



**NORTHEAST TENNESSEE/VIRGINIA
HOME CONSORTIUM
BOARD MEETING MINUTES
January 9, 2018**

Board Members Present:

Michelle Reuning, Bristol, TN
Sherry Trent, Proxy for Johnson City, TN
Mark Haga, Proxy for Kingsport, TN
Ambre Torbett, Proxy for Sullivan County, TN
Ellen Tolten, Proxy for Bristol, VA

Board Members Absent:

Sherry Greene, Proxy for Washington County, TN
Irene Wells, Bluff City, TN

Others Present:

Bill Forrester, FTDD
Donna Lewis, FTDD
Brian Rose, Bristol, TN
Christina Blevins, Bristol, TN
Richard McClain, Johnson City, TN
Adam Williams, Johnson City, TN

I. Call to Order

The Northeast Tennessee/Virginia Home Consortium Board Meeting was called to order by Chairman Michelle Reuning at 10:00 a.m. on January 9, 2018, in the Bristol, Tennessee City Annex Building. Chairman Reuning opened the floor for any announcements to be shared. Sherry Trent announced that she will be leaving the Johnson City Housing Authority as she has accepted the executive director's position with Eastern Eight CDC. Sherry then introduced Richard McClain and Adam Williams from JCHA, they will be participating on this board. Michelle congratulated Sherry and welcomed Richard and Adam.

Donna Lewis informed the group that she had a presentation at Kiwanis Club in Erwin today just after her update, outreach is important for the HOME program.

Bill Forrester discussed the need for new applicants and contractors for the HOME program, he noted that the Consortium basically has only four contractors that are consistently working in the HOME program; it's difficult for them to be in several different counties at once. Bill added that several of the contractors are accepting these larger jobs, locking themselves into work and taking their time to finish the projects which interferes with our HOME productivity timeframes. Group discussion ensued about using social media outlets and marketing materials, types of contractors needed and the bidding process.

II. Approval of Minutes

Chairman Reuning asked for any changes or corrections to the October 10, 2017 meeting minutes. No changes or additions were needed. Mark Haga made a motion to approve the

minutes of the October 10, 2017, meeting as presented; seconded by Ambre Torbett; motion carried unanimously.

III. FTDD Status of Projects – Donna Lewis & Bill Forrester

Homeownership: Donna Lewis provided a current HOME activity report that itemized available funding for each community as of December 30, 2017. Donna reviewed the pending and recently closed projects for each community. She told a story about a first-time homebuyer trying to clean up their credit score and planning on attending one of Eastern Eight's First Time Homebuyers Education classes.

Rehab/Reconstruction: Donna Lewis reviewed current available funding for rehab/reconstruction projects in each community. Donna noted several projects underway including projects in Kingsport, Johnson City and Sullivan County. She noted that FTDD sent out a pre-bid notice yesterday for several projects within the consortium area as well as Johnson City CDBG. Donna added that if any of the group is in contact with contractors, please invite them to the pre-bid meeting so they can learn about the program. Donna stated that they would like to do some projects in Bluff City, she was hoping Mayor Wells would be at the meeting today to discuss possible applicants. Group discussion concluded on ways to reach out to possible applicants.

Community Housing Development Organization (CHDO) Projects: Donna Lewis stated that the CHDO funds were still outstanding. She asked the group if they wanted to disburse CHDO applications for potential projects with this years funding or wait for an additional allocation to accumulate two years funding. Christina Blevins said she would like to go ahead with the motions and move forward with awarding funding, CHDO funds must be obligated within two years after receiving funding and she doesn't want to be in a time crunch but noted that the ultimate decision would be left up to Board. Christina also added that she emailed Eastern Eight and Horizon regarding projects for the \$96,510.44 CHDO funding, both noted they would be interested in homeownership but didn't feel the dollar amount was enough for a rehab/rental project. The group also brought up adding People Inc. as they are a CHDO in Virginia. Bill Forrester asked about timelines and the group agreed to move forward with reviewing potential projects in the next board meeting in April.

