

BOARD OF COMMISSIONERS MEETING

Monday, April 21st, 2025

Location: The Administrative Office

1307 Tatum Drive, New Bern NC 28560

AGENDA

4:00pm Finance Committee Meeting

4:30pm Board of Commissioners Meeting

In Person & via Zoom. A recording will be available on our website within 72 hours.

Anyone wishing to make public comments must pre-register with the Interim Executive Director by NOON on Monday, April 21, 2025 which is the day of the meeting by calling 252-633-0800.

All comments will be limited to 4 minutes.

1. Call to Order
2. Roll Call
3. Public Comments
4. Chair Comments
5. Approval of Minutes
6. First Citizens Investment Presentation/Update
7. Finance Report
8. Executive Director's Report
9. New Bern Towers Report
10. Trent Court Report
11. ROSS Program Report
12. Resolutions
 - Approve Updated Personnel Policy
13. Closed Session
14. Adjournment



APPROVAL OF THE MINUTES

**MEETING HELD:
March 17th, 2025**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN
MINUTES OF THE MEETING
OF THE BOARD OF COMMISSIONERS
HELD ON MONDAY, MARCH 17, 2025**

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, March 17, 2025, at Stanley White Recreation Center, 601 Third Avenue, New Bern, NC, which are the place, hour, and date set forth in the notice announcing the meeting. A recording of this meeting is incorporated into these minutes and is available to the public.

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

Roll call was as follows:

Present:

Sabrina Bengel
Scott Coghill
James R. Copland, IV
Daimon King
Jennell T. Reddick

Absent:

Sulin Blackmon
Denise Powell

Following roll call, Chair Reddick determined that a quorum was present.

Authority staff members as well as James W. Norment, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A., were present. Members of the public also were present including Mayor Odham and Wendy Card.

Public Comment Period

Wendy Card was the only member of the public to address the Board. She asked whether the changes in the federal government were impacting funding for public housing authorities. Mr. Barner advised that from an operations standpoint no direct funding has been changed. The Authority will continue to monitor the situation. Ms. Card also asked what qualifies as sundry expenses on the financials. Mr. Barner said it was miscellaneous expenses that do not fit in one of HUD's standard categories. Ms. Card asked about the New Bern Towers exterior condition. Mr. Barner explained that the exterior needs renovation and the Authority will be working with engineers and architects on a plan.

Chair Comment Period

Chair Reddick acknowledged former commissioners, Dana Outlaw and Ronald Scott, for their service on the Board and thanked them for their work. Agape Adams also was thanked for her work designing their appreciation award.

Approval of Minutes of February 17, 2025 Meeting

Commissioner Bengel made a motion to approve the minutes of the February 17, 2025 meeting of the Board of Commissioners. Commissioner Copland seconded the motion. The motion was approved unanimously.

Finance Report

Accounting firm BDO presented the finance report which was included in the Board packet. Commissioner Coghill made a motion to approve the finance report. Commissioner King seconded the motion. The motion was approved unanimously.

Executive Director's Report – Reginal Barner

Megan O'Hara from Urban Design joined the meeting remotely. She is working on updating the 2016 Transformation Plan and getting needs assessments from Trent Court residents. The housing, neighborhood, and people plans from the 2016 Plan are being updated. Ms. O'Hara introduced Josh Collen who is the President of HRI Communities. Ms. O'Hara and Mr. Collen reviewed the information that has been collected through surveys of Trent Court residents. All 102 residents of Trent Court responded to surveys. The highlights of the surveys will be available for everyone to see this week during the various open houses and meetings with stakeholders.

Ronald Scott arrived at the meeting and was presented with his appreciation award. He thanked everyone for the support while he served on the Board and as Chair. He said he grew as a person while helping the community.

New Bern Towers (NBT) Report – Latahsha Simmons

Ms. Simmons presented the New Bern Towers report which was included in the Board information packet. Ms. Simmons provided information about the current pending work orders. The Board asked Mr. Barner for additional information about the overpayment credit for the year.

Trent Court Report – Pam Minor

Ms. Minor presented the Trent Court report which was included in the Board information packet.

