

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

Meeting Minutes

Wednesday, January 14, 2015

Greenville, North Carolina

Present:

☐ Howard Conner
☒ Kevin Fuell
☐ Matt Smith

☒ Melinda Dixon
☐ Melissa Grimes
☒ Sarah Smith

☐ Thomas Hines
☒ Walt Kitchin

Absent:

☒ Howard Conner
☐ Kevin Fuell
☒ Matt Smith

☐ Melinda Dixon
☒ Melissa Grimes
☐ Sarah Smith

☒ Thomas Hines
☐ Walt Kitchin

Staff:

☐ Merrill Flood
☐ Niki Jones
☒ Gloria Kesler

☒ Sylvia Brown
☒ Betty Moseley
☐ Marion Blackburn (City Council Liaison)

A. Roll Call

B. Approval of Agenda

Motion was made by Ms. Dixon and seconded by Ms. Smith to approve the agenda as presented.
Motion carried unanimously.

C. Approval of meeting minutes from December 10, 2014

Motion was made by Mr. Fuell and seconded by Ms. Dixon to approve the meeting minutes from December 10, 2014 as presented. Motion carried unanimously.

G. Old Business

None

H. New Business

1. Subrecipient Application and Scoring Process

Ms. Brown presented the scoring criteria for the subrecipient applications. Applications were due on or before January 13th. Four applications were received. During the next couple of weeks, staff will be reviewing these applications to ensure that all the programs are allowable. For example, if a nonprofit requested funds for food items, then under our program, HUD does not permit food items. Since those items are not allowed, then it will be excluded from the presentation in February. Staff will also verify that all required documents are included. All eligible agencies will present in February.

The February packages will include some basic information concerning the proposed programs. You will not receive anything concerning their audits, or their financial

information. Staff does request that you review the information forwarded to you so you can be aware of the programs and be able to note questions to ask.

Each agency will be allowed ten minutes to make their presentations in February. In March, the committee will score each agency and make recommendations to City Council. City Council will receive the recommendations at a later meeting in March. Normally, we receive more requests for funding than what we have available. This year the requests are less than the funds available. After City Council makes a decision on the recommendation, the funding requests will be sent to HUD for review and approval.

Mr. Kitchin asked how many applications were received last year.

Ms. Brown replied that last year five agencies applied and each one was approved for something. Last year we had more requested than what we had to give out.

Mr. Fuell asked if all agencies were made aware of the rules that no changes were allowed after the application was received.

Ms. Brown replied that some changes may be permitted. The applications are made based on the future.

Mr. Fuell asked if they requested funds that are not permitted, then could they make a change.

Ms. Brown replied yes, unless the whole program wasn't allowed. The request may be tweaked to eliminate non-eligible items or to accommodate an unforeseen change.

Mr. Kitchin asked if staff would explain the scoring sheet, specifically the section *Need for Service*.

Ms. Brown explained the criteria. All of the agencies would come under the *Public Service* category, which has a maximum of 20 points instead of 30. If an agency is proposing housing, then the 30 points would be applicable. The scores given will be based on the information given in the packages and on the presentation.

2. Approval of Meeting Time Change for February 2015

Mr. Kitchin stated that staff recommended changing the meeting time for February 11 to 3:00pm to allow for ample time to hear the presentations.

Motion was made by Mr. Fuell and seconded by Ms. Smith to approve the meeting time change for the February 11th meeting to 3:00pm. Motion carried unanimously.

3. Funding Reallocations Request

a. Literacy Volunteers of America – Pitt County

Ms. Brown stated that a funding reallocation request has been received from Literacy Volunteers. In their 2013-2014 funding year, Literacy Volunteers had a major staffing change. The Executive Director left the agency. A new Executive Director has been hired. However, in the absence of the ED there were no reimbursement requests made. An extension of two months was requested and approved during this time. Today, Mr. Allen Spicer is here to request that funding reallocations be permitted to allow better utilization of funds.

