



Charlotte Housing Authority

**BOARD OF COMMISSIONERS
BOARD MEETING**

March 24, 2009

*Boulevard Homes
1620 Brooksvale Street
Charlotte, NC 28208*

Mission Statement

“The Charlotte Housing Authority serves those Charlotte families for whom conventional housing is unaffordable. Our mission is to provide these families with safe, decent and sanitary housing while supporting their efforts to achieve economic independence and self-sufficiency.”

*David Jones-Chairman
Rodney W. Moore-Vice Chairman
Dan Page
Chris Moffat
Will Miller
Joel Ford
Lucille Puckett*



**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

NOTICE

BOARD OF COMMISSIONERS MEETING

***Boulevard Homes
1620 Brooksvale Street
Charlotte, NC 28208***

March 24, 2009

NOTICE is hereby given that a Regular Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on ***March 24, 2009*** as follows:

TIME/Date: ***12:00 P.M.
March 24, 2009 (lunch will be served at 11:30 a.m.)***

LOCATION: ***Boulevard Homes
1620 Brooksvale Street
Charlotte, NC 28208***

Charles Woodyard/CEO

Housing Authority of the City of Charlotte

Regular Meeting of the Board of Commissioners

Boulevard Homes
1620 Brooksvale Street
Charlotte, NC 28208

March 24, 2009

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

Regular Meeting Agenda:

1. Pledge of Allegiance
2. Public Hearing: 2009-2010 Annual Operating Budgets
3. Public Forum
4. Additions to the Agenda
5. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *February 12, 2009* (**Tab 5**)
6. Resident Advisory Council (RAC) Report
7. Monthly Report from the CEO
 - a) Monthly Scorecard (**Tab 1**)
 - b) Moving to Work/Legislative Update
8. Committee Reports:
 - Client Relations Committee
 - Development Committee
 - Finance and Audit Committee
9. **Consent Agenda Action Items:**
 - A. Real Estate Acquisition Policy (**p.1**)
 - B. Savanna Woods Redevelopment (**p.2**)
 - C. Boulevard Homes Demolition (**p.5**)
 - D. MTW Local Design Standards Policy (**p.6**)
 - E. Land Sales Proceeds for Fairmarket Square Apartments
Capital Project Budget Amendment: Asset Management Project Budget (**p.7**)
 - F. Budget Amendment: MTW Fund (**p.8**)
 - G. Budget Amendment: Asset Management Project Budget (**p.9**)
 - H. Budget Amendment: Central Office Cost Center Budget (**p.10**)
 - I. Budget Amendment: Robinsdale Apartments Renovations Capital
Project Budget (**p.11**)

- J. Budget Amendment: 2005 Capital Fund Grant (p.12)
- K. Budget Amendment: Piedmont Courts HOPE VI Grant (p.12)
- L. Budget Amendment: CATS Bus Pass Grant (p.13)
- M. Budget Amendment: Park @ Oaklawn (p.14)
- N. Budget Amendment: Dalton Village HOPE VI Grant (Arbor Glen) (p.14)
- O. Budget Amendment: MTW Fund (Fairmarket Square) (p.15)
- P. HOPE VI Application Budget
 - Budget Amendment: MTW Funds (Hope VI) (p.16)
- Q. Budget Adoption: Edwin Towers Renovation Project Capital Budget (p.17)
- R. Budget Adoption: Southside Homes Phase II Capital Budget (p.18)
- S. Budget Adoption: Victoria Square Renovation Project Capital Budget (p.19)
- T. Budget Adoption: 2007 ROSS Elderly Grant Budget (p.20)
- U. Retirement Plan Change (p.20)

10. **Business Agenda Action Items:**

- A. Budget Adoption: 2009-2010 Annual Operating Budgets (p.22)

11. **Executive Session:**

- A. General Counsel Contract
- B. Personnel Matters: CEO Business Plan

Business Agenda:

Business Agenda items for the March 24, 2009 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.

