

Housing Authority of the City of Charlotte Regular Meeting of the Board of Commissioners

Central Office
1301 South Boulevard
Charlotte, NC 28203

January 23, 2009

12:00 p.m. - Regular Board Meeting Convenes:

Regular Meeting Agenda:

1. Pledge of Allegiance
2. Public Forum
3. Additions to the Agenda
4. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *December 16, 2008 (Tab 3)*
5. Resident Advisory Council (RAC) Report
6. Monthly Report from the CEO
 - a) Monthly Scorecard **(Tab 1)**
 - b) Housing Subsidy & Production Strategies Research
 - c) Affordable Housing Study Timetable
7. Committee Reports:
 - Client Relations Committee
 - Development Committee
 - Finance and Audit Committee
8. Presentation: Carolina PR
9. **Consent Agenda Action Items:**
 - A. Boulevard Homes Demolition **(p.1)**
 - B. McCreesh Place Addition **(p.2)**
 - C. Call for a Public Hearing on the 2009-2010 Operating Budgets **(p.4)**
10. **Business Agenda Action Items:**
 - A. Board Elections **(p.5)**

Consent Agenda:

Consent Agenda items for the January 23, 2009 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.

9. A Boulevard Homes Demolition

Action: Approve Resolution No. <u>1644</u> to Authorize Staff to Submit a Demolition Application to HUD for Boulevard Homes.
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Staff Resource: Tylee Kessler and Twyla Taylor

Key Business : Real Estate

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate

Explanation:

On May 20, 2008, the Board authorized staff to proceed with the preparation of a HOPE VI application for the redevelopment of Boulevard Homes. As part of this process, staff will submit a demolition application in January 2009 in order to complete the relocation and demolition on schedule.

Committee Discussion:

The committee discussed the timing of the application in relation to the HOPE VI application. The committee voted unanimously to recommend adoption of the resolution.

Community Input:

Resident meetings/charettes were held in 2007 and a HOPE VI kick-off meeting was held on December 8, 2008. The West Boulevard Coalition, representing the surrounding neighborhoods, also discussed the redevelopment with CHA representatives at their December 2, 2008 meeting.

Summary of Bids: N/A

MWBD Consideration: N/A

Funding: N/A

Attachments: Resolution No. 1644 (Tab 2)

9.B McCreesh Place Addition

Action: Approve Resolution No. 1645, an amendment to Resolution #1621, to Authorize Staff to make an MTW loan of \$875,000 to make minor upgrades to the existing 63-unit building and construction of a new 26 unit efficiency addition to McCreesh Place located along N. Davidson Street.

Staff Resource: Kathleen Foster, Frank Narron, Lorie Goble

Key Business: Real Estate

Strategic Goal: Develop collaborative relationships for affordable housing solutions to a broad continuum of stakeholders.

Background:

In November 2008, the Board approved a HOPE VI loan of up to \$100,000 directed to the rehab component of the existing building and to help with expansion of McCreesh Place. The Board also agreed to provide Section 9 and Section 8 rental subsidies

At the time, CHA was awaiting news of AHP funding awards for the second round of 2008. CHA was unsuccessful in obtaining this award and all funding awards were given to projects in Cincinnati.

Development Proposal:

Since CHA did not receive the AHP funding of \$875,000, CHA is asking the Board to lend McCreesh place \$875,000. The need for supportive housing in the Charlotte community is growing, especially in light of the current economic downturn. St. Peter's Homes is an experienced and successful provider of supportive housing in the Charlotte community. Staff's recommendation for approval of this loan is in accordance with the goals set forth in last years' MTW plan for expanding supportive housing.

Proposed Permanent Sources and Uses:

Sources

Housing Trust Fund Existing Grant	\$1,025,000.00
Housing Trust Fund 2008 Grant	1,100,000.00
CHA MTW	875,000.00
CHA HOPE VI Financing	100,000.00
Developer Fee Loan	<u>232,322.00</u>
Total Sources	\$3,332,322.00

Uses

Existing Loan	\$1,025,000.00
Rehab of Current Building	200,000.00
New Construction	1,400,000.00
Developer Fees	327,322.00
Soft Costs	80,000.00
Reserves	<u>300,000.00</u>
Total Uses	\$3,332,322.00

Development Fee and Developer Guarantees: Total developer fee is \$327, 322 of which will be split between St. Peter’s Homes, CHA, and David Furman CHA has currently projected \$232,322 of the fees will be re-invested in the development. A construction completion guarantee will be provided by Carocon Construction.

CHA Resources and Net Benefits: This proposal will use the following CHA resources:

- **Rental Subsidies:**
 - Section 9: 63
 - Section 8: 26
- **HOPE VI loan of \$100,000** at 0% interest directed to the rehab component of the existing building; this loan would consist of HOPE VI funds from the Seigle Point grant. This loan would make McCreesh a part of the Seigle Point HOPE VI development.
- **Access to the Seigle Point Client Services Endowment:** We currently anticipate that this fund will be capitalized somewhere between \$100,000 and \$1M. It would act, not as direct social services funding for McCreesh, but as a back-up or guarantee fund. This should make the lenders comfortable (especially AHP) that if the County funds or philanthropic funding is insufficient in a given year, that the Endowment could be drawn upon with the understanding that it would be replenished in subsequent years.
- **MTW loan of \$875,000** directed to the upgrades and construction of new units.

Project Schedule:

December/January/February: Architectural plans finalized and submitted and approved for permitting; Construction costs finalized; All final financing approvals received; Financial closing in late February.

March 2009: Construction start

September 2009: Construction complete

Committee Discussion: The Committee discussed and recommended the item for Board approval. An additional request was made that a CHA staff member be made an ex-officio member of the St. Peters Homes Board and that such requirement be included in the loan documents.

Community Input: N/A

Summary of Bids: N/A

MWBD Consideration: N/A

Funding: Housing Trust Fund existing grant, Housing Trust Fund 2008 grant, MTW financing, CHA HOPE VI financing, Developer Fee Loan

Attachments: Resolution No. 1645 (Tab 2)

9.C Call for a Public Hearing on the 2009-2010 Operating Budgets

Action: Approve Call for a Public Hearing on the 2009-2010 Operating Budgets to be held on February 17, 2009

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

During the 2001 session of the North Carolina Legislature, Article 3 of Chapter 159 of the General Statutes was amended to add Section 159-42 (c) Annual Budget. It states that housing authorities shall operate under an annual budget. Further it states that the proposed budget shall be available for public inspection.