Resident Opportunities and Self-Sufficiency (ROSS) Program Report – Sympathy Huggins

Ms. Huggins presented the ROSS Program report which was included in the Board information packet.

There being no further business, the meeting was adjourned at 5:28 p.m.



APPROVAL OF THE MINUTES

**MEETING HELD:
March 24th, 2025**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN
MINUTES OF THE MEETING
OF THE BOARD OF COMMISSIONERS
HELD ON MONDAY, MARCH 24, 2025**

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, March 24, 2025, at the Authority's administrative office at 1307 Tatum Drive, New Bern, NC, which are the place, hour, and date set forth in the notice announcing the meeting. A recording of this meeting is incorporated into these minutes and is available to the public.

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

Roll call was as follows:

Present:

Sabrina Bengel
Sulin Blackmon
James R. Copland, IV
Jennell T. Reddick

Absent:

Scott Coghill
Daimon King
Denise Powell

Following roll call, Chair Reddick determined that a quorum was present.

Authority staff members as well as Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A., were present.

Commissioner Bengel made a motion to adopt the following resolution:

**Resolution No. 03.25.01
Approval of the Annual and 5-Year Plans**

WHEREAS, the Authority has updated its Annual and 5-Year Plans in accordance with federal law and regulations, and U.S. Department of Housing and Urban Development (HUD) requirements; and,

WHEREAS, the Board of Commissioners have reviewed the Annual and 5-Year Plans and desire to approve the adoption of same.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners for the Housing Authority of the City of New Bern, North Carolina hereby adopts the Annual and 5-Year Plans.

Commissioner Copland seconded the motion. The motion was approved unanimously.

There being no further business, the meeting was adjourned.



FINANCE REPORT



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**New Bern Housing Authority
Balance Sheet
March 31, 2025**

	ROSS	LIPH - TRENT COURT	NEW BERN TOWERS	TOTAL
ASSETS				
Current Assets				
Operating Cash	-	3,286,600	1,460,497	4,747,096
Security Deposit Cash	-	56,306	33,315	89,621
Total Cash	-	3,342,905	1,493,812	4,836,717
Accounts Receivable - Tenants	-	15,907	4,639	20,546
Accounts Receivable - Allowance	-	(4,544)	(1,214)	(5,758)
Accounts Receivable - Fraud Recovery	-	-	636	636
Accounts Receivable - HUD	40,501	28,562	-	69,063
Accounts Receivable - Other	-	200,059	(80,407.08)	119,652
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	40,501	239,984	(73,325)	207,160
Investments	-	829,084	414,542	1,243,626
Prepays	-	129,727	2,488	132,215
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(29,549)	14,856	14,693	-
Total Prepays & Other	(29,549)	983,426	435,382	1,389,258
Total Current Assets	10,952	4,566,315	1,855,868	6,433,135
Non-Current Assets				
Land	-	32,780	22,999	55,780
Buildings	-	8,125,850	4,181,539	12,307,388
Furniture & Equipment - Dwelling	-	173,824	425,630	599,454
Furniture & Equipment - Non-Dwelling	-	106,633	-	106,633
Accumulated Depreciation	-	(5,812,848)	(4,041,718)	(9,854,567)
Construction in Progress	-	103,074	-	103,074
Total Fixed Assets	-	2,729,312	588,450	3,317,762
Other Assets	-	41,677	-	41,677
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	41,677	88,361	130,038
Total Non-Current Assets	-	2,770,989	676,811	3,447,800
TOTAL ASSETS	10,952	7,337,303	2,532,680	9,880,935
LIABILITIES & EQUITY				
Accounts Payable Vendor	10,952	85,620	33,446	130,017
Accrued Payroll	-	20,071	16,013	36,084
Accounts Payable - Other	-	357	152,190	152,547
Tenant Security Deposits	-	38,746	12,389	51,135
Lease Liability	-	46,346	-	46,346
Prepaid Rent	-	3,772	10,151	13,923
Mortgage Payable	-	492,000	-	492,000
Accrued Interest	-	1,766	-	1,766
Accrued Compensated Absences-CT	-	3,912	3,129	7,042
Accrued Compensated Absences-LT	-	1,304	1,043	2,347
Total Liabilities	10,952	693,896	228,361	933,208
Beginning Equity	-	6,760,633	2,285,314	9,045,947
Current Year Net Income/(Loss)	-	(117,225)	19,005	(98,220)
Ending Equity	-	6,643,408	2,304,319	8,947,727
TOTAL LIABILITIES & EQUITY	10,952	7,337,304	2,532,680	9,880,935

