

Housing Authority of the City of New Bern

BOARD OF COMMISSIONERS MEETING

Monday, January 23, 2017

4:30 p.m.

Trent Court Auditorium

837 South Front Street

AGENDA

1. Call to Order
2. Roll Call
3. Election of Officers
4. Public Comment Period
5. Approval of Minutes – Board Meeting of December 2016
6. Police Department Report
7. Fire Department Report
8. Finance Department Report – Alan Reese
9. Public Housing Report – Virginia Stanley
10. CNI Report – Tharesa Lee
11. Old/ New Business
 - a. Consideration of Resolution 1.17.01 – 2016 collection losses to be written of
12. Executive Director's Report
13. Adjourn

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Election of Officers

DATE: January 23, 2017

Tonight, we will elect Chair, Vice-Chair and Treasurer for 2017. Nominations may be made from the floor.

Counsel, Mr. James Norment, will preside during the election.

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, DECEMBER 19, 2016

A meeting of the Board of Commissioners of the Housing Authority of the City of New Bern ("Authority") was held at 4:30 p.m. on Monday, December 19, 2016, in the Authority's Administrative Office, New Bern, North Carolina, which is the place, hour, and date set forth in the notice announcing the meeting.

Chair Monte called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Joseph J. Anderson
Carol B. Becton
Thomas C. Hardin
Barbara Lee
Peter T. Monte
Willie W. Newkirk, Sr.
Robert W. Overman
Steven M. Strickland

Absent:

William A. Frederick, Jr.
Denise Harris-Powell
Molichia Hardy

Following roll call, Chair Monte determined that a quorum was present. Chair Monte said the Commissioner Frederick was unable to attend because of a doctor's appointment. Chair Monte also said that Mayor Outlaw had appointed Denise Harris-Powell as a commissioner but she was unable to attend the meeting.

Martin Blaney, Executive Director, Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present.

Members of the public and staff were present.

Public Comment Period

No public comments were made.

Minutes of November 21, 2016 Meeting

Commissioner Lee made a motion to approve the minutes of the November 21, 2016 meeting of the Board of Commissioners. Commissioner Newkirk seconded the motion. The motion was approved unanimously.

Police Department Report – Officer Hollowell

Officer Hollowell presented the report which was included in the board packet. There was one incident reported in Trent Court and none in New Bern Towers. It was shown as an auto theft on the report but actually it was a vehicle repossession.

Fire Department Report

No report was submitted by the Fire Department and Mr. Blaney reported that there were no incidents.

Finance Report – Alan Reese, CPA

Mr. Reese reviewed the Finance Report which was included in the board information packet. Commissioner Strickland made a motion to approve the Finance Report. Commissioner Hardin seconded the motion. The motion was approved unanimously.

Public Housing Report – Virginia Stanley

Ms. Stanley presented the Public Housing Report which was included in the board information packet. Occupancy in Trent Court as of the end of November was 96% and New Bern Towers was 92%. There were seventy-five termination letters done for November for Trent Court and seven termination letters for New Bern Towers. There were five cases of nonpayment at the December 6, 2016 Court session and three have paid and one has promised to pay. The remaining one is a New Bern Towers resident who is in the hospital at this time. Ms. Stanley hopes there are no writs to be filed.

Choice Neighborhoods Report – Tharesa Lee

Ms. Lee presented the Choice Neighborhoods Report which was included in the board information packet. There will be three community centers in the Five Points neighborhoods that will be available for people to use. There are going to be some Wellness initiatives in 2017 as part of a partnership with Twin Rivers Y. Tharesa Lee will finish up her year as Chamber President on January 19th. She invited everyone to join her at the Banquet.

Ms. Lee said that no decision has been made on whether to apply for a Choice Neighborhoods Implementation Grant. The application will be expensive and the grant will require some matching funds from the City of New Bern.

Old/New Business

1. 2017 Operating Budget – Mr. Reese presented the 2017 Operating Budget which was included in the board information packet. Commissioner Becton made a motion to approve the budget as presented and to authorize Chair Monte to execute it as Resolution 12.16.01 to HUD. Commissioner Lee seconded the resolution. The resolution was approved unanimously.

