



Beaufort Jasper Housing Trust (BJHT) Board Meeting Minutes

February 26, 2024

Attendance In Person

Board Members: Courtney Hampson, Dick Stewart, Dixie Lanier, and Matt Davis

Staff: Dana Totman and Jennifer Tuckwiller

Attendance Virtually

Board Members: Michelle Gaston and Victoria Smalls

Local Government Officials and Other Invited Guests: Andy Fulghum, Jasper County Richard Hutto, SC Housing, Marni Holloway, SC Housing and Steve Clements, SC Housing

Call to Order

Chair Dick Stewart welcomed everyone and called the meeting to order at 10:00am.

Approval of Minutes

The minutes from the Board meetings on January 22, 2024 and January 31, 2024. A motion was made by Wendy Z. and a second by Dixie L. to approve both sets of minutes as submitted. The motion was approved unanimously; excepting Courtney H.'s abstention from the 1-22-24 minutes as she was not present.

Financial Report

Michelle G. reviewed the January 2024 financial management reports. She provided a brief summary on page three (3) of the report, Statement of Activity. She noted that \$247,772.49 in expenses have been incurred with \$4,841,795.43 in revenue. The expenses include the \$203,505.80 management fee paid to Community Works. Michelle explained the Statement of Financial Position on Page four (4) now contains 4 active banking accounts. This new account (Money Market 0610) reflects the initial funding from the 8 local municipalities and counties minus the management fee paid to Community Works. These funds have been separated out due to the transition in management from Community Works to this Board. Dick S. asked if a balance sheet can be added to these reports that shows the receivables due from the local municipalities and counties. Michelle G. said that she would work with our bookkeeper to have this reflected in next month's financial reports. The Statement of Cash Flows on page six (6) was presented without any questions or further discussion. Wendy Z. made a motion to accept the report as submitted, second by Matt D. The financial report was approved by a unanimous vote.

Nominating Committee Report

Dana T. reported in Matt G.'s absence. Dana reviewed the Board job description and asked that it be approved. Courtney H. made the motion to approve the Board job description and Wendy Z. seconded. The motion was approved unanimously.

Dana continued with the next order of business in presenting nominees for Board service. It was explained that the expansion of the Board was diversify the Board to include sectors important to the housing conversation: legal, banking, real estate, advocacy, etc.

Courtney H. provided a small narrative of her nominee, Ashley Feaster, and also made a motion to invite her to join the Board. Second made by Wendy Z. and the motion was approved unanimously.

Dana T. provided a brief overview of the nominees contacted by Vicki S. Dixie L. made a motion to invite Carmen Washington to be a new Board Member, second by Courtney H. The motion was approved unanimously. Wendy Z. made a motion to invite James Williams, Executive Director of the Beaufort Jasper EOC, to join the Board. This was seconded by Michelle G. The motion was approved unanimously.

Dick S. provided a brief overview of the candidates he was asked to contact (Jan Malinowski, Christian Kata, Ethan James and Caitlyn Reed). Wendy Z. made a motion to invite Jan Malinowski for Board service, second by Matt D. The motion was approved unanimously. Courtney H. made a motion to invite Christian Kata to the Board, second by Wendy Z. The motion was approved unanimously. Wendy Z. made a motion to invite Ethan James, second by Courtney H. The motion was approved unanimously. Dixie L. made a motion to invite Caitlyn Reed for Board service, second by Courtney H. The motion was approved unanimously.

Development Committee Report

Wendy Z. provided an overview of the committee meeting held earlier in the month. Thank you to Michelle G. for composing and sending the CIP request to Senator Margie Bright Matthews' office. The request for state funds was increased to \$5 million based on a recommendation from Senator Tom Davis. The issue of ATAX funds was discussed and then it was decided that each member of the Board should ask their respective jurisdiction about their intended use/request of those funds. It was also discussed that a general document be developed by BJHT to help the local municipalities and counties should they ever want to utilize that funding approach. The documents could then be individualized for each locale as needed. Courtney H. asked if there are a few specific talking points that could be sent to the Board, so everyone is asking the same questions/on the same page. Dick S. and Wendy Z. said they would prepare something to send out to the Board. Land donations were discussed regarding responses from a letter that was sent out in July 2023. Yemassee, City of Beaufort and Town of Port Royal all had identified parcels that could be donated to the affordable housing cause.

Homebuyer RFP

Dana Totman presented the draft Request for Proposal. He reminded the Board members of the 3 programmatic approaches that BJHT agreed to focus on at the Board Retreat held in November: rental homes, home repair and home purchase. Our homebuyer RFP seeks to supplement other programs. The data does not suggest that the SC Housing programs are widely used in Beaufort and Jasper Counties. In fact, both counties are targeted and provide funding above 100% AML. There was some discussion about why this program. Dana explained that the BJHT just does not have the capability to run a program where we distribute funds directly to homebuyers. Dana walked the Board through the Scoring Criteria and other information necessary for an application. Matt D. made a motion to accept the RFP, seconded by Wendy Z. The motion passed unanimously.

SC Housing Presentation

The BJHT Board was joined virtually at 11:00am by several staff members of SC Housing. Those representatives were: Richard Hutto, Interim Executive Director; Marni Holloway, Deputy Director of Programs and Steve Clements, Director of Single-Family Programs. Marni Holloway and Steve Clements both took time to discuss their program areas and resources for funding. In turn, BJHT took the opportunity to explain the critical housing needs in Beaufort and Jasper counties. BJHT staff also asked SC Housing to provide some detailed data specific to our region in regard to tax credit projects from 2020 forward. It was agreed that both parties would continue to strategize and leverage all resources available to increase affordable/workforce housing in our region.

Home Repair RFP

Dana Totman presented the draft Request for Proposal. He again reminded the Board members of the 3 programmatic approaches that BJHT agreed to focus on: rental homes, home repair and home purchase. This RFP will fund organizations that are currently operating successful repair programs in the region. Organizations such as Deep Well, Beaufort-Jasper EOC, Beaufort Housing Authority, and Jasper County Neighbors United are all examples of organizations that would be welcome to apply. Designing a program on our own is, again, not feasible currently due to limited staff and resources. Matt D. made a motion to accept the RFP, and Dixie L. seconded the motion. The motion passed unanimously.

Interim Executive Director Report

Dana Totman shared the highlights of his attached report. He explained that there is still much work ahead for the Board. The Board will have RFP's to review and subsequent funding awards /contracts to be signed. Other upcoming items to note are hiring the Executive Director (selection of a candidate and then negotiation of salary/benefits) and establishing a 2024-25 FY Budget. Dana continues to speak and deliver presentations for local groups and municipalities. Some of the upcoming engagements include SOLOCO Board and Community Foundation of the Lowcountry Board meetings both in March and the Hilton Head Community Services and Public Safety Committee meeting in April. He and Michelle G. are still trying to schedule a

meeting with Jasper County officials. He also advised that our next newsletter will be published in early March.

Recess

There was no further business to discuss. Dick Stewart asked for a motion to recess, and the meeting moved into Executive Session for a personnel matter. Wendy Z. made a motion to recess, second by Matt D. The meeting was recessed at 11:55am.

Following the Executive Session, the Board resumed the meeting. The meeting adjourned at 12:15pm.