

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

Minutes

Tuesday, February 7, 2012
Greenville, North Carolina

Present:

Alice Brewington
 Howard Conner
 Lovella Perkins

Melissa Grimes
 R. J. Hemby

Absent:

Alice Brewington
 Howard Conner
 Lovella Perkins

Melissa Grimes
 R. J. Hemby

Staff:

Thom Moton
 Merrill Flood
 Sandra Anderson
 Sylvia Brown

Betty Moseley
 K. Scott Eaton
 Karen Gilkey
 Michael Watson

Steve Hawley
 Kandie Smith (City Council Liaison)

A. Roll Call

B. Approval of Agenda

Motion was made by Mr. Conner and seconded by Ms. Brewington to approve the agenda. Motion carried unanimously.

C. Approval of meeting minutes from January 11, 2012

Motion was made by Ms. Brewington and seconded by Ms. Grimes to approve the meeting minutes from January 11, 2012 as presented. Motion carried unanimously.

D. Old Business

1. Metropolitan Housing & Community Development Corporation, 417 Nash Street Rental Project Update

Mr. Scott Eaton stated that there has been a change in the construction due to a problem with parking. The front of the home is only 15 feet to right of way; therefore the property will not accommodate two driveways for a duplex.

Mr. Hemby asked if the city planned to acquire the adjacent property.

Mr. Eaton replied yes. However, the adjacent property would not provide the room needed for two driveways.

Mr. Hemby asked if staff will be able to meet code standards by building the suggested house.

Mr. Eaton replied yes.

Ms. Grimes asked if the property would be used for one family.

Mr. Eaton replied yes. The house will have three bedrooms and two bathrooms.

Ms. Grimes asked how many square feet was proposed.

Mr. Eaton replied that it will be 1600 square feet.

Motion was made by Ms. Grimes and seconded by Mr. Conner to accept changes to the rental project located at 417 Nash Street. Motion carried unanimously.

2. Meeting Time Change Discussion

Mr. Hemby asked to defer discussion of this agenda item until Ms. Perkins was available for discussion.

Motion was made by Mr. Conner and seconded by Ms. Grimes to defer agenda item Meeting Time Change Discussion until the arrival of Ms. Perkins. Motion carried unanimously.

3. Building Hope Community Center – Budget Amendment Request

Ms. Brown stated that Building Hope Community Center has submitted a request to move \$1000.00 from the existing computer line item and create an additional line item titled audit and accounting.

Mr. Lee stated that BHCC learned after submitting the current proposal that an audit would be required. The cost of an audit would be \$6000.00 – \$8000.00. In the past the auditor would compile a review and that has been the document submitted with their proposals.

Mr. Hemby stated that the letter is dated January 27, 2012 which is past the deadline. He asked what the due date was for the proposals.

Mr. Lee replied that the due date was January 6, 2012. BHCC received a letter about January 15th advising them of the audit requirement.

Mr. Hemby asked if BHCC was asking to use 2011 money to pay for an audit that was not submitted with the 2012 proposal. He asked why BHCC waited until January 27th to get all the documentation when everything was due on January 6th.

Mr. Lee replied that in the past, BHCC has used compiled statements, which is the same as what was submitted this year. The letter received on January 15th stated that the compiled statement of the accountant would not be accepted. BHCC assumed the same information would be accepted as prior years.

Ms. Grimes asked if BHCC knew about the different standard for the audit.

Mr. Lee replied yes.

Ms. Brown stated that all of the nonprofits were informed of the audit requirement.

Ms. Grimes asked how the nonprofits would have known about the new standards if they had not attended the workshop.

Ms. Brown replied that only nonprofits that were represented at the workshop were allowed to submit an application.

Mr. Conner asked how many applications were turned down due to the audit requirement.

Ms. Brown replied that three applications were turned down due to the audit requirement.

Ms. Grimes asked if this request meets the staff guidelines.

Ms. Anderson replied that the request is to amend the current budget for an allowable expense to be used toward next year's application submission. The funds budgeted for last year are not dealing with the new application for 2012.

Motion was made by Ms. Grimes and seconded by Ms. Brewington to deny Building Hope Community Center's budget amendment request due to a lack of additional funds available for the proposed purpose.

Mr. Hemby stated that he would amend the motion to include the stipulation that if BHCC is able to use the audit review in his 2012 application, then the committee will revisit the budget request.

Opposed were Mr. Conner and Ms. Perkins.

4. Subrecipient Scoring Process Review

Ms. Brown reviewed the scoring categories and criteria. She noted that each agency must submit all the items on the application checklist.

E. New Business

1. Election of Chairman and Co-Chairman

Ms. Gilkey stated that it was time for election of a new chairman and co-chairman for 2012 – 2013 year.

Ms. Grimes nominate Mr. Hemby as chairman for 2012 – 2013 year.

Motion was made by Ms. Grimes and seconded by Ms. Perkins to elect Mr. R.J. Hemby as Chairman of the Affordable Housing Loan Committee for 2012 – 2013 year.

Opposed was Mr. Conner.

Mr. Hemby nominated Ms. Grimes as Co-Chairman for 2012 – 2013 year.

Motion was made by Mr. Hemby and seconded by Mr. Conner to elect Ms. Melissa Grimes as Co-Chairman of the Affordable Housing Loan Committee for 2012 – 2013 year.

Opposed was Ms. Perkins.

2. Appointment of member to Ten Year Plan to End Homelessness Advisory Committee

Ms. Gilkey stated that the advisory committee for the Ten Year Plan to End Homelessness with Pitt County meets every third Thursday once a quarter. There is a need for one AHLC member to attend these meetings. The next meetings are April 19, 2012, August 16, 2012, and October 18, 2012. The time is 10:30 AM – 12:00 PM. The meetings are held in the City Council Chambers.