Before adopting the budget, the housing authority shall hold a public hearing at which time any persons who wish to be heard on the budget may appear. The governing board shall cause a notice of the public hearing to be published in a newspaper of general circulation in the area once a week for two consecutive weeks prior to the public hearing.

Committee Discussion: The Finance & Audit Committee unanimously approved this amendment for inclusion on the consent agenda.

Community Input: This is the purpose of this agenda item

Funding: MTW Fund

Attachment: None

Business Agenda:

Business Agenda items for the January 23, 2009 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.

10.A Board Elections

Action: Elect a Chairperson and Vice-Chairperson for the Charlotte Housing Authority Board of Commissioners for Calendar Year 2009 According to Authority By-Laws.

Staff Resource: NA

Strategic Business: N/A

Policy: Authority By-Laws for Elections of Officers

Explanation:

The Authority elects a Chairperson and Vice-Chairperson for each calendar year among its members. Nominations are open to the membership and can be made effective immediately.

Community Discussion: None

Attachment: None

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, DECEMBER 16, 2008**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *Charlotte Housing Authority, 1301 South Boulevard, Charlotte, NC 28236* at 12 noon on December 16, 2008.

Present: ***Chairman David Jones***
 Vice-Chairman Rodney Moore
 Commissioner Montega Everett
 Commissioner Joel Ford
 Commissioner Chris Moffat
 Commissioner Dan Page
 Commissioner Will Miller

Absent: Sherrod Banks, General Counsel

Also Present: Charles Woodyard

Pledge of Allegiance:

Vice-Chairman Moore led us in the pledge of allegiance. Once completed the public hearing was opened.

Public Forum:

Chairman Jones stated that our first order of business is to hold a public hearing on the 2009-2010 Annual Plan for the MtW project. The purpose of the public hearing is to conclude a 45 day public review and comment period for the Housing Authorities fiscal year 2009 – 2010 MtW Annual Plan before the plan can be submitted to the Department of Housing and Urban Development. The purpose of the MtW demonstration program is to give participating public housing authorities, like the Charlotte Housing Authority, the flexibility to design and test innovative approaches for providing and administering housing assistance and accomplish three primary goals which are to achieve programmatic efficiency and reduce cost to promote self-sufficiency among assisted families and increase housing choices for low income house holds. MtW housing authorities are required to submit an annual plan that describes its goals and objectives for the coming year. New initiatives in our plan this year includes Resident Safety improvements for our senior and family sites, Rent Reform and related work requirement, reintroducing our Currents of Change program, which is designed to serve as a support system for the work requirement and a subsidy program that will include the provision of vouchers to non-profit partner agencies who will use the vouchers to rent units throughout the city for participants in self-sufficiency programs.

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During the development of this annual plan, the Authority staff met with residents in 12 of the public housing communities and held informational meetings for Section 8 participants. Additionally sent announcements as part of all the public housing monthly news letters. Staff has received additional feedback through an MtW suggestion boxes that were placed in all of our conventional sites, as well as in the lobby of the Section 8 Administrative Office. Notices regarding the plan were included with December rent invoices that were mailed in November. The plans initiatives were discussed at the Client Relations Committee meeting on November 5, 2008. Also staff has met with the Resident Advisory Council leader several times to discuss the plan and receive feedback. The plan was made available for public viewing on November 1, 2008, copies of the plan were placed at the main branch of the Charlotte Public Library, at City Hall, at all CHA managed properties and at our administrative offices, 1301 South Boulevard, 2600 Youngblood Street and 135 Scaleybark Road. With all this information stated Chairman Jones opened the hearing for public comments. He requested that all speakers state their name and address for the record.

The first speaker was: Mr. Ted Fillette, Lawyer in Charlotte with Legal Aide of North Carolina, his office address is 1431 Elizabeth Avenue, Charlotte NC. He had handouts which were distributed to the Board. Generally he has reviewed the proposal and he thinks that the goal to get more people employed and gainfully participating in the community is quite important and admirable. He had no qualms about that being a very important worthwhile goal. What was here to do is to talk about some of the difficulties of achieving that in the manner in which the proposal written and there will be some following speakers that will talk about some suggestions regarding things to make it a more dependable and fair way of operating. He would like to call attention to some of the factors that will affect the ability of the Housing Authority to carry out the plan as it is. He was present at the Client Relations Committee meeting in June 2008 when there was a report about some of conditions affecting the client community and at that time he made some notes about the survey results that were received. One important fact was that 32% of the public housing tenants, outside of the family self-sufficiency program have a zero income. That is something that he thinks is an indicator that this is a substantial number of folks in public housing that will be subject to this policy, that have no income at all from any source. Meaning they don't have jobs, they also have not qualified for any disability program. He would be very concerning about how this proposal is going to work for them and that will be a real challenge. The Housing Authority's proposal talks about pursuing the partnerships with the service providers that need to help make this work. This includes employment services, vocational training, education, community college, child care and so forth. In the material distributed to the Board, it will reflect some of the challenges for these community partners. There is an article from December 7th stating what is the status of unemployment in Charlotte now. Of course things could improve a lot in the next twelve months and we hope that it will. However presently there are 61,000 unemployed folks in the Charlotte region now. The work requirements in this proposal will relate to the non-elderly and the non-disabled. There is not a definition of what is disabled and I would submit to you that if the housing authority took the government definition or findings of government eligibility for disability you would be missing a

