



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS**

**BOARD MEETING**

*December 21, 2010*

**Cedar Knoll**  
**304 Green Needles Court**  
**Charlotte, NC 28217**

*Mission Statement*

*“To lead, develop, and execute community-wide strategies that meet the broad range of housing needs for families who cannot otherwise attain conventional housing”*

**Commissioners:**

*Chairman – Joel Ford*  
*Vice-Chairman – Will Miller*  
*Lucille Puckett*  
*Benjamin Hill*  
*Geraldine Sumter*  
*Rodney Moore*  
*David Jones*



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE***

***BOARD MEETING***

**BOARD OF COMMISSIONERS MEETING**

***December 21, 2010***

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***NOTICE*** is hereby given that a Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on ***December 21, 2010*** as follows:

**TIME/Date:**        ***5:00 p.m.***  
                              ***December 21, 2010***

**LOCATION:**         ***Cedar Knoll***  
                              ***304 Green Needles Court***  
                              ***Charlotte, NC 28217***

  
**Charles Woodyard/CEO**

# Housing Authority of the City of Charlotte

## Regular Meeting of the Board of Commissioners

*Cedar Knoll  
304 Green Needles Court  
Charlotte, NC 28217*

*December 21, 2010*

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**5:00 p.m. - Regular Board Meeting Convenes:**

### **Regular Meeting Agenda:**

1. Pledge of Allegiance
2. Public Forum
3. Review and Approval of the Agenda
4. Consideration to Approve the Minutes for:
  - Regular Board Meeting held *November 16, 2010 (Tab 3)*
  - Special Board Meeting held *December 8, 2010 (Tab 3)*
5. Resident Advisory Council (RAC) Report
6. Monthly Report from the CEO
  - A. Special Recognition: Rodney Moore
  - B. Business Plan Update
    - Section 8 Department Transformation Presentation  
*Felicia Ramos, Section 8 Director*
    - Hampton Creste Discussion
  - C. Monthly Scorecard **(Tab 1)**
7. Committee Reports:
  - Client Relations Committee
  - Development Committee
  - Finance and Audit Committee
8. **Consent Agenda Action Item:**
  - A. Approve Procurement Contract-Lee Institute Consulting Services **(p.1)**
  - B. Budget Amendment: MTW Funds **(p.3)**
  - C. Budget Amendment: Central Office Cost Center **(p.4)**
  - D. Budget Amendment: Asset Management Project **(p.5)**
  - E. Budget Amendment: Earle Village (First Ward) HOPE VI Grant **(p.7)**
  - F. CHA Fiscal Year 2011-2012 Moving Forward Annual Plan **(p.8)**
9. **Executive Session:** Legal Matters

**Consent Agenda:**

**Consent Agenda items for December 21, 2010 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

**8.A Approve Procurement Contract –Lee Institute Consulting Services**

**Action: Approve a contract for up to twelve (12) months of consulting services for the management and facilitation of the CHA Collaborative Partners and Advisory Council with the Lee Institute for \$3,000 per month.**

**Staff Resource:** Ralph Staley/Steve Lamphere/Charles Woodyard

**Strategic Business:** Finance and Administration/Executive

**Strategic Goal:** Lead the Development of Collaborative Relationships for Affordable Housing Solutions

**Background/Policy Framework:**

On June 15, 2010 the CHA Board of Commissioners approved the final update to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<b><u>Dollar Threshold</u></b>	<b><u>Procurement Classification</u></b>
\$100,000	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional Service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

For this vendor, this Procurement action for \$3,000 per month will exceed the total dollar threshold during the last twelve months and must be approved by the CHA Board.

**Explanation:**

The Lee Institute helps manage and facilitate the meeting of the CHA Collaborative Group. The Collaborative is comprised of 10-12 professional leaders in various organizations that work directly with or influence the work of CHA programs, including Moving Forward. The leaders represent partnership opportunities that are aligned with the strategic business plan. Examples include the United Way CEO, the CEO of Goodwill Industries, the President of Crisis Assistance Ministry and the Director of the City's Neighborhood and Business Services Department. The Lee Institute will continue the administrative and coordination work necessary for the efficient management of the Collaborative Group. The intent of the Collaborative is to discuss, in advance of action, opportunities for collaboration and coordination, avoiding duplication and overlap of effort. The current contract for consultant services with the Lee Institute will expire December 31, 2010.

This new consulting agreement with the Lee Institute will commence on January 3, 2011 and will be set up as a month to month contract agreement, not to exceed twelve (12) months. This agreement will be a continuation of the services currently provided by the Lee Institute for the CHA and will be a continuation of the previous contract that ends December 31, 2010. Consequently, the cost for this current agreement is considered fair and reasonable and is below the threshold that would require formal bidding.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
TBD	\$36,000	The Lee Institute	\$157,652.09

**Committee Discussion:**

At the Finance & Audit Committee meeting on December 8, 2010, this agenda item was discussed in great detail between the five (5) Commissioners in attendance. There was general discussion on whether this contract was needed or not. The final vote to approve the agenda item was four (4) to one (1).

**Section 3 MWBE/Consideration:**

0% MWBE

**Funding:**

MTW Funds

**Attachment:**

None

## **8.B Budget Amendment: MTW Funds**

**Action: Approve a Resolution to amend the MTW Fund budget for the fiscal year ending March 31, 2011. (Last amended by Resolution 1887)**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Ensure the Authority's Long- Term Financial Viability

### **Background/Policy Framework:**

Staff has been working on needed improvements to the Meadow Oaks Community for the installation of a new HVAC system and interior painting (done as part of the HVAC installation). The approved budget for the project was \$318,400 which included \$38,400 for the relocation of the residents. In October, the Board approved the construction contract to Armen Construction Corp., L.L.C and funding for the project. However, funding for the relocation of residents was not approved at that time.

### **Explanation:**

Residents were scheduled to be relocated at Meadow Oaks. Staff has since decided that the Meadow Oaks Community Center can be utilized and residents will not have to be relocated off site. Residents can wait at the center during the daytime as their units are being refurbished.

Staff will be providing sofas, upholstered chairs, a TV and breakfast, lunch and snacks for the families. There are appliances available for use in the center by the residents if needed. Special accommodations will be made for families if they are unable to utilize the center. It is anticipated that no more than 3-4 families will utilize the center at one time. The average relocation time is 4-5 days. A property manager will be present at all times and a relocation assistant will also be assigned to the project. The contractor is required to have the unit clean by 5pm. The relocation process was discussed with the residents during three meetings. The majority of the families did not object to this temporary relocation and are anxious for the project to begin.

Residents will be asked to pack small items and remove items from walls. Additionally, the unit will be pictorially documented before construction begins and will be covered by the contractor's builders risk insurance.

Funding for the relocation was previously approved in the amount of \$38,400. Staff is requesting to utilize \$10,000 of those funds for the temporary on site relocation of residents at Meadow Oaks.

In Exhibit A, the transfer of funds is shown as a reduction in Capital Projects-AMPs line item in the amount of \$10,000 with a corresponding amount shown in the Operating Transfers Out – Public Housing line item.

**Committee Discussion:**

At the Finance & Audit Committee meeting on December 8, 2010, this item was unanimously approved for the consent agenda.

**Funding:**

MTW funding

**Attachment:**

Resolution (Tab 2)

Exhibit A for Resolution (Tab 2)

**8.C Budget Amendment: Central Office Cost Center**

**Action: Approve a Resolution to amend the Central Office Cost Center Budget for the fiscal year ending March 31, 2011. (Last amended by Resolution 1886)**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Ensure the Authority's Long- Term Financial Viability

**Background/Policy Framework:**

CHA manages the City Relocation Program. This program was established to provide housing for those Charlotte residents whose property has been condemned by the City.

**Explanation:**

This year the City Relocation program is experiencing higher costs due to the availability of one bedroom units at the public housing sites. As a result, residents are experiencing longer than anticipated stays in hotels. At this point in time, staff is up to date on billing for the program and total billing approximates the budgeted revenue for the program for

the fiscal year. The City continues to send addition residents and staff is estimating additional revenue for the program based on family referral history

Exhibit A shows an increase in revenue in the amount of \$371,000 in the Relocation Program Income line item and a corresponding increase of \$371,000 in the Tenant and Social Services category.

**Committee Discussion:**

At the Finance & Audit Committee meeting on December 8, 2010, this item was unanimously approved for the consent agenda.

**Funding:**

City funding

**Attachment:**

Resolution (Tab 2)

Exhibit A for Resolution (Tab 2)

**8.D Budget Amendment: Asset Management Project**

**Action: Approve a Resolution to amend the Asset Management Project Budget for the fiscal year ending March 31, 2011. (Last amended by Resolution 1888)**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Ensure the Authority's Long- Term Financial Viability

**Background/Policy Framework:**

Staff has been working on needed improvements to the Meadow Oaks Community for the installation of a new HVAC system and interior painting (done as part of the HVAC installation). The approved budget for the project was \$318,400 which included \$38,400 for the relocation of the residents. In October, the Board approved the construction contract to Armen Construction Corp., L.L.C and funding for the project. However, funding for the relocation of residents was not approved at that time.



**Explanation:**

Funding to use the Meadow Oaks Community Center as a relocation center is a transfer from the MTW fund. Residents will wait in the daytime at the center while their units are being refurbished.

Staff will be providing sofas, upholstered chairs, a TV and breakfast, lunch and snacks for the families. There are appliances available for use in the center by the residents if needed. Special accommodations will be made for families if they are unable to utilize the center. It is anticipated that no more than 3- 4 families will utilize the center at one time. The average relocation time is 4-5 days. A property manager will be present at all times and a relocation assistant will also be assigned to the project. The contractor is required to have the unit clean by 5pm. The relocation process was discussed with the residents during three meetings. The majority of the families did not object to this temporary relocation and are anxious for the project to begin.

Residents will be asked to pack small items and remove items from walls. Additionally, the unit will be pictorially documented before construction begins and will be covered by the contractor's builders risk insurance.

Staff is requesting to use \$10,000 of the \$38,400 which was previously approved for relocation.

In Exhibit A, the transferred funds, in the amount of \$10,000, are shown in the Operating Transfers In - MTW line item and the corresponding expenditure is shown on the Maintenance line item.

**Committee Discussion:**

At the Finance & Audit Committee meeting on December 8, 2010, this item was unanimously approved for the consent agenda.

**Funding:**

MTW funds

**Attachment:**

Resolution (Tab 2)

Exhibit A for Resolution (Tab 2)

**8.E Budget Amendment: Earle Village (First Ward) HOPE VI Grant**

**Action: Approve a Resolution to amend the Earle Village HOPE VI Grant (First Ward). (Last amended by Resolution 1793)**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Ensure the Authority’s Long Term Financial Viability

**Background/Policy Framework:**

In CHA HOPE VI Grants, the CHA earns Program Income until the grant is officially closed. This income, by the HOPE VI agreement, is to be spent for pursuit of affordable housing and dwelling structures, along with other eligible expenses such as social services for the residents. This program income comes from social services fees, Hope VI note repayments, principal and interest, developer fees, ground lease fees and interest earned on these receipts.

**Explanation:**

This budget amendment is necessary to recognize program income of \$282,112, projected to be received through the fiscal year end of March 2011, for the Earle Village HOPE VI Grant (First Ward). The program income is purposed to be allocated to Administration (\$82,112) for the pursuit of affordable housing purposes and to the Transfer to Conventional Fund (\$200,000) for the social services provided at First Ward, which are now included in the AMP budgets.

**Committee Discussion:**

At the Finance & Audit Committee meeting on December 8, 2010, this item was unanimously approved for the consent agenda.

**Funding:**

Earle Village HOPE VI Grant (First Ward)

**Attachments:**

- Resolution (Tab 2)
- Exhibit A for Resolution (Tab 2)

## **8.F CHA Fiscal Year 2011-2012 Moving Forward Annual Plan**

- Action:**   **A. Adopt the Fiscal Year 2011-2012 Moving Forward Annual Plan**
- B. Approve the submission of the Fiscal Year 2011-2012 Moving Forward Annual Plan to HUD**

**Staff Resource:**       Shaunté Evans and Gwenarda Isley-Boykin

**Strategic Business:**   Executive

**Strategic Goals:**     Provide the greatest number of viable and affordable housing solutions from homelessness to permanent housing through sustainable strategic partnerships; Ensure the Authority's long-term financial viability; and Create an environment that encourages client families to reach their highest potential.