Budget Adoption: 2009-2010 Annual Operating Budgets

Action: Approve Resolution No. 1659 Which Adopts the Moving To Work Budget, Central Office Cost Center Budget, the Asset Management Project Budget, the Section 8 Budget and the Carol Hoefener Center Budget for the fiscal year ending March 31, 2010.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

Strategic Goal: Attain Long Term Financial Viability

Explanation:

The Authority's Board of Commissioners, acting through its delegated officers, has the primary responsibility for ensuring that the PHA is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the PHA Operating Budgets. These resolutions are the formal resolutions related to the Board adopting the FY2009-2010 Annual Operating Budget to include the budgets for Moving to Work, the Central Office Cost Center, the Asset Management Projects, Section 8, and the Carol Hoefener Center.

The Board in Exhibit A is adopting the operating budget for Moving to Work. The Board in Exhibit B is adopting the operating budget for the Central Office Cost Center. Exhibit C shows for Board review and approval the individual asset management projects (AMP's) per HUD regulations, but the Board is being asked, for ease of administration of North Carolina State law, to adopt the budget in its total for the AMP's as the budgetary compliance level. In Exhibits D & E the Board is adopting the Section 8 and Carol Hoefener Center budgets respectively.

Committee Discussion:

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

Funding: ACC No. A-4156

Attachments:

Exhibit A for Resolution 1659 (**Tab 3**)

Exhibit B for Resolution 1659 (**Tab 3**)

Exhibit C for Resolution 1659 (**Tab 3**)

Exhibit D for Resolution 1659 (**Tab 3**)

Exhibit E for Resolution 1659 (**Tab 3**)

Resolution No. 1659 (**Tab 4**)

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON THURSDAY, FEBRUARY 12, 2009**

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 February 12, 2009.

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

Also Present: Charles Woodyard, CEO
 Sherrod Banks, General Counsel

Pledge of Allegiance:

Vice-Chairman Moore led us in the pledge of allegiance. Once completed the regular meeting was convened.

Chairman Jones extended a welcome to our newest commissioner, Ms. Lucille Puckett. In keeping with tradition she was asked to give brief remarks; however, she has been a regular at most meetings therefore the requirement was waived. ☺

Additions to the Agenda:

Chairman Jones requested any changes/additions to the agenda; he indicated that the Monthly report from the CEO will be *informational* only in an effort to save time for the Board Workshop, which will convene at the end of the regular meeting. If there are questions/comments, feel free to discuss with Mr. Woodyard, CEO or Mr. Troy White, COO.

Motion was made to approve the agenda:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Ford
Outcome:	Passed unanimously

Regular Board Meeting
February 12, 2009

Consideration to approve minutes for:

- Regular Board meeting held *January 23, 2009*

ACTION:

Motion was made to approve as presented:	Commissioner Moffat
Motion was seconded by:	Commissioner Ford
Outcome:	Passed unanimously

Monthly Report from the CEO

There will not be an oral report this month, due to the Board workshop following this meeting.

Consent Agenda Action Items:

Chairman Jones explained that Consent Agenda action items have been previously brought before their individual working committees. Board members were directed to select any item for discussion if further information was needed or all the items could remain as shown under consent through **Item 5.A – 5.J.**

ACTION:

Motion was made for approval:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Moffat
Outcome:	Passed unanimously

Chairman Jones asked for a motion to suspend the regular Board meeting and convene the Horizon Development Properties, Inc. meeting.

ACTION:

Motion was made by:	Commissioner Miller
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

Chairman Jones announced the adjournment of the Horizon Development Properties, Inc. then reconvened the regular Board meeting to proceed with the Board Workshop.

Regular Board Meeting
February 12, 2009

Board Workshop

A Board Workshop was held to discuss priorities and various topics:

- Board Advocacy
- Mission/Goals of CHA
- Development Strategies

The Board workshop was facilitated by Commissioner Miller. He indicated that one reason for the workshop was to better inform the four (4) relatively new Board members. Also, this is an unprecedented time for the Authority (referring to the MTW). There have been various discussions in committee meetings about different priorities and it was concluded that everyone should be brought together.