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lot of people who are disabled in fact but haven't been able for one reason or another to qualify for a disability program that gives them some income; a lot has to do with mental health challenges. Some folks are not capable of even proving that they are disabled and that will be a significant challenge in the population that is subject to this program. The most important challenge is how to deal with the sanctions when people are not able to obtain or keep work. If you look carefully at the plan it basically says, people are subject to sanctions for failure to reach part-time or full time work by the deadlines listed. There will be two counseling sessions with a 90 day grace period but the key language is: if the participant has failed to obtain the required number of hours at the end of the grace period he/she will be considered in non-compliance and that is an absolute requirement. It does not state that efforts were made it just states that he/she could not/did not do it. This is when the sanctions kick in and he/she began to lose the subsidy, which means the ability to pay the rent. Think about what that means for 1/3 of the tenants that now have no income. He suggested that: we create an employability panel which is a group of folks that you would get to help you administer this program and it would be on the basis of volunteering, sort of community partners. He does not have authority to speak for any of these organizations, this is a concept and you will see the concept in writing when the representative from the Homeless Services network hand out her proposal in this hearing. The idea is to have organizations that are in the business of dealing with people that are trying to become employable and they will help you form the standards to determine what is a fair judgment about whether someone is employable under the circumstances. Then in the situations where the Housing Authority says you failed and you are now subject to sanctions, you might have this group provide a forum to have an informal hearing to review the circumstances and determine whether they have made the good faith effort that was expected and they are in fact employable and just chosen not to get a job or to keep a job. You want people to make a reasonable and fair effort and if it succeeds, everybody wins. They get more income, better self esteem and so forth. This is a suggestion that this would be a way to guard against doing unnecessary and unwanted harm to folks in the community when the time comes.

The second speaker was: Carol Hardison, with the Crisis Assistance Ministry, 500-A Spratt Street, Charlotte, 28206. She thanked staff concerning the decision that was made about the Hall House to house homeless CMS families. It demonstrated a very innovative way to do something positive. She had enjoyed working with staff and the Board this year and we have a lot more work to do in the future. She does applaud us in this effort she just wants to reach out and partnership. She stated that the Charlotte Housing Authority is the ultimate safety net in this community for the families that are the poorest of the poor in many situations through no fault of their own. They have worked very hard; however have not been able to have that stability that they deserve. If the safety net fails we have one last resort in our community and that is the "emergency room" and that is what the Crisis Assistance Ministry in this community is that emergency room. The last thing we want to do is to strengthen or weaken the safety net and strength or weaken the emergency room and have them to be counter to one another. Therefore as you implement this, let's stay close and make sure and watch impact to insure that we don't end up spending more and more dollars on top of the dollars we are already paying in the

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community to help people with emergency financial assistance. Presently we are already providing an abundance of assistance to the Charlotte Housing Authority, either direct payment to the authority, for rent, or to utility company's so the authority residents don't lose their utilities and then lose their voucher. Today we are very closely interlocked with the safety net and the emergency room. The families that come to the Crisis Assistance are working hard; unfortunately they are spending 70% - 80% of their income in housing or utilities. This does not leave a lot remaining for daycare, transportation, food, medicine, etc. Therefore she is concerned about the family's ability in a community such as ours that is very expensive, their ability with the little income remaining to pay for daycare. A large amount of families often have to make the choice of going back to work and having a place for their children to be. Sometimes it means that they have to stay home due to the large cost for daycare which takes a big chunk of their finances. She repeated that she is very excited about the new partnership and she is excited. In concluding she emphasized that we be very careful and continue to work together in a program like this does not increase the size that our emergency room has to become.

The third speaker was: Roxie Johnson, 429 Billingsley Rd., Charlotte 28211. She was representing the Homeless Service Network, as the chairperson elect for 2009. The Homeless Service Network (HSN) has been in existence for a little over 15 years. It is a body of 32 agencies throughout the community that is primarily faith based, non-profit and governmental entities. The HSN providers provide a variety of services to homeless community to help people make improvements within their lives. Some of the agencies that are members with HSN are: Salvation Army, Uptown Men's Shelter, Area Mental Health and the Charlotte Housing Authority. The HSN is also an endorser of the 10 year plan to end homelessness and also the lead agency for the Mecklenburg County Continued Care, which is part of the homeless Assisted Program that is operated through HUD. Ms. Johnson did distribute information to the Board. The HSN has received materials from the Charlotte Housing Authority regarding its proposed MtW or making work pay program. One of the member agencies has provided an analysis of the drafted proposal as well as a set of recommendations. The analysis was shared with the entire HSN with an opportunity for comments. The HSN executive committee reviewed the analysis and recommendations on December 11, 2008 and approved forwarding the recommendations to the Housing Authority as a part of the public comment to the proposal on December 16, 2008. The recommendation includes an establishment of a collaborative body known as the Employability Advisory Panel. Its initial task would be to formulate standards for tenants, reasonable efforts to obtain and maintain employment. Those standards would focus on skills, physical health, mental health and other personal factors that affect the tenant's employability; as well as the actual availability of the support elements such as affordable daycare and transportation. Once the panel establishes those reasonable standards it could also serve as the independent review panel for tenants found by the Charlotte Housing Authority to be in default and subject to sanctions. The panel would conduct informal hearings to determine, based on its standards, whether the tenant has not made all of the appropriate efforts and whether they had the necessary support to be employable. At the discretion of the panel we could fashion appropriate remedies in individual cases. This panel could be composed of Executive Directors or their designees of Crisis Assistance Ministries, Goodwill Industries, Area Mental Health, and Urban

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League and a volunteer lawyer from the firm of Ferguson & Stein. We would appreciate any consideration to this recommendation. Currently we have in the community of providers and ongoing history of collaboration and we would like to encourage that continuation.

Vice-Chairman Moore asked if there was any particular reason why Ferguson ,Stein & Chambers Law Firm was chosen as a possible law firm. Ms. Johnson responded that, it was primarily because they have a history of knowing the population and being an advocate for the population.