### **Background/Policy Framework:**

CHA became a Moving To Work (MTW) Agency in December 2007. The agency executed an Amended and Restated MTW Agreement with HUD April 2008. This agreement will expire March 31, 2018. MTW gives public housing authority's exemptions from many existing public housing and voucher rules to encourage the development of locally-designed strategies. Agencies are also permitted more flexibility to determine how Federal funds are used. The goals of MTW are to use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. HUD will use the outcome measures and promising practices learned throughout the MTW demonstration program to respond to Congress on the effects of MTW policy changes on residents, the Agency's operations and the local community. CHA's local name for Moving To Work is Moving Forward.

### **Explanation:**

The Annual Plan is a statement of the agency's plan of activities and policies to be undertaken in the fiscal year, as well as the progress of all MTW activities. When the Agency submits its Annual Plan to HUD within 75 days before the start of the fiscal year, HUD will respond to the Agency within 75 days. If HUD does not receive the Agency's Annual MTW Plan 75 days before the beginning of the fiscal year, the Agency's Annual MTW Plan is not approved until HUD responds.

### **Committee Discussion:**

The MTW Annual Plan initiatives were discussed at the Client Relations Committee meeting held on September 8, 2010 and October 6, 2010. This item was discussed at the Client Relations meeting on December 8, 2010. Commissioner Puckett inquired about the point of approving the plan if they may have some changes later. Ms. Isley responded

that if the changes do not alter the context of the Plan then it is not a problem and that feedback is needed by December 30<sup>th</sup>. If it is, then the plan must go out for the 45 day public review period again. Commissioner Jones remarked that if it is not a material change then it should not delay the plan's approval. The FY12 Moving Forward Annual Plan was recommended for adoption and approved for submission to HUD. This item will be placed on the Board's December 21, 2010 consent agenda.

**Community Input:**

MTW staff visited several public housing sites to share the draft of the FY12 Moving Forward Annual Plan. CHA held a public hearing on November 16, 2010 and received various comments about the plan. There were speakers that showed appreciation for the broader use of funds flexibility and highlighted the need for transportation assistance for those seeking employment.

**Summary of Bids:**

Not applicable for this agenda item.

**Section 3/MWBE Consideration:**

Not applicable for this agenda item.

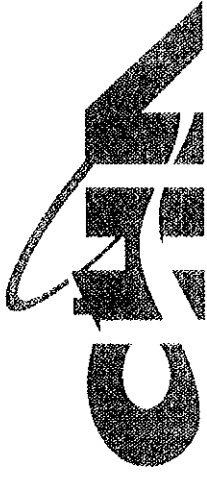
**Funding:**

None

**Attachment:**

Resolution (Tab 2)

**SECTION 8**  
**DEPARTMENTAL**  
**TRANSFORMATION**  
**POWER POINT PRESENTATION**



**Charlotte Housing Authority**

**Section 8 Department**

**“Departmental Transformation”**

# The Transformation

## **Transformation includes:**

- ❖ Customer Service & Communication
- ❖ Departmental Standards
- ❖ Community Outreach



# Customer Service and Communication Goals

- ❖ Obtain feedback from customers
- ❖ Ongoing communication with stakeholders
- ❖ Role of Section 8 within the community

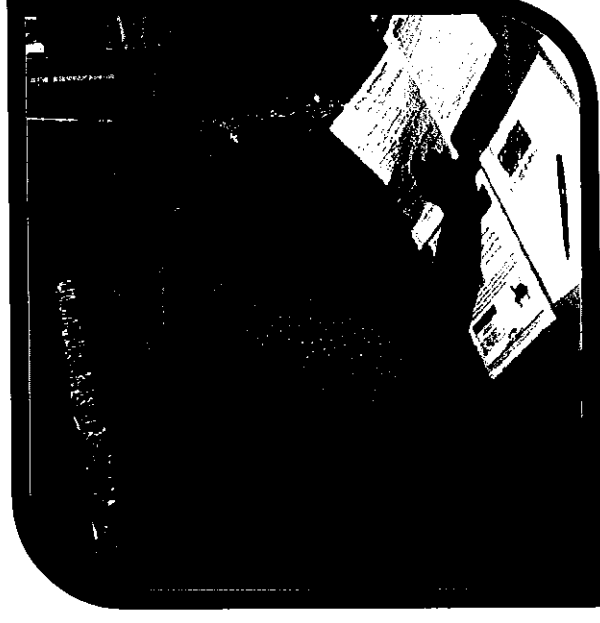


CSA



# Customer Service and Communication Goals

- ❖ Created an internal tool to monitor and track customer service
- ❖ Implemented a system to monitor and assess phone communications with customers



GA

# Customer Service Expectations

**Satisfaction based on the following communication key indicators:**

- ❖ Courteous & helpful
- ❖ Received complete & accurate information
- ❖ Timely response
- ❖ Positive
- ❖ Clear & understandable
- ❖ Serve customer within a reasonable time

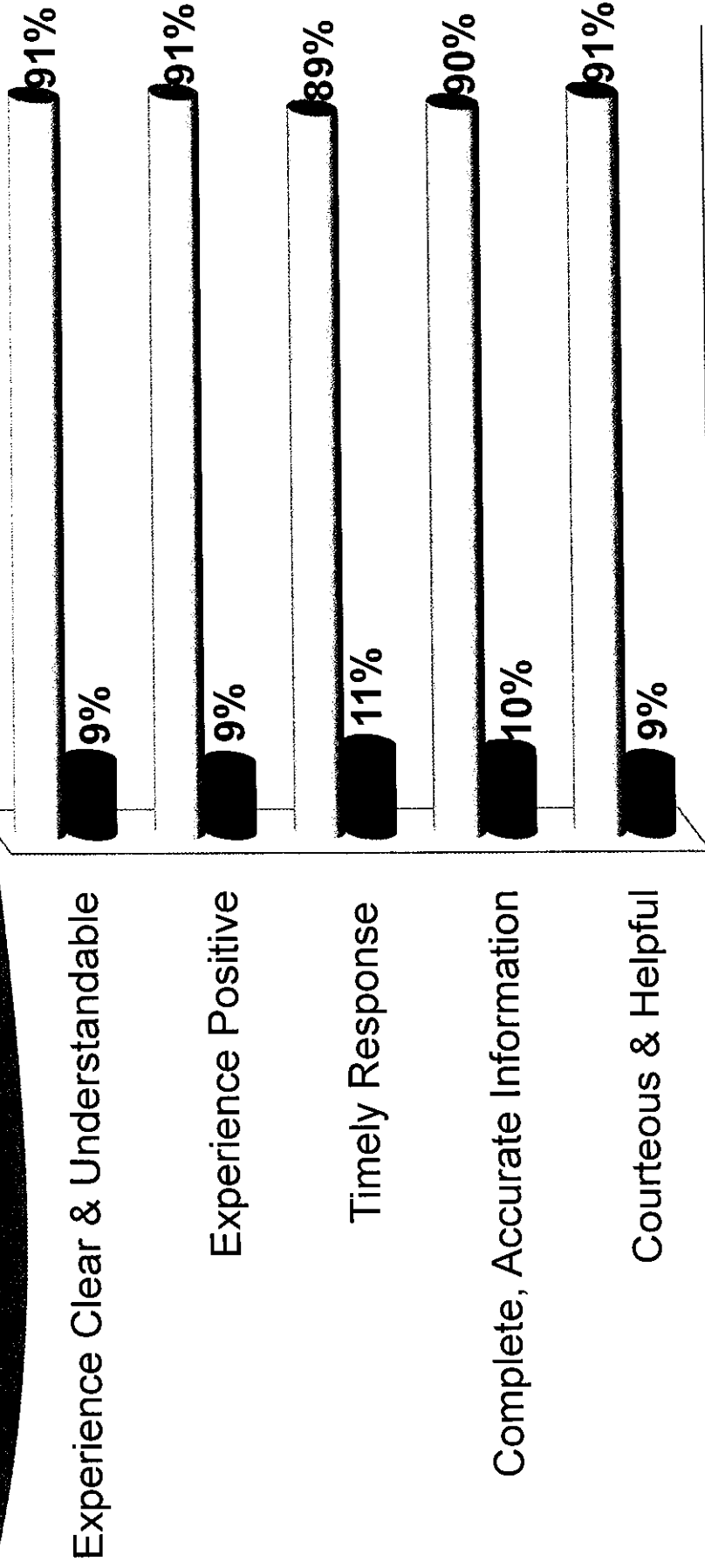


# Customer Service Action Plan

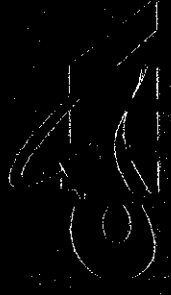
- ❖ Phase I – Customer appreciation week
- ❖ Phase II – Customer mailing
- ❖ Phase III – Evaluation of phone communication
- ❖ Phase IV – Training



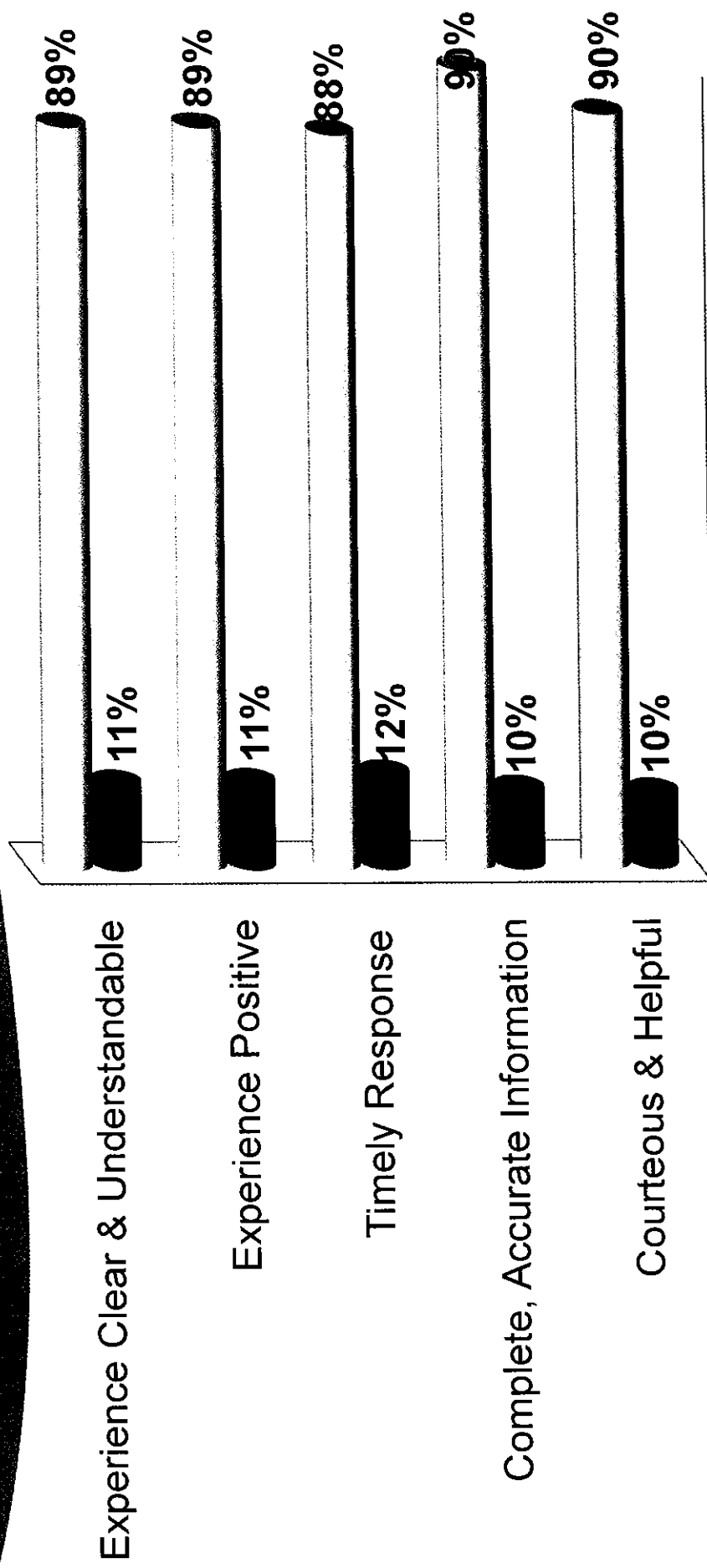
# Phase I - Customer Survey



Strongly Agree/Agree ■ Neutral/No Response/ Disagree/Strongly Disagree



# Phase II - Customer Rating



Strongly Agree/Agree ■ Neutral/No Response/ Disagree/Strongly Disagree



# Process = Phone Communication

- ❖ Implemented phone communication monitoring system



OSI

# Effective Learning



❖ Effective Communication

❖ Effective Listening

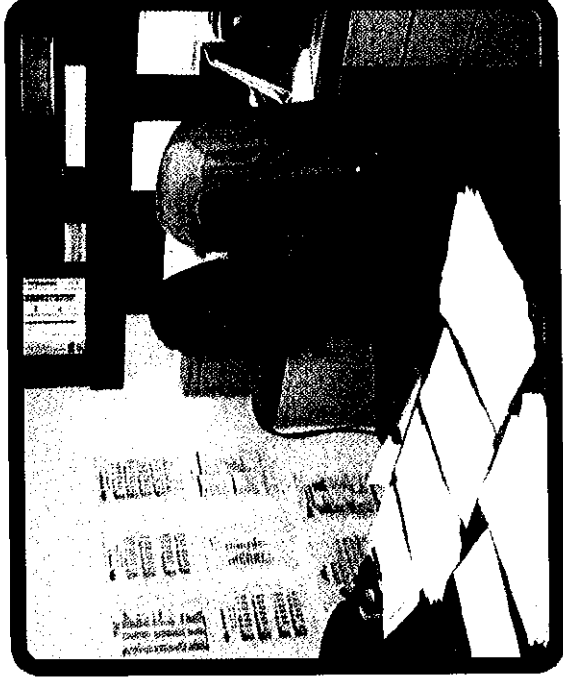
❖ Time Management



CCA

# Improving Customer Satisfaction

- ❖ Implementation of a structured procedure to resolve customer concerns
- ❖ Developed a process to record receipt of documentation

