

**THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING**

**Meeting Minutes**

**Wednesday, October 9, 2013**

**Greenville, North Carolina**

**Present:**

Alice Brewington  
 Howard Conner  
 Jackie Parker

Kevin Fuell  
 Lovella Perkins  
 Melissa Grimes

R. J. Hemby  
 Walt Kitchin

**Absent:**

Alice Brewington  
 Howard Conner  
 Jackie Parker

Kevin Fuell  
 Lovella Perkins  
 Melissa Grimes

R. J. Hemby  
 Walt Kitchin

**Staff:**

Merrill Flood  
 Niki Jones  
 Gloria Kesler

Sylvia Brown  
 Betty Moseley  
 Kandie Smith (City Council Liaison)

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**A. Roll Call**

**B. Approval of Agenda**

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

**C. Approval of meeting minutes from August 14, 2013**

Motion was made by Ms. Perkins and seconded by Mr. Conner to approve the meeting minutes from August 14, 2013 as presented. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Downpayment Assistance Request**

**a. 605 Hudson Street**

Ms. Kesler stated that a downpayment assistance request had been made for 605 Hudson Street for the 20% HOME Grant program. The sales price of the property is \$87,000.00. The grant amount requested is \$17,400.00. North Carolina Housing Finance Agency will also contribute \$8,700.00 in downpayment assistance. The homebuyer has been through the Greenville Housing Development Corporation IDA Program and will receive \$4,000.00 from it.

Motion was made by Mr. Conner and seconded by Ms. Perkins to approve the downpayment assistance request for 605 Hudson Street in the amount of \$17,400.00. Motion carried unanimously.

## **2. Subrecipient Funding Workshop Update**

Ms. Brown presented the statistics for the Subrecipient Workshop. The noon session had 20 people in attendance, with 17 different organizations represented. The second session had 17 people in attendance with 11 different organizations represented.

Totals for both sessions: 37 people attended, 28 organizations represented, 35 surveys received.

Mr. Conner asked if 28 organizations were eligible to receive CDBG monies.

Ms. Brown replied that 28 organizations were eligible to apply.

Mr. Conner asked if staff would follow up with the organizations that do not apply and inquire about the reasons for not submitting an application.

Ms. Brown replied that staff does track attendance. Applications are due January 9, 2014 at 5:00 PM. Once the due date has passed, staff will compare the applications received with those organizations in attendance. Staff will then contact those organizations that did not submit applications.

Mr. Fuell stated that he had attended the noon session and observed that representatives did ask questions. Staff covered rules and guidelines and answered questions concerning the audit requirements.

## **F. Staff Report**

Ms. Brown stated that the next Homeownership Education Workshop will be on Saturday, October 26, 2013. Registration starts at 8:00 AM. The workshop will be located in the United Way Cupola Building on 226 West Eighth Street, Suite B.

Mr. Hemby asked for a 2012 progress report for PAL.

Ms. Brown replied that no additional information had been received from PAL. Staff will contact PAL's representative and give a report at the next meeting.

Mr. Hemby requested an update at the next meeting concerning how many West Greenville residents were currently being serviced by PAL.

Ms. Brown stated that PAL has had a program in the school located on Howell Street; however staff will need to verify if that is still the case.

Ms. Grimes ask if staff was sure PAL was working in South Greenville.

Ms. Brown replied that she was not certain of PAL's current location; however she will verify the location and make a report at the next meeting.

**G. Other**

Mr. Hemby asked the committee members to comment on the committee training in August.

Mr. Kitchen stated that the committee training should be presented every year to help members become familiar with the terminology and procedures.

Mr. Conner stated that the main discussion at the training was the audit. HUD's definition of an audit is the one that the City of Greenville needed to adhere to. The training should be offered every year.

Ms. Grimes stated that she did not attend the training; however it was good for the members to be familiar with the guidelines.

Mr. Fuell stated that the training was very informative and should continue.

Ms. Perkins stated that she was not in attendance; however it was good for the committee to brush-up on their responsibilities.

Mr. Hemby stated appreciation to the City Attorney and Housing staff for the committee training.

**H. Adjournment**

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

Signature on file

R. J. Hemby, Chairman

Signature on file

Sylvia D. Brown, Staff Liaison