Ms. Lucille Puckett, 2600 Bellefonte Street, which is in Dillehay Courts. Ms. Puckett is a resident of the Charlotte Housing Authority. She stated that the MtW (Moving-to-Work) is not all bad and she thinks that at a time the economy is down and we are in a recession the MtW should be looked at very closely. The things being considered should really be looked at very carefully. She supports Ted Fillette, Carol Haridison, and Roxie Johnson on the things they were saying because everything being said is so try. She had a newspaper article in hand, from the Charlotte Observer, explaining that Ms. Cynthia Morrison president of AT&T held a fund raiser, and she referred to an example from a Charlotte Housing Authority resident that is doing all that she can to provide for her family, she used to work a 40 hr. job, for 11 years with a company, making \$8.00/per hour however her hours have been cut substantially. This particular client was doing this before the MtW requirements were in place, and she currently lives in public housing on the East side of town. Ms. Puckett, asked that all read the article at their leisure. She also had another article talking about the North Carolina job market outlook looks very bleak. According to the statistics presented by Ms. Puckett, we have loss 96,000 jobs in 2008-2009 and under the MtW plan the residents would have to get jobs in a downturned economy. In a downturned economy the work requirement, of the MtW initiative, may not be possible and this could increase the homelessness rate, and DSS (Department of Social Services) case loads may increase. In conclusion she stated that we should take into consideration when making this decision today of how it will impact family, children and lives long after each and every one of us are long gone. Once again she urged that we take careful consideration when we are evaluating the policies in place.

Synopsis: Chairman Jones asked if there was anyone else present that would like to comment on the MtW plan. Hearing none it was noted that the Board will have a discussion of the MtW plan as the last agenda item in today's meeting; he welcomed all to stay however no interruptions would be welcomed during this session. All interested would be welcomed to stay and listen to the deliberation. It was noted that this is a dynamic plan, it will change annually, and we have to start somewhere. It may not be a perfect starting point, but just because we start at a particular set of goals/requirements does not necessarily mean that there will be the same goals and requirements in next years plan. It is not the intention of the Board, to put this in stone for the next ten years. If we are making some assumptions that may not be true or turn out to be difficult, then it is certainly incumbent on all to come back and remind us of that and assume that we will exercise our ability to make changes as changes are needed.

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Public Forum:

Chairman Jones opened the public forum and asked if there was anyone present to speak. Ms. Dorothy Waddy, from the West Boulevard Neighborhood Coalition and members of the coalition stood with Ms. Waddy while she spoke. Ms. Waddy stated that she was present to talk about what the coalition perceives as the Charlotte Housing Authority's plan for the revitalization of the Boulevard Homes community. It is her understanding that there are 300 apartments at Boulevard Homes; therefore, if there are about five people in each apartment then there are roughly about 1,500 residents. It is her understanding that the plan is to move those people out and send them somewhere else to live while Boulevard Homes is demolished and rebuilt. She is doubtful that the people, who sit on this Board, will have any of the displaced residents in their neighborhood. They will be disbursed along the West Boulevard corridor and some other lower income neighborhoods. Her perception is that we will rebuild; however, basically 1,500 people will be dispersed and they will not be returning to the new Boulevard Homes. She would like to see us take a new model. Not the current model, which is to tear down, remove the residents, relocate the residents then rebuild the complex and bring back that number of people; which means that basically those 1,500 are sitting some where in Charlotte and will not be returning to Boulevard Homes. The West Boulevard Neighborhood Coalition takes in 18 neighborhoods along the corridor which includes Boulevard Homes and we are the persons that are representative of the corridor. She is hoping that we look at a new model. She suggests tearing down part of and rebuild part of it, but keep the people together so they are not dispersed all over Charlotte.

Chairman Jones asked if there were any others present for the public forum, hearing none the public forum was closed and the regular meeting was opened. He thanked all who came to speak.

Additions to the Agenda:

Chairman Jones stated that he had two changes: Item 8.A to be added as the recognition of the departing Commissioner, Montega Everett. Item 9.D on the Consent Agenda should be moved to the Business Agenda; therefore, a very brief discussion from Mr. Ralph Staley, CFO, would be given.

Commissioner Page noted that at the last meeting we approved the Neighborhood Stabilization Application and asked for an update. Charles Woodyard, CEO, directed that question to Kathleen Foster, VP of Real Estate Development. She stated that we have not heard anything from the application that was filed in December. Commissioner Page e-mailed several questions and wanted to know if we had answers or is it still forthcoming? It was suggested by Ms. Foster, to add it to the Development Committee Agenda for January 2009 meeting. Commissioner Page stated that he was in agreement with the suggestion. Chairman Jones then asked for a motion to approve the agenda as amended.

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ACTION:

Motion was made to approve as modified: Vice-Chairman Moore
Motion was seconded by: Commissioner Miller/Commissioner Ford
Outcome of the vote: Passed unanimously

Consideration to approve minutes for:

- Regular Board Meeting held *November 18, 2008*

Commissioner Miller questioned page 2, which stated that the Board discussed the change of the October 21, 2008 minutes referring to the removal of underground storage tanks relating to the Belvedere project? He was unable to make a determination as to whether the actual minutes were physically amended. The actual changes were noted in the November 18, 2008 minutes; however, Commissioner Miller would like to have the actual October 21, 2008 minutes amended. Charles Woodyard, CEO, stated that the actual October 21, 2008 minutes would be amended with the requested changes and then sent out to the Board in a timely manner. Additionally the changes would be put in the October 21, 2008 original Board package for record keeping. This was accepted by the Board, it was then requested for a motion of approval as amended.

ACTION:

A motion was requested with modification by: Commissioner Moffat
Motion was seconded by: Commissioner Ford
Outcome of the vote: Passed unanimously

Resident Advisory Council (RAC) Report:

Ms. Janice Belk, RAC Secretary, gave an update:

- ✚ The report was given on the Annual RAC Retreat, which was held on October 30, 2008 – November 2, 2008 in Myrtle Beach, SC.
- ✚ On Thursday, October 30, 2008 there was dinner and a roundtable discussion with RAC and RAC Liaison, Ms. Mary Stitt, and Ms. Lekeista Freeman. There were questions concerning the MtW initiative and relationship communications.
- ✚ Friday, October 31, 2008, there was a pep talk with Ms. Stitt about respect for one another, working as a team and we need to learn and take back information to our residents concerning the MtW in an effort to educate them. The goal was to be able to talk to the residents and explain that living in the Charlotte Housing Authority is not for generation after generation of families. Basically MtW is about all able bodied individuals to be working, making money, moving out of public housing and becoming self-sufficient.
- ✚ Also on October 31, 2008, Ms. Cheryl Campbell, Deputy COO, discussed with the group the MtW Work requirements and rent reform. There were questions/concerns; however it was explained in detail, so all would get a clear understanding.