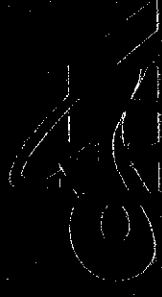


ORA



# Improving Internal Communication

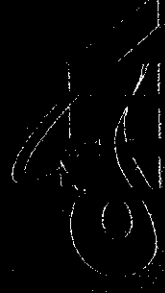
- ❖ Suggestion Boxes
- ❖ Workflow Committee
- ❖ Open Discussion Sessions
- ❖ Department Events



# Departmental Standards

Service delivery areas that will be monitored:

- ❖ Employee Expectations
- ❖ Knowledge Base
- ❖ Information Processing
- ❖ Interpersonal Communication
- ❖ Decision Making



# Community Outreach

## Purpose:

- ❖ Improve Image of Section 8 Program
- ❖ Expand Housing Opportunities
- ❖ Recruit and Educate Potential and Existing Landlords
- ❖ Present Moving Forward Goals and Initiatives
- ❖ Obtain Community Feedback



# Next Step

## ❖ Staff Retreat



2011

# TAB 1

MONTHLY SCORECARD

12/21/2010

The Charlotte Housing Authority 2010-2011 Corporate Scorecard Measure

SECTION 8

SECTION 8 VOUCHER ANALYSIS

Generate Income to Underwrite Key Businesses: Utilize 98% of the housing choice vouchers.	Monthly % of Vouchers Utilized	Monthly # of Vouchers Utilized
<b>Target</b>	<b>98.0%</b>	<b>Total 4,666*</b>
March '10	90.13%	4,127
April '10	91.26%	4,179
May '10	91.32%	4,238
June '10	92.52%	4,294
July '10	92.43%	4,313
August '10	92.82%	4,331
September '10	93.33%	4,355
October '10	93.61%	4,368
November '10	93.66%	4,370

Program	Base	DHAP	VASH	FUP	BLVD	TOTAL	NOTES
Voucher Units	4268	3	60	100	235	4666	
Vouchers Utilized	-4116	-3	-30	-88	-133	-4370	
Vouchers Issued	-121	0	-6	-12	-44	-183	In lease-up
Balance by Program	31	0	24	0	58	113	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	113
Special Use on Hold	-82
In base	31
CBRA vacancies	0
To be issued	0
Balance of Voucher Availability	31

Current Utilization	96.44%	100.00%	50.00%	88.00%	56.60%	93.66%
Utilization - if all issued vouchers were to be leased up	99.27%	100.00%	60.00%	100.00%	75.32%	97.58%

Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.	Vouchers on the Street	Waiting List	New Landlord Packages	# Portables to Charlotte
March '10	207	2,344	33	491
April '10	188	2,342	59	509
May '10	138	2,343	37	530
June '10	98	2,343	70	552
July '10	163	2,343	61	563
August '10	170	2,343	65	594
September '10	168	2,343	87	632
October '10	152	2,178	57	669
November '10	183	2,178	46	707

# The Charlotte Housing Authority 2010-2011 Corporate Scorecard Measure

## All Conventional Public Housing Sites - CHA Managed

Maximize Benefit/Cost: Maximize the long-term financial viability of CHA-owned communities.	Occupancy Rate		Collection Loss (QTR)	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
	96%	2.00%	96%	96%	96%	20 days
<b>Target</b>						
March '10 - 29 units turned	100%	1.20%	96%	96%	99%	10+5 = 15 days
April '10 - 25 units turned	100%	-	93%	93%	98%	9+2 = 11 days
May '10 - 18 units turned	100%	-	91%	99%	99%	10+1 = 11 days
June '10 - 38 units turned	100%	2.10%	93%	93%	98%	10+1 = 11 days
July '10 - 26 units turned	100%	-	98%	94%	97%	9+2 = 11 days
August '10 - 30 units turned	100%	-	92%	92%	98%	10+4 = 14 days
September '10 - 25 units turned	99%	1.67%	81%	88%	96%	12+3 = 15 days
October '10 - 20 units turned	99%	-	88%	98%	99%	21+2 = 23 days
November '10 - 29 units turned	99%	-	92%	92%	98%	16+9 = 25 days

\*\*\*\* The average collection loss for the entire CHA portfolio is 1.65%

<sup>A</sup> total does not include private management data

## Affordable Properties

Sites include: Grove Place, Oak Valley, Valley View, Villa Courts, McAlpine Terrace, Glen Cove & Seneca Woods	Occupancy Rate		Collection Loss (QTR)	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
	96%	2.00%	96%	96%	96%	20 days
<b>Target</b>						
March '10 - 2 units turned	98%	2.33%	99%	99%	100%	11+4 = 15 days
April '10 - 3 units turned	100%	-	97%	97%	99%	8+32 = 40 days
May '10 - 3 units turned	100%	-	95%	95%	100%	8+1 = 9 days
June '10 - 3 units turned	100%	0.15%	94%	94%	100%	13+9 = 22 days
July '10 - 4 units turned	100%	-	97%	97%	100%	7+1 = 8 days
August '10 - 10 units turned	100%	-	92%	92%	100%	7+1 = 8 days
September '10 - 6 units turned	100%	1.62%	96%	96%	100%	8+1 = 9 days
October '10 - 4 units turned	100%	-	93%	93%	97%	8+2 = 10 days
November '10 - units turned	100%	-	94%	94%	98%	7+8 = 15 days

\*\*\*\* The average collection loss for the entire CHA portfolio is 1.65%

The Charlotte Housing Authority 2010-2011 Corporate Scorecard Measure

Private Management Companies

Sites include: First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity & McAden	Occupancy Rate		Collection Loss (QTR)		Total Tenant Accounts Receivables (all outstanding charges)		Tenant Accounts Receivable (uncollected rent without pending action)		Vacancy Turns Make Ready/Lease/Total								
	96%	2.00%	96%	20 days	96%	96%	96%	20 days	12+6 = 18 days	8+15 = 23 days	8+20 = 28 days	10+11 = 21 days	4+0 = 4 days	11+5 = 16 days	8+5 = 13 days	12+3 = 15 days	10+6 = 16 days
<b>Target</b>		1.20%															
March '10 - 15 units turned	99%				97%	99%	99%	99%									
April '10 - 13 units turned	99%				95%	98%	98%	98%									
May '10 - 15 units turned	100%				93%	93%	97%	97%									
June '10 - 4 units turned	97%	2.10%			95%	99%	99%	99%									
July '10 - 16 units turned	98%				94%	99%	98%	98%									
August '10 - 18 units turned	99%				92%	99%	99%	99%									
September '10 - 18 units turned	98%	1.67%			91%	91%	98%	98%									
October '10 - 16 units turned	98%				94%	94%	98%	98%									
November '10 - 9 units turned	98%				90%	90%	97%	97%									

\*\*\*\* The average collection loss for the entire CHA portfolio is 1.65%

Property	Overall Community Occupancy Rate		Section 8 & 9 Occupancy Rate		Total Tenant Accounts Receivables (all outstanding charges)		Tenant Accounts Receivable (uncollected rent without pending action)		Vacancy Turn Averages			
	Overall Community Occupancy Rate	Section 8 & 9 Occupancy Rate	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Make Ready	Lease Up	Vacancy Turn Totals	# of Units				
940 Brevard (40 Section 9 & 60 PBS8 units)	100%	100%	100%	100%	0	0	0	0	0	0	0	0
Arbor Glen 50 (25 Section 9 units)	100%	100%	97%	97%	7	0	7	0	0	0	0	1
Arbor Glen I (60 Section 9 units)	98%	100%	100%	100%	9	4	13	0	0	0	0	1
Arbor Glen II (40 Section 9 units)	100%	100%	98%	97%	0	0	0	0	0	0	0	0
Arbor Glen III (12 Section 9 units)	100%	100%	89%	89%	10	1	11	0	0	0	0	1
Ashley Square (22 Section 9 units)	94%	100%	100%	100%	0	0	0	0	0	0	0	0
Fairmarket Square (16 Section 9 units)	100%	100%	92%	92%	12	1	13	0	0	0	0	4
First Ward (132 Section 9 units)	93%	99%	48%	100%	0	0	0	0	0	0	0	0
Glen Cove (10 Section 9 units)	86%	90%	79%	86%	0	0	0	0	0	0	0	0
Hampton Creste	73%	N/A	100%	100%	0	0	0	0	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units)	100%	100%	69%	100%	0	0	0	0	0	0	0	0
McAlpine Terrace (26 Section 9 units)	86%	100%	101%	100%	0	0	0	0	0	0	0	0
McMullen Woods	100%	N/A	95%	98%	7	15	22	0	0	0	0	1
Mill Pond (61 PBS8)	96%	100%	100%	100%	0	0	0	0	0	0	0	0
Montgomery Gardens (20 Section 9 units)	100%	100%	83%	99%	0	0	0	0	0	0	0	0
Nia Point (29 Section 9 units)	95%	100%	100%	100%	0	0	0	0	0	0	0	0
Prosperity Creek (69 Section 9 units)	99%	99%	99%	99%	0	0	0	0	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	100%	100%	100%	100%	0	0	0	0	0	0	0	0
Prosperity Creek (72 Section 9 & 84 PBS8 units)	99%	95%	90%	100%	5	33	38	0	0	0	0	1
Rivermere (20 Section 9 units)	97%	99%	81%	100%	0	0	0	0	0	0	0	0
Seigle Point (102 Section 9 & 18 PBS8 units)	82%	100%	94%	100%	0	0	0	0	0	0	0	0
Seneca Woods (17 Section 9 units)	99%	95%	100%	100%	0	0	0	0	0	0	0	0
South Oak (20 Section 9 units)	100%	100%	85%	100%	0	0	0	0	0	0	0	0
SpringCrest at Ashley Park (18 Section 9 & 18 PBS8 units)	97%	100%	65%	89%	0	0	0	0	0	0	0	0
Springfield Gardens (22 Section 9 units)	76%	83%	90%	84%	0	0	0	0	0	0	0	0
Stonehaven East (24 Section 9 units)	95%	98%	90%	97%	10	6	16	0	0	0	0	9
<b>Grand Average</b>												



# TAB 2

RESOLUTIONS & EXHIBITS  
12/21/2010

**RESOLUTION  
TO AMEND THE MTW FUND BUDGET FOR THE FISCAL YEAR  
ENDING MARCH 31, 2011. (LAST AMENDED BY  
RESOLUTION NO. 1887)**

**WHEREAS**, in Exhibit A, funds are re allocated from Capital Projects – AMPs to Operating Transfers Out – Public Housing for the temporary relocation (staging) of residents at Meadow Oaks;

**WHEREAS**, all regulatory and statutory requirements have been met;

**WHEREAS**, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

**WHEREAS**, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program for serving low-income families;

**WHEREAS**, the Budget indicates a source of funds adequate to cover all proposed expenditures;

**WHEREAS**, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

**WHEREAS**, all proposed rental charges and expenditures will be consistent with provisions of law;

**WHEREAS**, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

**WHEREAS**, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

**WHEREAS**, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

**WHEREAS**, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation; and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

**WHEREAS**, no person in the Authority holds more than one position, and no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions.

