

Louisville Affordable Housing Trust Fund Board Meeting Minutes

Tuesday, August 26, 2022

Meeting was called to order by Chris Haragan at 4:36 pm.

Board Members Attending: **In-person:** Chris Haragan, Kimberly Goode.

Via Zoom: Kimberly Sickles, Marilyn Harris, Carol Clark, Aprel Doherty, J.D. Carey, Kathy Dobbins and Mika McClain .

Excused absences: Councilwoman Shanklin and Matt Harrell

Staff Present: Christie McCravy, Tonya Montgomery, Abdallah Atiyani, Damon Besspiata, Sherrie Rogers and Lynda Gibson.

Minutes

Kimberly Goode presented the minutes for approval as submitted. Kimberly Sickles motioned to accept the minutes and seconded by Kathy Dobbins. **Motion passed.**

Financial Statement Review:

Kathy Dobbins presented the financials as follows:

1. July 2022 Statement of Financial Position: (July 2022)

Assets – 07/31/22: Liquid Assets \$1,322,084.25; Total Current Assets are \$18,615,342.12 and Fixed Assets are \$1,438,607.12 for Total Assets of \$21,376,033.49.

Total Liabilities \$1,007,300.60 and Total Net Assets of \$20,368,732.89 Total Liabilities and Net Assets \$21,376,033.49.

YTD Revenues were \$9,984,463.12. Expenses YTD totaled \$1,332,896.52. YTD Net Increase was \$8,651,566.60.

ED McCravy noted that the budget amount for there is an error in the budget column. Only \$253,367 should be ARP reimbursements. \$25 million should be for ARP loans. This will show up under a separate line item. DMLO will make the correction next month.

Motion to approve Financials by Kimberly Sickles and seconded by Kim Goode with corrections to the note on ARP.

Motion passed.

2. Audit Updates

Christie McCravy reported that the audit has begun. Baldwin and Associates are conducting the audit.

McCravy discussed the office break-in that occurred earlier this month. There was discussion about securing the confidential information in Trust Fund files and computers. All computers have to be signed in with a passcode and all confidential files are locked each night. Additionally, because the Trust Fund replaced personal items stolen in the theft to employees, the Trust Fund may have to list the replacement as gifts to the employees. If so the employees would be responsible for paying taxes on the items. There were suggestions from board members to talk with various accountants to get advice about how to handle this issue so that there won't be problems later. Maybe selling the items to the employees for \$1, etc. Chair Chris Haragan will look into this matter. More to come.

Advocacy Committee – No report

Program Committee –

Tonya Montgomery and Christie McCravy

1. Project Updates

Tonya Montgomery reported that she received 11 developer updates out of 39 active projects for the month. She will be sending a follow up letter or email to those developers who did not turn in project updates for July. There are still 8 in the cue waiting to close. Damon will start doing site visits on the smaller, single-family projects. He'll be checking to make sure they are following the greenbuilding guidance agreed upon when they applied for the loans. He will also determine project progress compared to the developer updates.

A "Completed Project" report was included in the meeting packet. This was requested by the board back in February. The units are broken out by single family and multifamily. They are also broken out by 30% - 80%.

2. ARP Updates & Contract Update

Contract is still unsigned. Metro says it is progressing through the channels for completion and final guidance. More than half of the applications have been forwarded to the underwriter for review. Others have a few more days to get requested items in to so that the application is considered complete.

3. HOLAP Loans – NORTHEAST CHRISTIAN CHURCH- 34 applications sent out and 2-3 in the process.

FIRST FINANCIAL FOUNDATION – 95 applications have been sent out. 11 or 12 have been sent in for processing. They are going thru review at this time. **STOCKYARDS** – 14 or more applications have gone out. 6 have been sent back so far. These are in the review/compliance process.

ED McCravy mentioned that the applications have been slow to get to Stockyards due to timing. The difference with the Stockyards Home Repair loan before and now is that at the time the KHC Protect My Kentucky Home was in process in 2016. People that were in crisis were already signed up with the Urban League and were already in the pipeline. They were referred directly to that Home Repair program. Additionally, applicants are having difficulty getting contractors to come out and give them bids on small jobs. Finally, Louisville Metro used ARPA funds for a \$26,000 forgiveness Repair Loan. There was so much response and so many applications that they stopped taking applications that same day.

Executive Director Report

- Dedicated Funding Source – This still looks unlikely for this year. ED McCravy will continue to work with the Center for Health Equity on ways to make this a priority for Louisville.
- Open House and Site Tours – Still in the plan. Needs to be prioritized for the fall.
- HR Matters – Based on timing for insurance, etc., the switch to bring all HR activities in-house will not occur until January 2023. McCravy has established a relationship with all pertinent parties (i.e., Workes' Comp, payroll, healthcare, etc. except Mutual of America for retirement benefits. More to come.
- Nominations Committee – Nominees should be referred to Althea Jackson, Louisville Metro rep, sometime in September. She will reach out to ED McCravy in September.

Residential Properties

Sherrie Rogers has been working on getting the residents current with rent. She has applied for eviction help with two tenants. Out of the nine units, seven are rented. Abdallah is helping to create a brochure to begin marketing the vacant units. She also has identified a tenant management software, DoorLoop, that will help with background checks, leases, marketing, etc.

Facilities

Damon Besspiata reported the following:

- LG&E has disconnected all electric from the warehouse. The gas meter will need to be moved at a later date.
- Spectrum will need to come out and move the cable line, which runs through the warehouse, prior to demolition. J. D. Carey offered to help out if there are challenges to get in touch with Spectrum or any other vendor.
- Fire Protection services has been established with Ryan Fire Protection.
- We have established a relationship with Sherwin Williams as our paint supplier.
- The resident laundry room is up and running. There was a problem getting parts and service for the equipment.

Miscellaneous

Marilyn Harris gave an update on KHC bond financing.

Wrap Up/Adjournment

Chris Haragan

Chair Haragan asked for a motion to adjourn the meeting. Kim Goode moved to adjourn and Marilyn Harris seconded. The meeting adjourned at 5:55 p.m.

Next LAHTF BOD Meeting

September 27, 2022 at 4:30 p.m.

Recorded by Lynda Gibson, LAHTF Administrative Assistant.