Other: Christina Blevins asked everyone to review their packets for several newspaper publications regarding the quarterly HOME Consortium Board of Directors meetings and an annual call for contractors, encouraging Section 3 and women or minority owned contractors to apply. Lastly, Christina discussed an additional request not on the agenda from Holston Habit for Humanity requesting more time to complete their partner project in Johnson City. She also stated this is the second amendment to the contract for additional time, Christina feels comfortable extending the contract to March 1st as the weather had been challenging and they assured her they can complete this extension on time. Ellen Tolten made the motion to provide a March 1st extension to Holston Habitat for Humanity on their Johnson City partnership project; seconded by Ambre Torbett; motion carried unanimously.

IV. Old Business

Revised Policies & Procedures Manual: Christina Blevins reported that the revised HOME Policies and Procedures manual was completed and emailed out to the group.

V. New Business

Transfer of Funds Requests:

Christina Blevins stated that Sullivan County would like to request a transfer of \$20,000 from Rehab to Homeownership, as they have several homeownerships in the works. Ambre Torbett moved the transfer be approved; seconded by Mark Haga; motion carried unanimously.

Plan Amendment: Mark Haga explained this requested amendment change goes back to a different amendment change the board approved last year. The Kingsport Housing Authority is converting some of the public housing units, and the first amendment designated how those projects would be funded and converted, HUD came back and asked the Kingsport Housing Authority to switch how those units were funded, he said. Mark noted this is the same project and number of units but this amendment is to reflect the different funding streams. Secondly, Mark noted that the City of Kingsport is in the process of studying and connecting Martin Luther King Blvd. to downtown, if that happens, that may have potential to open up developable property for housing. Mark added that this is in the very early stage but, he would like to have it added into the Consolidated Plan just in case. Ambre Torbett moved the amendment be approved; seconded by Mark Haga; motion carried unanimously.

Bristol, TN Reconstruction Project: Christina Blevins informed the board this is new to the agenda and then explained that Bristol, TN is working on a HOME reconstruction for a property located at 200 Lakeview St. She added that the HOME policy states that we three competitive bids were needed to move forward with the reconstruction project; however, after the prebid meeting last week several contractors spoke with her and noted they would not be placing a bid on the project due to the fact they are covered up with other projects. Christina stated that she had advertised and conducted the prebid as required but she didn't feel confident they will get the three bids. Christina asked the board to approve allowing Bristol to move forward with only two bids on this particular project if that is all they receive. Bill Forrester added that he thinks it's plausible that Bristol won't get the three bids needed and that one of the contractors was not paying his subcontractors and he may not be a viable option either. Mark asked about the City's procurement policies, Christina replied that over \$10,000 is the competitive bid process and she has completed what was required. Mark Haga moved Bristol be allowed to complete the Lakeview reconstruction if they only receive two bids; seconded by Ellen Tolten; motion carried unanimously.

VI. Announcements

Next Board Meeting: Chairman Reuning announced the next Board meeting was scheduled for April 10, 2018.

ARCH Point-In-Time Homeless Count: Christina Blevins announced that ARCH is hosting a CoC meeting today and ARCH is still looking for volunteers for the Homeless Count on January 23 & 24th, please let them know if you're available.

Tennessee Affordable Housing Coalition Meeting: Sherry Trent stated that the meeting has been postponed and she will send out an email once the date and location are chosen.

Analysis of Impediments: Brian Rose mentioned staff received a notice regarding a teleconference discussing the AFH (Assessment of Fair Housing) and AI (Analysis of Impediments to Fair Housing Choice). Brian added that the Consortium just finished the AI this past May, the next step for the Consortium was the AFH, the teleconference stated that the AFH will now be delayed until further notice. HUD will need to re-tool the process; the AFH works in conjunction with the Consolidated Plan and funding for the communities he added and we will wait for further direction from HUD. Discussion from the group on the AFH and frustrations with the process.

There being no further business, the meeting was adjourned at 11:02 a.m.



Christina Blevins, Recorder



Michelle Reuning, Chairman