**WHEREAS**, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve this Resolution to amend the MTW Fund budget for fiscal year ending March 31, 2011; attached hereto as Exhibit A.

**THEREFORE, BE IT ALSO RESOLVED** that 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.

#### **RECORDING OFFICER'S CERTIFICATION**

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held December 21, 2010.

BY: \_\_\_\_\_  
Charles Woodyard  
Secretary

RESOLUTION			Exhibit A
REVENUE:	April 2010 - March 2011 Moving To Work	REVISION	April 2010 - March 2011 Moving To Work
Public Housing Operating Subsidy	12,748,270		12,748,270
Section 8 Operating Subsidy	43,800,096		43,800,096
Section 8 Administrative Fees	2,235,183		2,235,183
Capital Fund	4,666,516		4,666,516
Administrative Fees - Portables	175,000		175,000
Fraud Recovery	150,000		150,000
Portable HAP Revenue	4,600,000		4,600,000
Other Income	452,180		452,180
<b>Total Operating Revenue</b>	<b>68,827,245</b>		<b>68,827,245</b>
	-		-
<i>Other Sources:</i>	-		-
Fund Balance Appropriated - MTW Funds	35,223,007		35,223,007
<b>Total Other Sources</b>	<b>35,223,007</b>	-	<b>35,223,007</b>
	-		-
<b>TOTAL REVENUE:</b>	<b>104,050,252</b>	-	<b>104,050,252</b>
<b>EXPENDITURES:</b>			
<b>Administrative:</b>	5,088,962		5,088,962
<b>Tenant and Social Services:</b>	1,482,471		1,482,471
<b>Ordinary Maintenance and Operations:</b>	89,563		89,563
<b>Housing Assistance Payments:</b>	34,379,523		34,379,523
<b>Protective Services:</b>	194,319		194,319
<b>General Expenditures:</b>	3,548,857		3,548,857
<b>TOTAL OPERATING EXPENDITURES:</b>	<b>44,783,695</b>	-	<b>44,783,695</b>
<b>Capitalized Items:</b>	1,626,000		1,626,000
<b>Total Expenditures Before Other Items:</b>	<b>46,409,695</b>	-	<b>46,409,695</b>
<i>Other Items:</i>			
Operating Transfers Out - Public Housing	22,838,953	10,000	22,848,953
Operating Transfers Out - Capital Projects	8,868,159		8,868,159
Loans To Others	22,851,910		22,851,910
Capital Projects - AMPs	1,872,291	(10,000)	1,862,291
Capital Projects - Real Estate	1,209,244		1,209,244
<b>Total Other Items</b>	<b>57,640,557</b>	-	<b>57,640,557</b>
<b>TOTAL EXPENDITURES:</b>	<b>104,050,252</b>	-	<b>104,050,252</b>

**RESOLUTION**  
**TO AMEND THE CENTRAL OFFICE COST CENTER BUDGET FOR THE**  
**FISCAL YEAR ENDING MARCH 31, 2011.**  
**(LAST AMENDED BY RESOLUTION NO. 1886)**

**WHEREAS**, Exhibit A shows an increase in revenue in the amount of \$371,000 in the Relocation Program Income line item and a corresponding increase of \$371,000 in the Tenant and Social Services category;

**WHEREAS**, all regulatory and statutory requirements have been met;

**WHEREAS**, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

**WHEREAS**, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program for serving low-income families;

**WHEREAS**, the Budget indicates a source of funds adequate to cover all proposed expenditures;

**WHEREAS**, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

**WHEREAS**, all proposed rental charges and expenditures will be consistent with provisions of law;

**WHEREAS**, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

**WHEREAS**, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

**WHEREAS**, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

**WHEREAS**, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation; and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

**WHEREAS**, no person in the Authority holds more than one position, and no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions.

**WHEREAS**, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve this resolution to amend the Central Office Cost Center Budget; attached hereto as Exhibit A.

**THEREFORE, BE IT ALSO RESOLVED** that 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.

#### **RECORDING OFFICER'S CERTIFICATION**

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held December 21, 2010.

BY: \_\_\_\_\_  
Charles Woodyard  
Secretary

Resolution	Exhibit A		
	April 2010 - March 2011 Central Office Cost Center	REVISION	April 2010 - March 2011 Central Office Cost Center
<b>REVENUES</b>			
Public Housing Fees	1,880,550		1,880,550
Section 8 Fees	1,158,647		1,158,647
Horizon Fees	359,779		359,779
Asset Management Revenue	60,000		60,000
Capital Fund Fees	518,502		518,502
Hoefener Fees	44,244		44,244
Mixed Finance Fees	96,960		96,960
Relocation Income	668,800	371,000	1,039,800
Maintenance Operations	474,840		474,840
Investment Income	78,000		78,000
ARRA Management Fee	450,000		450,000
CFRC Management Fee	175,000		175,000
MTW Management Fee	192,480		192,480
Other Income	186,161		186,161
<b>Total Operating Revenue</b>	<b>6,343,962</b>	<b>371,000</b>	<b>6,714,962</b>
<i>Other Sources:</i>			
Fund Balance Appropriated	1,086,646		1,086,646
<b>Total Other Sources</b>	<b>1,086,646</b>	<b>-</b>	<b>1,086,646</b>
<b>TOTAL REVENUE</b>	<b>7,430,608</b>	<b>371,000</b>	<b>7,801,608</b>
<b>EXPENDITURES</b>			
Administrative	5,222,795		5,222,795
Tenant and Social Services	317,492	371,000	688,492
Utilities	54,600		54,600
Ordinary Maintenance and Operation	550,399		550,399
Other General and Administrative	180,968		180,968
Capitalized Items	95,108		95,108
<b>Total Operating Expenditures Before Other Items:</b>	<b>6,421,362</b>	<b>371,000</b>	<b>6,792,362</b>
<b>Other Items</b>			
Operating Transfer Out - Public Housing	800,000		800,000
Loans To Others	209,246		209,246
<b>Total Other Items</b>	<b>1,009,246</b>	<b>-</b>	<b>1,009,246</b>
<b>TOTAL EXPENDITURES</b>	<b>7,430,608</b>	<b>371,000</b>	<b>7,801,608</b>

**RESOLUTION**  
**TO AMEND THE ASSET MANAGEMENT PROJECT BUDGET FOR THE**  
**FISCAL YEAR ENDING MARCH 31, 2011.**  
**(LAST AMENDED BY RESOLUTION NO. 1888)**

**WHEREAS**, in Exhibit A, revenues are increased by \$10,000 as shown in the Operating Transfer In – MTW and the corresponding expenditure is shown in the Maintenance line item;

**WHEREAS**, all regulatory and statutory requirements have been met;

**WHEREAS**, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

**WHEREAS**, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program or serving low-income families;

**WHEREAS**, the Budget indicates a source of funds adequate to cover all proposed expenditures;

**WHEREAS**, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

**WHEREAS**, all proposed rental charges and expenditures will be consistent provisions of law;

**WHEREAS**, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

**WHEREAS**, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

**WHEREAS**, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

**WHEREAS**, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation; and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution controlled substances;



**WHEREAS**, no person in the Authority holds more than one position, and no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions.

**WHEREAS**, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve a resolution to amend the Asset Management Project budget for fiscal year ending March 31, 2011; attached hereto as Exhibit A.

**THEREFORE, BE IT ALSO RESOLVED** that 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.

#### **RECORDING OFFICER'S CERTIFICATION**

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held December 21, 2010.

BY: \_\_\_\_\_  
Charles Woodyard  
Secretary

<b>Resolution</b>			<b>Exhibit A</b>
<b>REVENUE:</b>	<b>April 2010 - March 2011 Asset Management Projects</b>	<b>REVISION</b>	<b>April 2010 - March 2011 Asset Management Projects</b>
Tenant Rental Revenue	5,035,012		5,035,012
Other Revenue	1,284,016		1,284,016
<b>Total Operating Revenues</b>	<b>6,319,028</b>	-	<b>6,319,028</b>
<i>Other Sources:</i>			
Operating Transfers In - First Ward Interest	236,820		236,820
Operating Transfers In - Other	720,016		720,016
Operating Transfers In - MTW	22,838,953	10,000	22,848,953
Operating Transfers In - COCC	800,000		800,000
Fund Balance Appropriated- Land Sale Proceeds	845,392		845,392
Fund Balance Appropriated	156,195		156,195
Inter-AMP Excess Cash Transfer In	1,438,257		1,438,257
<b>Total Other Sources:</b>	<b>27,035,633</b>	<b>10,000</b>	<b>27,045,633</b>
<b>TOTAL REVENUE:</b>	<b>33,354,661</b>	<b>10,000</b>	<b>33,364,661</b>
<b>EXPENDITURES:</b>			
Administrative:	4,888,970		4,888,970
Tenant and Social Services:	6,936,578		6,936,578
Utilities:	3,876,833		3,876,833
Ordinary Maintenance and Operation:	9,275,217	10,000	9,285,217
Protective Services:	1,223,266		1,223,266
General Expenditures:	1,727,453		1,727,453
<b>TOTAL OPERATING EXPENDITURES:</b>	<b>27,928,319</b>	<b>10,000</b>	<b>27,938,319</b>
Capitalized Items:	1,240,500		1,240,500
<b>Total Capitalized Items</b>	<b>1,240,500</b>	-	<b>1,240,500</b>
<b>Total Expenditures Before Other Items</b>	<b>29,168,819</b>	<b>10,000</b>	<b>29,178,819</b>
Inter-AMP Excess Cash Transfer Out	1,438,257		1,438,257
Loans To Others	314,493		314,493
Operating Transfers Out - Mixed Finance Communities	2,433,092		2,433,092
<b>Total Other Items</b>	<b>4,185,842</b>	-	<b>4,185,842</b>
<b>TOTAL EXPENDITURES:</b>	<b>33,354,661</b>	<b>10,000</b>	<b>33,364,661</b>

**RESOLUTION  
TO AMEND THE EARLE VILLAGE HOPE VI GRANT (FIRST WARD) (LAST  
AMENDED BY RESOLUTION NO. 1793)**

**WHEREAS**, Exhibit A shows an increase in program income. This program income is allocated to provide funding for administration and as a transfer to the conventional fund to provide for social services included in the AMP budgets.

**WHEREAS**, the Board of Commissioners authorizes the proposed uses of the funds in accordance with the Earle Village (First Ward) Hope VI Amendment attached hereto as Exhibit A;

**WHEREAS**, all regulatory and statutory requirements have been met; and

**WHEREAS**, the Budget indicates a source of funds adequate to cover all proposed expenditures of the project;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve a resolution for the Earle Village HOPE VI Grant (First Ward), attached hereto as Exhibit A

**THEREFORE, BE IT ALSO RESOLVED** that 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 \$100,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

**RECORDING OFFICER'S CERTIFICATION**

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a meeting held December 21, 2010.

BY: \_\_\_\_\_  
Charles Woodyard, CEO  
Secretary

**Earle Village Hope VI Grant (First Ward)  
Resolution**

**EXHIBIT A**

Grant # NC19URD0031193	1993		Amended
	Hope VI		1993
	Grant	Revision	Hope VI
			Grant
REVENUE from HUD	41,740,155		41,740,155
PROGRAM INCOME	2,775,920	282,112	3,058,032
	-----	-----	-----
TOTAL REVENUES	44,516,075	282,112	44,798,187
MANAGEMENT IMPROVEMENTS	4,626,254	0	4,626,254
ADMINISTRATION	4,988,425	82,112	5,070,537
FEES AND COSTS	4,929,557	0	4,929,557
SITE ACQUISITION	1,089,376	0	1,089,376
SITE IMPROVEMENTS	2,702,101	0	2,702,101
DWELLING STRUCTURES	15,545,602	0	15,545,602
DWELLING EQUIPMENT - NONEXPENDABLE	81,111	0	81,111
NONDWELLING STRUCTURES	3,608,877	0	3,608,877
NONDWELLING EQUIPMENT	822,895	0	822,895
DEMOLITION	3,384,660	0	3,384,660
RELOCATION COSTS	411,829	0	411,829
TRANSFER TO CORE	1,070,461	0	1,070,461
TRANSFER TO CONVENTIONAL FUND	1,254,927	200,000	1,454,927
	-----	-----	-----
TOTAL OF GRANT	44,516,075	282,112	44,798,187

## RESOLUTION

### **AUTHORIZE THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE (CHA) TO SUBMIT THE MOVING FORWARD ANNUAL PLAN (NATIONALLY KNOWN AS MOVING TO WORK/MTW) FOR FISCAL YEAR 2011-2012 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

**WHEREAS**, Moving to Work (MTW) is a demonstration program authorized by Congress and implemented by the U.S. Department of Housing and Urban Development; and

**WHEREAS**, in establishing MTW, Congress granted broad authority to housing authorities to design programs that would achieve three primary goals:

- reduce cost and achieve greater costs effectiveness in Federal expenditures;
- give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- increase housing choices for low-income families.