The lead discussion topic was advocating for the Authority and to what degree is the Board to advocate. This role is mentioned in Mr. Woodyard's business plan and outlines how the Board can assist in moving the policy forward. Commissioner Miller stated that it is the consensus of the Board that this is the proper role of the Board as well as visibility in the community. However to what point should the Board go to move the policy along. He asked for feedback and there was discussion by the board.

There was discussion about the current mission statement and the strategic goals and the need to revise the current mission to incorporate the new vision. The board also discussed the production strategies and how to best serve constituents and focus on the long time financial viability of this organization.

Synopsis: Commissioner Miller, asked to table the discussion of all real estate strategies and the desire to analyze how best to handle production to the March Development committee meeting. Commissioner Page responded that he agreed to the request if all agreed that CHA would not make any more grants/loans and provide other funding until a decision is made. Consensus was reached by the Commissioners to stop making any further grants/loan until discussion at the Development Committee, which at that time a new/revised process will be established.

Note: Mr. Woodyard, CEO, stated that the NAHRO Legislative Conference will take place on March 16 – 18, 2009 and will conflict with the March Board meeting. It was agreed that the new date for the March Board meeting will be March 24th, 2009, to take place at Boulevard Homes. Meeting notices will be distributed to commissioners as well as staff.

Before closing, Commissioner Miller asked the Board if they wanted to revisit the Mission Statement and Strategic Goals. Commissioner Moffat thinks the goals should include increasing the housing stock by production, acquisition and/or a combination. With that said, Commissioner Miller asked for final comments. Mr. Woodyard suggested that when the Board reviews the plan, for approval, that a few of the Board members become part of the team that will be devising a way to reconstitute the Housing Authority. This will be a way for the Board to stay in contact with that strategic level. Also Ralph Staley, CFO, advised that there is a budget public hearing in March.

Chairman Jones asked for a motion to adjourn the meeting. The motion was made by Vice-Chairman Moore and seconded by Commissioner Ford. Motion carried. The Regular Board Meeting was officially adjourned.

Minutes respectfully prepared by:

Barbara G. Porter
Executive Assistant to the CEO

The next meeting will be held on Tuesday, March 24, 2009 at Boulevard Homes, 1620 Brooksvale Street, Charlotte, NC 28208 starting promptly at 12 noon. Lunch and refreshments will be served @ 11:30 a.m. If any questions/comments, please contact the Executive Office @ 704.336.5221.

Horizon Development Properties, Inc
Meeting of Directors
AGENDA

Boulevard Homes
1620 Brooksvale Street
Charlotte, NC 28208

March 24, 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 February 12, 2009*
3. **Business Agenda Item:**
 - A. Budget Adoption: 2009-2010 Horizon Development Properties, Inc. Budget
 - B. Budget Amendment: Horizon Development Properties, Inc.
 - C. Budget Amendment: Horizon Development Properties, Inc. (Hall House)
 - D. Restructured Financing for the Fairmarket Square Apartments Capital Project;
Budget Amendment: Fairmarket Square Apartments

Business Agenda:

Business Agenda items for the March 24, 2009 Meeting of the Horizon Development Properties Board of Directors

3.A Budget Adoption: 2009-2010 Horizon Development Properties, Inc. Budget

Action: Adopt the Horizon Development Properties, Inc. Budget for the Fiscal Year Ending March 31, 2010.
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Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long Term Financial Viability

Explanation:

The Board of Horizon Development Properties, Inc., acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Operating Budgets. This Board Agenda Item is the formal resolution related to the Board adopting the FY2009-2010 Horizon budget as shown in Exhibit A.

Also as a part of this budget adoption 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 is 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.

