MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Tuesday, March 31, 2026 – 11:00am
City Hall Council Chambers

Members Present:	Dean Lytle, Chair Pamela Holder, Vice-Chair, Council Member Susan Miller, Citizen Member
Members Absent:	Maureen Copelof, Mayor, Ex-Officio
Staff Present:	Wilson Hooper, City Manager Dean Luebbe, Assistant City Manager/Finance Director Kelley Craig, Human Resources Director Denise Hodsdon, City Clerk Shawnee Cummings, Assistant to the City Manager
Guests:	Harvey Sankey

A. Welcome & Call to Order

Committee Chair Lytle welcomed everyone and called the meeting to order at 11:03am.

B. Certification of Quorum

Assistant to the City Manager Shawnee Cummings certified that a quorum was present.

C. Approval of Agenda

Mr. Hooper requested to postpone the Purchasing Policy Update until the next meeting and to change the order so that the Transylvania Economic Alliance Board Member Applications comes first, followed by Nonprofit Funding Applications. Ms. Miller moved, seconded by Ms. Holder to approve the agenda as amended. The motion carried unanimously.

D. Approval of Minutes – February 23, 2026 Meeting

Ms. Holder moved, seconded by Ms. Miller to approve the minutes of the February 23, 2026 meeting as presented. The motion carried unanimously.

E. Transylvania Economic Alliance Board Member Applications

Mr. Hooper explained that the City of Brevard has two seats on the Transylvania Economic Alliance (TEA) Board, with one being an Ex-Officio seat filled by a Council

Member and the other being a citizen member appointed by the Finance and Human Resources Committee. The term for the citizen member has recently expired and the incumbent is Al Platt. At the last Committee meeting, Staff asked if the Committee wanted to reappoint Al Platt, who is interested in reappointment, or open the position to other applicants. The Committee agreed to open the position and the vacancy was posted for about a month on the City website and in the Transylvania Times.

Ms. Hodsdon stated that 3 applications were received from Tom Jordan, Ty Hendrix, and Al Platt, the incumbent. Mr. Hooper advised that this appointment does not have a residency requirement and the only requirement is that the applicant has a vested interest in the affairs of the community, which all of the applicants meet.

Mr. Lytle said he feels Mr. Platt's participation in the economic development negotiations is crucial, as it has been a long process, and Mr. Platt is directly involved. He felt that bringing in someone new could jeopardize momentum.

After further review, Ms. Miller moved, seconded by Mr. Lytle to refer reappointment of Al Platt to the TEA Board to the full Council. The vote was 3-0 (Ms. Holder abstained).

F. Nonprofit Funding Applications

Based on the guidelines established by this Committee, nonprofit funding is limited to 1% of the City's General Fund budget, less any debt obligations. The funding for FY27 is approximately $135,000.

A couple nonprofits were changed to vendor status last year, including the Heart of Brevard, Sharing House, and the Transylvania County Farmer's Market. Therefore, requests from nonprofits with vendor status are not included in the $135,000, unless their request exceeds the contracted amount.

The primary takeaways were:

- The priorities that came out of the Council's Priority Setting Retreat were used to guide funding decisions, with priority given to organizations supporting housing initiatives, providing basic needs, and fostering economic development.
- The Heart of Brevard requested $58,000, but $19,000 is part of their contract. Their additional funding request was for $39,000, of which the Committee recommended $31,000.
- The Chamber of Commerce is eligible to be changed to vendor status.
- Mary C. Jenkins Community Center is under non-profit funding because they want landscaping and janitorial services at the Center more frequently than the City can offer. There was discussion related to changing them to vendor status, but it requires them to carry higher liability insurance that they cannot afford. The Committee will revisit whether some landscaping can be handled by staff.
- For next year, Mr. Lytle suggested the Committee consult with Pisgah Health Foundation to compile funding requests and offer insight, as they are familiar

with local nonprofits and their work. Ms. Miller added that we could provide criteria to Pisgah Health Foundation to help guide recommendations.

Mr. Lytle moved, seconded by Ms. Holder to refer the proposed nonprofit funding amounts to the full council for approval.

Red shading = No recommended funding
Green shading = Funded
Yellow shading = Possible funding at lower level
Blue shading = Vendor (part or all of request is contractual)

	FY26 Requested	FY26 Committee Recommended	FY27 Requested	FY27 Committee Recommended
Augustine Literacy Project	$0	$0	$0	$0
Blue Ridge Community Health	$0	$0	$0	$0
Bound for Glory	$0	$0	$0	$0
Boys and Girls Club	$5,000	$0	$4,000	$0
Bread of Life	$7,500	$7,500	$16,000	$16,000
Brevard Academy	$0	$0	$0	$0
Brevard Music Center	$10,000	$0	$0	$0
Chamber of Commerce	$4,000	$4,000	$4,000	$4,000
Children's Center	$20,000	$5,000	$10,000	$5,000
Community Focus Foundation	$0	$0	$3,500	$0
Cove (The)	$25,000	$5,000	$7,500	$7,500
El Centro	$0	$0	$0	$0
Family Place	$0	$0	$0	$0
Haven (The)	$24,132	$5,000	$10,000	$10,000
Heart of Brevard	$31,000	$31,000	$58,000	$50,000
Housing Assistance Corporation	$15,000	$15,000	$15,000	$15,000
Hunger Coalition	$7,500	$2,000	$5,000	$5,000
Kids In Camp	$1,000	$0	$1,000	$0
Mary C Jenkins (suppl janitorial. Staff referred)	$15,000	$12,000	$12,000	$12,000
Meals On Wheels	$20,000	$5,000	$5,000	$5,000
Pisgah Area SORBA	$0	$0	$10,000	$0
Pisgah Conservancy	$7,500	$0	$0	$0
Rise and Shine	$7,500	$5,000	$5,000	$5,000
SAFE	$0	$0	$13,500	$0
Sharing House	$10,000	$10,000	$10,000	$10,000
Smart Start	$65,000	$0	$0	$0
Sparkpoint	$4,000	$0	$0	$0
TC Arts	$15,000	$0	$10,000	$0
TC Strong	$0	$0	$0	$0
Transylvania County Historical Society	$15,000	$0	$2,500	$0
Transylvania Habitat for Humanity	$10,000	$10,000	$10,000	$10,000
Transylvania Heritage Museum	$1,500	$0	$5,000	$0
Transylvania Economic Alliance	$5,000	$5,000	$10,000	$5,000
Transylvania Farmers Market	$18,000	$18,000	$18,000	$18,000
Veteran Museum	$0	$0	$0	$0
WNCSource	$0	$0	$15,000	$5,000
Contracted Services (subtracted out)				$47,000
TOTAL	$343,632	$139,500	$260,000	$135,500

G. Public Comment

Harvey Sankey said that some nonprofits that applied in past years missed the deadline last year and he saw the same problem this year. He knows Staff sent emails but recommended calling organizations that typically apply before the deadline. Mr. Sankey also asked clarifying questions about the nonprofit funding policy and Heart of Brevard.

H. Set Date for Next Meeting

The next regular meeting is scheduled for Monday, April 27, 2026 at 11am.

I. Adjourn

There being no further business, the meeting was adjourned at 12:30pm.

Minutes Approved: April 27, 2026

X _____
Dean Lytle, Chair, Council Member or
Pamela Holder, Vice Chair, Council Member

X Shawnee A. Cummings
Shawnee Cummings
Assistant to the City Manager