**WHEREAS**, the MTW agreement provides CHA with the authority to design and test innovative, locally-designed housing and self-sufficiency strategies for low-income families; and

**WHEREAS**, on November 16, 2010 the CHA Board of Commissioners conducted a public hearing on the FY 2011-2012 Moving Forward Annual Plan; and

**WHEREAS**, CHA certifies that the housing assisted under the demonstration program is safe, decent, sanitary, and in good repair, according to an inspection protocol established or approved by the Secretary; and

**WHEREAS**, CHA provides certifications and other submissions as required by HUD; and

**WHEREAS**, CHA is requesting the Board of Commissioners to adopt CHA's FY 2011-2012 Moving Forward Annual Plan and authorize the submission of the FY 2011--2012 Moving Forward Annual Plan to HUD.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Charlotte that:

1. All initiatives in the Moving Forward Annual Plan shall be reviewed and approved by the appropriate level of the Board of Commissioners before they are implemented.
2. CHA's FY 2011-2012 Moving Forward Annual Plan is hereby adopted.

3. The Chair of the Board of Commissioners and the Chief Executive Officer are hereby authorized to execute any required documents, certifications or HUD forms related to the approval and filing of CHA's FY 2011-2012 Moving Forward Annual Plan.
4. The Chief Executive Officer is authorized to submit CHA's FY 2011-2012 Moving Forward Annual Plan and such other required documents, certifications or forms to HUD with such changes, additions, corrections or amendments as deemed necessary or appropriate or as may be required by HUD.
5. The Chief Executive Officer is hereby authorized to negotiate with HUD regarding any portion of CHA's FY 2011-2012 Moving Forward Annual Plan and to carry out other actions relating to the plan.

#### **RECORDING OFFICER'S CERTIFICATION**

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held December 21, 2010.

BY: \_\_\_\_\_  
Charles Woodyard  
Secretary

# TAB 3

MINUTES-REGULAR BOARD  
MEETING 11/16/2010

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON TUESDAY, NOVEMBER 16, 2010**

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 28203* at 5:00 p.m. on Tuesday, *November 16, 2010*.

**Present:**        *Chairman Joel Ford*  
                      *Vice-Chairman Will Miller*  
                      Commissioner Rodney Moore  
                      Commissioner Geraldine Sumter  
                      Commissioner David Jones  
                      Commissioner Lucille Puckett  
                      Commissioner Ben Hill

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

**Pledge of Allegiance:**

Chairman Ford officially opened the meeting and led us in the pledge of allegiance. Once completed Chairman Ford opened the Public Hearing for the Fiscal Year 2011 – 2012 Moving Forward Annual Plan.

**Public Hearing:** FY 2011 – 2012 Moving Forward Annual Plan

Chairman Ford recited the official script to call the opening of the public hearing and explain the purpose of the hearing. NOTE: The script is attached to the minutes as an official record. Once completed Chairman Ford opened the public hearing for public comments regarding the annual plan. Chairman Ford introduced the first speaker, Ms. Pamela Jepsen, and allotted 3 minutes for her to speak.

**Pam Jepsen, Executive Director of St. Peters Homes and McCreesh Place:**

Ms. Jepsen introduced herself and thanked the Charlotte Housing Authority for the opportunity to speak. Ms. Jepsen stated that the mission of St. Peters Homes is to provide affordable housing to eliminate homelessness and human suffering. McCreesh Place is Charlotte's first permanent supportive housing apartment community with a single room occupancy design. They rent 64 units to homeless men with disabilities. Until McCreesh Place, most of the residents were



counted among Charlotte's most fragile and the chronically homeless. As soon as they can get bulldozers to the site and the construction people in place they will start to build an additional 27 units which will be efficiencies. McCreesh Place is very appreciative of CHA's designation as a MTW (Moving to Work) agency because it has provided them with flexibility by HUD to spend funds on supportive housing projects such as McCreesh Place as well as provide gap financing and rental subsidies.

The Charlotte Housing Authorities MTW loan to the McCreesh Place project will be directed to the minor rehabilitation of their existing units and the construction of their additional 27 efficiencies. The MTW use of funds provided CHA the authority to build Project Based Section 8 units at McCreesh Place and upgrade their existing units, as well as structure Section 9 subsidies in such a way that they do not conflict with the operating requirements associated with supported housing program subsidies that are currently being funded to the project by the Community and Planning Development Division of HUD.

Ms. Jefsen pointed out that sometimes the regulations restricting certain government funding sources can negatively impact emerging successful models and creative approaches to solving community problems. CHA needed the flexibility of MTW in order to incorporate the supportive housing admissions and operating requirements because of current conflicting operating requirements between public housing and the supportive housing programs at HUD. The need for supportive housing in the Charlotte community has grown significantly in the light of the current economic downturn. This program will expand housing choices for very low income individuals by providing permanent supportive housing opportunities to formerly homeless men. MTW will have a long term impact on the sustainability of the project. She ended her comments and asked for questions.

Commissioner Ben Hill questioned how does McCreesh Place differ from Moore Place and the population it serves. Ms. Jefsen responded that Moore Place will have two major differences. McCreesh serves chronically homeless disabled men whereas Moore Place will be providing services to both men and women as she understands it, single adults, both men and women. The other key difference is McCreesh gets referrals from various emergency housing organizations and the men who come to them are all disabled and part of the disability that allows them entrance into the program includes a requirement that they have been in a recovery program for 6 months. However Moore Place is going to admit people who are currently addicted and using and will work with them as they enter as opposed to having their residents already coming in having already been through a program.

Chairman Ford asked for any additional questions for Ms. Jefsen; hearing none he thanked her for her comments.

**Ms. Everleen Richardson, currently resides at Charlottetown Terrace:**

Chairman Ford welcomed Ms. Richardson and allotted her 3 minutes to speak.

Ms. Richardson stated that she is currently a resident in CHA public housing. She was a participant in the ROSS program for which she believes funding has ended. The initiative was to prepare the resident for homeownership. There were budgeting classes as well as transportation provided for job search. She added that she was employed up until August of last year. She was working for a non-profit, the Metrolina AIDS project, however they lost funding, therefore she lost her job. Her issue with MTW that she could see from reading the plan is that she did not see anything as far as transportation. She would like to inform the Board that for her, having been provided transportation was a big deal. She explained that when you are not employed and you are not collecting unemployment and you are not qualified as disabled there is no way to do your job search. If you are not working, you don't have access to a computer. She added that she can't afford a computer if she can hardly pay her monthly rent. However she does have a computer but cannot afford computer service. There are a lot of issues. Ms. Richardson pointed out that the public library lost funding and has cut hours; it is a zoo trying to get a computer at the library at this point.

She emphasized that if we do not allow for transportation with MTW it is not going to work. It just can't work because most are out of work as it is and if you are not 62 or older, and if you are not on disability or collecting Social Security you fall into sort of a gray area. She stated that she is 58, will be 59 next year, therefore she is not at the age where she does not qualify for MTW and is self-sufficient. She has worked all her life and she just got into public housing 3 years ago when she lost her job at Bank of America. With that being said she is imploring everyone who is going to make the decision about the money that will go into this program that transportation is really a valuable tool. The residents must have it. Ms. Richardson noted that even CATS (Charlotte Area Transit System) raised their fares. It now cost \$3.50 roundtrip ticket to go for an interview or to the library. Additionally she is signed up for several temp agencies and if they call in the morning which they will usually do, if she does not have transportation then she can't accept that assignment. She ended her comments and thanked the Board for their time.

Chairman Ford asked if there were anymore speakers for the purpose of speaking to the CHA Moving Forward annual plan before submission to HUD.

**Commissioner Lucille Puckett, resident commissioner residing at Dillehay Courts:**

Ms. Puckett stated that she has submitted several questions to Ms. Gwen Isley-Boykin, MTW Coordinator, in reference to the annual plan. However she did not know how these would be incorporated and she asked for advice and she was told to speak on a few at the public hearing and then submit the questions and answers to the Board or whoever so it could go in with the comments for the annual plan.

One of her comments submitted was that *“the wait list count in the plan is misleading; it gives a misimpression that seniors have a greater need because their count is higher than others. However the family waiting is closed therefore it cannot show the demand that would be higher if it were open”*. The response she said she received was *“that is correct, the waiting list at many family sites are currently closed therefore the total number for housing cannot be accurately reflected using these numbers. Therefore the MTW staff will not add verbiage regarding misperception”*. She continued that was one concern however she was not going to read all of them. Another comment submitted was *“in the Resident Safety section in the ongoing section it stated that off duty police or security guards patrol three of the large family sites. She continued that this is not true; at least it is not being done in Dillehay Courts, which is where she lives. This was only done during the summer months”* and the response was *“Commissioner Puckett is correct this was a summer activity and due to the recent IRS comments and budget, wording that the item will continue will be removed”*.

Another comment is “some of the responses in Appendix B the Customer Annual Planning Session the CHA response refers to FSS and the HOPE VI program not CHA wide and when they were doing these planning sessions they were going to family sites and every site and the comments were given in general about what was needed in the family sites, the scattered sites and all that but in the back it only reflects how CHA is applying this to the HOPE VI and the FSS programs. The MTW staff responded with what resources the agency provided. If they only responded to the resources the agency provided then they should not have been going around to the family sites and asking us questions about what we wanted to see and only talked about what was needed for FSS and HOPE VI in their plan”. She continued that “this was not meant to be misleading to anyone about the services or the program the agency provides”, that was the Charlotte Housing Authority’s response, but there are 15 questions and answers on here that she wants to submit for the record.

Commissioner Puckett concluded her comments however Commissioner Sumter requested did she have additional copies? Commissioner Puckett stated that she has just received this information tonight but she will have someone to make copies and give them to her.

Chairman Ford asked if there were any additional individuals who wish to speak to the Commissioners concerning the CHA Annual Plan prior to submission to HUD. Commissioner Jones asked Chairman Ford if he could ask a question of Ms. Gwen Isley, MTW Coordinator. Chairman Ford granted his request. Commissioner Jones stated that he was struck by the second speaker’s discussion around the transportation issue. He is hopeful that based on what she said, although he does not know the flexibility we have relative to transportation, he would have to defer to staff, however it does sound like an important issue we should bring some focus to. Ms. Isley responded that the agency has received its second transportation grant from CATS and CHA leveraged that with MTW funds and the bus passes will be available in January 2011. Ms.

Isley added that the passes received in the last grant have run out; there were about 25,000 passes, which ran out in October/November 2010. Commissioner Jones continued that his only response is that folks like our second speaker and others are aware that they are out there and there is an easy way to access those; so we can do what we can do.

Chairman Ford stated that if there are no other comments, he would like to request a motion to close the public hearing concerning the annual plan.

Chairman Ford stated that if there are no other comments, he would like to request a motion to close the public hearing concerning the annual plan.

**ACTION:**

Motion was made by:	Commissioner Moore
Motion was seconded by:	Commissioner Jones
Outcome:	Passed unanimously

Chairman Ford thanked all speakers and those who are participating.  
Next on the agenda is the public forum.