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- ✚ On Thursday, November 1, 2008 the Currents of Change Program communications was facilitated by Ms. Donna Hughes, Director of Client Services. Questions/concerns were job training, child-care expenses, and transportation issues. It was further discussed in order to get a clear and concise understanding.
- ✚ The Gladedale Community was organized on December 10, 2008. RAC had their election on December 9, 2008. Commissioner Moore asked the outcome of the election. Ms. Belk responded that the officers were the same until after the first of the year; however, Ms. Stitt added the following information: The Board of Directors remains the same until after January 1, 2009. There will be an election for vice-chairman; however, everything else remained the same. Additionally it was announced that the December Quality Circle meeting would not be held.

Monthly Report from the CEO

Balanced Scorecard:

Mr. Woodyard, CEO, recognized Mr. Troy White, COO, to give the report:

It was highlighted that we would be preparing a draft run of the proposed new scorecard and it would be revealed on Wednesday, December 17, 2008 with 3 of the Board commissioners. Then it will be previewed at the Client Relations Committee on January 14, 2009. All commissioners would be advised in a timely manner concerning the preview.

On page one, behind tab 1, he referred to Section 8 and stated that not much had changed from last month, where there was 98.5% utilization. In actuality we put 5 vouchers on the street, from last month to this month, which brought us back to the 98% threshold.

On page two, the conventional managed sites, reflect a 15 day turn, our adjusted number for the Tenants Accounts Receivable (TARS) is at 98%, and therefore we are on target.

Regarding the Affordable sites we are at 15 turn days, and at 97% for the TARS, which is the adjusted number.

On page three, we are at 24 days per unit turn and 92% for the TARS. The adjustment in the TARS is made of a few components. There are seven evictions pending, however we have not adjusted the numbers, as requested by Chairman Jones. In our portfolio we have to change the actual reporting for our private partners; therefore, we will attempt to get them to cooperate which will be part of the new scorecard. We also received late money; our partners received about \$4,800 dollars in late money which will be reflected next month. He explained that the 92% number will increase. He asked for questions. Commissioner Page asked why the last chart on page 3 Montgomery Gardens has a 68% on the TARS, why is that? Mr. White explained that some evictions were in process which is indicated by Crosland, who is the property manager. He

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reminded the Board that about 2 months ago, there were some bumps in the road with the property management; some changes were made and the number increased. However that 68% should increase in the future reports. Commissioner Page asked for the total number of units at Montgomery Gardens. It was answered that there are 20 ACC units. Commissioner Page then asked for the number of units at Nia Point. It was answered that there are 29 ACC units. Commissioner Miller stated that it was mentioned that the overall economy is having an impact, and he would expect it to, however, asked if we are seeing a trend overall or is it just starting to show up. Mr. White responded that he thinks it is starting to show up; therefore, we are seeing a few more evictions than we normally would see. As the cycle continues and employers continue layoffs our participants are being affected. He reminded all that the private sector is part of our FSS program, so you've got individuals that are working and those that are not much above market rate; therefore, they will be affected with the trend. We are being proactive, meaning having daily conversations with the property management companies. Additionally, we have had meetings with our FSS providers. Mr. Woodyard, CEO, asked to give a slightly different explanation from his perspective. He stated that a bad economy should not cause evictions to increase and/or collection losses. He thinks what has happens is the inability or the unwillingness of the family to come early enough to the property manager and communicate to work things out. This is a safety net situation, so if they loose there job and they come in early enough to make arrangements then the rent is adjusted; therefore, you don't get into the rental or foreclosure situation because we are the type of housing if you loose your employment the rent will go down and you've got a place to stay until you get back on your feet. What happens is a communication, cultural and training issue that will be discussed later in the meeting.

Committee Reports

Client Relations Committee:

The report was given by Vice-Chairman Moore:

- The meeting took place at 10:30 a.m. on December 3, 2008.
- Discussed MtW and the WISH program. As well as the public hearing.
- Ms. Lucy Brown attended and gave the RAC report.
- Presentation given by the Nurses Partnership.
- Ms. Donna Hughes, Client Services Director, discussed t he Currents of Change (Gateway Program) and Mr. Chris Campbell, Assistant Client Services Director, talked about Youth Services and proposed Program Advisory Council.
- Update presented by Mr. Ellis Mitchell, Section 8 Director, on our Section 8 HQS Inspections.

Development Committee:

The report was given by Kathleen Foster, VP of Real Estate Development:

- ❖ The meeting took place on December 3, 2008.
- ❖ Focused on the VP report, which reported what our production looks like in terms of tax credit deals in the upcoming year. Three 9% tax credit, tax deals: Savanna Woods,

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Krefeld and West Providence and 4 bond deals: a CFFP at Strawn Apts. and Charlottetown also two bonds previously reviewed by the Board.

- ❖ Additionally an update on the progress at Live Oak and Boulevard Homes RFP's as well as two pending rezoning.

Finance and Audit Committee:

The update was given by Commissioner Page:

- ✓ He stated that there are several items present on the consent agenda.
- ✓ For the sake of Commissioner Moffat, it was stated that we had a budget amendment on Fair Market Square. He was not present at the meeting for discussion.

Chairman Jones wanted to take this opportunity to recognize a retiring public housing commissioner, Montega Everett. On behalf of the Board she was thanked for her years of dedicated service and the insight she brought to the Board which was both unique and very important. Mr. Charles Woodyard, CEO, had very kind words for Commissioner Everett and then presented her with a brick plaque from Piedmont Courts, where she was a former resident, with words of thanks and appreciation. Additionally, Mr. Woodyard presented her with an engraved wooden clock, which is a symbolic representation of her time and service devoted to the Charlotte Housing Authority Board of Commissioners. Commissioner Everett gave a few words of thanks and appreciation to all involved in her road to self-development.

Consent Agenda Action Items:

Chairman Jones explained that these are the consent Agenda action items which previously have been brought before their individual working committees. At this time you can select any item for discussion if you need further information or you can leave all the items as they are shown under consent through **Item 9.A – 9.C & 9.E** (NOTE: Item 9.D was pulled and added as a Business Agenda Item).