Executive Director's Report

Mr. Blaney presented the Executive Director's Report which was included in the board information packet.

1. Trent Court Playground – The equipment has been installed and walkways will be done next. There will be a walkway from both the Trent Court and the River Walk sides.

2. New Bern Towers – In January or February, staff will look at completing bathroom improvements that can be accomplished in occupied apartments. The big upgrade is being done in unoccupied units. Staff will install grab bars and look at other things that could be done.

3. Charles Taylor Building – The architecture and engineering firms are continuing to work on this project. Mr. Blaney hopes to have their recommendations soon. Mr. Blaney anticipates advertising for the work in mid-winter.

4. Pennrose/Trent Court – Several sites have been selected and they are continuing to speak with property owners. This process is challenging and they are continuing to identify additional parcels to assess. Some areas include off of Neuse Boulevard between Famous Subs and the Department of Social Services. The restrictions make it difficult in a city the size of New Bern because the property cannot be within 250 feet of a cell tower, near railroad tracks, or in a flood plain. It must be near a grocery store and a pharmacy.

5. No Smoking Policy – HUD has published its new rule and it is substantially as advertised. It must be implemented within eighteen months of its effective date which is expected to be mid-February 2017. The Authority will continue to publicize smoking cessation programs as it has been doing.

Mr. Blaney announced that the next meeting will be on January 23, 2017 because the regularly scheduled meeting date is Martin Luther King, Jr. Holiday.

Closed Session

Commissioner Strickland made a motion to move into closed session to discuss a personnel matter. Commissioner Overman seconded the motion. The motion was approved unanimously.

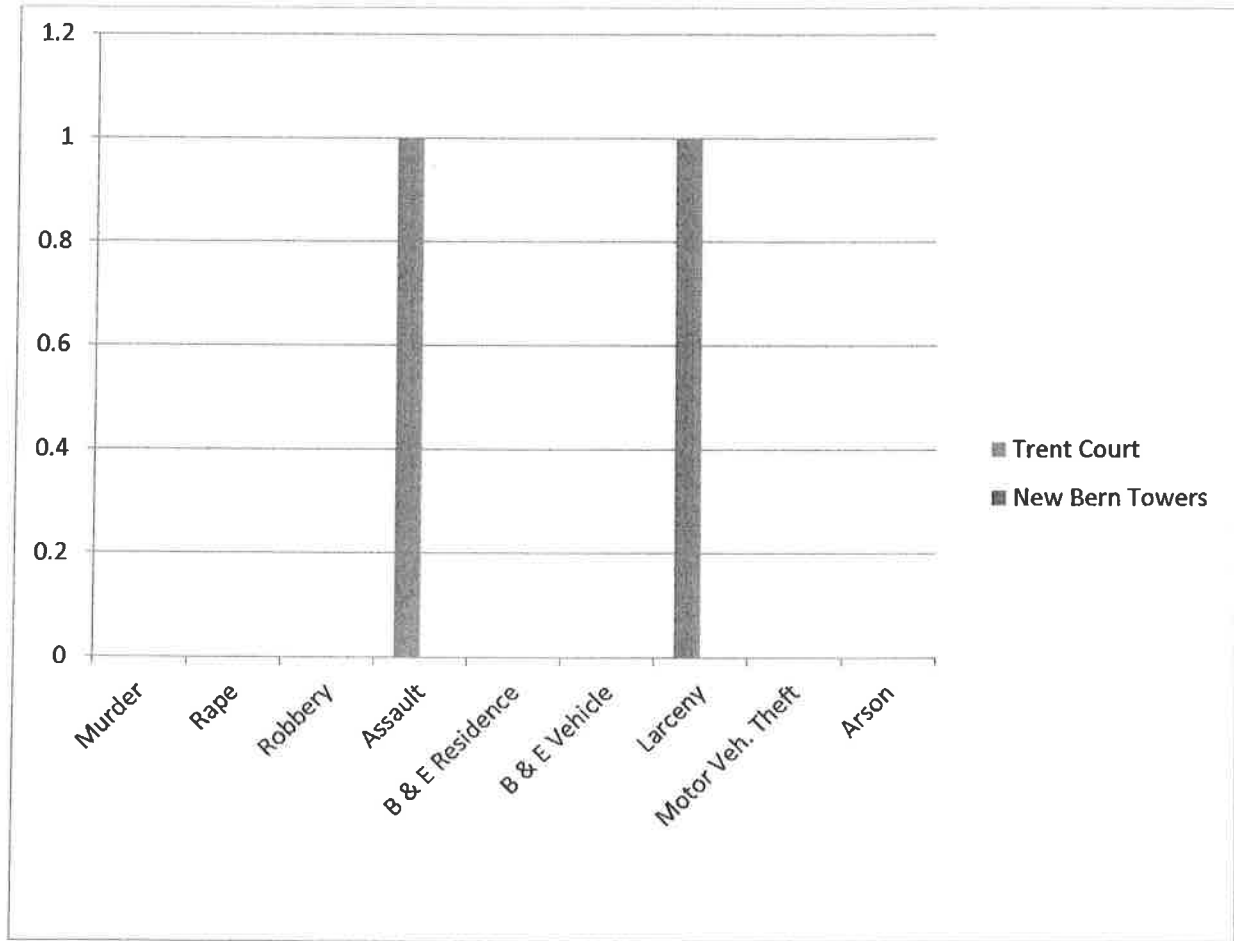
No formal action was taken in the closed session.

