

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

Wednesday, March 11, 2009

Greenville, North Carolina

Present:

Alice Brewington
 R. J. Hemby
 Brian Becker

Lovella Perkins
 Latisha Harris

Melissa Grimes
 Howard Conner
 Rose Glover (City Council Liaison)

Absent:

Alice Brewington
 R. J. Hemby
 Brian Becker

Lovella Perkins
 Latisha Harris

Melissa Grimes
 Howard Conner
 Rose Glover (City Council Liaison)

Staff:

Merrill Flood
 Sandra Anderson

Gloria Kesler
 Karen Gilkey

Sylvia Brown
 Betty Moseley

Thom Moton

A. Roll Call

B. Old Business

- **Review of meeting minutes from February 11, 2009**

Motion was made by Mr. Howard Conner and seconded by Ms. Lovella Perkins to approve the minutes from the February 11, 2009 meeting as presented. Motion carried unanimously.

- **Subrecipient Funding Request Discussion / Approval**

Updated contact information was given out for board members and staff. Also given out was a copy of the Annual Report update, which was presented by Ms. Alice Brewington to City Council.

Ms. Sandra Anderson gave out the subrecipient scoring and evaluation forms and explained the directions. Current CDBG funding is for Public Service and the need should adhere to one of these national objectives: Serve Low – Moderate income, Housing Counseling, Crime Prevention, Homeless Shelter, Limited Repairs and Job Training. Board members were informed that staff will retain all original scoring forms; however, copies may be obtained.

Ms. Rose Glover suggested that the board call a special meeting and take the subrecipient scoring and evaluation forms home and return with them completed at the next meeting.

Ms. Anderson indicated that the special meeting needed to be completed before March 23, 2009 due to the annual action plan deadlines. She added that the follow-up meeting should only take about 30 minutes.

Motion was made by Mr. RJ Hemby to call a special meeting and table the subrecipient funding recommendations until March 17th at 6:00pm provided a suitable meeting room is available, and seconded by Mr. Connor. Motion passed unanimously.

Ms. Anderson stated that board could recess the current meeting in lieu of calling for a special meeting. The recess would allow the meeting to continue without required advertising.

Mr. Hemby rescinded his motion to call a special meeting.

Motion was made by Mr. RJ Hemby to recess current meeting and table the subrecipient funding recommendations until March 17th at 6:00pm in City Hall, and seconded by Mr. Conner. Motion passed unanimously.

Discussion concerning the subrecipient funding resumed after the recess.

Subrecipient funding recommendations:

Member	Family Violence Program	Greenville Community Shelter	STRIVE	PAR
Howard Connor	100%	100%	57%	96%
A. Brewington	91%	0%	96%	94%
Lovella Perkins	95%	100%	57%	100%
RJ Hemby	100%	0%	100%	100%
Melissa Grimes	99%	98%	100%	98%
Totals:	485.00%	298.00%	410.00%	488.00%

Mr. Hemby stated for record concerning the Greenville Community Shelters' request that since the need was strictly for purchase and installation security lights, there is a possibility of recruiting volunteers to install the units, which would substantially reduce the amount needed.

Motion was made by Ms. Grimes and seconded by Mr. Hemby to award STRIVE, Family Violence Program and Progressive Action & Restoration 100% of requested funding and no award to Greenville Community Shelter.

- **Additional Funding**

Ms. Anderson informed the members that an additional \$31,000 of 2008 funding was available to be awarded. Staff suggestions include advertising for non-profits to apply for the funds or using the funds for a Foreclosure Mitigation Program. CDBG approval allows portions of Public Service money to be used for assistance to persons in foreclosure. Ms. Anderson explained the guidelines for setting up a Foreclosure Mitigation Program. Highlights included:

- Foreclosure cannot be over two months old
- Homeowner must be financially able to retain house
- Cannot use assistance to prolong foreclosure procedure
- Funds must be paid directly to bank or lien holder
- A policy for program would need to be developed

Ms. Glover asked if the PAL program would be able to apply for the funds.

Ms. Anderson replied that the PAL program has a 5013c and would not qualify for funds. Also, recipient of the funds will need to be able to expend all allotted funding before December 31, 2009.

Mr. Hemby suggested offering special training for non-profits to assist them with funding requirements.

C. New Business

- **Welcome new AHLC member**

Ms. Brewington stated that Ms. Latisha Harris was not present for introduction.

- **New Housing Staff members**

Ms. Anderson stated that Housing will have two new employees. Ms. Sylvia Brown is filling the Planner I, Housing Rehabilitation Program position on March 16, 2009. Mr. K. Scott Eaton will be filling the new Planner I, Lead Project Coordinator position.

Ms. Grimes, Mr. Hemby and Ms. Glover requested information on the new employees, i.e. resumes and applications. Ms. Anderson stated that she will forward their request to the Human Resources Department.

Ms. Grimes stated for record that although the Greenville Community Shelter has a valid request, they just need lights and this is Housing. GCS should try other innovative things to get this request fulfilled or partner with some of the other groups to help get stable housing for homeless people.

- **Stimulus Funding**

Ms. Anderson informed the board of the new Lead Grant that Housing has received in the amount of \$1.9 million.

D. Housing Administrator's Report (Sandra Anderson)

Ms. Anderson stated that CDBG Week is April 12th – 19th. On April 16th we are having the Housing Fair and a Contractors Workshop for current and possible future contractors. Flyers for these events will be mailed and e-mailed.

E. Other

F. Adjournment

Motion to adjourn meeting was made by Mr. Hemby and seconded by Mr. Conner. Motion carried unanimously.