ACTION:

Motion was made for approval:	Commissioner Dan Page
Motion was seconded by:	Vice-Chairman Moore
Outcome of the vote:	Passed unanimously

Business Agenda:

9.D Budget Amendment: Asset Management Project Budget

Approve Resolution No. 1641 to amend Resolution No. 1628 which amended the Asset Management Project Budget for the Fiscal Year ending March 31, 2009.

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Chairman Jones explained he wanted Mr. Ralph Staley, CFO, to give a brief explanation on this item to close the loop on a question that was asked relating to this item in a previous committee meeting.

Mr. Ralph Staley, CFO, explained that this item is from the Finance Committee and it was a budget amendment to appropriate \$200,000 dollars out of the asset management project budget to transfer over to Horizon as a restricted grant in support of the Hall House initiative. There was a question as to whether HUD would allow us to continue to receive subsidy on the site when we would actually be utilizing it for another purpose in leasing the facility to Horizon. After conversation with HUD, we have been advised via email stating that this is a very worthwhile cause and it would not jeopardize our funding on Hall House and it would continue as it.

ACTION:

Motion was made to adopt:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Miller and Commissioner Ford
Outcome of the vote:	Passed unanimously

Anticipating the MTW discussion to be lengthy, Chairman Jones asked for a motion to suspend this meeting and open a meeting of Horizon Development Properties, Inc.

ACTION:

Motion was made to approve:	Commissioner Moffat
Motion was seconded by:	Commissioner Miller
Outcome of the vote:	Passed unanimously

Once the Horizon Development Properties, Inc. meeting was adjourned the Regular Board Meeting was reconvened.

Chairman Jones stated that the purpose of the remainder of the meeting is to discuss in-depth the MtW (Moving to Work) plan which will be voted on at a special Board meeting to be held on January 14, 2009. It was explained that the discussion is today and the vote will be on January 14th. All the commissioners have had the supporting information for this discussion for a period of a month and he would like to give every commissioner the opportunity to express their opinion or ask questions. He suggested going to each individual Board member for comments. No vote was necessary.

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Moving To Work (MtW) Discussion Comments

Comments from Commissioner Dan Page:

The following overview was given. As we move into MtW it is the center piece of the Charlotte Housing Authority moving forward. Therefore we have more flexibility as to how we spend our funds. We have a substantial amount of funds that we will be using to implement this plan however it appears to him that the demand on those funds will far out way what we have. He feels that as we move forward we need to cautious about how we appropriate those funds (i.e. lots of people/organizations may be asking for funds) although they will be worthy, we need to think about what will carry us forward, what will serve our constituency and also create communities that will have longevity or that we have equity in. He has observed in this plan some things that we really don't get equity, we get to use the property for a period of time, and then the owner really has the control at the end. He would rather see us ultimately own things. He observed what has served the CHA well are these properties that we have had many, many years that now are well placed and we are redeveloping and reaping the benefits. They have become a valuable, valuable asset for this Authority. He hopes we remember that as we move forward, in an effort to create those sorts of opportunities long after we are gone.

Another general concern is that there is a lot of reference in the plan to single family. He does not think that other than Section 8, which someone can take a voucher and go anywhere they want, he does not think this authority should be about homeownership, he thinks homeownership is great and if we move people out of our programs and enable them to get into homeownership because they have training and jobs that is great, he thinks that our money is better spent on communities that we build. They are easier to manage, easier to maintain, having them in a compact community, we can offer services easier. There are a lot of reasons why it is better for us to go in that direction. This idea has been discussed before this Board a number of times. He was slightly concerned that the plan referenced single family a number of times and initiatives that involve single family. He marked a few items, then Mr. Woodyard interrupted and asked that he point out any item referencing to single family, Commissioner Page referred to one on page 57 which continued to page 58 which talks about apartments or single family property acquisition loans. However, in conclusion he stated that these are a few general items to keep in mind as we move forward.

Comments from Commissioner Joel Ford:

Commissioner Ford explained that he was the newest commissioner and he had about two pages of questions, however for the sake of time he has met with Troy White, COO, to assist in getting a better understanding of the information. He will state a few concerns today; he questioned what impact will MtW have, as we assist in transitioning our clients to a working place in their lives, what will the impact be on the services they are currently receiving? Is there a contradiction in what we are trying to do and what other agencies are doing? What will be the impact this will have on those residents? As he read through the information, he has not been

Regular Board Meeting
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able to connect the dots to approve a plan that is to have a dramatic impact on the clients we serve. Mr. Woodyard, CEO, responded that this is the type of thing you will probably not see in the MtW plan but it is the type of thing as we go through this we will have to make sure of. Additionally Mr. Woodyard stated that MtW, especially the way we want to implement it, is not meant to increase evictions or increase the burden of the other housing service providers in Charlotte Mecklenburg. We do have hardship provisions and we will take into consideration the specific issues facing the family. So quite the opposite, the plan is meant to increase the self sufficiency index of the families involved in the program. We will not be evicting clients who show a good faith effort in trying to get employed, job training or go to school and for some reason they don't do it. A suggestion from the community is hiring an advisory committee to look at these specific cases. Currently, after approval of the Board a few months ago, we have retained a consultant, the Lee Institute, to work on developing the partnership relationships that we need with all the service providers. We feel this consultant will help us develop that model, whether an advisory model or a council of agencies to look at services. His final point is that the MtW plan does not contemplate us being the service provider for all of these supportive services; it contemplates us being facilitator and on our end the contract monitor and manager for the existing services or services developed with our partners. Commissioner Fords next question is the cost associated with implementing the plan. He observed some financial impact as it relates to whose going to be the facilitator for the clients to help them achieve the goals which have been outlined for them and what impact will that have on that property manager where that resident resides. Mr. Woodyard stated that we have all the cost information relating to this and when you receive the budget it is essentially an MtW budget. Staff has put together a budget that reflects this plan. However, what we have not done is give you the simplified, more direct matrix that tells you what we are trying to achieve. We have not put that down in a single chart or hand out to make the connection, although we do have all this information. Between now and before the time we have to vote on this plan, it is necessary to view this information which will assist in making an informed decision. Over the next few weeks, Mr. Woodyard, would like to get this information to every Board member. Chairman Jones would like this information disseminated sooner rather than later, therefore questions can be addressed in a timely manner.

