

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

**Virtual Meeting Minutes  
Wednesday, March 10, 2021  
Greenville, North Carolina**

**Present:**

Jack Brock  
 Derick Cherry  
 Anne Fisher

Ronita Jones  
 Deborah Spencer  
 Kevin Howard

Martin Tanski  
 Judy Wagner

**Absent**

Jack Brock  
 Derick Cherry  
 Anne Fisher

Ronita Jones  
 Deborah Spencer  
 Kevin Howard

Martin Tanski  
 Judy Wagner

**Staff:**

Thomas Barnett  
 Tiana Berryman  
 Sylvia Brown

Phoenix Hinson  
 Gayla Johnson  
 Christine Wallace

Monica Daniels  
(City Council Liaison)

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**A. Roll Call**

Ms. Jones called for a roll call. Ms. Wallace did the roll call.

**B. Approval of Amended Agenda**

Ms. Jones called for a motion and a roll call. Motion was made by Mr. Brock and seconded by Ms. Wagner to approve the amended agenda. Ms. Wallace did the roll call. Motion carried unanimously.

**C. Approval of meeting minutes from February 10, 2021**

Ms. Jones called for a motion. Motion was made by Mr. Brock and seconded by Ms. Fisher to approve the meeting minutes. Ms. Jones called for a roll call. Ms. Wallace did the roll call. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Sub-recipient Funding Recommendations (CDBG 2021)**

Ms. Johnson informed the committee that they will be scoring and making recommendations for the six (6) non-profits requesting funding for the CDBG 2021 fiscal year. The committee was advised that they will submit their scores via Zoom chat to Ms. Wallace. Ms. Johnson informed the committee on how they will score each non-profit in real time during the meeting. They were advised to have an idea on how they would like to score, then proceed with inserting their scores and finally totaling the scores. The total scores for each non-profit will then be submitted to Ms. Wallace. The committee members were given time to score each non-profit one at a time. Ms. Johnson advised the committee that number 1 on the scoring sheet is identified as "Need for the

Service". She explained that Habitat for Humanities is the only non-profit that can be scored up to 30 points. The other non-profits can be scored up to 20 points in the "Need for Service" section. Ms. Johnson proceeded to inform the committee that section 9 and section 10 of the scoring sheet can only be scored for the new non-profit applicant.

**a. Martin-Pitt Partnership for Children, Inc.**

Martin-Pitt Partnership for Children, Inc., is requesting \$10,000 for their program Parents as Teachers (PAT) which will target families with children 0-5 years old to reduce the number of abuse and neglect cases. They are located at various homes in Greenville.

Ms. Dorian Jones was present to receive questions from the committee.

Mr. Brock asked that since this organization was funded last year, were the previous funds expended on schedule.

Ms. Johnson responded that Martin-Pitt Partnership for Children expended 93% of their requested funding last year. The percentages are being based on the CDBG 2019 funding year which runs from July 1, 2019 to June 30, 2020.

Mr. Brock asked if 93% was a good rate or do staff prefer percentages to be higher.

Ms. Berryman stated that 93% is a good percentage of funds to be expended.

Ms. Johnson requested that Ms. Wallace inform the committee and staff when all scores from the committee for the Martin-Pitt Partnership for Children is submitted via Zoom chat so they can presume to the next non-profit.

**b. Greenville Community Shelter, Inc. (DBA Community Crossroads Center)**

Greenville Community Shelter, Inc. (DBA Community Crossroads Center) is requesting \$14,034 for their program Assessments/VI-SPDAT and will address the needs of the homeless population in the City of Greenville. They are located at 207 Manhattan Avenue.

Ms. Johnson informed the committee that Community Crossroads Center has expended 64% of their CDBG 2019 funding.

Mr. Ken Becker was present to receive questions from the committee.

Ms. Fischer asked if they spent 64% from the previous year.

Ms. Johnson replied yes. The percentage is from July 1, 2019 to June 30, 2020. Ms. Johnson stated that due to everything shutting down around March 2020 due to COVID, staff did give the non-profits an extension of three (3) months to expend the funds. The extension gave the non-profits the opportunity to expend the funds by October 1, 2020 instead of June 30, 2020.