**Public Forum:**

Ms. Donna Greene, Gladedale Apts.; Ms. Lucy Brown, Sunridge Apts.; Ms. Alberta McLean, Edwin Towers; Ms. Angela Moore, Southside Homes:

Ms. Donna Greene, spoke on behalf of the group. Her comments were as follows:

We are here today because we are not happy about what is going on with our RAC (Resident Advisory Council) organization. We as an organization are ready to work, learn and be a help. Unfortunately there is a lot of stuff going on in the organization that should not be going on. All operating sites should be up and running and that is not happening. The majority of presidents are working out of their homes and using their own personal computers and printers. If we want or need to do something we must spend our stipends or our personal funds or have someone to donate. Ms. Lucille Puckett, former president of RAC, stated that we have no funds and refuses to help us. Ms. Angela Moore, President of Southside Homes, was sworn in July 2010 and was told she could not get any money as far as the participation funds for her site until April 2011. If this is true, she would like for someone to check into this because she feels if we are here to help with no funds how can we be effective as new presidents and also she would like for someone to check on the 90 days that it takes to get the stipend. Actually we do not get it until the fourth month of being in office. We have a new Board in place that would love to work together but not with Ms. Puckett. We have asked her to step down at one of our meetings, however when she did not do so we asked for an election hoping this would let her know that we are serious and wanted her out of the presidency. When we had the election she was not re-nominated to be on the Board however somehow she has popped right back. At our last RAC meeting, which was

the 9<sup>th</sup> of November, we were given a sheet of paper stating Ms. Puckett as our Executive Director. Although there is no such position, we as presidents have voiced our opinions and let the new president Ms. Bey know that we were against this. We overheard Ms. Puckett telling Ms. Bey that because of how we felt that we would see how we felt when our stipends were stopped. How can she use her position as being on the Commissioner's Board to intimidate us? She sent out an email stating that no one was to work with the new Board but all questions and concerns would be sent to her. Why? Ms. Puckett is not on the Board. The new president did not call for a meeting with the Board nor did Ms. Puckett before this letter was sent out. We will not answer to Ms. Puckett and we will do whatever needs to be done to make sure that everyone knows that. She has the keys to the building and drives the van every day. She is doing all her personal business with the van (i.e. picking up children from school) which we have observed. We have presidents that need to go to meetings, etc. but it is not offered and if we ask for it, it is a problem. We as presidents will not let her mess up everything we have worked for and will not bow down to her because she has lied to us for too long. We do not know how much money we have we only know about the money we take up and/or raise. Any money which comes to the Housing Authority, she stated that she would handle that. Ms. Green continued stating that Ms. Puckett said we cannot afford not even one computer for each president because Ms. Puckett stated that housing is holding out on our money and has placed the money elsewhere and that she Ms. Puckett is the only one who knows where the money is. Ms. Puckett stated that without her the organization will fail because the authority is against us and the housing authority does not want us funded or organized. Basically the CHA does not want RAC to be in existence at all.

If we as RAC upset or disagree with anything Ms. Puckett says or anything she does not like she will make sure you are punished in some way. Her position is used to intimidate us totally. Ms. Green then concluded her comments.

Chairman Ford thanked Ms. Green and the other ladies for sharing their comments and feelings concerning the RAC organization. Chairman Ford continued that he has spoken with Mr. Charles Woodyard, CEO, and would like to provide continuous training that RAC needs and also making sure that we are in compliance with the HUD rules relating to our interactions in working with RAC. The board is fully aware and asked Mr. Woodyard if the Board could get a follow up as it relates to what those action steps are in an effort to make sure those folks are engaged properly. Mr. Woodyard, CEO, asked if Chairman Ford did not have any objections that he would ask Ms. Cheryl Campbell, Deputy COO, to give a brief synopsis of the training that has been done in the past.

Ms. Campbell's comments were:

- We hired an independent trainer, which came in and did some RAC training which was largely with the previous Board. Ms. Campbell did not attend any of the sessions however she did meet with the instructor. It was a fairly extensive agenda. (i.e.

communications, how to respect each other when in the meeting environment). This has been the only extensive training so far.

Chairman Ford reiterated that we know that we have a new RAC Board and we must make sure that we get that training implemented as soon as possible so they can be empowered with the knowledge and resources that are available to them. Commissioner Moore questioned the CEO as to where we (meaning CHA) are in the MOU process with RAC? Mr. Woodyard, CEO, responded that we are still in negotiations. He has a copy and the staff is working on the comments which we will get back to new Board when it is in place.

Chairman Ford asked if there were any more speakers concerning the public forum. Hearing none, he asked for a motion to officially close the public forum.

**ACTION:**

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

**Review and Approval of the Agenda:**

Chairman Ford continued stating there is one action item that needs to be pulled for staff purposes for clarification which is **Item 10.A** Approve Procurement Contract: McFarland Corbitt Construction, LLC . Commissioner Miller proposed in the interest of time that we eliminate the Committee Reports Item no. 9 on the agenda. Chairman Ford agreed with that request to remove the Committee Reports. Chairman Ford then asked if there were any further adjustments to the agenda. Hearing none, he requested a motion for the approval of the agenda with the following changes.

**ACTION:**

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

**Consideration to Approve the Minutes for:**

- Regular Board Meeting held on *October 19, 2010*

Commissioner Sumter stated that she noted a missed word and she would pass that on to Ms. Porter, official record keeper, other than that nothing further. Chairman Ford gave a last request for any other changes, hearing none he requested a motion for approval.

**ACTION:**

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

**Resident Advisory Council (RAC) Report:**

Ms. Green, Secretary of RAC, as well as President of Gladedale gave the report:

- We have a Nominating Committee set up at Sunridge, Dillehay Courts and Meadow Oaks.
- RAC had their election and the new Board consists of: Ms. Mary Bey, President; Ms. Marsha Simpson, Vice-President; Ms. Donna Green, Secretary; Ms. Melody Heath, Treasurer and Ms. Lucy Brown, Parliamentarian.
- We are steadily trying to move forward and we ask for your support.

**Presentation:** *Moving Forward Evaluation Update - Dr. William Rohe, Dr. Spencer Cowan (Center for Urban and Regional Studies, UNC Chapel Hill):*

Mr. Woodyard, CEO, introduced Dr. Rohe and Dr. Cowan to give the power point presentation. Dr. William Rohe, Director of the Center for Urban and Regional Studies introduced himself and then introduced his colleague Dr. Spencer Cowan, Sr. Research at the center. Dr. Rohe started by briefly going over the outline of the presentation to let the Board know where they are going. They will talk about the scope of the evaluation, go over the plan for the evaluation, progress to date and then give a little teaser on some of the data that has been collected. In terms of resident surveys and what they refer to as key informant interviews. Then they will go over the work plan for this coming year.

**Scope of evaluations:** First of all we are monitoring the development and implementation of moving forward. We are documenting the changes in the program design from proposal through implementation. Obviously on a very complicated program like this you have one idea of how it's going to work or maybe a vague idea of how it's going to work at the beginning and as you start to think about how these work requirements are going to be worded, how are these rent reforms going to be done. We are documenting, not only so you know but other people who are involved in moving forward type programs, can learn from your experience. Also we are determining the extent that the program is meeting the three objectives which are to promote self-sufficiency, to increase housing opportunities and lastly to increase efficiency and lower cost. Lastly we are looking to determine the programs impact on both the residents and the housing authority.

**Work Plan:** The overall plan is to develop key measures of program performance, outputs and impacts. The plan involves gathering and analyzing baseline data. They will talk about information from the resident survey's they have been conducting and key interviews as well as

some secondary data on neighborhood characteristics. They are developing additional sources of data as needed. For the performance measures they will be doing second and third round interviews with residents. They will follow the case managers to find out what kind of services people are getting. They are gathering follow-up data and doing quarterly and annual reports to the authority as they collect and analyze the data.

**Progress to date:** They have helped the CHA staff develop outcome and impact metrics, as well as helped CHA to customize the Yardi system. They developed resident surveys, and a new exit survey which they are ready to start implementing. The exit survey will ask people who are leaving the authority why they are leaving and where they are going, etc. They have conducted baseline resident surveys and received 933 responses out of 1,252 surveys' that were sent. This reflects a 75% response rate which they feel good about. Interviews have been conducted with 3 Board Commissioner's so far; also 22 interviews with CHA staff. Basically to document how this program is evolving, why decisions are being made. Also they have conducted a neighborhood assessment by gathering and analyzing data on the characteristics of CHA neighborhoods. For clarification Dr. Cowan is talking about the neighborhoods in which our developments sit in. Lastly, they are in the process of implementing an exit survey of residents to determine where they go after they move from CHA developments and to get a sense of are they achieving self-sufficiency which is everybody's objective.

Once completed Chairman Ford thanked them for their informative presentation and appreciated them traveling to our town.

### **Monthly Report from the CEO**

#### **Business Plan Update:**

Mr. Woodyard, CEO, asked Chairman Ford for guidance as how to handle the monthly report. He has a document on his business plan update, which he would like to inform our position on the City's Housing Locational Policy. Mr. Woodyard offered to send it to the Board electronically. He stated we are looking to either hire or execute a contract for oversight of Hampton Creste and we just received notice from HUD that the Dalton Village HOPE VI has ended and we completed everything we needed to execute that grant. However he can send it electronically and if the Board has issues on the scorecard or any other reports, they could be brought forward or sent at a later time or can be done the way we normally do it. He wanted to give the Board the option in the interest of time. Vice-Chairman Miller stated that we have been receiving a monthly report however he does not think that we have received it this month. Mr. Woodyard agreed it had not been sent out due to a staff member that was out of town and we will collapse both issues together in the next report. Vice-Chairman Miller is curious about Hampton Creste and it sounds like we are not off to the best start. He asked for an update as to what is going on. Mr. Woodyard responded that he has met with the County and the Salvation Army.



The deliverables of the individual who had been hired to put together a coordinated plan of all the agencies involved went lacking. We have decided, and it will be brought up to the Board, that it is the housing authority's role as the owner of the property to hire that function out so that we hire someone who coordinates between the City, the County, the school system, the non-profits, and the faith based community to make sure that we develop and execute a model that works for Hampton Creste. Currently the contract for the person who is doing that has ended and we recommend that we pick that up and lead the effort to hire someone. Vice-Chairman Miller continued by asking how long do you think it will be before everything is moving in the right direction. Mr. Woodyard commented that to take a guess he would like to say that he would like to have someone in that position before the end of the calendar year. Vice-Chairman Miller stated that he is hearing in the community that nobody is in charge. Are we taking the lead, are we being responsible? Mr. Woodyard responded that we will be taking the lead. However he would like for the Board to understand there are different pieces to this. He thinks we need to take the lead as the owners of the property, but we are not directly delivering the supportive services. We will put together a model that means that we oversee the supportive services along with the Salvation Army. Commissioner Hill questioned are they being delivered now? Mr. Woodyard responded yes, but there are only 20 homeless families that have moved in. Deronda Metz, of the Salvation Army, has currently established an office on site, and she has put out a notice to hire a social services coordinator. Vice-Chairman Miller continued that he would like to see staff communicate with the Chair or Co-Chair to make sure CHA knows what is going on over there because he does not like hearing things in the community. He would also like a full report at the next Client Relations Committee meeting if possible. Chairman Ford injected that he had stumbled upon the sausage making process at Hampton Creste and it was not a pleasant site. Additionally as the current chair he would like to ask that one of the two of you (Mr. Woodyard and Ms. Campbell) to take a more active role in that leadership group that is currently in place. Chairman Ford has instructed Mr. Woodyard that we are the owners of the building and our primary responsibility in the agreement working in real estate is that we are going to buy the building and do the upfit and the other services will be left to the Salvation Army and some other folks. That did not happen and he does realize that it has the Charlotte Housing Authorities name on it which is why I want to have the CEO step up and provide. Chairman Ford does not believe that we need a social worker, we need a coordinator. We have a lot of different agencies who need to be coordinated correctly and strategically to help those families move toward self-sufficiency. You have your marching orders. If you need further clarification we will be more than happy to make sure we give you that.

Mr. Woodyard responded that what happened was that we had staff vacancies. The people who were dealing with this project left the organization. Commissioner Jones requested who is the staff person currently that he and Commissioner Hill should talk to. Mr. Woodyard stated that we have three staff people. They are: Karen Calder, Client Services Director, Melissa Jaggernauth, Financial Analysis, and Janelle Brown, Real Estate Development Officer.

Commissioner Jones stated that he and Commissioner Hill would coordinate with that group and they will take on that project.

Chairman Ford stated that he has general consensus to get the electronic update from Mr. Woodyard concerning the business plan. Hearing no other questions, he moved forward in the agenda to the action item 10.A. which has been pulled. Chairman Ford then called Ralph Staley, CFO, to the podium to give a brief explanation of this item. However prior to reporting Chairman Ford requested the staff update and then go back and take the action item to approve this consent agenda item.

**10.A Approve Procurement Contract: McFarland Corbitt Construction, LLC in Association with Shiel Serton Company, Inc.**

Approve contract for the procurement of fire sprinkler, fire alarm and pipe painting work for Edwin Towers from McFarland Corbitt Construction, Inc. for \$404,800 (bid including 10% contingency).