**New Bern Housing Authority
Budget Comparison Report
ROSS
March 31, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
HUD ROSS Grants	50,000	5,990	4,167	1,824	30%	18,364	12,500	5,864	32%
Total Revenue	50,000	5,990	4,167	1,824	30%	18,364	12,500	5,864	32%
EXPENSES									
Administrative Salaries	32,115	3,837	2,676	1,160	30%	9,209	8,029	1,180	13%
Training & Travel	2,000	250	167	83	33%	250	500	(250)	-100%
Telephone	625	92	52	40	43%	275	156	119	43%
Payroll Taxes & Employee Benefits	9,634	1,812	803	1,009	56%	4,012	2,409	1,603	40%
Office Expenses	2,813	-	234	(234)	N/A	119	703	(584)	-492%
Sundry Admin Expenses	2,813	-	234	(234)	N/A	4,500	703	3,797	84%
Total Expenses	50,000	5,990	4,167	1,824	30%	18,364	12,500	5,864	32%
NET INCOME									
	-	-	-	-	N/A	-	-	-	N/A

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
March 31, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	380,000	31,885	31,667	218	1%	95,179	95,000	179	0%
Excess Utilities	35,000	3,049	2,917	132	4%	8,201	8,750	(549)	-7%
Total Tenant Revenue	415,000	34,934	34,583	350	1%	103,380	103,750	(370)	0%
HUD Grant Revenue									
HUD PHA Grants	847,417	38,118	70,618	(32,500)	-85%	114,354	211,854	(97,500)	-85%
CFP 2020	81,982	-	6,832	(6,832)	N/A	-	20,496	(20,496)	N/A
CFP 2021	37,257	-	3,105	(3,105)	N/A	37,257	9,314	27,943	75%
CFP 2022	312,841	-	26,070	(26,070)	N/A	-	78,210	(78,210)	N/A
CFP 2023	381,177	-	31,765	(31,765)	N/A	-	95,294	(95,294)	N/A
Total HUD Grant Revenue	1,660,674	38,118	138,390	(100,272)	-263%	151,611	415,169	(263,557)	-174%
Other Revenue									
Interest Income	2,700	195	225	(30)	-15%	502	675	(173)	-34%
Other Income	10,500	8,097	1,083	7,014	87%	11,417	3,250	8,167	72%
Late Charges	8,750	495	729	(234)	-47%	1,749	2,188	(438)	-25%
Other Income - FEMA	28,800	-	2,400	(2,400)	N/A	-	7,200	(7,200)	N/A
Total Other Revenue	50,750	8,788	4,438	4,350	50%	13,669	13,313	356	3%
Total Revenue	2,126,424	81,839	177,410	(95,571)	-117%	268,659	532,231	(263,572)	-98%

EXPENSES

Administrative Expenses

Administrative Salaries	205,309	17,012	17,109	(97)	-1%	49,119	51,327	(2,208)	-4%
Payroll Tax & Benefits	61,593	9,427	5,133	4,294	46%	31,985	15,398	16,587	52%
Legal Expenses	35,293	66	2,941	(2,875)	-4339%	17,941	8,823	9,118	51%
Staff Training	12,278	2,625	1,023	1,602	61%	3,044	3,070	(26)	-1%
Meals expense	1,681	-	140	(140)	N/A	240	420	(180)	-75%
Lodging	4,508	-	376	(376)	N/A	315	1,127	(812)	-258%
Travel Expense	3,924	1,339	327	1,012	76%	4,212	981	3,231	77%
Publications	9,800	-	817	(817)	N/A	-	2,450	(2,450)	N/A
Accounting Fees	31,000	(446)	2,583	(3,029)	680%	9,275	7,750	1,525	16%
Auditing Fees	8,814	-	735	(735)	N/A	-	2,204	(2,204)	N/A
Telephone	17,693	860	1,474	(615)	-72%	3,092	4,423	(1,332)	-43%
Office Expense	7,180	(799)	598	(1,397)	175%	3,488	1,795	1,693	49%
Rent Expense - Hurricane Florence	28,800	2,400	2,400	-	0	9,600	7,200	2,400	25%
Resident Council	821	-	68	(68)	N/A	-	205	(205)	N/A
Sundry Admin Expense	58,174	10,087	4,848	5,239	52%	13,263	14,544	(1,280)	-10%
Membership Dues and Fees	2,760	-	230	(230)	N/A	-	690	(690)	N/A
Total Administrative Expenses	543,700	45,523	40,802	4,720	10%	151,226	122,407	28,819	19%