Mr. Spicer stated that the Literacy Volunteers lost their Executive Director and Education Director during the last year. He stated that he is the new Executive Director. Those two

positions are 100% of the staff, and losing them created some turmoil. There are still needs and since there is still money in the 2013-2014 funding year, he would like to see those funds reallocated to achieve the outcomes. The first request is to move the \$1,500 in the Labor category to the Supplies category. A volunteer has filled the paid position. The second request is to move \$2,000 in the Career Readiness Certificate category to the Supplies category. These funds would be used for new workbooks, books, shelving, technology, light bulbs, and office supplies. The staff training category should be fine. There has already been some staff training and those expenses should be sent over for reimbursement soon.

Mr. Kitchin asked Mr. Spicer to clarify that he is not asking for reallocation of the \$1,000 in training.

Mr. Spicer replied correct.

Mr. Kitchin asked Mr. Spicer to clarify that he is asking to reallocate \$1,500 and \$2,000 to the supplies category.

Mr. Spicer replied correct.

Motion was made by Mr. Fuell and seconded by Ms. Smith to approve the funding reallocation request of \$1,500 and \$2,000 to the supplies category for Literacy Volunteers of America – Pitt County. Motion carried unanimously.

Ms. Brown stated if funding reallocation requests exceed 10% of the total allocation then staff has to bring it to the committee for approval. This request was more than \$1,000 which is 10% of their \$10,000 award. If the request is less than 10% then staff will do it internally.

3. Set Just Compensation

a. 602 Vance Street

Ms. Kesler explained the acquisition guidelines. The City occasionally acquires properties, mainly in the West Greenville Redevelopment area. All of our acquisitions are voluntary; we don't do anything that requires taking a property. The owners are allowed to choose to have an appraisal and review appraisal done or to accept tax value. This owner has chosen to accept tax value. Setting just compensation is the starting point. We have to have a clear title. Then we can negotiate up to 15% of the just compensation.

Ms. Kesler delineated the property location on a map. The owner has waived their rights to an appraisal. The tax value is \$22,923. This property is located in a historic district. The home will not be demolished. It will be rehabbed and sold to a qualified buyer. Staff recommends setting just compensation at \$22,923.

Mr. Fuell asked where the tax value stood when compared to the market value of the neighborhood.

Ms. Kesler replied that in the area the tax value was the best option.

Mr. Fuell asked what the value would be after repairs are made.

Ms. Kesler replied that she didn't have those numbers yet.

Mr. Kitchin asked if the owner was the landlord.

Ms. Kesler replied that this property was vacant.

Motion was made by Ms. Smith and seconded by Ms. Dixon to set just compensation for 602 Vance Street at the tax value of \$22,923. Motion carried unanimously.

I. Staff Report

Ms. Brown stated that the 2015 Financial Literacy Series will be taught at Sheppard Memorial Library in room B. The first class, *Bank on It*, is scheduled for January 27. The time is 5:30pm – 7:30pm. Registration is not required but would ensure that staff has enough materials for all attendees. All classes and materials are free.

In February, the committee will need to elect a new Chair and Co-chair.

The 2015 Homeownership Education Workshops have been scheduled. The first workshop is February 14th.

The annual AHLC presentation to City Council will be March 16th at 6:00pm. Generally, the Chair or a designee will make the presentation. It covers the things that the committee has approved or things that have come before the committee. Staff will usually prepare a report for you.

The regularly scheduled meeting in November is on the 11th, which is Veterans Day. All city offices will be closed. Staff will check to see which dates have no conflicts so in October, the committee can vote on a different day if a meeting is needed.

Beginning with the February packets, there will be no more mailed packets. All packets will be e-mailed. So make sure you check your e-mails regularly for information updates and packets.

J. Other

None

K. Adjournment

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

Melissa Grimes, Chair

Sylvia D. Brown, Staff Liaison