Attachment:

2009-2010 Horizon Development Properties, Inc. Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed secretary of the Horizon Development Properties, Inc., do hereby certify the above item was properly adopted at a regular meeting held March 24, 2009.

(SEAL) BY: _____
Barbara Porter
Secretary

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

Action: Approve an 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:

In this amendment, staff is requesting to reallocate expenditures from General Expenditures to Loans To Others for the funds from the Affordable Housing Program for Nia Point (\$200,000) and Montgomery Gardens (\$400,000).

Exhibit A shows a reallocation of expenditures of \$600,000 from General Expenditures to Loans To Others.

Also, 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:

Affordable Housing Program

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 March 24, 2009.

(SEAL)

BY: _____
Barbara Porter
Secretary

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

Action: Approve an 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:

In December, the Board approved spending up to \$200,000 for interim housing for families with children at Hall House. At the time the budget for this project was presented, final transaction details had not been completed. This budget amendment is necessary to show the payment of up to \$200,000 to A Child's Place for expenses for interim housing.

Exhibit A shows a reallocation of expenditures to show the payment of up to \$200,000 in the Restricted Donation line item.

Also, 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:

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 March 24, 2009.

(SEAL)

BY: _____
Barbara Porter
Secretary

3. D Restructured Financing for the Fairmarket Square Apartments Capital Project

Budget Amendment: Fairmarket Square Apartments

Action: **1. Approve the Restructured Financing of \$790,800 Including \$316,639 of Land Sale proceeds from the Asset Management Projects to the Fairmarket Square Apartments Capital Project Budget**

2. Approve the Amendment of the Fairmarket Square Apartments Capital Project Budget in Horizon Development Properties, Inc.

Staff Resource: Twyla Taylor and Ralph Staley

Strategic Business: Real Estate, Finance and Administration

Strategic Goal: Maximize the economic, physical and social value of our real estate; Attain Long-Term Financial Viability

Explanation:

The original budget for Fairmarket Square included an assumed loan in the amount of \$1,275,000 from the City of Charlotte, \$95,000 City of Charlotte loan, \$800,000 HOPE VI and \$750,000 in Moving To Work (MTW) funds. Due to insufficient funds remaining in the Arbor Glen grant, the HOPE VI amount was later decreased and Land Sales Proceeds (LSP) was used to fill the gap.

HUD recently initiated a policy interpretation and as a result MTW funds must be adjusted. In order to comply with HUD, staff is requesting to adjust the MTW funds from \$750,000 to \$433,361 and increase the LSP, which comes from the asset management projects, from \$474,161 to \$790,800 to fill the gap. All other sources remain the same.

The attached Exhibit A reclassifies Land Sale Proceeds and Transfer in MTW funds to the Proceeds from Notes, Loans and Bonds line item. The total Proceeds from Notes, Loans and Bonds of \$1,224,161 includes the \$790,800 of land sale proceeds loan and \$433,361 of Moving To Work loan funds.

Also 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 Development Committee questioned whether the HUD policy interpretation was a regulatory requirement and recommended staff to follow up with HUD. After discussions, the Development Committee recommended approval of the Horizon Resolution.

Funding:

City of Charlotte
CDBG/HOME
Moving To Work
HOPE VI

Attachment:

Resolution for Fairmarket Square Amendment
Exhibit A

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 March 24, 2009.

(SEAL)

BY: _____
Barbara Porter, Secretary

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD MEETING HELD ON THURSDAY, FEBRUARY 12, 2009**

Regular Meeting:

Additions to the Agenda:

Chairman Jones asked for changes to the agenda, hearing none the regular meeting was opened.

Consideration to Approve the Minutes for:

- Meeting held on *January 23, 2009*

ACTION:

Motion was made for approval:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Moffat
Outcome:	Passed unanimously

Business Agenda Item:

3.A Budget Amendment: Seneca Woods Apartments

1. Approve the authorization of \$650,000 of land sale proceeds of the Seneca Woods Capital Project Budget.
2. Approve the amendment of the Seneca Woods Apartment Capital Project Budget in Horizon Development Properties, Inc.