The Board returned to Open Session.

There being no further business, the meeting was adjourned at 5:10 p.m.

Part 1 Crimes December 15, 2016 thru January 17, 2017

Offenses	Trent Court	New Bern Towers	TOTAL
Murder			
Rape			
Robbery			
Assault	1		1
B & E Residence			
B & E Vehicle			
Larceny	1		1
Motor Veh. Theft			
Arson			



Noted Incidents

Trent Court:

On 01/08/2017, a male tenant living in the "C" Building forcefully removed his child's mother from his residence causing her to mildly injury herself. No warrants have been obtained at this time.

On 01/08/2017, a male tenant living in the "S" Building reported that he discovered his wallet and money were stolen from his pants pocket after two known females left his apartment. No warrants have been obtained at this time.

New Bern Towers:

No activity reported

New Bern Housing Authority

Income Statement

November 30, 2016

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 481,385.50	\$ -	\$ -	\$ -	\$ 277,441.00	\$ 758,826.50
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 35,923.65	\$ -	\$ -	\$ -	\$ -	\$ 35,923.65
Revenues HUD PHA Grants	\$ 775,620.00	\$ 1,115,509.00	\$ -	\$ -	\$ -	\$ 1,891,129.00
CFP Soft Cost Subsidy	\$ 135,045.00	\$ 379,515.00	\$ -	\$ -	\$ -	\$ 514,560.00
Interest on GF Investments	\$ 661.19	\$ -	\$ -	\$ -	\$ 234.08	\$ 895.27
Other Income	\$ 14,739.43	\$ -	\$ -	\$ -	\$ 3,482.24	\$ 18,221.67
Late Charges	\$ 12,795.00	\$ -	\$ -	\$ -	\$ 1,680.00	\$ 14,475.00
HAP to Craven Terrace I & II	\$ -	\$ (1,627,158.54)	\$ -	\$ -	\$ -	\$ (1,627,158.54)
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ -	\$ 217.48	\$ 217.48
Other Income laundry	\$ -	\$ -	\$ -	\$ -	\$ 5,717.00	\$ 5,717.00
Bad Debt Recovery	\$ 4,315.95	\$ -	\$ -	\$ -	\$ -	\$ 4,315.95
Hap Payment	\$ -	\$ -	\$ -	\$ -	\$ 520,663.00	\$ 520,663.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 1,460,485.72	\$ (132,134.54)	\$ -	\$ -	\$ 809,434.80	\$ 2,137,785.98
Administrative Salaries	\$ 129,999.99	\$ -	\$ 159,190.70	\$ 45,466.43	\$ 58,621.49	\$ 393,278.61
Legal Expenses	\$ 132.50	\$ -	\$ 13,065.25	\$ 24,954.25	\$ -	\$ 38,152.00
Staff Training	\$ 6,100.15	\$ -	\$ 7,707.80	\$ 4,494.44	\$ 6,076.06	\$ 24,378.45
Publications	\$ 1,667.13	\$ -	\$ 215.98	\$ -	\$ 305.50	\$ 2,188.61
Accounting Fees	\$ -	\$ -	\$ 65,396.88	\$ -	\$ -	\$ 65,396.88
Audit Fees	\$ 6,750.00	\$ -	\$ 3,750.00	\$ 11,250.00	\$ 3,250.00	\$ 25,000.00
Telephone	\$ 7,902.67	\$ -	\$ -	\$ -	\$ 40,905.37	\$ 48,808.04
Payroll Taxes and emp. benefits	\$ 61,616.35	\$ -	\$ 68,091.29	\$ 17,014.32	\$ 28,123.11	\$ 174,845.07
Unemployment Benefits	\$ 13,361.01	\$ -	\$ -	\$ -	\$ -	\$ 13,361.01
Office Expense	\$ 8,079.59	\$ -	\$ 1,865.73	\$ 99.69	\$ 2,464.63	\$ 12,509.64
Sundry Admin Expense	\$ 4,404.83	\$ -	\$ 2,476.24	\$ 6,309.09	\$ 1,483.34	\$ 14,673.50
Resident Council	\$ 2,850.23	\$ 4,100.57	\$ -	\$ -	\$ 507.44	\$ 7,458.24
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consulting Expense	\$ -	\$ -	\$ -	\$ 4,797.09	\$ -	\$ 4,797.09
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ 25.23	\$ 1,060.00	\$ 1,085.23
Water	\$ 200,831.59	\$ -	\$ -	\$ -	\$ 91,763.98	\$ 292,595.57
Electricity	\$ 207,254.12	\$ -	\$ -	\$ -	\$ 95,867.98	\$ 303,122.10
Gas-building	\$ 65,822.26	\$ -	\$ -	\$ -	\$ 4,852.74	\$ 70,675.00
Labor Salaries	\$ 172,261.47	\$ -	\$ -	\$ -	\$ 48,626.11	\$ 220,887.58
Casual Labor	\$ -	\$ -	\$ -	\$ -	\$ 4,899.91	\$ 4,899.91
Materials	\$ 39,975.12	\$ -	\$ -	\$ -	\$ 37,298.37	\$ 77,273.49
Materials - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ 32,377.29	\$ 32,377.29
Materials - Reno	\$ -	\$ -	\$ -	\$ -	\$ 1,081.11	\$ 1,081.11

