

**DRAFT OF MINUTES PROPOSED FOR ADOPTION  
THE AFFORDABLE HOUSING LOAN COMMITTEE  
Meeting Minutes  
Wednesday, July 13, 2022  
Greenville, North Carolina**

**Present:**

Jack Brock (Arrived at 4:10  
p.m.)  
 Derick Cherry

Anne Fisher  
 Ronita Jones  
 Kevin Howard

Martin Tanski

**Absent**

Jack Brock  
 Derick Cherry

Ronita Jones  
 Anne Fisher

Kevin Howard  
 Martin Tanski

**Staff:**

Thomas Barnett  
 Tiana Berryman  
 Sylvia Brown  
 Phoenix Hinson

Gayla Johnson  
 Christine Wallace  
 Renee Skeen  
 Lori Guttman

Monica Daniels  
(City Council Liaison)

**A. Roll Call**

**B. Approval of Agenda**

Motion was made by Ms. Fisher and seconded by Mr. Tanski to approve the agenda. Motion carried unanimously.

**C. Approval of meeting minutes from May 11, 2022**

Motion was made by Mr. Tanski and seconded by Ms. Fisher to approve the agenda. Motion carried unanimously.

**D. Approval of meeting minutes from June 8, 2022**

Motion was made by Mr. Tanski and seconded by Ms. Fisher to approve the agenda. Motion carried unanimously.

**E. Old Business**

None

**F. New Business**

**1. Agreement Amendment**

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

Ms. Johnson informed the committee that the Boys and Girls Clubs of the Coastal Plain agreement began on September 17, 2021 and ends on September 16, 2022. Their purpose is to

provide additional tutoring (in-person or virtually) and educational enhancement opportunities for children with little to no connectivity at home due to the pandemic. They are requesting to amend their current CDBG-CV grant agreement that was awarded in the amount of \$30,000. Ms. Johnson displayed a slide that illustrates their original line item agreement and their proposed line item agreement. They are requesting to move the remaining \$6, 603.68 from their supplies PPE line item and move it to two (2) additional line items which are the educational technology and software line item and their educational supplies line items.

Mr. Jamar Sampson was present to answer questions the committee might have.

Mr. Sampson informed the committee that their organization no longer have a great need for the amount originally proposed in their supplies PPE line. The funds will be better utilized by purchasing devices and software for their members. Mr. Sampson stated that there is a new location on 1100 Ward Street that is funded by the CDBG-CV grant.

Mr. Howard asked for more details about the educational software.

Mr. Sampson stated that they have been able to provide assessments and assist their members virtually by allowing them to utilize their software and taking the diagnostic and share the information with the school by being an extension to their member's educational experience.

Mr. Howard asked if the students that come to their program utilize this technology, what percentage of students uses this for their education.

Mr. Sampson stated that about 60% of the students utilize their devices. They do not lend out their devices but make them available to the members as needed.

Staff recommends approval of this request from Boys and Girls Clubs of the Coastal Plain to adjust their 2021 CDBG-CV Sub-recipient agreement with the line-item changes noted in the staff presentation.

Motion was made by Mr. Brock and seconded by Mr. Howard to approve the request from the Boys and Girls Clubs of the Coastal Plain to adjust their 2021-CDBG-CV Sub-recipient agreement with the line-item changes noted in the staff presentation.

Ms. Jones thanked the Boys and Girls Clubs of the Coastal Plain for participating in West Fest and providing their services throughout the community.

## **2. Agreement Extension**

### **a. Koinonia Christian Center Church**

Ms. Johnson informed the committee that Koinonia Christian Center Church started their agreement on July 12, 2021 and it ended on July 11, 2022. They are requesting to extend their agreement until October 11, 2022. Through the Max Factor Leadership Institute program, KCC will provide mentorship and leadership development training for at-risk youth students from

grades 6<sup>th</sup> through 8<sup>th</sup>. Their awarded amount is \$30,000. They are requested the three month extension which is the maximum each organization is allowed.

Ms. Johnson stated that no one from the organization was able to present due to a mandatory conference. However, she will attempt to accurately answer any questions the committee might have.