Comments from Commissioner Everett:

She explains that her thoughts are this is a great program. This is what housing should be about and she speaks from the resident angle, because she is a resident. People are nervous because of the economy however she has tried to ensure our clients that CHA is very aware of the economy and we will make adjustments as necessary. This is like a road map to testing our skills to see how we can better house our clients. Although this is her last meeting with the Board, due to her term ending, she thinks regarding the clients if they have the determination and ambition they will be successful. During her tenure on the Board she has always talked about we cannot continue to put band aides on people. It must be realized that clients must be willing to do their part. She feels confident that the Charlotte Housing Authority will work out the kinks but she feels this is a good program and it is moving in the right direction.

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Comments from Commissioner Miller:

Although he has several specific questions, he will be meeting with Mr. Troy White, COO, to get a better understanding. His concern is really the big picture and so much is planned with benchmarks and timelines. As mentioned there are no dollars in the plan, which is frustrating. As a Board we should be focusing on is this the right matrix, is this aggressive enough, is this a good bang for our buck, are these the appropriate timelines, are we going too fast or too slow and reflect on it? He suggests that we have some type of thermometer that we can all agree on, as a way of monitoring the progress of our families. We should have a plan and a timeline which reflects a big picture so that we are all on the same page. He feels that perhaps we should have a separate meeting once we have the matrix available. This is really his big picture concern. Mr. Woodyard, CEO, responded that we should step back and think at a level even bigger. One of the things that interest the Board is seeing a change in the Housing Authority, a more aggressive role a more of a leadership role; as well as addressing the fragmented nature of how it is tackled in Charlotte and increasing the amount of affordable housing opportunities in Charlotte. He does not think that many of the Board members have had the opportunity to read the communication component of Carolina PR. One major observation is that if we want affordable housing to move into some of the higher wealth neighborhoods and if we want to expand affordable housing, it is necessary to convince the community that the Housing Authority and the clients we serve must adopt more positive values around accountability, achievement, accomplishments, and self reliance. The perception however incorrect or correct, does not lend itself toward the greater community accepting that expansion role. Therefore, we must do something about the perception of the community in a real way and does change the culture of some of the clients that we serve. Mr. Woodyard's opinion is that if we don't do that then we are not going to succeed in our expansion efforts. This is a larger issue that the Board may need to tackle in the future.

Comments from Commissioner Moffat:

He feels that everyone has basically touched on what his thoughts are, however he reminded everyone to keep in mind that MtW allows us to change what tools are in our tool box. He views this plan as our list of tools, some we will use in the upcoming year and some we will not. He does want to thank all that spoke at the public hearing, he assumes that staff will make sure as we vent some of these issues that we don't have any unintended consequences as a result of this ramping up of income. Ms. Puckett, a public forum speaker, has pointed out a very interesting paradox, which could jump up and get us. He assumes that somebody who knows more about those details has looked at that very carefully and if they have not then he feels certain that they will. He also wants to make sure that we understand that this is a sort of snap shot in time. We must take hold of this proposal and take a shot at it. Clearly he does not think that anybody in the room thinks the economy is not going to impact a document that has been in the works for six months. He thinks that staff should be commended for bringing this effort together however there are some specifics he is concerned about and he would have those conversations with the appropriate

Regular Board Meeting
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person. He does however agree with all of his colleagues as commissioners that we do need to have measurable goals and results. However, he would caution everybody, that he thinks our goals are not just financial and our measuring stick isn't just financial. There is a social aspect to this that should not be lost; although he has not seen us do that and he does not think this will happen.

Comments from Vice-Chairman Moore:

He stated that all the points that have been made are good points and he thinks that fundamentally the plan is sound. There is always room for tweaking and we will have a meeting tomorrow with Mr. Troy White, COO, which will be meeting with several commissioners to dig deeper into information. He also emphasized that we need to stay focused on our core mission which is to help our clients become self-sufficient and moving forward. For the most part the plan is good and as Chairman Jones stated this is a road map which can be modified as we go forward. He feels comfortable supporting this plan.

Comments from Chairman Jones:

He stated that we have a daunting production problem and we have a daunting problem with families who lack the skills to be economically self-sufficient in this market. Both tasks are ahead of us and this plan does a good job of keeping both of those problems on our plate to deal with. We will at times emphasize production; at times emphasize the self-sufficiency and enabling folks to move forward. With this plan we may try things that don't work, change our minds and back up and start over during this transition period. We need to be flexible; and we need to ask for accountability. A specific thing he would like to see is whether this belongs in the plan or not but my expectation around some of the self-sufficiency measurements is that the Board gets a periodic scorecard on various pertinent topics. Staff will need to spend some time establishing what the base lines are. Then showing the Board that the programs that we are putting in place are making a difference and if they are not we are going to stop them and reevaluate the process. Lastly, my biggest concern is relating to the timeline associated with the work requirements because there is nothing indicating that will be easy for individual folks who are starting out at ground zero in this economy. He will not be shy about coming back to the Board and saying what we are asking folks to do is unattainable, if in fact that is what it turns out to be. Folks who are concerned about the work requirement know that the Board shares that concern but he is willing to move forward with this plan with our eyes open and knowing that if the economy stays in this place and work requirements are futile we will have to make some adjustments.

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In conclusion: Chairman Jones thanked everyone and explained that we are moving in a direction that was set a long time ago and he feels that it is the right direction to pursue. A few announcements before adjournment, we have two Board meetings in January 2009, neither on the traditional day. There will be a ***Special Meeting of the Board on January 14, 2009 @ 11:45 p.m.*** the reason is that the MtW plan has to be submitted before the regular Board meeting. The ***Regular Board will be held on January 23, 2009 @ 12 noon. (Note: This is a Friday)*** At the regular meeting on January 23, 2009 we will have elections for Board of Commissioners officers.