Mr. Brock asked do we know why it was only 64%, was it COVID related or for some other reason.

Ms. Johnson referred to Mr. Ken Becker to respond to the question.

Mr. Becker stated that it was COVID related. The shelter started drawing down their Census which means reducing the number of people staying at the shelter starting in February 2020. Without adequate staff, the shelter was unable to complete assessments and VI-SPDAT.

Mr. Brock asked, that with COVID still going on, do the center think they can expend the \$14,034 they are requesting or do they think they would still have some issues.

Mr. Becker stated that it is their intention to expend those funds.

#### **c. Habitat for Humanity of Pitt County**

Habitat for Humanity is requesting \$32,500 for their program Home Building for Low Income Families which will provide an affordable home to a needy family. They are located in West Greenville.

Ms. Johnson informed the committee that Habitat for Humanity percentage is based on their CDBG 2018 funding. They did not have a CDBG 2019 contract with the Housing Division. In 2018, they expended 97% of their funding request.

Mr. Scott Johnson was present to receive questions from the committee.

Mr. Howard asked if the 97% expended was their total of their budget or did they receive a grant last year.

Ms. Johnson stated that they did receive a CDBG 2018 grant and that is the percentage they are basing it off of.

#### **d. Boys and Girls Clubs of the Coastal Plain**

Boys and Girls Clubs of the Coastal Plain is requesting \$20,000 for their program Club Academy. A Youth Development and academic success program. They are located at 475 W. Belvoir Road and 510 S. Washington Street.

Mr. Jamar Sampson was present to receive questions from the committee.

Mr. Brock asked what was the percentage they expended last year.

Ms. Johnson stated that they expended 91% of their funding.

Mr. Howard asked how have COVID affected the Boys and Girls Club.

Mr. Sampson stated they had to open at a limited capacity. Around the school year, they were only able to serve a percentage of their members with the safety standards they have in place currently. At this time, they are trying to maximize how many kids they can serve in the Club as well as online.

Mr. Howard asked if any of this money earmarked for any type of new programs to be implemented since COVID.

Mr. Sampson replied yes. They have some new initiatives going forward for virtual learning. They have also requested funding from the CDBG-CV funding source to assist with PPE supplies and the additional equipment it will take in order to operate.

Mr. Howard asked what would you say your capacity is now prior to COVID.

Mr. Sampson stated that with the two sites in Greenville, it ranges from 500-600 throughout the school year prior to COVID versus now it's probably less than 100.

**e. Center for Family Violence Prevention**

Center for Family Violence Prevention is requesting \$26,466.91 for their program Individual Group Crisis Recovery Services that targets adults and children who have experienced domestic violence. They are located at 111 E. Third Street, 755 Johns Hopkins Drive and a confidential shelter.

Ms. Johnson informed the committee that based off their CDBG 2019 funding year, they expended 72% of their funding request.

Ms. Laura King was present to receive questions from the committee.

Ms. Fisher asked how COVID affected them.

Ms. King stated that many of their programs were face-to-face and that was limited due to COVID. Since the beginning of COVID, they created a WebEx system of communication with their clients and was able to restore a lot of the communications. However, early on a lot of their programs were shut down due to COVID.

Ms. Jones asked if many of the people utilized the WebEx service.

Ms. King stated yes. They have consultations going on at two (2) different sites. They have court advocates that communicate with their victims to help them prepare for protective orders and for pressing criminal charges against their abusers. The counselors are also conducting counseling sessions over WebEx. Parenting classes were also affected and were limited. However, that is being conducted over WebEx.

Mr. Howard stated that he works in the court house and has seen an uptick in domestic violence. He asked Ms. King if she have seen the same uptick as they have seen in the court system.

Ms. King stated that they have seen a 45% increase in crisis calls and 69% increase in request for court services.

Mr. Howard asked what amount of the budget is earmarked towards the new services that are post COVID and are they checking in on the people virtually. How much of the grant money



requested is budgeted for new programs to help the communications between the individuals and the center.

Ms. Kings stated they met those needs thus far and referred to Laura Coleman who is the grant manager and has access to those numbers. The WebEx is part of this budget in total. The safe house clients for parenting will be WebExing with the instructor. 100% of WebEx is included in this budget.

