

**THE AFFORDABLE HOUSING LOAN COMMITTEE**

**Meeting Minutes**

**Wednesday, June 11, 2014**

**Greenville, North Carolina**

**Present:**

Howard Conner  
 Kevin Fuell  
 Matt Smith

Melinda Dixon  
 Melissa Grimes  
 Sarah Smith

Thomas Hines  
 Walt Kitchin

**Absent:**

Howard Conner  
 Kevin Fuell  
 Matt Smith

Melinda Dixon  
 Melissa Grimes  
 Sarah Smith

Thomas Hines  
 Walt Kitchin

**Staff:**

Merrill Flood  
 Niki Jones  
 Karen Gilkey

Sylvia Brown  
 Betty Moseley  
 Marion Blackburn (City Council Liaison)

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**A. Roll Call**

**B. Approval of Agenda**

Motion was made by Mr. Conner and seconded by Mr. Kitchin to approve the agenda as presented. Motion carried unanimously.

**C. Approval of meeting minutes from March 5, 2014**

Motion was made by Mr. Conner and seconded by Mr. Kitchin to approve the meeting minutes from March 5, 2014. Motion carried unanimously.

**D. Approval of meeting minutes from March 12, 2014**

Motion was made by Mr. Conner and seconded by Mr. Kitchin to approve the meeting minutes from March 12, 2014. Motion carried unanimously.

**E. Approval of meeting minutes from April 9, 2014**

Motion was made by Mr. Kitchin and seconded by Mr. Conner to approve the meeting minutes from April 9, 2014. Motion carried unanimously.

**F. Approval of meeting minutes from April 21, 2014**

Motion was made by Mr. Conner and seconded by Mr. Kitchin to approve the meeting minutes from April 21, 2014. Motion carried unanimously.

**G. Old Business**

None

## **H. New Business**

### **1. Letter of Support – 2014 Lead Grant Application**

Ms. Gilkey stated that HUD had issued a notice of funding on May 14, 2014 for the 2014 Lead Based Paint Hazard Control program. The grant application is due on June 27, 2014. Award notifications are expected in September 2014. If awarded, Housing will have 36 months to complete all projects. The amount of funding being requested is \$2.4 million. Staff expects to complete 100 homes with children under the age of six to make them lead safe and address health hazards in 50 homes, which will include asthma/allergy triggers and trip/fall hazards. This grant will provide Lead Supervisor training to rehabilitation Contractors and lead safe worker training to contractors' employees, unemployed, and under-employed persons in the community. Referrals will be received from Community partners who deal with that client base.

Ms. Grimes asked how staff would address allergy and asthma triggers.

Ms. Gilkey replied that staff was allowed to ask the client if anyone in the household had respiratory problems. The client's response will help determine if the problems are allergy, asthma, COPD or a combination of issues. There is a checklist from HUD that helps document the issues. Also, staff has had training in allergy and asthma triggers. The checklist also addresses trip and fall hazards. There are four different ways to fall: in the bathroom, while walking across the floor, or on the floor where the levels are not even, or down the stairs.

Ms. Grimes asked how staff will determine the 100 homes to complete.

Ms. Gilkey replied that the Housing Division has a waiting list of about 140 people from the last grant. Staff will market the program. As noted, this program is for households that have a child under the age of six. Not all households will qualify because not all have a child under the age of six. Several of our partners, including the Pitt County Health Department will call us if they have a child that has tested positive for elevated lead levels.

Mr. Conner asked if a doctor's certification will be required for those who have allergy triggers.

Ms. Gilkey replied that usually staff can tell from the interview. If a client has asthma, they will most likely have an emergency inhaler. For those with allergies, if it is not obvious, a doctor's note may be requested. As long as a respiratory problem is confirmed in the home, that is sufficient. Also, staff is seeking partners who deal with children who have asthma; they will be our documentation.

Mr. Conner stated that he was referring to prescriptions being used as documentation.

Ms. Gilkey responded that some allergy medicine is over-the-counter. Some things may need third party documentation, but staff cannot ask if someone in the house has allergies or asthma. It doesn't matter who has the problem as long as the problem is existing in the house.

Mr. Kitchin asked how large the pool of contractors was.