Utilities

Water	122,381	11,508	10,198	1,310	11%	28,585	30,595	(2,010)	-7%
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**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
March 31, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Electricity	123,513	8,686	10,293	(1,607)	-18%	25,392	30,878	(5,487)	-22%
Gas-building	82,712	12,335	6,893	5,442	44%	34,765	20,678	14,087	41%
Total Utilities	319,000	32,529	27,384	5,145	16%	88,741	82,152	6,589	7%
Maintenance Expenses									
Labor Salaries	76,609	5,921	6,384	(463)	-8%	18,756	19,152	(396)	-2%
Payroll Tax & Benefits	22,983	1,915	1,915	(0)	0%	3,830	5,746	(1,916)	-50%
Uniforms	4,780	464	398	65	14%	1,623	1,195	428	26%
Consulting Services	334	-	28	(28)	N/A	-	84	(84)	N/A
Materials	43,355	2,606	3,613	(1,007)	-39%	23,501	10,839	12,662	54%
Computer Expense	14,078	409	1,173	(764)	-187%	2,306	3,520	(1,213)	-53%
Repairs and Maintenance	3,530	7,859	294	7,564	96%	9,358	883	8,475	91%
Electrical Contract	1,263	-	105	(105)	N/A	-	316	(316)	N/A
Plumbing Contract	6,215	-	518	(518)	N/A	3,237	1,554	1,683	52%
Unit Turnover	13,582	895	1,132	(237)	-26%	5,770	3,396	2,375	41%
Garbage and Trash removal	48,784	2,349	4,065	(1,717)	-73%	6,826	12,196	(5,370)	-79%
Extermination-Maintenance Expense	7,357	-	613	(613)	N/A	8,175	1,839	6,336	78%
Repairs and Maint. Truck	3,268	501	272	229	46%	3,600	817	2,783	77%
Heating and Air	11,783	548	982	(434)	-79%	3,830	2,946	884	23%
Gas-Truck	7,092	342	591	(249)	-73%	763	1,773	(1,010)	-132%
Security System	750	120	63	58	48%	120	188	(68)	-56%
Landscaping	6,092	-	508	(508)	N/A	17,596	1,523	16,073	91%
Total Maintenance Expenses	272,800	23,928	22,655	1,273	5%	109,290	67,964	41,326	38%
Insurance Expenses									
Insurance	99,050	13,758	8,254	5,504	40%	31,394	24,763	6,631	21%
W/C Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Payment in Lieu of taxes	14,000	-	1,167	(1,167)	N/A	-	3,500	(3,500)	N/A
Total Insurance Expenses	110,200	13,758	9,421	4,337	32%	31,394	28,263	3,131	10%
Other Expenses									
Interest Expense	-	-	-	-	N/A	-	-	-	N/A
Storage management	486	84	41	44	52%	168	122	47	28%
Collection Loss	-	-	-	-	N/A	-	-	-	N/A
Eviction Expense	4,127	-	344	(344)	N/A	-	1,032	(1,032)	N/A
App. Screening	10,768	550	897	(347)	-63%	5,065	2,692	2,373	47%
Total Other Expenses	15,381	634	1,282	(647)	-102%	5,233	3,845	1,388	27%
Total Expenses	1,218,520	116,372	101,543	14,829	13%	385,884	304,630	81,254	21%
NET INCOME	907,904	(34,533)	75,867	(110,400)	320%	(117,225)	227,601	(344,826)	294%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
March 31, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	348,000	37,079	29,000	8,079	22%	110,493	87,000	23,493	21%
Total Tenant Revenue	348,000	37,079	29,000	8,079	22%	110,493	87,000	23,493	21%
HUD Grant Revenue									
Hap Payments	705,000	57,367	58,750	(1,383)	-2%	176,534	176,250	284	0%
Total HUD Grant Revenue	705,000	57,367	58,750	(1,383)	-2%	176,534	176,250	284	0%
Other Revenue									
Interest on GF Investments	1,350	123	113	11	9%	356	338	18	5%
Misc. Revenue	9,000	1,278	750	528	41%	2,606	2,250	356	14%
Late Charges	1,500	120	125	(5)	-4%	480	375	105	22%
Vending Machine	1,000	-	83	(83)	N/A	-	250	(250)	N/A
Laundry	2,250	-	188	(188)	N/A	-	563	(563)	N/A
Total Other Revenue	15,100	1,521	1,258	263	17%	3,442	3,775	(333)	-10%
Total Revenue	1,068,100	95,967	89,008	6,959	7%	290,469	267,025	23,444	8%
EXPENSES									
Administrative Expenses									