Signature on File
Alice F. Brewington, Chair

Signature on File
Sandra W. Anderson, Staff Liaison

Amend agenda

- Gave out updated contact info & specification sheets
- SA – official scoring card for subrecipient
Explained directions for evaluation forms
Staff will keep original forms; will copy for board
Explained questions / clarification

HC – asked if these funds (CDBG) were separate from general funds

SA – yes
New budget today???

RG – package last minute – not ample time to complete. Suggest board carry package home and carefully consider

RJH – due to time line – items critical – not keep putting off another month

RG – forms are new – required by HUD
Original vote was verbally
Arrange another meeting – special call mtg
Need to adv in paper

SA – annual action plan due March 23rd – this info is needed to complete plan

RJH – prior to 23rd?

SA – anticipate ready for public by 30th
Between now & 26th

MG – what is required? Long time?

RG – just this one item?

LP – not much time available – 30 minutes?

RJH – that should be sufficient

HC – do we have the money?

**mtg date: 6:00pm March 17th
Will post on board in lobby
RJH motion to table this item until March 17th at 6:00pm, HC seconded to table item

SA – we will find a suitable room should this one not be available

SA – additional funding - \$31,000 available
Want to adv to non-profits or foreclosure mitigation program or assist persons in foreclosure (those not pending a loss)
Would make a policy
Pay mortgage or bank directly or lienholder (next month)
For 2008 fund – GHA, GCS, FVP

RG – Use for PAL program?

SA – they have a 5013c

RG – food, need help – state cut budget 10%

HC – open up to everyone

RG – need to support programs in place

AFB – new member not present

RG – need an alternate still

RJH – don't ask new person to vote on subrecipient funding

SA – in regards of mtg – recess this mtg – vote to recess or call a special mtg - 48 hour notice to adv

RJH – would like to withdraw former motion

Will be prepared to recess mtg

SA – state date and time in motion

SA – concerning money – must be expended by Dec 31st this year

HC – encumbered or spent?

SA – spent. May need new RFP

RJH – may we have training in regard to non-profits?

Not compactly

Just see money, need to train them

SA – we have offered extensive workshops – many are intimidated – no apps returned

RG – looked at houses outside area

HC – ask if funding from last year could be used

SA – confident that we have enough

SA – new staff – Sylvia Brown will be working with non-profits

Currently works in code enforcement

RJH – come on board with heavy weight?

A huge job

SA – Planner I has the lightest load – has front end work

MG – lead project coordinator new?

SA – Lead grant – got new position (Planner I)

60 days to get going

Scott is currently an intern with CMO

(HR permitting – will forward apps/resumes to board per request)

NSP stilling waiting to hear back – maybe end of month

RJH – motion to recess until March 17th @ 6:00pm @ city hall

HC seconded motion – unanimously

Recessed @ 4:35pm

Reconvened @ 6:00pm March 17th

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Maximum total was 500

RJH: not recommend equipment for GCS

HC – GCS helped PD have somewhere to take homeless people

RJH – since our funds are short – let GCS take fall in money

MG – all were good

GCS less b/c they have lights, just need to upgrade
FVP working to help people become homeowners

FB – act on additional funding

SA – decide how much to give each group

HC – what if money left over?

SA – we come back to board.

Anticipate more money

FB – motion for Strive (\$19,620.00

FVC (\$22,500.00)

GCS (0)

PAR (\$13,200.00)

Total (\$55,320.00)

Money available \$65,000

MG – motion to give STRIVE, FVP, PAR 100% of requested funding and GCS no award

RJH – seconded. HC, MG, RJH voted for; LP voted against

RJH – for record, considering times and need up our participation for non-profits. Time is critical.

HC – there is much need only four groups have applied

RJH – worked with Farmville as Housing Specialist – took tests

Agencies don't qualify

Agencies must work

MG – make suggestion on record – At this time GCS is valid request – but this is Housing. Went by to look at it. GCS should try innovative things. People need stable life. They just want lights.

FB – Other comments?

SA – would like to remind board that these are recommendations to be presented to council

FB – next – additional fund \$31,000

HC – what's the strings

SA – considering other programs or do RFP

HC if we recommend other programs and council not approve, then council could give the money to GCS?

FB – must expend by 12/31/2009

SA – no recommendations

5 different suggested programs
**Introduction of Sylvia Brown

SB – have 15yrs with city

RJH – could staff package & return in writing

FB – recommendations to reach agency

RJH – have Fairs – with Bankers, non-profits
Have expert staff
Help agency learn how to complete forms
Training agencies and churches
Many groups that need to know

FB – do we have the staff to accommodate this

SA – April 16th – Housing Fair
CDBG
Reached out – agencies did not follow thru
Sent 250 letters & invitations, had 2 sessions and no more than 30 attended
“Building Hope” asked director

HC – rebuilding together

SA – had a retreat in municipal building
Spoke concerning programs
Attempted to assign a staff member

RJH – put together an evaluation or survey and send to agencies. Ask concerning programs
Contractors are same way – intimidated

SA – smaller groups not organized (Fed & State money)

HC – not want to jump thru hoops

SA – costly to do mailings

RJH – e-mail or test

SA – bring a report back
CDBG week activities no one attended
April 12 – 19th CDBG week again
Housing Fair
Contractor workshop

SA – liability \$1 mil
Lead Grants – 2 contractors (\$1.9 mil)
Hire 7 persons in 3 years
Do rehab
e-mail flyer & mail board flyer

FB – motion to adjourn?

RJH – motioned, HC seconded