

**DRAFT OF MINUTES PROPOSED FOR ADOPTION
THE AFFORDABLE HOUSING LOAN COMMITTEE**

Meeting Minutes

**Wednesday, September 11, 2019
Greenville, North Carolina**

Present:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Jack Brock | <input checked="" type="checkbox"/> Anne Fisher | <input checked="" type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> David Campbell | <input type="checkbox"/> Kevin Fuell | <input checked="" type="checkbox"/> Deborah Spencer |
| <input type="checkbox"/> Derick Cherry | <input type="checkbox"/> Ronita Jones | |

Absent

- | | | |
|---|--|--|
| <input type="checkbox"/> Jack Brock | <input type="checkbox"/> Anne Fisher | <input type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> David Campbell | <input checked="" type="checkbox"/> Kevin Fuell | <input type="checkbox"/> Deborah Spencer |
| <input checked="" type="checkbox"/> Derick Cherry | <input checked="" type="checkbox"/> Ronita Jones | |

Staff:

- | | |
|--|--|
| <input type="checkbox"/> Thomas Barnett | <input type="checkbox"/> Monica Daniels (City Council Liaison) |
| <input checked="" type="checkbox"/> Tiana Berryman | <input checked="" type="checkbox"/> Christine Wallace |
| <input checked="" type="checkbox"/> Sylvia Brown | <input checked="" type="checkbox"/> Gayla Johnson |
| <input type="checkbox"/> Gloria Kesler | |

A. Roll Call

B. Approval of Agenda

Motion was made by Mr. Brock and seconded by Mr. Kitchin to approve the agenda. Motion carried unanimously.

C. Approval of meeting minutes from May 8, 2019

Motion was made by Mr. Brock and seconded by Mr. Kitchin to approve the meeting minutes from May 8, 2019. Motion carried unanimously.

D. Old Business

None

E. New Business

1. 2018 Consolidated Annual Performance and Evaluation Report (CAPER) Public Meeting

Tiana Berryman explained the 2018 Consolidated Annual Performance Evaluation Report (CAPER). The Affordable Housing Loan Committee meeting serves as the public meeting for this process and the public hearing will be held on Thursday, September 12, 2019 at the City Council meeting. Ms. Berryman explained the CAPER is one of several reports required by HUD and it outlines the accomplishments from the previous fiscal year of 2018/2019. The CAPER includes:

- A report on resources and investments

<u>Grant</u>	<u>Awarded</u>	<u>Expended</u>
CDBG	\$906,560	\$736,716.67
HOME	\$527,757	\$211,034.21

Ms. Berryman informed the committee that the dollar amount expended does not include funds that have been committed to other projects.

- A report on goals and outcomes

<u>Goals</u>	<u>Outcomes</u>
1. Creation of decent affordable housing	12 homes rehabilitated and 2 homes added
2. Provide resources to special needs	461 homeless persons were assisted
3. Support and create valuable programs	1,786 households assisted through programs
4. Eliminate environmental hazards	1 building was demolished
○ Minority Business received contracts in the amount of \$442,941.14 (94% of rehab program costs)	
○ Funded 8 nonprofit service providers using 2017/2018 funding year dollars:	
▪ Pitt County Council on Aging	
▪ Habitat for Humanity	
▪ Community Crossroads Center	
▪ Center for Family Violence Prevention	
▪ Boys and Girls Clubs of the Coastal Plain	
▪ ECU Family Therapy Clinic	
▪ Lucille W. Gorham Intergenerational Center	
▪ Literacy Volunteers of America – Pitt County	

- Demographic composition of individuals and families assisted

Total of 1783 persons served through City programs
○ 1469 persons assisted were Black (82.4%)
○ 313 persons assisted were White (17.6%)
○ 1 person assisted was Asian (<1%)
○ 332 persons assisted were Hispanic (18.6%)

Ms. Berryman noted that the primary focus is within a racially concentrated area of poverty which is the West Greenville area. The only demographic requirement that we look at is income; therefore, none of the programs are restricted based on race, etc. However, staff does take note of the diversity of beneficiaries from the services that are provided.

- Citizen Participation Efforts

- The “Notice of Availability” of the CAPER for review and to receive public comment was published in the local paper on August 26, 2019.
- The CAPER was made available to the public for a period of 18 days.
- The “Notice of Public Hearing” was published in The Daily Reflector on August 26, September 2, and September 9, 2019.
- A public meeting was held on September 11, 2019 at the Affordable Housing Loan Committee. The CAPER was available in paper copy at Sheppard and Carver library locations, the Housing Division Office and on the City’s website.
- HUD submission September 30, 2019.

2. 2017 Subrecipient Funding Update

Ms. Johnson gave an update on the 2017 Subrecipient update. The agreements ran from March 12, 2018 to March 11, 2019.

- **Pitt County Council on Aging**

Funded: \$11,000

Reimbursed: \$8,434.38

Unexpended: \$2,565.62

Pending: \$0.00

- **Boys and Girls Clubs of the Coastal Plain**

Funded: \$16,000

Reimbursed: \$16,000

Unexpended: \$0.00

Pending: \$0.00

- **Community Crossroads Center**

Funded: \$8,961

Reimbursed: \$7,787.02

Unexpended: \$1,173.98

Pending: \$0.00

- **Center for Family Violence Prevention**

Funded: \$20,000

Reimbursed: \$19,900

Unexpended: \$100.00

Pending: \$0.00

- **L.I.F.E. of NC, Inc. STRIVE**

Funded: \$16,000

Reimbursed: \$13,791.71

Unexpended: \$2,208.29

Pending: \$0.00

- **East Carolina University Lucille W. Gorham Intergenerational Community Center**
 Funded: \$15,039
 Reimbursed: \$7,158.50
 Unexpended: \$7,880.50
 Pending: \$620.50

Ms. Johnson noted that East Carolina University Lucille W. Gorham Intergenerational Community Center agreement started on September 10, 2018. However, their agreement ended on September 9, 2019.