Administrative Salaries	132,408	10,018	11,034	(1,016)	-10%	30,718	33,102	(2,384)	-8%
Payroll Tax & Benefits	39,722	8,660	3,310	5,350	62%	19,885	9,931	9,954	50%
Legal Expenses	11,402	-	950	(950)	N/A	-	2,851	(2,851)	N/A
Staff Training	4,977	-	415	(415)	N/A	-	1,244	(1,244)	N/A
Meals expenses	765	-	64	(64)	N/A	-	191	(191)	N/A
Lodging	3,022	-	252	(252)	N/A	-	756	(756)	N/A
Travel Expense	770	-	64	(64)	N/A	-	193	(193)	N/A
Publications	2,535	-	211	(211)	N/A	-	634	(634)	N/A
Accounting Fees	18,179	7,901	1,515	6,386	81%	7,901	4,545	3,356	42%
Auditing Fees	7,507	-	626	(626)	N/A	-	1,877	(1,877)	N/A
Telephone	31,170	7,346	2,598	4,748	65%	15,524	7,793	7,731	50%
Office Expense	5,909	(2,546)	492	(3,039)	119%	1,177	1,477	(300)	-26%
Sundry Admin Expense	8,961	6,734	747	5,988	89%	10,111	2,240	7,871	78%
Membership Dues and Fees	173	-	14	(14)	N/A	-	43	(43)	N/A
Total Administrative Expenses	267,500	38,112	22,292	15,821	42%	85,315	66,875	18,440	22%
Utilities									
Water	89,170	11,682	7,431	4,251	36%	35,423	22,293	13,131	37%
Electricity	69,867	15,709	5,822	9,886	63%	34,857	17,467	17,390	50%
Gas-building	7,002	833	584	249	30%	2,431	1,751	681	28%
Total Utilities	166,039	28,223	13,837	14,387	51%	72,711	41,510	31,201	43%
Maintenance Expenses									
Labor Salaries	105,959	8,319	8,830	(510)	-6%	26,878	26,490	388	1%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
March 31, 2025**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Payroll Tax & Benefits	31,788	-	2,649	(2,649)	N/A	-	7,947	(7,947)	N/A
Uniforms	6,091	563	508	55	10%	1,661	1,523	139	8%
Consulting Services	5,723	-	477	(477)	N/A	-	1,431	(1,431)	N/A
Materials	33,515	739	2,793	(2,054)	-278%	18,855	8,379	10,476	56%
Computer Expense	7,524	464	627	(163)	-35%	2,001	1,881	120	6%
Repairs and Maintenance	4,246	3,250	354	2,896	89%	19,901	1,062	18,840	95%
Electrical Contract	688	-	57	(57)	N/A	-	172	(172)	N/A
Plumbing Contract	21,510	3,173	1,793	1,380	44%	8,888	5,378	3,511	39%
Unit Turnover	31,477	491	2,623	(2,132)	-434%	8,291	7,869	422	5%
Laundry Contract	8,583	-	715	(715)	N/A	-	2,146	(2,146)	N/A
Elevator Contract	15,553	6,103	1,296	4,807	79%	6,103	3,888	2,214	36%
Garbage and Trash removal	4,836	1,056	403	653	62%	2,930	1,209	1,721	59%
Extermination	15,495	728	1,291	(563)	-77%	1,503	3,874	(2,371)	-158%
Vehicle/Truck Repairs	1,680	90	140	(50)	-56%	1,458	420	1,038	71%
Heating and Air	27,473	856	2,289	(1,433)	-167%	856	6,868	(6,012)	-702%
Gas-Vehicle	4,090	291	341	(50)	-17%	949	1,023	(74)	-8%
Security System	10,165	-	847	(847)	N/A	28	2,541	(2,513)	-8976%
Landscaping	7,702	-	642	(642)	N/A	1,296	1,926	(630)	-49%
Total Maintenance Expenses	344,098	26,123	28,675	(2,552)	-10%	101,598	86,025	15,573	15%
Insurance Expenses									
Insurance	3,950	311	329	(18)	-6%	933	988	(55)	-6%
Payment in Lieu of taxes	7,750	-	646	(646)	N/A	-	1,938	(1,938)	N/A
Total Insurance Expenses	11,700	311	975	(664)	-214%	933	2,925	(1,992)	-214%
Other Expenses									
Eviction Expense	160	-	13	(13)	N/A	-	40	(40)	N/A
Collection Loss	-	2,092	-	2,092	100%	3,412	-	3,412	100%
App. Screening	9,343	469	779	(310)	-66%	4,614	2,336	2,278	49%
Interest Expense	-	2,881	-	2,881	100%	2,881	-	2,881	100%
Total Other Expenses	9,503	5,442	792	4,650	85%	10,907	2,376	8,531	78%
Total Expenses	798,841	98,211	66,570	31,641	32%	271,465	199,710	71,754	26%
NET INCOME	269,259	(2,244)	22,438	(24,682)	1100%	19,005	67,315	(48,310)	-254%

