly and annual reports with supporting documentation. Required reports are the Consolidated Plan, Annual Action Plan, and the CAPER.

HOME Overview

- Created in 1990
- Provide decent and affordable housing
- Expand capacity of nonprofit housing providers
- Strengthen the ability of the state and local government to provide housing
- Leverage private-sector participation

HOME funds are allocated by formula to Participating Jurisdictions (PJs). PJs have 24 months to commit funds and five years to expend HOME funds. Local governments that receive funds are required to provide a 25% match.

2. Staff Duties Changes

Ms. Anderson continued with the Housing Administrator's report. She stated that there have been some changes in staff duties. New contact information for programs was given.

3. Committee Retreat

Ms. Anderson asked the committee to discuss the dates for the planned retreat and orientation. She stated that the week of November 14th and the week of December 19th is not good for staff.

After discussion the committee decided to hold the retreat on Wednesday, November 9, 2011 from 10:00 AM – 4:00 PM. The regularly scheduled AHLC meeting will be at 10:00 AM and then proceed into the training on November 9, 2011.

F. Other

None

G. Adjournment

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

Signature on file
RJ Hemby, Chair

Signature on file
Sandra W. Anderson, Staff Liaison