Mr. Brock asked will the WebEx program help expend this budget.

Ms. King stated that the reason why this is a higher increase in the request is due to the increase in the numbers that we are seeing in order to serve that population.

**f. Koinonia Christian Center Church**

Koinonia Christian Center Church is requesting \$30,000 for their program Max Factor Leadership Institute (Max Factor) that targets youth development and mentoring. They are located at CM Eppes Middle School and 1405 SW Greenville Blvd.

Ms. Johnson informed the committee that Koinonia Christian Center Church is a new non-profit applicant and they do not have any prior expended funding to report.

Jermaine Johnson and Tara Powe was present to receive questions from the committee.

Ms. Johnson shared a chart of the six (6) non-profits agency name, project name and funding request which totals \$133,000.91.

Ms. Berryman informed the committee that they have a total of funding requests that exceed their typical budget. Generally, staff allocates \$100,000 in the CDBG budget for public services. Due to the community having a significant need in different areas, what staff is doing for their recommendations is to recommend full funding for the upcoming 2021-2022 fiscal year for the non-profits. Also, due to non-profits being unable to expend their prior total budgets, staff is going to roll over those funds into the traditional \$100,000 budget so everyone has the additional funds. Having access to these resources will help agencies best serve the needs of the community. Generally, the budget is capped by federal guidelines, the 15% guideline has been waived for this year which also supports staffs decision.

Ms. Jones thanked staff on their recommendation to full fund the non-profits and the decision to roll over prior year unexpended funds to assist the community during these times of COVID.

Ms. Jones called for a motion and a roll call. Motion was made by Mr. Brock and seconded by Ms. Fisher to approve staff recommendation to full funding for the upcoming 2021-2022 fiscal year. Ms. Wallace did the roll call.

Roll call:

Jack Brock: Yay   x   Nay \_\_\_\_\_  
 Derick Cherry Yay   x   Nay \_\_\_\_\_

- Anne Fisher      Yay   x   Nay \_\_\_\_\_
- Ronita Jones      Yay   x   Nay \_\_\_\_\_
- Deborah Spencer      Yay   x   Nay \_\_\_\_\_
- Kevin Howard      Yay   x   Nay \_\_\_\_\_
- Martin Tanski      Yay   x   Nay \_\_\_\_\_
- Judy Wagner      Yay   x   Nay \_\_\_\_\_

Motion carried unanimously.

**2. CDBG-CV Funding Request (2021)**

Ms. Johnson informed the committee about the CDBG-CV Funding. The CARES Act has made available additional funding through the Community Development Block Grant (CDBG) for activities that directly prepare for, prevent or respond to COVID-19. There are two (2) non-profits here to be reviewed for funding.

**a. Boys and Girls Clubs of the Coastal Plain**

Boys and Girls Clubs of the Coastal Plain is requesting \$30,000 for their program Club Academy. A Youth Development and academic success program. The funding will be used for labor, supplies and Club@HomeKitz. Their locations are 475 W. Belvoir Road and 510 S. Washington Street.

Mr. Sampson was present to receive questions from the committee.

Ms. Johnson informed the committee that the way the committee would typically score the non-profits for CDBG funds is not what they would do for the CDBG-CV funding request due to staff not having a scoring sheet to go by. Therefore, Ms. Wallace will do a roll call to fund the non-profits requesting CDBG-CV funding.

Mr. Brock asked if there is enough funds to fund CDBG and CDBG-CV or is there a limited amount of funds.

Ms. Berryman informed the committee that the CDBG-CV applications will be funded from a different pot of money. There is \$150,000 allocated specifically for CDBG-CV sub-recipients which is separate from the CDBG sub-recipients. Currently, there are two (2) applicants requesting CDBG-CV funding. In the months to come, staff will approve the funding as applications come in on a rolling basis. The CDBG-CV funds will be made available to the agencies as soon as the City receives the grant agreement this year. CDBG funds are available to agencies beginning July 1, 2021 and the CDBG-CV funds will be available once the City can access those funds. So far, we only have two (2) non-profits who requested funding from the CDBG-CV funds. However, the CDBG-CV funds are available to all non-profits that attended the mandatory non-profit workshop and will continue to accept applications on a rolling basis until all of the funds have been committed.