**New Bern Housing Authority
Cash Lead
March 31, 2025**

	Modernization Account 1111.03	Trent Court Security Deposit 1111.04	General Fund Main 1111.05	ACH Rent Payment 1111.19	NBT General Fund 1111.10	NB Security Deposit 1111.12	Total
BEGINNING BOOK CASH BALANCE	\$ 1,203,531.39	\$ 55,520.97	\$ 1,737,930.71	\$ 26,216.98	\$ 1,424,409.31	\$ 33,032.33	\$ 4,733,099.57
ADD:							
General Deposits			28,848.98		34,472.16		63,321.14
Health Equity Refund							-
HUD Deposit	-		38,118.00		57,367.00		95,485.00
ACH Payment			-	12,486.57	-		12,486.57
ROSS Grant							-
Security Deposit		780.00				280.00	1,060.00
Misc		-	336.00		-		336.00
Interest		4.77	143.46		120.50	2.83	271.56
TOTAL DEPOSITS	-	784.77	67,446.44	12,486.57	91,959.66	282.83	172,960.27
LESS:							
ACH Rent Payments	-	-	-	-	-	-	-
Checks	-	-	83,471.77	-	55,972.40	-	139,444.17
Payroll - ADP			51,716.74				51,716.74
BCBS Insurance			7,057.05				7,057.05
Federal & State							-
Security Deposit		-				-	-
Misc			-	-		-	-
Service Charge			313.14	636.62			949.76
TOTAL PAYMENTS	-	-	142,558.70	636.62	55,972.40	-	199,167.72
ENDING BOOK CASH BALANCE	\$ 1,203,531.39	\$ 56,305.74	\$ 1,662,818.45	\$ 38,066.93	\$ 1,460,396.57	\$ 33,315.16	\$ 4,706,892.12