The organization was unable to start expending their funds due to COVID-19 in October 2021 and an agreement amended that the committee had previously voted on in April 2022. Some of their items were ineligible expenses and had to add a program assistant to their line item budget and their program material supplies line.

Ms. Fisher asked how much have they expended.

Ms. Johnson stated that so far they have expended around \$1,300. They would have at least ten months to expend their funds due to some reports needing to be revised. Staff advised the organization to hold off in January, 2022 so the committee members can approve that request. If the extension is approved, they will send in expense reports from January to now, and then they would have until three months to request any new purchases that are made so they can expend the \$30,000.

Mr. Howard, asked if the agreement will end in October, will they be applying for a new agreement in October or does it go back to July.

Ms. Johnson explained that the presentations they received in February, is the 2022 CDBG sub-recipient agreement that is effective when the City Manager signs it. Therefore, they will have an overlap and have to figure out how to expend their 2021 CDBG funds and their 2022 CDBG funds that was awarded to them.

Mr. Howard asked if they will be voting to allow them to overlap.

Ms. Johnson replied yes.

Ms. Fisher asked if she feels like their majority of 2021 funds would be retroactive.

Ms. Johnson replied yes. Explaining that anything they spend from July 12, 2021 until Monday, they can be reimbursed for it as long as it is not a duplication of funds.

Staff recommends approval of the request from Koinonia Christian Center Church to extend their 2021 CDBG Public Service grant by three months, October 11, 2022.

Motion was made by Mr. Brock and seconded by Mr. Tanski to approve the request from Koinonia Christian Center Church to extend their 2021 CDBG Public Service grant by three months, October 11, 2022.

### 3. HOME-ARP Stakeholders Survey Results

Ms. Guttman informed the committee of the results from the HOME-ARP Stakeholders Survey. A slide was presented that outlined the agencies that responded to the online survey and participated in the stakeholders workshop. Ms. Guttman stated that two main point of discussions came out of the workshop and survey that is displayed in a graph was the unmet housing/service needs among qualifying populations which included rental unit availability and tenant based rental assistance. Supportive Services-Housing Counseling Services was the least services needed according to the survey. Development of Affordable Rental Housing ranked the highest for the most eligible use of HOME-ARP funds in terms of priority within our community. A brief summary of additional comments and feedback was presented in a slide. Therefore, families are being displaced due to spikes in rent prices and new owners no longer taking vouchers.

#### **Eligible Qualifying Population:**

- Homeless
- At-risk of homelessness
- Populations where providing assistance would prevent homelessness
- Veterans and families

#### **Eligible Activities:**

- Production/preservation of affordable housing
- Supportive services
- Tenant-based rental assistance
- The purchase and development of non-congregate shelters

Mr. Tanski asked if any developers attended the workshop.

Ms. Guttman stated no, it was agencies.

Ms. Jones asked if the developers were invited.

Ms. Guttman stated yes, they were invited they just did not attend. The invitation list was 200.

Mr. Howard stated that he saw about two properties that had stopped taking vouchers, and wanted to know how do people find themselves in that situation get access to what's available.

Ms. Guttman stated that they are doing their best to get the word out and strategize what to do.

Ms. Berryman informed the committee that agencies has come together to assist citizens in reference to certain services requested by the community. A concentrated resource will be dial 211 that is provided through Self Help.

**G. Staff Report**

**a. Homeownership Education Workshop**

Ms. Johnson informed the committee about the Homeownership Education Workshop. Below is 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. The workshop will be held at the Greenville Housing Authority, Multipurpose Room, 1108 Broad Street. If anyone is interested in signing up for the workshop, please call Tomeka Edwards 252-329-4036 or Kimberly White at 252-329-4056.

- Saturday, July 16, 2022 @ 9:00 AM

**Homeownership Education Workshop Schedule 2022**

July 16	October 15
August 20	November 19
September 17	December 17

**b. Next AHLC meeting**

- August 10, 2022
- 4:00 p.m.

**c. Affordable Housing Loan Committee 2022 Meeting Schedule:**

August 10	November 12
September 14	December 14
October 12	

**H. Other**

**I. Adjournment**

Motion was made by Ms. Fisher and seconded by Mr. Brock to adjourn. There were no objections to adjournment.

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Ronita Jones, Chairman

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Gayla Johnson, Staff Liaison