Mr. Hemby asked if there was a stipend for board members.

Ms. Gilkey replied that there was no pay for serving on this board.

Mr. Conner asked if there was a requirement for a AHLC member to serve on the board.

Ms. Gilkey replied that it was part of the agreement with the County that someone from the AHLC would serve on the board since their specialty was housing.

Mr. Hemby stated that either he or Ms. Grimes would represent if no one commits as a volunteer.

3. Downpayment Assistance Request

a. 104-B2 Oak Towne Drive

Ms. Gilkey stated that a request has been received for the 10% No Interest Loan program. The sales price of the home is \$118,500.00. The amount of downpayment assistance requested is \$11,850.00. There are three persons in the household. They have completed a homeownership education class.

Motion was made by Mr. Conner and seconded by Ms. Perkins to approve the downpayment assistance request for 104-B2 Oak Towne Drive. Motion carried unanimously.

4. Overview of Subrecipient Applications received

a. Public Service

Ms. Brown gave a brief overview of the subrecipient workshop on September 28, 2011. There were two sessions with 42 attendants at the first and 20 attendants at the second. A total of 44 different nonprofits were represented. A total of four public service funding applications were received; three were incomplete.

b. Economic Services

Ms. Brown stated that two applications were received for Economic Services; both were incomplete.

c. Building Hope Community Center – Request

Mr. Lee stated that he had contacted the accountant concerning the audit needed for the 2012 application. The accountant has completed a review. BHCC is requesting that the committee accept the 2010 review in place of the audit.

Mr. Hemby asked if BHCC submitted their application knowing it was incomplete due to the audit.

Mr. Lee replied that he was aware of the audit requirement; however, prior years they have been allowed to use a letter from the accountant.

Ms. Anderson stated that there are several requirement changes for the 2012 applications that have not been required in prior years. In accordance to members' requests, staff has strengthened the process and made all requirements clear. Last year, the review compilation was acceptable; however the requirements this year specify an audit. Any agency receiving funds from the city, regardless of the amount, is required by HUD to receive an audit.

Mr. Conner asked if the presentation at the workshop clearly stated that an audit was required and not just a review.

Ms. Brown replied yes, the criteria was discussed in the workshop and was in the application material.

Mr. Hemby stated that the committee should send this request to City Council and let them decide.

Ms. Grimes stated that the committee needs to revisit the requirements.

Motion was made by Ms. Brewington and seconded by Mr. Conner to deny the request by Building Hope Community Center to accept a review in place of the required audit for the 2012 application.

Opposed was Mr. Hemby due to the requirement for an audit.

5. Subrecipient Presentation

a. Literacy Volunteers of Pitt County

Ms. Teresa Barefield represented Literacy Volunteers of Pitt County. Ms. Barefield stated that \$11,960.00 was needed for the Special Programs Computer Courses. The focus of this program is to teach basic computer skills to adults. Students will receive new manuals and a certificate of completion. Adult learners being targeted for this program are parents of current students in the Pitt County School system.

Mr. Hemby asked what time the classes were given.

Ms. Barefield replied that the classes are every Tuesday and Thursday at 9:30 AM to 11:30 AM, and 6:00 PM to 8:00 PM. Classes are held at Literacy Volunteers and at North Pitt High School.

Mr. Hemby asked how many people were on staff.

Ms. Barefield replied that they have 50 volunteers and two staff members.

Mr. Hemby asked if Literacy Volunteers would conduct the classes in the city limits to avoid confusing Greenville residents and Pitt County residents served.

Ms. Barefield stated that over 70% of the clients were seen on site, and over 83% were parents who live in Greenville.

Ms. Brown stated that the committee will complete the scoring criteria at the March 14th meeting.

Revisit Meeting Time Change

Ms. Gilkey gave a brief background of the AHLC meeting time. City Council selected 3:00 PM to attract professionals who had flexibility in their work schedule. Before a time change can occur, the committee must discuss it with the Public Information Officer since the meeting must be televised, and City Council must approve the request.

Mr. Steve Hawley stated that 4:00 PM on the second Wednesday each month is acceptable provided the meeting moved quickly and efficiently. Also, the AHLC would need to be over by 5:00 PM due to another meeting starting at 5:30 PM.

Motion was made by Mr. Conner and seconded by Ms. Grimes to recommend changing the AHLC meeting time to 4:00 PM the second Wednesday of each month. Motion carried unanimously.

F. Housing Administrator's Report

None

G. Other

Ms. Diana Lucas and Ms. Catonia Pitt with the Center for Family Violence Prevention were present to address the committee.

Ms. Lucas asked the committee to be reconsidered for the 2012 subrecipient grant. CFVP does have an audit each year; however the auditor is late with 2011's audit and has filed an extension. Also, CFVP was unclear about who completed the scoring criteria page. They assumed it was included as a guide and would be completed by City staff and the AHLC.

Mr. Hemby stated that the committee would send the request to City Council and let them decide.

Motion was made by Mr. Hemby and seconded by Mr. Conner to send the 2012 applicant requests to City Council for a review and consideration. Motion carried unanimously.

Ms. Brown explained the scoring criteria included in the 2012 application for agencies completion.

Mr. Robert Lee of Building Hope Community Center asked if the committee planned to read and score the applications for those nonprofits that had made requests at the meeting.

Mr. Hemby replied that the nonprofits would need to go to City Council and make a request for consideration.

H. Adjournment

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

Signature on file
R. J. Hemby, Chairman

Signature on file
Sandra W. Anderson, Staff Liaison