**New Bern Housing Authority
Grant Summary
March 31, 2025**

	<u>Grant Year</u>	<u>Authorized</u>	<u>Draws To Date</u>	<u>Available</u>	<u>Start Date</u>	<u>End Date</u>
CFP	2020	\$ 613,054.00	\$ 559,633.99	\$ 53,420.01	3/26/2020	3/25/2026
	2021	\$ 645,163.00	\$ 645,163.00	\$ -	2/23/2021	2/22/2025
	2022	\$ 796,910.00	\$ 484,069.00	\$ 312,841.00	5/12/2022	5/11/2026
	2023	\$ 667,648.00	\$ 420,000.00	\$ 247,648.00	2/17/2023	2/16/2027
	Total CFP	\$ 2,722,775.00	\$ 2,108,865.99	\$ 613,909.01		
ROSS		\$ 245,850.00	\$ 217,706.34	\$ 28,143.66	6/1/2022	5/31/2025
	Total ROSS	\$ 245,850.00	\$ 217,706.34	\$ 28,143.66		
Operating Subsidy	2025	\$ 228,708.00	\$ 114,354.00	\$ 114,354.00	1/1/2025	12/31/2025
	Total Operating	\$ 228,708.00	\$ 114,354.00	\$ 114,354.00		



EXECUTIVE DIRECTOR'S REPORT



NEW BERN TOWERS REPORT



April 15, 2025

PROPERTY MANAGER MONTHLY REPORT - New Bern Towers

CONTACT PERSON:

Latahsha Simmons

Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>106</u>	<u>100</u>	<u>94%</u>

Total Vacant Units	1 Bedroom	2 Bedroom
<u>6</u>	<u>3</u>	<u>3</u>

Move Ins	Move Out	Transfers	Approved	In Process
<u>1</u>	<u>3</u>	<u>0</u>	<u>6</u>	<u>50</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$ 38,968.00</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$ 31,206.09</u>	<u>\$ 7,761.91</u>	<u>20%</u>	<u>\$3,795.60</u>

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>2</u>	<u>0</u>	<u>0</u>

WORK ORDERS

Outstanding Requests
<u>13</u>

Requests for the month -March

Request Received	Completed	Pending Repair	Pending Parts
<u>68</u>	<u>55</u>	<u>0</u>	<u>0</u>

POLICE REPORT

Total Calls	<u>11</u>
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FIRE REPORT

Total Calls	<u>0</u>
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TRENT COURT REPORT



April 15, 2025

PROPERTY MANAGER MONTHLY REPORT March 2025- Trent Court

CONTACT PERSON:

Pamela Minor

Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>110</u>	<u>107</u>	<u>97%</u>

Total Vacant Units	1 Bedroom	2 Bedroom	3 Bedroom
<u>3</u>	<u>1</u>	<u>1</u>	<u>1</u>

Move In	Move Out	Transfers	Approved	In Process
<u>0</u>	<u>2</u>	<u>0</u>	<u>6</u>	<u>14</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$42,101.19</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$40,113.02</u>	<u>\$1,988.17</u>	<u>5 %</u>	<u>\$4865.31</u>

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>13</u>	<u>0</u>	<u>0</u>

WORK ORDERS

Outstanding Requests
<u>10</u>

Requests for the month

Request Received	Completed	Pending Repair	Pending Parts
<u>77</u>	<u>67</u>	<u>6</u>	<u>4</u>

POLICE REPORT

Total Calls	<u>11</u>
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- 1 Assist Other Agency

FIRE REPORT

Total Calls	<u>0</u>
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RESIDENT OPPORTUNITIES & SELF-SUFFICIENCY PROGRAM REPORT

Services Provided 3/1/25-3/31/25 April Fiscal Year 1 May Fiscal Year 2025

New Bern Housing Authority, New Bern, North Carolina
Family Metrics Resident Housing Software

This View Provides a Summary of ROSS Program Performance and Demographics for the Selected Grantee.

Grantee Population

Participants	80	74.77%
Non Participants	27	25.23%
Total Trent Court Occupied	107	100.00%

Case Management

105% of Residents CNI Development Surveys are completed.

Resident follow ups are documented regularly progress notes added when changes occur.

Monthly Meeting for current status change and complete assesments.

Handed out flyers door to door weekly for all residents.

Class Opportunities Open to all Residents

HUD Needs Assessment Fall Risk -None Reported

Loneliness Evaluation Point Scale.

Lubben Social Isolation Evaluation Point Scale.