Computer Expense	\$ 11,164.97	\$ -	\$ 1,235.00	\$ -	\$ 3,087.23	\$ 15,487.20
Repairs and Maintenance	\$ 24,866.46	\$ -	\$ 13.20	\$ -	\$ 78,602.94	\$ 103,482.60
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ 35,942.62	\$ 35,942.62
Repairs and Maintenance - Reno	\$ -	\$ -	\$ -	\$ -	\$ 30,737.00	\$ 30,737.00
Garbage and Trash removal	\$ 29,008.72	\$ -	\$ -	\$ -	\$ 2,800.24	\$ 31,808.96
Extermination-Maintenance Expense	\$ 14,465.50	\$ -	\$ -	\$ -	\$ 2,033.00	\$ 16,498.50
Payroll Taxes and emp. benefits - Maint.	\$ 82,519.83	\$ -	\$ -	\$ -	\$ 30,348.22	\$ 112,868.05
Repairs and Maintenance Truck	\$ 2,537.88	\$ -	\$ -	\$ -	\$ 1,240.67	\$ 3,778.55
Heating and Air	\$ 22,714.40	\$ -	\$ -	\$ -	\$ 362.57	\$ 23,076.97
Gas-Truck	\$ 3,036.50	\$ -	\$ 1,542.77	\$ -	\$ 1,123.14	\$ 5,702.41
Security System	\$ 155.00	\$ -	\$ -	\$ -	\$ 1,275.85	\$ 1,430.85
Protective Services	\$ 7,070.00	\$ -	\$ -	\$ -	\$ -	\$ 7,070.00
Insurance	\$ 66,777.04	\$ -	\$ 2,198.57	\$ -	\$ 35,904.84	\$ 104,880.45
W/C Insurance Expense	\$ 12,315.45	\$ -	\$ 6,515.33	\$ 1,850.83	\$ 4,365.83	\$ 25,047.44
License, Taxes and Recycling Fee	\$ 13,324.70	\$ -	\$ -	\$ 14,461.50	\$ 3,816.00	\$ 31,602.20
Eviction Expense	\$ 12,371.00	\$ -	\$ -	\$ -	\$ 921.00	\$ 13,292.00
App. Screening	\$ 2,006.87	\$ -	\$ -	\$ -	\$ 1,001.35	\$ 3,008.22
Uniforms	\$ 6,606.21	\$ -	\$ -	\$ -	\$ 3,027.09	\$ 9,633.30
Storage management	\$ -	\$ -	\$ 175.00	\$ -	\$ -	\$ 175.00
Adm Cost Allocation	\$ 223,301.41	\$ -	\$ (333,439.74)	\$ -	\$ 110,138.33	\$ -
Total Operating Expenses	\$ 1,463,250.95	\$ 4,100.57	\$ -	\$ 130,722.87	\$ 806,292.35	\$ 2,404,366.74
Total Rev. & Oper. Expenses	\$ (2,765.23)	\$ (136,235.11)	\$ -	\$ (130,722.87)	\$ 3,142.45	\$ (266,580.76)
CFP NC19P005501-14	\$ 147,749.46	\$ -	\$ -	\$ -	\$ -	\$ 147,749.46
CFP 501-14 Rev. Soft Cost Contra	\$ (135,045.00)	\$ -	\$ -	\$ -	\$ -	\$ (135,045.00)
CFP NC19P005501-15	\$ 107,049.32	\$ 379,515.00	\$ -	\$ -	\$ -	\$ 486,564.32
CFP 501-15 Rev. Soft Cost Contra	\$ -	\$ (379,515.00)	\$ -	\$ -	\$ -	\$ (379,515.00)