Mr. Ralph Staley, CFO, stated that he would like it reflected in the minutes that on Item 8.F Notification of Administrative Budget Changes-9/30/2010 behind Tab 3 did occur, because that is a requirement in the audit.

Mr. Staley stated that item 10.A. be pulled from the consent agenda to relay to the Board that on the procurement contract with McFarland Corbitt Construction, CHA has been notified by the low bidder who was not selected because of the Section 3 preference that HUD requires us to have; they do intend to protest this bid. We have not received the official protest at this time however we want you to understand that we are telling them what the process is, then based on what we receive from them as a formal protest we will determine whether that will be handled at the contracting officer level, CEO level, Board level or if it needs to be referred to legal counsel. However we would ask that you continue with the process because we are within the Section 3 law and are required to do this.

Vice-Chairman Miller stated that to try to head off potential litigation, he is assuming we have sent them the appropriate language that allows us to do this, so they can read for themselves. Mr. Staley, responded, we have and they said that they still wanted to protest.

**10.B Budget Amendment: 2009 American Recovery and Reinvestment Act (ARRA) Capital Fund Formula Grant.**

**10.C Budget Amendment: Central Office Cost Center (COCC).**

**10.D Budget Amendment: MTW Funds.**

**10.E Budget Amendment: Asset Management Project.**

**10.F Budget Amendment: Fairview Homes HOPE VI Grant.**

**10.G Budget Amendment: Piedmont Courts HOPE VI Grant.**

**10.H Budget Amendment: Dalton Village HOPE VI Grant.**

**10.I Budget Adoption: 2010 Replacement Housing Factor Grants  
Grant Authorization: Horizon Development Properties, Inc.**

**10.J CHA Collection Loss Report for the Quarter Ended 9/30/10.**

Chairman Ford asked that a motion be made to approve **Items 10.A – 10.J**

**ACTION:**

Motion was made by:	Commissioner Moore
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

**Business Agenda Action Items:**

**11.A CHA 457(b) Retirement Plan Trust Agreement**

Approve a resolution to authorize 457(b) retirement plan trust agreement.

Mr. Staley explained that this item did not go through Committee because on the date of the committee we did not have the information from the plan trustee. We were notified that the Board needed to approve this to keep our retirement plan eligible on the 4<sup>th</sup> of November it must be approved by the 15<sup>th</sup> of December. The choices are to approve this trust agreement and the IRS will continue to treat it as a tax deferred plan or you can not approve it and it will become a taxable plan. Commissioner Sumter agreed with Mr. Staley on the tax deferred plan therefore she made an official motion to go with tax deferred.

**ACTION:**

Motion was made by:	Commissioner Sumter
Motion was seconded by:	Commissioner Moore
Outcome:	Passed unanimously

A motion was made by Commissioner Jones to suspend the regular Charlotte Housing Authority Board and convene as the Board of Horizon Development Properties, Inc. Motion was seconded by: Commissioner Puckett; Outcome: passed unanimously.

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Commissioner Jones then made a motion to adjourn the Horizon Development Properties, Inc. meeting to reconvene the CHA regular Board meeting. Seconded by: Commissioner Moore; Outcome: passed unanimously. Additionally a motion was made by: Commissioner Jones to go into Executive Session to discuss legal matters; motion was seconded by: Commissioner Moore; outcome: passed unanimously.

Immediately following the Executive Session, Chairman Ford allowed Commissioner Puckett to give the following explanation:

Commissioner Puckett stated that she just wanted to say in reference to the comments that the one young lady presented, of course she does not agree with or approve of them getting up and pretty much slandering her name. She stated that they are not in agreement with her because they asked her to go on a retreat to Canada and she told them no. Commissioner Puckett added that all those young ladies that got up and spoke; and then stated that they are working out of their homes they all have offices or what not in their community. She noted RAC has Quality Circle meetings with Charles Woodyard, CEO, Cheryl Campbell, Deputy COO and the like and computers and stuff, it is certain things that the money which is for RAC (Resident Advisory Council) is supposed to be spent with. The last Board got into problems/trouble or whatever for spending that money how they wanted to spend that money and she's just not going to do that. She stated she is going to be in accordance with procedure/policy or what have you. Computers for the organization is actually suppose to be bought out of capital funds or whatnot. Cheryl Campbell has sent Lekeista Freeman, RAC Liaison and her to the communities to see what the needs were and that is suppose to be in discussion in going to the capital funds for the next year's budget. Commissioner Puckett stated that supplies for them can be shown on CHA record, because she does not have access to the money, it is done through the liaison. All supplies as far as paper, pencils, etc. that they need has been provided to them. There is a copier at the RAC office where they have access to use of the equipment and supplies. She said she was told by one of the young ladies yesterday "I can laugh, I can joke with them when we are not talking business but when we are talking business I put on a different hat" . Commissioner Puckett stated it is serious and she is a different person when it comes to business. She continued that it is not that she is trying to dictate to them and in reference to the election, Ms. Bey said she wasn't expecting to become the president of the organization and she was trying to explain to them just like the president of the United States she doesn't take the seat immediately. She stated to give

her a transition period so she can understand what is going on. There were things that Ms. Puckett was doing that she needs to close and finish because the presidents got money from the organization and they have 30-45 days to close it out. Ms. Bey does not understand the policies and procedures. Immediately following the meeting they were handing her more withdrawals or whatever and Ms. Bey said "Hold up, hold up, I don't even understand this. So let me understand what is going on, so give me this transition period". However, they do not want to do that. Commissioner Puckett continued that she has tried to explain to the presidents, in their bylaws it simply states to be entitled to vote or otherwise participate in the activities of RAC, members must pay to the treasurer dues at a rate of \$3.00/per month or \$36.00 dollars/per year. In actuality we are not suppose to have had an election because only four people have paid their dues. Therefore, nine people should not have been allowed to vote. That election was not supposed to be done and not even supposed to be certified. The presidents want to do what they want to do, how they want to do it and they don't want to follow policy and procedures. For somebody to tell them what to do they feel they are being dictated to or whatever and they don't want to do that. Donna Green, the person that stood up to speak, she was caught with her hand in the cookie jar. She was the one holding the money or what have you and she took the money out of the office. Then she tried to sneak it back in and she was caught. Therefore she is trying to throw blame or whatever and it's like they are following the leader. Then they are consulting with Housing Authority staff or whoever and they keep coming back saying Lekeista said this or Cheryl said this and she doesn't know whoever else they may be talking to but she just wish that housing authority is a separate entity and she told them if they have any complaints or whatever, instead of running to housing, they need to discuss or talk about it in-house. As a 501(c)(3), they talk about her throwing around her position or whatever but she told them that there is nothing housing can do. RAC is a separate organization, if they have a complaint as a 501(c)(3) it is a civil matter. Commissioner Puckett continued that if it is that great then it should be taken to the proper channels and not housing authority. The only thing housing authority controls is RAC money. If the housing authority see RAC keep bickering and can't get along or if this election has to go over and then there is nobody at the helm or at the seat then housing cannot give money to an unrecognized organization. So that is what they mean about her stating that they will not get a stipend. HUD states you cannot give money to an unrecognized organization, so that is not her throwing around her authority, that is just telling them what is in the rules, regulations and the bylaws or whatever. Commissioner Puckett concluded her comments and stated that is basically all she has to say.

Chairman Ford thanked Commissioner Puckett for her comments and asked her if she felt comfortable that she has had her opportunity to speak. Commissioner Puckett stated that she really does not because there was a room full of folks in here when they slandered her the way that they did. Chairman Ford stated that he would take responsibility for that because he made that call, but he does appreciate her understanding on that matter. Chairman Ford asked if there was any further business that needs to be conducted. Commissioner Puckett responded that she

was under the impression that it probably should have stayed in closed session. She sent out an email and talked to him in reference to Mr. Woodyard, CEO, and was told that all of that would be discussed today in closed session and what she thought was going to be discussed in closed session has not been. Chairman Ford commented, no, the email that was sent out as it relates to Mr. Woodyard job performance and what he's doing at the authority, that is a separate issue he plans to take up if the Board agrees that is something they want to discuss. However that will be a separate issue that he is not going to deal with at this time but we will come back and do that. Chairman Ford explained that he did not want to co-mingle these two issues.

Commissioner Puckett continued that she has learned from going to NAHRO or what have you, if there is discussion about a staff member or whomever in executive session, closed session, that person is supposed to have knowledge of them being discussed in closed session and supposed to have the opportunity to come and speak, whether it is her as a commissioner, whether staff or whomever because that is totally unfair for them to be in closed session discussing issues and not getting both sides of the story. She was told by Chairman Ford that there are two sides and she does not feel that she was treated fair.

Chairman Ford stated that we have legal counsel present however upon the advice of counsel she was asked to leave the room. Chairman Ford then asked Mr. Sherrod Banks, General Counsel to re-explain. Mr. Banks comments were as follows: "We have hired an attorney to give us a status report and legal advice on the pending eviction matter between you and the housing authority and you are not privy to be a part of that meeting". Chairman Ford continued with further business.

Vice-Chairman Miller made the following motion: Based on the information provided by counsel and counsel of counsel regarding the occupancy of Ms. Puckett as a resident, he would like to make the motion that we expedite eviction proceedings as quickly as possible under the law. Chairman Ford stated that a motion was on the floor, he then asked for further discussion. Commissioner Puckett asked if she had the right to discuss. Chairman Ford and Sherrod Banks, General Counsel stated that she does have the right to speak. Commissioner Puckett asked does she have to do this in open session? Chairman Ford and General Counsel stated *yes*. Commissioner Puckett is not understanding what is going on with protocol or procedure and she does not know if she is to discuss what is going on in open session in reference to matter that was taken into closed session. Vice-Chairman Miller stated that she wears multiple hats so presently you are wearing your resident hat not your Board hat, because the motion on the floor is to evict a resident not a Board member but a resident. Mr. Sherrod Banks, General Counsel, commented that she was free to discuss this motion just like anyone else sitting around this table. Commissioner Sumter had the following comments: She does want Commissioner Puckett to realize that this motion is to take some legal action against her and if she has counsel she might want to consult her counsel on these matters. Commissioner Puckett's question is the

motion being made is that on the termination currently in place or is that on an additional termination? Mr. Banks, General Counsel, clarified that the motion would apply to any actions that would give this housing authority grounds to evict her that have come up since the beginning of her tenancy until now; he reiterated *anything* that has been done which would constitute a lease violation. If there is a bases to expedite the eviction of Ms. Puckett that motion would cover it.

Commissioner Puckett concluded that since she does not have legal counsel, she still does not really understand. However, Mr. Banks, General Counsel, stated that the motion on the floor is broad enough to cover anything that has ever happened since she has been a tenant of CHA; up to and including anything that would have occurred this weekend, yesterday or today.

After that statement from Mr. Banks, Commissioner Puckett felt the need to add something further. On Sunday, November 14, 2010, she called the police about a situation that was taking place in Dillehay Courts that she had nothing at all to do with. A resident that got pad locked today wanted to draw her into the situation that she had nothing at all to do with. She is on the phone with the police from the beginning to the end. When the police arrive she opened the door and then they tell her to come to them, then they curse her. They went through her house, searched her house because someone stated that someone came through her house with a rifle, however they came out the next day to apologize to me because nothing was found. She had nothing to do with that. She called the police, she was on the phone with the police, she suggested that they get the recording from the 911. In conclusion Commissioner Puckett stated that she does not understand, however that is fine, that is all she has to say.

Chairman Ford continued that there is a motion on the floor to expedite the eviction process of Ms. Puckett.

**ACTION:**

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

Chairman Ford then asked if there was any further business. Vice-Chairman Miller would like to make a second motion that the Board send a letter to the Mayor and City Council requesting Ms. Puckett's removal from the Board of the Charlotte Housing Authority.

**ACTION:**

Motion was made by:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Jones
Opposed:	Commissioner Puckett
Outcome:	Passed

Commissioner Moore made a motion to close the regular session of the Board of Commissioners. Commissioner Jones seconded the motion. Motion passed unanimously.

Minutes respectively prepared by:	Barbara G. Porter Executive Assistant to the CEO
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***The next meeting will be held on December 21, 2010 @ Cedar Knoll, 304 Green Needles Court, Charlotte, NC 28217 at 5:00 p.m.***



# TAB 3

MINUTES-SPECIAL BOARD  
MEETING 12/08/2010

**MINUTES OF THE SPECIAL BOARD MEETING  
OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON DECEMBER 8, 2010**

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The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a special meeting at *CHA Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 10:15 a.m. on Wednesday, December 8, 2010.