ACTION:

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

Motion was requested to adjourn Horizon Development Properties, Inc.

Motion was made by:	Commissioner Miller
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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**Horizon Acquisition Corporation
Meeting of Directors
AGENDA**

*Boulevard Homes
1620 Brooksvale Street
Charlotte, NC 28208*

March 24, 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 *March 18, 2008*
3. **Business Agenda Item:**
 - A. Budget Adoption: 2009 Horizon Acquisition Corporation

Business Agenda

Business Agenda items for the March 24, 2009 meeting of the Horizon Acquisition Corporation Board of Directors

3. A Budget Adoption: 2009 Horizon Acquisition Corporation

Action: Adopt the Horizon Acquisition Corporation Budget for the Calendar Year Ending December 31, 2009.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long Term Financial Viability

Explanation:

The Board of Horizon Acquisition Corporation, acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Operating Budgets. This Board Agenda Item is the formal resolution related to the Board adopting the FY2009 Horizon Acquisition Corporation budget as shown in Exhibit A.

Also as a part of this budget adoption 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 is 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.

Attachment:

2009 Horizon Acquisition Corporation Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed secretary of the Horizon Acquisition Corporation, do hereby certify the above item was properly adopted at a regular meeting held March 24, 2009.

(SEAL)

BY: _____
Barbara Porter
Secretary

**MINUTES OF HORIZON ACQUISITION CORPORATION
BOARD MEETING HELD ON TUESDAY, MARCH 18, 2008**

Regular Meeting:

Additions to the Agenda:

None

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

Consideration to approve the minutes for:

- Meeting held on *February 19, 2008*

ACTION:

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

Business Agenda Items:

3.A Budget Adoption: 2008 Horizon Acquisition Corporation:

Adopt the Horizon Acquisition Corporation budget for the calendar year ending December 31, 2008.

ACTION:

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

A motion was made by Commissioner Peters to adjourn the Horizon Acquisition Corporation meeting and seconded by Commissioner Moffat. The outcome of the vote; passed unanimously.

CORE Programs, Inc.
AGENDA
Meeting of Directors

Boulevard Homes
1620 Brooksvale Street
Charlotte, NC 28208

March 24, 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 *January 23, 2009*
3. **Business Agenda Action Items:**
 - A. Budget Adoption: C.O.R.E. Programs, Inc. Budget

Business Agenda:

Business Agenda items for the March 24, 2009 Meeting of the CORE Programs Board of Directors.

3. A Budget Adoption: C.O.R.E. Programs, Inc. Budget

Action: Adopt the C.O.R.E. Programs, Inc. Budget for the Fiscal Year Ending March 31, 2010.
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Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

The Board of C.O.R.E. Programs, Inc, acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Operating Budgets. This Board Agenda Item is the formal resolution related to the Board adopting the FY2009-2010 C.O.R.E. Programs, Inc. budget as shown in Exhibit A.

Also as a part of this budget adoption 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 is 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:

Fund Raisers

Attachment:

C.O.R.E. Programs, Inc. Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the C.O.R.E. Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held March 24, 2009.

(SEAL)

BY: _____
Barbara Porter, Secretary

**MINUTES OF CORE PROGRAMS, INC.
BOARD MEETING HELD ON FRIDAY, JANUARY 23, 2009**

Regular Meeting:

Additions to the Agenda:

None

Motion was made to approve as submitted:	Commissioner Miller
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

Consideration to approve minutes for:

- Meeting held on *September 16, 2008*

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

Business Agenda Action Item:

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

Approve the adoption of an amendment to the by-laws providing that the President and Vice-President shall not be members of the Board of Directors and to amend and restate the by-laws.

ACTION:

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

Motion was then made to adjournment:	Commissioner Moffat
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

Minutes prepared by:	Barbara G. Porter
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