Insurance Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-16	\$ 11,921.59	\$ -	\$ -	\$ -	\$ -	\$ 11,921.59
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 131,675.37	\$ -	\$ -	\$ -	\$ -	\$ 131,675.37
Total Net Income (Loss)	\$ 128,910.14	\$ (136,235.11)	\$ -	\$ (130,722.87)	\$ 3,142.45	\$ (134,905.39)

New Bern Housing Authority Vacancy Report

NOVEMBER 2016 – DECEMBER 2016

Public Housing

	Ending NOV Occupancy	DEC Move Outs	DEC Move Ins	Total DEC Occupancy	# Vacant	Occupancy % DEC
Trent Court 218 (*215)	209 (*206)	3	2	208	10 (*7)	95%

*3 Units offline in Trent Court

Section 8 - New Construction

	Ending NOV Occupancy	DEC Move Outs	DEC Move Ins	Total DEC Occupancy	# Vacant	Occupancy % DEC
NBT 106	97	0	1	98	8	92%

DECEMBER 2016

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	68 (14-day)	0	0
New Bern Towers	7 (30-day)	0	0

Court Session held on JANUARY 5, 2017 14 cases – nonpayment

	# Cases to be heard	#Tenants vacated after court	# Tenants paid all court chgs	# Writs filed/ to be filed	#Writs to be served	#Writs served; 7- day wait or vacated
Trent Court	12	0	11	1	1	0
New Bern Towers	2	2	2	0	0	0

Update on Oct-Nov 2016 report: 2 residents (1 TC, 1 NBT) paid all charges; no writs were filed in Dec.

Updated 1/18/17

WORKING THE CNI TRANSFORMATION PLAN in CRAVEN TERRACE



Craven Terrace II is producing success stories and we couldn't be more excited. Education is the focus of our work plan and providing residents with the sufficient resources to make monumental progress in their life. My future plan is to continue to provide personal coaching, support and be a catalyst for change as our residents move up the spectrum of self-sufficiency.

Tish R. Bell, MSOM
Resident Services Coordinator

I enjoy being a resident services coordinator because I get to be on the frontlines of what I love doing the most working with people and helping them overcome generational poverty. "If it you love doing what you do then it won't seem like work". Since I have been at Craven Terrace I come to know the 200 so residents through home visits, programming, the community garden, etc.

