FAMILY SELECTION TEAM Meeting
March 20, 2017
MINUTES

Present: Pam Murphy, Deb Snyder, Patricia Duggan, Flo Knopf, Peg Glynn, Betsy Mighton, Joan Spilman, Nina Wright

1. No Corrections to the Minutes

2. Committee update

a) There were 30 requests for applications in February (in 2016 there were 45)

b) John Kordrupel begins his job as Family Services Coordinator March 20. The position of Family Services Coordinator is responsible for overseeing the whole family process, from application through homeownership, including matching families to houses.

C) Pam and Deb voiced concern that they do not have enough information to help families get a perspective on how long the process will take. They requested a monthly update on the number of families in line for a house and the number of houses available. Nina said that approximately 16 houses a year are closed; she will provide the numbers at each Family Selection meeting.

d) Update on Mortgage Review Process: The Board has created a mortgage Review Team and adopted procedures to reduce the cost of Foreclosure to Habitat and to the families. The Review Team includes Theresa and representatives from Amerinational, and they will be working with families who fall behind on their mortgages. The team will step in after three months of nonpayment, and If appropriate, refer the families to the Western NY Law Center for counseling and assistance on creating a forbearance agreement. The Mortgage Review Board will decide if there will be a foreclosure on the house. If foreclosure appears to be the only option, the families will be offered the possibility of leaving their houses voluntarily in return for support from Habitat. If families agree to move prior to a foreclosure being brought, and, if those families move their belongings out and leave the house clean, Habitat will help pay their rent at the new place for a while.

e) Letters were sent to all Habitat families about the change in site selection policy. If you receive any phone calls from families who were accepted a number of years ago, please verify the number of number of people who would be living in the house so we can update our records

f) Applicants are obtaining their own credit reports for now. This is a temporary procedure until the Board formulates a policy and adopts it. The Habitat Office will explain the process to applicants and provide guidance on how they can obtain their own credit reports. However, families should be reminded to go back in and "cancel" the account they opened up to get the report or else they will be charged a monthly fee. In the future, the Habitat Office will be procuring the Credit Reports.

g) Dedications- Home Show – other Habitat events?

3. Initial interview assignments

Favors, Ashley – Flo and Betsy

Peg will agree to do any interviews that occur before the next meeting, and she will call Jane to help her.

4. Initial interview reports

Bashirahishize, Renovat and Ntibatwenge, Scholastique – Pam and Deb - unclear if projected salary from two current jobs is sufficient (part time job started in December); wife has applied for green card; once she gets that she can be put on as co-applicant; credit report received – Interview scheduled for 3/22.

5. Acceptance interview reports

Rivera, Shalita – Betsy - veteran; employment verification received; accepted 2/22/17. All is well.

Etienne, William and Montesino, Niurvis – Pam/Deb – employment verification received; accepted 3/2/17

Iang, Michell and Thang, Steven – Patricia (all documents received) accepted 3/2/17. Interview scheduled for 3/27

Torres, Aaron –Patricia – documents received verifying income; accepted 3/13/17

6. Sweat equity follow-ups (Hours report as of 10/8/16) –

December/January – Holt, Makeda – Peg - has done 7 hours since last March, 3 hours in December – Peg will contact and determine how she is doing. Davis, Sasiya – Flo – 9 hours this month; Quarles, Jhanel – Flo - Warning letter sent 2/28/17. Wait until April to determine.

February - Anderson, Emilio – Peg – three months and no hours, Alyssa called and no response – send Warning Letter; Thomas, Tawauna – Peg -no hours since December – send Warning Letter? Peg will call and let us know.

March – Jones, Natalie – called Betsy and said that she is going to start working; currently she has two jobs but is still interested.

7. Calendar/New Business

Patricia raised the question about the possibility of interviewing applicants in locations other than their homes. It is a requirement to see their homes as a part of determining need, but once that has been established, follow-up interviews could be done elsewhere. Nina will see if the Habitat Offices can be used for interviews.

A question was raised about whether applicant who are required to take technical training as part of their jobs could count the hours spent in training toward habitat sweat equity hours. Nina will research and let us know.

The next meeting will on April 17, 2017 – 6 pm at Cleveland Heights Christian Church