

# THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

Wednesday, December 10, 2008 Minutes

Greenville, North Carolina

## Present:

Brian Becker     Faye Brewington     Leslie Cox     Lovella Perkins     Dallas Taylor  
 R. J. Hemby     Melissa Grimes     Howard Conner (Alternate)     Rose Glover (City Council Liaison)

## Absent:

Brian Becker     Faye Brewington     Leslie Cox     Lovella Perkins     Dallas Taylor  
 R. J. Hemby     Melissa Grimes     Howard Conner (Alternate)     Rose Glover (City Council Liaison)

## Staff:

Sandra Anderson     Gloria Kesler     Karen Gilkey     Betty Moseley     Merrill Flood     David Holec

## A. Roll Call 3:00 PM

## B. Old Business

- **Review of Meeting Minutes from November 19, 2008**

Motion was made by Mr. Leslie Cox and seconded by Ms. Alice Brewington to approve the minutes from the November 19, 2008 meeting as presented. Motion carried unanimously.

- **Family Violence Program Request (Sandra Anderson)**

Ms. Sandra Anderson explained that the Family Violence Program request was being addressed again because additional information was requested by board member during the November 19<sup>th</sup> meeting. The FVP has requested \$25,000.00 for the Family Center. All backup documentation was mailed with the agenda.

The available funds are the \$25,000 returned from Habitat of Humanity in November.

Motion was made by Ms. Lovella Perkins to approve the Family Violence Program's request for \$25,000.00 for the Family Center and seconded by Mr. Cox. Motion carried unanimously.

- **Greenville Housing Development Corporation – Housing Counseling Request (Sandra Anderson)**

Ms. Anderson stated that the Greenville Housing Development Corporation was the only agency to submit a complete application for the Housing Counseling Service funding. They are requesting \$24,500.00.

Ms. Brewington asked if staff was satisfied with all of the information that was received.

Ms. Anderson replied yes.

Motion was made by Ms. Brewington to approve the Greenville Housing Development Corporation's request for \$24,500.00 for Housing Counseling Services and seconded by Ms. Perkins. Motion carried unanimously.

- **Board Members' Duty Concerns (Sandra Anderson)**

Ms. Anderson recapped the concerns from the November 19<sup>th</sup>. Not all committee members wanted a condensed form of the information. As was stated at that meeting, the board is not privy to all information available. For non-profit funding requests, the board will receive:

- The Application
- All the qualifications
- Proof of 503C status
- The requested budget

Any additional information needed for decision making purposes may be viewed on an individual basis by making an appointment with staff.

For loans, the process will be similar. A summary of qualifications will be disseminated; however tax returns, credit reports, and document containing confidential information will not be received. Again, any additional information needed for decision making purposes may be viewed on an individual basis by making an appointment with staff.

Mr. David Holec, City Attorney, addressed the board regarding the boards' duties and concerns. Mr. Holec explained that documents containing confidential information will not be disseminated due to the liability issues involved. The board is entitled to view all information submitted with the application, including the credit report. However, copies will not be sent in the packets mailed since access to this information could be gained by individuals other than the board member. Board members will need to meet with staff prior to committee meeting if additional information not covered on the general summary sheet is needed for decision making purposes.

Mr. Taylor responded that confidentiality is not part of the problem from the last meeting. That issue was about subrecipient funding and not having enough documentation to make a decision.

Discussion followed between the board and staff concerning future procedures for disclosing all pertinent information for decision making. The board also discussed the current procedures for reviewing loans and non-profit applications.

Motion was made by Mr. R.J. Hemby to open the review and decision making process for all loans to the entire board and seconded by Mr. Cox. Motion carried unanimously.

Mr. Hemby requested a full package of duties and requirements for the board.

Mr. Holec replied that he and Ms. Anderson would work together to grant his request.

- **Subrecipient Status Report (Karen Gilkey)**

Ms. Karen Gilkey reported that the Family Violence Program has received all the bids and will be submitting them by the next meeting.

The Greenville Community Shelter has completed their bathroom project.

Flynn Christian Home has also completed its project. They spent \$24,113.95.

Ms. Anderson reported that the subrecipient grant agreements deadline is December 15, 2008. The only two agencies that are still active are the Habitat for Humanity and PAR. Habitat for Humanity stills has \$5,000.00 that was approved for down payment assistance. PAR has spent \$3,114.60 of the \$19,000.00 granted with a possible request pending.

Pitt Council on Aging has expended all funding.

Family Violence Program has received three bids for the bathroom improvement.

Greenville Community Shelter has expended all their funds.

Flynn Christian Home just completed funds for 2007-2008 year and will start expending 2008-2009 funding next.

January 12, 2009, all subrecipient applications are due.

Ms. Grimes inquired about the procedure for funding not used in the allotted time? Will the city lose access to the money?

Ms. Anderson responded that the unused portion of monies will be returned and redistributed. The agency returning the money will not have access to it again. However, if monies are not expended by the deadline, the city could lose access to the money.

**C. New Business**

- **Meeting Room Change (Sandra Anderson)**

Ms. Anderson informed the committee that the new location of AHLC meetings will be 200 West Fifth Street, third floor conference room 337 in City Hall.

**D. Housing Administrator's Report (Sandra Anderson)**

None

**E. Other**

Mr. Taylor thanked the committee for their support and good attendance during the year.

**F. Adjournment**

Motion was stated to adjourn the meeting. Motion carried unanimously.

\_\_\_\_Signature on File\_\_\_\_\_  
Dallas Taylor, Chair

\_\_\_\_Signature on File\_\_\_\_\_  
Sandra W. Anderson, Staff Liaison