Della Walley, MPA
Resident Services Coordinator

NBHA Website/Facebook Page
Progressing...

GRASSROOTS LEADERSHIP ACADEMY

We have several Five Points groups interested in the Leadership Academy, so I met with Dr. Eley in Raleigh on Monday, January 16 to discuss funding and partnering to do two more sessions, one in late Spring and late Fall. This is great news for the Choice Neighborhood Area.

#StartWithWIBO
#WIBOWorks



Founded in 1966 in Harlem, the Workshop in Business Opportunities (WIBO) is a private non-profit organization that is committed to assisting men and women with the drive to become successful entrepreneurs.

WIBO's mission is to enable small business owners and budding entrepreneurs from underserved communities to obtain financial success by starting, operating, and building successful businesses that develop economic power, provide jobs and improve communities.

www.wibo.org
OPPORTUNITY
SBC is taking applications now for serious entrepreneurs. Classes will be held in Greater Five Points

*Theresa Lee, MA, CHC, CF
CNI Outreach Manager*

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Resolution 01.17.01, 2016 Collection Losses

DATE: January 23, 2017

Each year the Board must approve writing off collection losses. This action is for our previous fiscal year, January 1, 2016 to December 31, 2016.

Tonight, we recommend that the Board write off collection losses of \$8,302 for Trent Court and \$1,819 for New Bern Towers. Last year, we wrote off \$12,362 and \$3,122 for Trent and the Towers. The 2016 write offs amount to one percent of total tenant charges.

Please note that we also recovered a total of \$6,422 in collection losses in 2016.

Attached please find information pertinent to the writing off of these accounts as well as a copy of Resolution 01.17.01.

Ms. Virginia Stanley will present this information on Monday and will be glad to answer any questions you may have.

Attachments

HOUSING AUTHORITY OF THE CITY OF NEW BERN

ADMINISTRATIVE OFFICE: TRENT COURT
P O BOX 1486
NEW BERN, NORTH CAROLINA 28563

TRENT COURT
SOUTH FRONT ST
252-633-0800
Fax: 252-633-9496

NEW BERN TOWERS
WALT BELLAMY DR
252-638-3663
Fax: 252-638-6733

COLLECTION LOSS

Accounts to be written off for the period
1/1/2016 – 12/31/2016)

TRENT COURT

\$8,301.91

NEW BERN TOWERS

\$ 1,819.00

Housing Authority of the City of New Bern

Collection Loss Report

New Bern Towers Jan. 1, 2016 - Dec. 31, 2016

Tenant#	Name	Address	Balance
1	12698 Crarey Bryant	1125 Walt Bellamy Dr., Apt. 3-G	\$ 582.00
2	12730 Robert Leonard, Sr.	1125 Walt Bellamy Dr., Apt. 4-P	\$ 754.00
3	11895 Jimmie Wilson	1125 Walt Bellamy Dr., Apt. 8-B	\$ 483.00
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Total \$ 1,819.00

Housing Authority of the City of New Bern

Collection Loss Report

Trent Court Jan. 1, 2016 - Dec. 31, 2016

Tenant#	Name	Address	Balance
1	10105 Bridgette Mayes	4 Trent Court	\$ 369.60
2	11779 Shaquawndra Grimes	42 Trent Court	\$ 409.20
3	12206 Jamale Bennett	46 Trent Court	\$ 248.90
4	13348 Iysha Downing	53 Trent Court	\$ 496.24
5	11846 Raquisha Brothers	56 Trent Court	\$ 84.51
6	12231 Candace Washington	65 Trent Court	\$ 1,147.41
7	10854 Shannon Lee Chatman	79 Trent Court	\$ 131.45
8	13379 Justine Ollison	96 Trent Court	\$ 59.70
9	10859 Mary Barnes	106 Trent Court	\$ 928.30
10	11278 Carla Mewborn	113 Trent Court	\$ 263.05
11	12906 Tyesha West	128 Trent Court	\$ 816.77
12	10396 Lausonne Newby	140 Trent Court	\$ 109.20
13	13369 Bobby Hicks, Jr.	145 Trent Court	\$ 852.00
14	12964 Myeisha Morris	178 Trent Court	\$ 223.19
15	12591 Michael Mayes	181 Trent Court	\$ 596.61
16	13538 Connie Hart	185 Trent Court	\$ 1,324.50
17	13398 Myra Hargrove	206 Trent Court	\$ 170.12
18	12765 Cynthia Duncan	211 Trent Court	\$ 71.19
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Total \$ 8,301.94