**Present:**        *Chairman Joel Ford*  
                      *Vice-Chairman Will Miller*  
                      Commissioner Ben Hill  
                      Commissioner David Jones  
                      Commissioner Geraldine Sumter  
                      Commissioner Rodney Moore  
                      Commissioner Lucille Puckett

**Absent:**         Sherrod Banks, General Counsel

**Also Present:** Charles Woodyard, CEO

**Pledge of Allegiance:**

Chairman Ford officially opened the Special Board meeting at approximately 10:15 a.m. The meeting began with the pledge of allegiance.

**Additions to the Agenda:**

Once the pledge was completed Chairman Ford asked for any additions/changes to the agenda; hearing none a motion was requested to approve the agenda as submitted.

**ACTION:**

Motion was made by:	Commissioner Miller
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

**Business Agenda Action Item:**

**3.A Steele Creek Seniors – RBC Construction Loan Resolution**

Approve a resolution allowing the execution of RBC BANK (USA) Deed of Trust and assignment of leases for Steele Creek Senior Apartments.

Mr. Chris Squier, Chief Development Officer, came forward to give a brief explanation. He explained the reason for this special meeting is a new item came up which is a tax credit deal with Wood Partners. Traditionally when CHA does this type of deal we already have the authority through our normal Board resolutions to execute the agreement. One of those agreements is our construction loan and in this case the attorney for RBC Bank, which is both the construction lender and will also become the tax credit investor, has asked for a little more. They have asked for a specific resolution stating that the land could be used as collateral for the construction loan and only during a portion of the construction. Essentially they have asked for slightly more therefore we must ask the Board to do a specific resolution stating the land can be used as collateral for a period of one year to eighteen months.

Chairman Ford asked if there were any questions for Mr. Squier; hearing none he requested a motion to approve the resolution to allow the execution of RBC BANK (USA) Deed of Trust and assignment of leases for Steele Creek Senior Apartments.

**ACTION:**

Motion was made by:	Commissioner Hill
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Chairman Ford then asked for a motion of adjournment.

**ACTION:**

Motion was made by:	Commissioner Moore
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

HORIZON ACQUISITION  
CORPORATION

12/21/2010

**Horizon Acquisition Corporation  
Board of Directors  
AGENDA**

*Cedar Knoll  
304 Green Needles Court  
Charlotte, NC 28217*

*December 21, 2010*

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***Directly After Regular Board of Commissioners Meeting – Meeting Convenes:***

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
  - *Meeting held on May 18, 2010*
3. **Business Agenda Item:**
  - A. Budget Adoption: 2011 Horizon Acquisition Corporation (p.1)

**Business Agenda:**

**Business Agenda item for the December 21, 2010 Regular Board Meeting of the Horizon Acquisition Corporation.**

**3.A Budget Adoption: 2011 Horizon Acquisition Corporation**

**Action: Adopt the Horizon Acquisition Corporation Budget for the calendar year ending December 31, 2011.**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Ensure the Authority's Long Term Financial Viability

**Background/Policy Framework:**

Horizon Acquisition Corporation is a for profit corporation created to acquire, develop, operate and/or hold title to affordable housing properties. Horizon Acquisition Corporation is composed of transactions that must go through a taxable corporation for the benefit of our projects.

**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 FY2011 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.

**RESOLUTION OF THE BOARD OF DIRECTORS OF HORIZON ACQUISITION CORP. TO AUTHORIZE THE ACQUISITION OF THE GENERAL PARTNER INTEREST IN LITTLE ROCK APARTMENTS, ESTABLISH A BUDGET FOR \$3,500,000, AND TO AUTHORIZE THE SALE OF STOCK TO HORIZON DEVELOPMENT PROPERTIES, INC.**

WHEREAS, Horizon Development Properties, Inc. is contractually engaged to acquire the general partner interest in LR Charlotte Operating Company, LLC, a North Carolina limited liability company (the "Seller");

WHEREAS, the Seller is the owner and operator of the multifamily community commonly known as "Little Rock Apartments" located at 3105 Nobles Ave., Charlotte, North Carolina;

WHEREAS, Horizon Acquisition Corp. desires to acquire the general partner interest in the Seller pursuant to that certain Purchase and Sale Agreement dated March 31, 2009 by and between the Seller and Horizon Development Properties, Inc., as amended on March 16, 2010 and assigned to Horizon Acquisition Corp. on May \_\_, 2010 (the "Purchase Agreement");

WHEREAS, Horizon Acquisition Corp. desires to establish a budget of \$3,500,000 for the purpose of acquiring the general partner interest of the Seller; and

WHEREAS, Horizon Acquisition Corp. desires to raise said \$3,500,000 by selling 35,000 shares of stock in the corporation to Horizon Development Properties, Inc. at a price of \$100 per share.

NOW THEREFORE, BE IT RESOLVED that the CEO of Horizon Acquisition Corp. is hereby authorized to sell 35,000 shares of stock in the corporation to Horizon Development Properties, Inc. at a price of \$100 per share;

Resolved that the CEO of Horizon Acquisition Corp. is authorized to use the equity proceeds to acquire the general partner interest in the Seller pursuant to the terms and conditions of the Purchase Agreement; and

Resolved that the CEO is authorized to adopt a budget for this purpose.

**RECORDING OFFICER'S CERTIFICATION**

I, Barbara Porter, the duly appointed and qualified Secretary of the Horizon Acquisition Corp., do hereby certify that preceding resolution was properly adopted at a regular meeting held May 18, 2010.

(SEAL)

BY: \_\_\_\_\_

Barbara Porter

December Horizon Acquisition Item	<b>Exhibit A</b>
<b>REVENUE:</b>	Horizon Acquisition Corporation
Developer Fees Earned	125,000
Other Revenue	175,000
<b>TOTAL REVENUE:</b>	<b>300,000</b>
<b>EXPENDITURES:</b>	
Other Operating Costs	300,000
<b>TOTAL EXPENDITURES:</b>	<b>300,000</b>



**MINUTES OF HORIZON ACQUISITION CORPORATION  
BOARD MEETING HELD ON TUESDAY, MAY 18, 2010**

**Regular Meeting:**

**Additions to the Agenda:**

Chairman Ford asked for any additions/deletions to the agenda. Hearing none; he asked for a motion of approval.

**ACTION:**

Motion was made for approval by:	Commissioner Jones
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

**Consideration to approve the minutes for:**

- Meeting held on *April 20, 2010*

**ACTION:**

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

**Business Agenda Item:**

**3.A Little Rock Apartments-Acquisition of GP Interest Budget Amendment**

- Action: 1. To approve a resolution to authorize the acquisition of the General Partner Interest in Little Rock Apartments; establish a budget for \$3,500,000 and to authorize the sale of stock to Horizon Development Properties, Inc.
2. To approve the amendment of the Horizon Acquisition Corp. budget for the calendar year ending December 31, 2010.

Mr. Ralph Staley, CFO, gave a brief explanation. Vice-Chairman Miller questioned if this item had been approved in the Finance & Audit Committee? Mr. Staley acknowledged yes. Vice-Chairman Miller continued that was not noted under the committee discussion portion of the agenda item. Vice-Chairman Miller would like to make that correction. Mr. Staley agreed the change would be made.

Additionally, Vice-Chairman Miller questioned the CSS Reserve amount of \$600,000. Mr. Staley explained that this is a reserve established for the provision of services for the client services programs at the site in the future. Vice-Chairman continued questioning \$600,000 for how many years? Commissioner Jones added isn't that normally a formula driven by our tax credit application? Mr. Staley explained that on this item we are funding it because we are buying the GP interest and we are anticipating having the residents go under our program. Vice-Chairman Miller questioned how did we come up with that number? Ms. Cheryl Campbell, Deputy COO, added that although she did not have the calculation with her, she believes it is roughly the same amount of money we are spending on the families at Boulevard Homes due to the challenges of those families. Mr. Staley, CFO, clarified that if the money stays in the reserve and is not utilized it will be returned to the MTW program.

Chairman Ford requested if there is no further debate or discussion on this issue then he would like to have a motion to authorize the acquisition of the general partner interest in the Little Rock apartments, establish a budget of \$3,500,000 to authorize the sale of stock to Horizon Development Properties. In addition to the approval of the amendment for the Horizon Acquisition Corporation budget for calendar year ending December 31, 2010.

**ACTION:**

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Commissioner Jones then motioned for adjournment from the Horizon Acquisition Corporation meeting to go into executive session of the Charlotte Housing Authority. Motion was seconded by Commissioner Sumter; motion passed unanimously.

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Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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C.O.R.E. PROGRAMS, INC.

12/21/2010

**C.O.R.E Programs, Inc  
Board of Directors  
AGENDA**

*Cedar Knoll  
304 Green Needles Court  
Charlotte, NC 28217*

*December 21, 2010*

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***Directly After Horizon Acquisition Corporation Meeting – Meeting Convenes:***

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
  - Regular Meeting held on *August 17, 2010*
3. **Business Agenda Items:**
  - A. Budget Amendment: C.O.R.E. Programs, Inc. Budget for the Fiscal Year Ending March 31, 2011. **(p.1)**

**Business Agenda**

**Business Agenda item for the December 21, 2010 C.O.R.E. Programs, Inc. Board of Directors Meeting.**

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

<p><b>Action: Amend the C.O.R.E. Programs, Inc. Budget for the Fiscal Year Ending March 31, 2011.</b></p>
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**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Ensure the Authority's Long - Term Financial Viability

**Background/Policy Framework:**

C.O.R.E. Programs, Inc. is a non profit organization created to assist affordable housing residents in achieving economic independence through educational and other supportive services. An application was made to the Bank of America Foundation for grant funds for the purchase of equipment for the Center for Employment Services in the Arbor Glen community.

**Explanation:**

On November 3, 2010, C.O.R.E. Programs received a grant from the Bank of America Foundation in the amount of \$25,000. This budget amendment recognizes the receipt of this award as a restricted donation and also provides budget authority to expend these funds for the purpose requested. These funds were requested and will be used to purchase equipment for the computer lab at the Center for Employment Services. The additional equipment will bring the center to optimum computer capacity.

**Committee Discussion:**

At the Finance & Audit Committee meeting on December 8, 2010, this item was unanimously approved for the consent agenda

**Funding:**

Bank of America Foundation

**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 December 21, 2010.

BY: \_\_\_\_\_  
Barbara Porter, Secretary

December Amendment			Exhibit A
REVENUE:	April 2010 - March 2011 C.O.R.E. Programs, Inc.	REVISION	April 2010 - March 2011 C.O.R.E. Programs, Inc.
Other Income	143,266		143,266
Restricted Donations	10,530	25,000	35,530
<b>TOTAL REVENUE:</b>	<b>153,796</b>	<b>25,000</b>	<b>178,796</b>
<b>EXPENDITURES:</b>			
Administrative:	5,000		5,000
Tenant and Social Services:	30,530	25,000	55,530
<b>Total Expenditures Before Other Items:</b>	<b>35,530</b>	<b>25,000</b>	<b>60,530</b>
<i>Other Items:</i>			
Operating Transfer Out - AMP	118,266		118,266
<b>Total Other Items</b>	<b>118,266</b>	<b>-</b>	<b>118,266</b>
<b>TOTAL EXPENDITURES:</b>	<b>153,796</b>	<b>25,000</b>	<b>178,796</b>

**MINUTES OF C.O.R.E. PROGRAMS, INC.  
BOARD MEETING HELD ON TUESDAY, AUGUST 17, 2010**

**Regular Meeting:**

**Additions to the Agenda:**

*None*

**ACTION:**

Motion was made for adoption of agenda as presented by:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Moore
Outcome:	Passed unanimously

**Consideration to approve the minutes for:**

- Meeting held on *March 16, 2010*

**ACTION:**

Motion was made by:	Commissioner Moore
Motion was seconded by:	Commissioner Jones
Outcome:	Passed unanimously

**Business Agenda Item:**

**3.A Budget Amendment: C.O.R.E. Programs, Inc. Budget for the Fiscal Year Ending March 31, 2011**

Amend the C.O.R.E. Programs, Inc. budget for the fiscal year ending March 31, 2011.

**ACTION:**

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

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Vice-Chairman Miller motioned for adjournment of the C.O.R.E. Programs, Inc. meeting to return to Horizon Development Properties, Inc. motion was seconded by: Commissioner Jones; passed unanimously.

Minutes respectfully prepared by:	Barbara G. Porter
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