Community Partnership Resource Engagement

Collaborative Monthly Meetings

Community Partnership Resource Meetings

Health and Wellness

Resident referrals for fitness class mental health program.

Craven County Health Department Referral Offered. Port Services Offered.

Coordinator Confirmed Appointments.Port Services Continuous Support Needed.

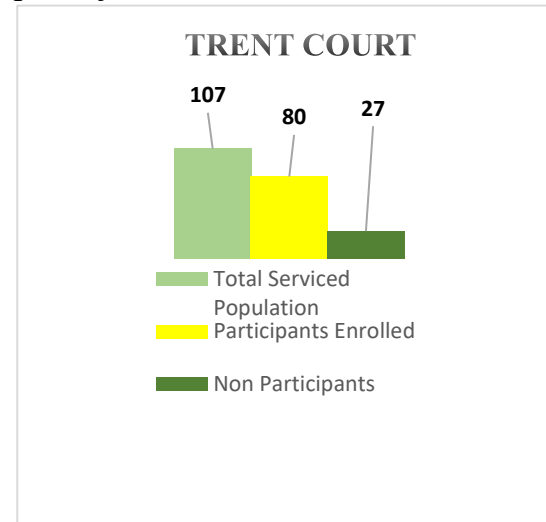
Childcare

Resident referrals to County Department of Social Services.

Craven Smart Start is a referral to assign a Daycare Coordinator if needed.

Craven County Daycare Case Worker Referral Offered.

Currently no wait list.



Transportation

Craven County Carts Referrals and Schedule Offered.

Carts and Omni Bus.

Homeownership

Homeownership Workshop

Class Sessions Closed TBA

NC Works Career Center Bulletin

Weekly Employment Updates

Community Job Events

Informational Sessions

Current Events and Workshops

Juvenile Resource Event Sessions Stanley White Gym April 22nd 10am-12pm and 3pm-5pm

Community Resource Fair Assistance Jobs Substance Abuse Eye Dental care April 26th 10am-2pm

Taking Charge of Your Life Self Sufficiency Motivation April 28th-May 22nd 6pm-8pm

Family Self-Sufficiency Needs

Assist residents with family and personal unmet needs.

Family Sufficiency Coordinator Referral Offered.

Coordinator Service Support Continuous for Current list.

No new applicants accepted.Caseload met.

Education and Work Force Development

Job Readiness Boot Camp residents educational training class.

Craven Community College Workforce Development Referral Offered.

Work Force Development Coordinator Support Continuous through December

G.E.D. Enrollment, Educational Workshops.

Reentry Educational Scholarship Oportunities, Financial Literacy Workshops on Webex,

Resident follow ups are documented regularly progress notes added when changes occur.

Upcoming United Healthcare Nutritional Classes

Upcoming Housekeeping Inspection Class for Noncompliance

HUD Data Availability and Resident Coordinator Services Totals

General Resident Information 100%

Employment 85.9%

Education 52.9%

Financial Literacy 49.7%

Health and Wellness 73.0%

Other Supportive Services 87.4%

Craven County Senior Services Center

Daily Activities

Financial Literacy

Residents with budgeting and banking.

Navy Federal Bank Rep- In person/WebEx Sessions.

Budgeting Support Assigned Every 3 Months.

NC Craven-Pamlico Reentry Council Program

Resident Activity Event April 17th 7pm-10pm Stanley White Gym

Reentry Program Counseling

Counselor Support Assigned as Requested.

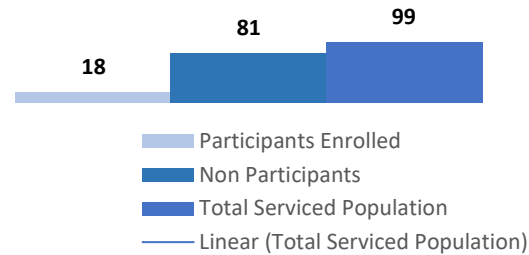
Healthcare Assessment

Updated 102 residents wellness check within a year

Health Insurance Agent Assigned for Ongoing Support.

Healthcare needs Obtained and Benefits Secured.

NEW BERN TOWERS



Participants	18	18.18%
Non Participants	81	81.82%
Total Occupied	99	100.00%



RESOLUTIONS