HOUSING AUTHORITY OF THE CITY OF NEW BERN

ADMINISTRATIVE OFFICE: TRENT COURT
P O BOX 1486
NEW BERN, NORTH CAROLINA 28563

TRENT COURT
SOUTH FRONT ST
252-633-0800
Fax: 252-633-9496

NEW BERN TOWERS
WALT BELLAMY DR
252-638-3663
Fax: 252-638-6733

CRAVEN TERRACE
ROUNDTREE ST
252-633-0540
Fax: 252-633-2431

**COLLECTION LOSS RECOVERY
2016**

Trent Court \$3,431.26

Craven Terrace \$2,990.92

TOTAL PUBLIC HOUSING \$6,422.18

RESOLUTION NO. 01.17.01

RESOLUTION APPROVING

COLLECTION LOSSES TO BE WRITTEN OFF

WHEREAS, some residents vacated their apartment without paying the entirety of their account; and,

WHEREAS, attempts were made to collect the money owed on those accounts; and,

WHEREAS, when those unpaid accounts are uncollected and appear as doubtful accounts, they are accumulated as collection losses and,

WHEREAS, as a function of accounting, those collection losses are written off the Tenant Ledger; and,

WHEREAS, the document showing the collection losses to be written off is attached,

NOW, THEREFORE, BE IT RESOLVED, that the collection losses indicated on the attached document is approved to be written off the Housing Authority accounts.

PASSED AND ADOPTED THIS 23rd day of January, 2017 by a vote of _____ FOR and _____ AGAINST.

Housing Authority of the City of New Bern Board of Commissioners

BY: _____

Pete Monte
Chairperson of the Board

ATTEST: _____

Martin Blaney
Secretary to the Board and Executive Director

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Executive Director's Report

DATE: January 23, 2017

PERSONNEL

Mr. Lavon Carter has been hired as a maintenance mechanic taking the slot of Barbara Brown who retired effective December 31, 2017. Mr. Carter has a background in HVAC and we are looking forward to a very productive relationship.

Ms. Tharesa Lee has tendered her resignation effective January 31, 2017. She had been leading the CNI initiative on a contract basis. The team of Ms. Mickey Miller and Ms. Lee did an outstanding job in the development of the CNI Transformation Plan. Furthermore, she has led the CNI and development efforts following Ms. Miller's departure to lead the New Bern Historical Society. We will miss her talents and dedication.

NEW BERN TOWERS

We are moving ahead with improvements which can be accomplished in occupied units.

Our computer class, which is led by Craven Community College, is full and early indications are that there is plenty of interest for additional six- week classes.

CHARLES TAYLOR BUILDING AND TRENT COURT ROOFS

We expect to have a presentation regarding the Charles Taylor renovation in February.

We expect to advertise Trent Court roof replacement in February, as well.

PENNROSE/TRENT COURT

Unfortunately, we have not been able to gain control of a parcel which is a pre-requisite to submission of a 2017 9% Low-Income Tax Credit application. The deadline was January 20, 2017. We looked at over ten sites, both inside and outside the CNI footprint and made offers on most.

We will continue our search in anticipation of the 2018 application. We do not want to wait, however. Pennrose is drafting correspondence explaining our development options. Following receipt and consideration, we will report to the Board.

SIGNS OF HISTORY COMMITTEE

The Committee, under the Chairmanship of Mr. Bernard George, is to review proposals for the design of approximately ten interpretive signs regarding significant events, places and individuals in greater Duffyfield. This initiative is to mitigate the historical loss of buildings which are to be demolished in Craven Terrace. The Committee will meet on January 25 to review the three responses to their Request for Proposal.