



Beaufort Jasper Housing Trust (BJHT) Board Meeting Minutes

December 18, 2023

Attendance (all virtual)

Board Members: Wendy Zara, Dick Stewart, Michelle Gaston, Courtney Hampson, Dixie Lanier, Matt Davis and Victoria Smalls

Staff: Dana Totman and Jennifer Tuckwiller

Local Government Officials and Other Invited Guests: Brad Mole, Community Works; Scott Marshall, City of Beaufort and Neil Lipsitz, City of Beaufort

Call to Order

Chair Wendy Zara welcomed everyone and called the meeting to order at 9:01am.

Approval of Minutes

The minutes from the regularly scheduled Board meeting on November 20, 2023, were distributed as part of the Board packet for review. Courtney Hampson made a motion to approve the minutes, second by Dick Stewart. The minutes were approved by a unanimous vote.

Financial Report

Michelle Gaston reviewed the November financial report submitted by Community Works. A brief discussion took place regarding the \$3M funding from the state showing on the financials but not yet received to the BJHT. Board members also discussed the Carrington Manor funds are reflected as a grant not a loan. Michelle Gaston commented that these funds can be reflected differently in the next set of financials and that the BJHT hopes to have a contract in place for bookkeeping soon. Dick Stewart made a motion to approve the November 2023 financial report, second by Matt Davis. The financial report was approved by a unanimous vote.

Budget Amendment

Interim Executive Director Dana Totman presented a budget update that will expand BJHT's fiscal year through June 30, 2024. He presented a detailed overview of expected expenses for the 6-month period beginning in January 2024. He also discussed the potential for increased revenue from several different sources. Michelle Gaston asked that staff review the Accounting/Bookkeeping line and increase to \$10,000 vs the \$7,800 in the budget. Gaston also asked that staff keep a reserve fund line item. Totman responded that the reserve balance will be reflected in programs. He also agreed that the programs funding portion of the budget is yet to be developed but those expense lines will begin to take shape as the BJHT adopts a framework for

allocating the funding it's been provided. Matt Davis commented that he believes the permanent Executive Director salary is too low. Other Board members agreed, and it was discussed to increase the expected salary to \$150,000 versus the \$130,000 as presented in this budget. Board members also acknowledged that line only covers approximately 10 weeks, so an increase in that line shouldn't affect the overall budget ending on June 30, 2024. Hearing no further discussion, Wendy Zara, called for a motion to approve the adjusted budget through June 30, 2024. Courtney Hampson made the motion, second by Michelle Gaston. The adjusted budget was approved unanimously.

Program/Funding Approach Plan

Dana Totman presented the program plan he has been developing since a December 4, 2023, Programs Ad Hoc meeting. During that meeting, Board members agreed on basic funding principles and 3 types of projects for consideration - Rental Housing, Homeownership and Home Repairs. Totman outlined some generalized plans, allocations and scoring criteria for each of the 3 projects. He also discussed the need for the BJHT to lead the conceptual planning of affordable housing developments in the region and to help identify and select developers in this market. Matt Davis brought up that the Board needs to consider the location of projects as we move forward with programming. The funding sources will expect a distribution of funds in each area and the Board will need to be able to report back to them. Board members also discussed the importance of aligning ourselves with partners as programs develop. Matt David made a motion that the Board adopt the program plan as a general framework for programs and funding. Second by Dixie Lanier. The program plan was approved by a unanimous vote.

Bylaws Amendment

Dana Totman presented the bylaws and highlighted the changes:

- Consistency in wording, titles, etc. throughout the document
- Increase Board size from 9, to a minimum of 13 and maximum of 19 given the changes made in the organization and the need to develop capacity of the Board beyond the 9 appointees from local governments (oversight to 501c(3))
- Added term limits, Board members can have up to 3 consecutive, 3-year terms
- Annual meeting will occur in January
- Committee structure changed to provide greater flexibility and responsiveness for BJHT

Dick Stewart asked about the timeframe to increase the Board size and it was decided to have an additional 4 members in place (total of 13) by the end of the fiscal year. With no further discussion, Dick Stewart made a motion to approve the bylaws as amended, second by Michelle Gaston. The amended bylaws were approved by a unanimous vote.

Nominating Committee

Wendy Zara introduced this next topic following the increase of the Board size from 9 to 13 members. She told Board members that she had been in contact with Matt Garnes and that he agreed to Chair this ad hoc committee. Other Board members expressed interest in this committee and agreed to serve for the upcoming nominations cycle. The Board agreed that the Nominating Committee members will be Matt Garnes (Chair), Courtney Hampson, Dick Stewart and Victoria Smalls.

Executive Director Report

Dana Totman shared some highlights from the last couple of weeks of operations with the BJHT. He highlighted the importance of one collective voice for future funding opportunities with the State of SC. He will also spend time with the Nominating Committee as they begin their work. It will be crucial to BJHT to get the right people and sectors represented on the Board. He is also working to fund the Carrington Manor project but is waiting for an attorney to review the paperwork before funding occurs.

Other Business

Dick Stewart asked if there was any movement on replacing the representative from the Town of Hilton Head. Wendy Zara commented that she and Dana met with Town representatives a couple of weeks ago and that several applicants have applied but no one has been appointed to date.

Recess

There was no further business to discuss, and Wendy Zara asked for a motion to recess, and the meeting moved into Executive Session. Matt Davis made a motion to recess, second by Michelle Gaston. The meeting was recessed at 10:04am.

Following the Executive Session, the Board resumed the meeting to establish the Executive Search Committee. The members will be Matt Davis (Chair), Dixie Lanier, Michelle Gaston and Wendy Zara. Dixie Lanier made a motion to approve this committee, second by Dick Stewart. The Executive Search Committee was approved unanimously.

The meeting adjourned at 10:20.