Chairman Jones then asked for a motion of adjournment for the Regular Board Meeting:

ACTION:

Motion was made by:	Commissioner Moffat
Motion was seconded by:	Commissioner Ford
Outcome of the vote:	Passed unanimously

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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Horizon Development Properties, Inc
Meeting of Directors
AGENDA

Central Office
1301 South Boulevard
Charlotte, NC 28203

January 23, 2009

Directly After CHA Board Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
- *Meeting held on December 16, 2008*
3. **Business Agenda Item:**
A. Budget Amendment: Horizon Development Properties (**p.1**)

Business Agenda:

Business Agenda items for the January 23, 2009 Meeting of the Horizon Development Properties Board of Directors

3.A Budget Amendment: Horizon Development Properties, Inc.

Action: Approve the Amendment of the Horizon Development Properties, Inc. Budget for the Fiscal Year Ending March 31, 2009.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

Strategic Goal: Attain Long-Term Financial Viability

Explanation:

As the Board is aware, CHA has gone through many negotiations with both the City and the County concerning the refund of the Payment in Lieu of Taxes (PILOT) for the benefit of the Oak Valley and Valley View properties. Negotiations have been completed and this amendment is to recognize revenue in the amount of \$197,193.95. The city has paid \$130,655.70 for two years of PILOT and the county will pay one year of PILOT in the amount of \$66,538.25. This amount will be divided evenly between each of the sites.

Exhibit A shows a revenue increase of \$197,194. Some of the funds will be used for sub floors, water heaters and electrical boxes needed at the sites. The remaining funds will be placed in the Future Appropriations account.

Finally, as a part of this amendment the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

The Finance & Audit Committee unanimously approved this amendment for inclusion on the consent agenda.

Funding: Refund of PILOT

Attachment: Amended Horizon Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held January 23, 2009.

(SEAL)

BY: _____
Barbara Porter, Secretary

MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD MEETING HELD ON TUESDAY, DECEMBER 16, 2008

Regular Meeting:

Additions to the Agenda:

Chairman Jones asked for any additions/modifications to the agenda; Mr. Woodyard, CEO, suggested that all business agenda **Items 3.A – 3.D** could be voted as a consent agenda. Chairman Jones agreed with this suggestion. A motion was made by Commissioner Miller and seconded by Vice-Chairman Moore, Motion carried.

Consideration to Approve the Minutes for:

- Meeting held on December 16, 2008

ACTION:

Motion was made to approve by:	Commissioner Miller
Motion was seconded by:	Vice-Chairman Moore
Outcome of the vote:	Passed unanimously

Business Agenda Items:

Motion was made to approve <u>Items 3.A – 3.D:</u>	Commissioner Page
Motion was seconded by:	Vice-Chairman Moore
Outcome of the vote:	Passed unanimously

Chairman Jones asked for a motion to adjourn the Horizon Development Properties, Inc. then return to the Regular Board Meeting:

ACTION:

Motion was made by:	Commissioner Ford
Motion was seconded by:	Vice-Chairman Moore
Outcome of the vote:	Passed unanimously

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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CORE Programs, Inc.
AGENDA
Meeting of Directors

*Charlotte Housing Authority
Central Office
1301 South Boulevard
Charlotte, NC 28203*

January 23, 2009

Directly After CHA Board Meeting - Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
 - Meeting held on *September 16, 2008*
3. **Business Agenda Action Items:**
 - A. CORE Programs, Inc. Bylaws Amendment (**p.1**)

Business Agenda:

Business Agenda items for the January 23, 2009 Meeting of the CORE Programs Board of Directors.

3. A C.O.R.E. Programs, Inc. Bylaw Amendment

Action:	APPROVE THE ADOPTION OF AN AMENDMENT TO THE BYLAWS PROVIDING THAT THE PRESIDENT AND VICE-PRESIDENT SHALL NOT BE MEMBERS OF THE BOARD OF DIRECTORS AND TO AMEND AND RESTATE THE BYLAWS.
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Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

This item is a resolution amending the Bylaws of C.O.R.E. Programs, Inc. In particular, the Bylaws are being amended to provide that the positions of President and Vice-President shall not be held by members of the Board of Directors of C.O.R.E. Since the Bylaws of C.O.R.E. have not been restated since the revisions changing the composition of the Board of Directors to the Board of CHA, we use this opportunity to amend and restate the Bylaws of C.O.R.E. as an exhibit to this resolution. The Amended and Restated Bylaws are also attached in blackline for reference. These documents were prepared by The Banks Law Firm who has proposed these changes.

Committee Discussion:

The Finance & Audit Committee unanimously approved this amendment for inclusion on the consent agenda.

Funding: N/A

Attachment: CORE Amended & Restated Bylaws

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the CORE Programs, Inc., do hereby certify that the above item was properly adopted at a regular meeting held January 23, 2009.

(SEAL)

BY: _____
Barbara Porter, Secretary

**MINUTES OF CORE PROGRAMS, INC.
BOARD MEETING HELD ON SEPTEMBER 16, 2008**

Regular Meeting:

Additions to the Agenda:

None

Motion was made to adopt the agenda as presented by:	Commissioner Miller
Motion was seconded by:	Commissioner Page
Outcome of the vote:	Passed unanimously

Consideration to approve the minutes for:

- Meeting held on *April 17, 2007*

Motion was made to approve:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Miller
Outcome of the vote:	Passed unanimously

Business Agenda Action Item:

3.A Budget Adoption: CORE Programs, Inc. Budget

Adopt the CORE Programs, Inc. budget for the fiscal year ending March 31, 2009. Mr. Staley, CFO, explained that this item is actually a budget amendment and it is amending the budget to create a \$100,000 CSS endowment trust within CORE. This was discussed at the Finance & Audit Committee. It was approved unanimously in the committee meeting.

ACTION:

Motion was made to approve by:	Commissioner Page
Motion was seconded by:	Vice-Chairman Moore
Outcome of the vote:	Passed unanimously

Chairman Jones asked for a motion to adjourn the meeting and reconvene the regular Board meeting, to then enter into Executive Session.

Motion was made by: Vice-Chairman Moore, seconded by: Commissioner Page; Outcome of the vote passed unanimously.