Ms. Gilkey replied that Housing has seven rehabilitation contractors; two are certified to do lead abatement. A testing firm from Raleigh is used to do the lead testing, and they use one of the contractors on their list for the testing. There are about 10 - 16 contractors on that list. The testing firm will receive bids for us, and after they review the bids, the City will review the bids also. There is a contract with this contractor. In this program, whatever a contractor removes, they have to replace.

Mr. Smith asked what the identification process was for the under-employed.

Ms. Gilkey replied that one of our partners, STRIVE, deals with mostly unemployed and under-employed individuals. This is where the people who were trained in the prior grant came from. They were interested in construction. We can't hire someone off the street to remove lead. They have to be licensed. So we offer training with hopes that they will get a job with a contractor. The last grant, we had four trainees that got permanent jobs and one lady moved from a worker to a supervisor.

Mr. Hines asked hypothetically, if a person lives in a duplex and one side is eligible but the other side is not. Do we do the whole unit, just one side or nothing?

Ms. Gilkey replied that we have to do the whole duplex. The State will not allow us to do just one side. As long as there is an eligible party, we have to do all the common areas, and for a duplex, that is the outside. If we are going to do the outside, we might as well do the inside.

## 2. Subrecipient Update – 2013-2014 Funding

Ms. Brown gave the subrecipient update for 2013 – 2014 funding. As a reminder, a total of \$75,000.00 was allocated to the subrecipients.

Agency	CDBG Funding	Contract Expires	Reimbursed	Unexpended
Boys & Girls Club	\$22,280.00	12/18/2014	\$4,287.60	\$17,992.40
CFVP	\$27,645.00	12/18/2014	\$6,750.00	\$20,895.00
ECU/LWGICC	\$15,000.00	12/18/2014	\$0	\$15,000.00
Literacy Volunteers	\$10,075.00	12/18/2014	\$161.87	\$9,913.13

The Boys and Girls Club of Pitt County has three reimbursements pending. They have had some staff changes so we have provided some technical assistance to help them understand the process.

The reason ECU/LWGICC has not had any reimbursements is because staff has some concerns about the company they are using to transport students. Their agreement allows them to expend the grant for transportation and admission. The company is not fully in compliance.

Literacy Volunteers has one reimbursement pending. The Executive Director recently left so that position is in transition. We are currently in contact with staff.

Mr. Kitchin asked assuming the agency complies with the required documentation, what is the turnaround for reimbursement.

Ms. Brown replied that she had started the process so just a few days. They have some documentation, but we have to make sure the money is completely out of their hands before we can issue reimbursement.

Mr. Conner asked in regards to the LWGICC travel issues, are they responsible or is the City responsible.

Ms. Brown replied that they cannot use CDBG funds to fund the entire program. They must have other funding sources to utilize. No organization can use only CDBG funds, they must have other resources.

Ms. Grimes asked if the LWGICC were to use a different bus agency, would they have the option to use the funds.

Ms. Brown replied yes they can. Staff must see the agreement used between that agency providing the transportation needs and the LWGICC.

#### **I. Staff Report**

Ms. Brown stated that the most recent Homeownership Workshop was on May 31<sup>st</sup>. The next Homeownership Workshop is planned for sometime in August.

The next Financial Literacy Class – *Pay Yourself First* is June 30, 2014 at George Washington Carver Library at 5:30 PM – 7:30 PM. This class will focus on savings.

The Nonprofit Workshop has been tentatively set for September 24, 2014. For the new members, this is where subrecipients start the funding process. All nonprofits applying for CDBG funds must have a representative attend in September. In January, applications are due. We plan to have two sessions, 12:00 – 2:00 PM and 6:00 – 8:00 PM. Nonprofits interested in applying only need to attend one session since the same information is presented at both sessions.

Mr. Conner asked what the attendance to Homeownership Workshop in May was like.

Ms. Brown replied that attendance wasn't great. There were two and four or five were signed up. While it wasn't great, staff did service those who were present.

#### **J. Other**

None

#### **K. Adjournment**

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

Signature on file

Melissa B. Grimes, Chair

Signature on file

Sylvia D. Brown, Staff Liaison