Ms. Jones asked was it not made clear to the other agencies that these funds was available because you would expect that more people would've applied for the additional funds.

Ms. Berryman stated that staff did have expectation of a larger push up front but because this is new agencies are trying to figure out how they might use those additional dollars specifically for COVID activities because the scope of the use of the funds are more narrow and you do have to demonstrate that the funds are directly related to COVID response or recovery. However, if after this process agencies see that they do have a COVID related need and can utilize the funds they are welcomed to submit an application for COVID specific dollars. We have five (5) years to expend the funds.

Ms. Jones asked that a deadline has not been given to submit an application.

Ms. Berryman replied, correct.

Roll call:

<input type="checkbox"/> Jack Brock:	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Derick Cherry	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Anne Fisher	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Ronita Jones	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Deborah Spencer	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Kevin Howard	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Martin Tanski	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Judy Wagner	Yay	<u>  x  </u>	Nay	_____

**b. Shelter, Inc. (DBA Community Crossroads Center)**

Greenville Community Shelter, Inc. (DBA Community Crossroads Center) is requesting \$2,992 for their program Assessments/VI-SPDAT and will address the needs of the homeless population in the City of Greenville. The funding will be used for labor and supplies. Their location is 207 Manhattan Avenue.

Mr. Ken Becker was present to receive questions from the committee.

Roll call:

<input type="checkbox"/> Jack Brock:	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Derick Cherry	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Anne Fisher	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Ronita Jones	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Deborah Spencer	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Kevin Howard	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Martin Tanski	Yay	<u>  x  </u>	Nay	_____
<input type="checkbox"/> Judy Wagner	Yay	<u>  x  </u>	Nay	_____

Staff recommends full funding for the CDBG-CV program.

## **F. Staff Report**

### **a. Lead Hazard Control/Healthy Homes Program**

Ms. Brown reminded the committee and the public about this program and the criteria necessary to qualify. Ms. Brown stated that there is 1 year left in the program and they are still looking for eligible homeowners as well as renters. The units must be located in the City limits of Greenville, built before 1978, owner occupied as well as rental housing units, must be occupied or visited frequently by a child under the age of six (6) or a pregnant woman. Some effects of lead poisoning include developmental delays, learning difficulties, premature births and low birth rates as well as slowed growth. There are health issues for adults as well but this program targets homes of young children. What we would do is work with a third party to test the housing unit for lead, abate lead in the home and replace contaminated topsoil as well as address healthy housing hazards such as mold growth, lighting and falls. Ms. Brown asked the committee to help staff get the word out about this program and also gave her contact information for anyone in the community who might be watching the meeting.

### **b. Homeownership Education Workshop**

Ms. Johnson informed the committee and the community of the posted schedule for those interested in attending the workshop that there will be limited seating so an RSVP is required and due to COVID-19, temperature checks will be done at the door and is required for all. A mask is also required and will be provided if needed. If anyone is interested in signing up for the workshop, please call 252-329-4056.

#### Homeownership Education Workshop Schedule 2021

- January 16, 2021
- February 20, 2021
- March 20, 2021
- April 17, 2021
- May 15, 2021
- June 19, 2021
- July 17, 2021
- August 21, 2021
- September 18, 2021
- October 16, 2021
- November 20, 2021
- December 18, 2021

### **c. Community Development Week**

- April 5-9, 2021
- More details next month

### **d. City Offices open to the public**

- Monday, Wednesday, & Friday – (9 a.m. – 12 noon)
- Tuesday & Thursday – (1 p.m. – 5 p.m.)



- Wear a mask & maintain social distance (6ft)

**e. Next AHLC meeting**

- April 14, 2021
- 4:00 p.m.

**G. Other**

**Affordable Housing Loan Committee 2021 Meeting Schedule:**

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November
June 9	December 8

**H. Adjournment**

Ms. Jones called for a motion. Motion was made by Mr. Brock and seconded by Ms. Fisher to adjourn. There were no objections to adjournment. Ms. Wallace did the roll call.

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Ronita Jones, Chairman

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Gayla A. Johnson, Staff Liaison