- **Literacy Volunteers of America – Pitt County**
 Funded: \$13,000
 Reimbursed: \$113.69
 Unexpended: \$12,886.31
 Pending: \$244.00

Ms. Johnson noted that Literacy Volunteers of America – Pitt County had to get their agreement amended because they wanted to fund a budget line item titled CRC (Career Readiness Certificate). Ms. Brown spoke on the Career Readiness Certificate which is required by most manufacturing jobs in Greenville. Ms. Brown stated that the budget line item for the CRC is an eligible expense and Literacy Volunteers of America – Pitt County has been reimbursed for that in the past. Ms. Brown stated that the amendment was passed by the Affordable Housing Loan Committee and the agreement has been signed.

2017 Totals

Funded: \$100,000
 Reimbursed: \$73,185.30
 Unexpended: \$26,814.70
 Pending: \$864.50

3. 2018 Subrecipient Funding Update

Ms. Johnson gave an update on the 2018 Subrecipient update.

- **Pitt County Council on Aging**
 Funded: \$14,496
 Reimbursed: \$2,073.69
 Unexpended: \$12,422.31
 Pending: \$3,657.89
- **Boys and Girls Clubs of the Coastal Plain**
 Funded: \$19,327
 Reimbursed: \$0.00
 Unexpended: \$19,327
 Pending: \$5,457.77

- **Community Crossroads Center**
 Funded: \$10,031
 Reimbursed: \$3,371.15
 Unexpended: \$6,659.85
 Pending: \$746.16

- **Center for Family Violence Prevention**
 Funded: \$24,154
 Reimbursed: \$0.00
 Unexpended: \$24,154
 Pending: \$18,792

- **East Carolina University Lucille W. Gorham Intergenerational Community Center**
 Funded: \$24,159
 Reimbursed: \$0.00
 Unexpended: \$24,159
 Pending: \$0.00

- **Literacy Volunteers of America – Pitt County**
 Funded: \$11,597
 Reimbursed: \$0.00
 Unexpended: \$11,597
 Pending: \$0.00

- **East Carolina University Family Therapy Clinic**
 Funded: \$17,700
 Reimbursed: \$0.00
 Unexpended: \$17,700
 Pending: \$156.14

- **Habitat for Humanity**
 Funded: \$14,520
 Reimbursed: \$0.00
 Unexpended: \$14,520
 Pending: \$6,750

- **2018 Totals**
 Funded: \$135,984
 Reimbursed: \$5,444.84
 Unexpended: \$130,539.16
 Pending: \$35,559.96

Ms. Johnson noted that Habitat for Humanity completed the home that was built with the 2018 funding. However, staff is working with Habitat for Humanity to resolve minor issues with their DUNS number which is needed in order for staff to process reimbursements. The local Habitat for Humanity is working with the national Habitat for Humanity to complete the process.

Mr. Brock stated that most of the organizations have not expended their funds, is that a cause for concern?

Ms. Johnson stated that with the 2018 subrecipient agreements that begin November 2018, the nonprofits have until November 1, 2019 to receive reimbursements as long as they have documentation. However, a few nonprofits have to submit extra documentation. For example, if they use a credit card they would need to provide bank statements which could cause a delay in processing their reimbursements.

Ms. Fisher asked what about the 2017, can we reimburse anymore or is that closed?

Ms. Johnson stated that IGCC (East Carolina University Lucille W. Gorham Intergenerational Community Center) subrecipient agreement ended Monday, September 9, they have two (2) more monthly reports that they have to send in. However, most of the 2017 subrecipients have expended most of their funds. In addition, staff is looking into doing things differently for the 2019 subrecipients and funding will start on time. Meaning, funding will begin at the beginning of the fiscal year which would help the organizations meet their goals and expending the funds.

Mr. Brock asked if we get to the point where some of the organizations aren't spending all of their money but other organizations are, is that something that staff takes into account when we propose our next years' funding?

Ms. Johnson replied absolutely. Ms. Johnson stated that she believes that's what happened with the 2019 funding. Staff reviewed the 2017 and 2018 agreements to see what the nonprofits were doing with expending funds which did assist the committee with determining funds which led to lowering the request by 5%.

F. Staff Report

- **Homeownership Workshop**
Saturday, September 14, at 9 a.m.
GHA Training Room
1103 Broad Street
Greenville, NC 27835
Call 252-329-4056 to register

Ms. Brown stated that subsequent Homeownership workshops are on October 12, November 16, and December 14, 2019

- **Subrecipient Mandatory Workshop**
Wednesday, September 25th
Two Sessions (12 noon – 2 p.m. & 6 p.m. – 8 p.m.)
Location: City Hall (200 W. 5th St.) Room 337
Contact: Gayla Johnson 252-329-4295

Ms. Brown mentioned that nonprofits are currently interested in attending the workshop and staff anticipates receiving new nonprofit interest. Ms. Brown informed the committee that nonprofits interested in receiving funds must attend the workshop. If an organizations does not have a representative present, they will not be allowed to submit an application.

G. Other

Ms. Brown also took a moment to honor and remember those who we've lost and who are continuing to be lost today. Ms. Brown noted the four (4) different locations that were impacted on 9/11. They are as follows:

- World Trade Center's North Tower (1 WTC)
- World Trade Center's South Tower (2 WTC)
- Pentagon
- Shanksville, Pennsylvania (a potential target: Capitol or White House)

H. Adjournment

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



Ronita Jones, Chairman



Sylvia D. Brown, Staff Liaison