



## South Carolina State Housing Finance and Development Authority

300-C Outlet Pointe Blvd., Columbia, South Carolina 29210

Telephone: (803) 896-9001

TTY: (803) 896-8831

Donald R. Tomlin, Jr.  
Chairman

Robert S. Wilson, Jr.  
Executive Director

### REGULAR COMMISSION MEETING

The Board of Commissioners of the South Carolina State Housing Finance and Development Authority met on Wednesday, March 21, 2018 at approximately 11:00 a.m., at the United Way of Greenville, Hollingsworth Room, 105 Edinburg Court, Greenville, South Carolina.

The following Commissioners were in attendance:

Donald R. Tomlin, Jr., Chairman  
Robert D. Mickle, Jr., Vice Chairman  
Bradley J. Allen  
Charles E. Gardner  
Kenneth E. Ormand, Jr.  
Sue Ann Shannon  
Mary Sieck

The following Commissioner was excused: Chris Goodall

Staff and Guests attending the meeting included the following:

**STAFF:** Robert Wilson, Interim Executive Director  
Ed Knight, Deputy Director of Programs  
Richard Hutto, Deputy Director of Financial Operations  
Tracey Easton, General Counsel  
Anastasia Rodriguez, Internal Audit Director  
Bonita Shropshire, Executive Assistant

**GUESTS:** Ivory N. Mathews, TGHA  
Sam Howell, Howell Linkous & Nettles, LLC  
Mike Awadis, HillTop Securities  
Wanda Gardner, TGHA  
Eleanor D., Greenville Housing Fund  
Rakenya Lewers, TGHA Board  
Russell Stout, City of Greenville  
Diane G, ULTC  
Drew Schaumber, Schaumber Development  
Holly Douglas, Holliday Development  
Diane Keller, TGHA Board

**GUESTS CONT'D:** Ginny Stroud, City of Greenville  
Channing Banks, United Way Greenville  
Kathy Mitchell, TGHA

Chairman Tomlin called the meeting to order and asked Robert Wilson to read into the record the Freedom of Information Statement.

“As required by the provisions of Section 30-4-80(e) of the Code of Laws of South Carolina, notification of this meeting has been given to all persons, organizations, local news media, and other news media which have requested such notifications.”

### **Agenda**

The Chairman presented the agenda for approval.

**MOTION** Commissioner Mickle moved to adopt the agenda as presented. The motion received a second from Commissioner Shannon. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

### **Minutes**

Chairman Tomlin asked if there were any additions or corrections to the minutes of February 21, 2018. There being none, he called for a motion to approve the minutes.

**MOTION** Commissioner Sieck moved to approve the minutes of February 21, 2018 as presented. The motion received a second from Commissioner Shannon. There being no discussion the motion carried.

### **Program Committee**

#### **Resolution to adopt the PHA and Administrative Plans**

Chairman Tomlin asked Ed Knight to present the annual Public Housing Agency (PHA) and Administrative Plans. Mr. Knight began with a very thorough summary of the Section 8 Housing Choice Voucher Program (Voucher Program). According to Mr. Knight's report, the Authority administers the Voucher Program on behalf of HUD to approximately 2,000 families in seven S.C. counties.

Mr. Knight then presented the FY 2019 Public Housing Agency (PHA) plan and the Administrative Plan. He explained that the annual PHA Plan serves as a planning tool and community guide to the Voucher Program's policies, programs, and procedures. He also reported that there were no significant operational changes in the FY 2019 annual PHA Plan. Mr. Knight then described the Administrative Plan as a supporting document to the PHA plan and further defines the policies the Authority has adopted in each area where it has discretion and is the official policy upon adoption by the Board. According to Mr. Knight's report, the annual PHA Plan was posted to the Authority's website for a 45-day public comment period, and a public hearing was held on February 21, 2018 and no comments have been received. Mr. Knight

stated that Staff is requesting approval of the FY 2019 annual PHA Plan and Administrative Plan so that they can both be submitted to HUD for approval.

**MOTION** Commissioner Mickle moved to adopt the Authority’s Annual (FY 2019) Plan and the supporting Administrative Plan. The motion did not require a second. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

Annual Project - Based Contract Administration COI Declaration

Mr. Knight continued by presenting the Annual PBCA Conflict of Interest Declaration. According to Mr. Knight, the Annual Contributions Contract (ACC), HUD stipulates that the Authority require any covered individual to disclose his, her or its interest or prospective interest in any contract, subcontract or other arrangement in connection with contract administration. Each member of the Board of Commissioners has been provided a copy of the Authority’s Conflict of Interest Declaration which provides additional information concerning this requirement as well as HUD’s definition of “immediate family member” and “covered individual or entity.”

In order to comply with the requirements of the ACC, each Board member is asked to review the Conflict of Interest Declaration and check the appropriate box concerning such interest.

Consideration of Housing Trust Fund

Chairman Tomlin called upon Laura Nicholson for the Housing Trust Fund (HTF) report. Ms. Nicholson began with a HTF financial report which included a budget analysis, fiscal year-to-date awards by activity, and the fiscal year cash balance analysis. She stated that the cash balance as of January 31, 2018 was over \$24 million. Of that amount over \$7.3 million is committed to projects previously awarded but not yet funded, and \$934,500 is for project recommendations for this cycle. With these commitments, the remaining unencumbered balance is \$7,297,213.

Ms. Nicholson concluded the HTF report by presenting 12 project proposals with total funds requested of \$934,500. Commissioner Mickle stated that this request had been discussed during the Program Committee meeting and he recommends approval by the full Board.

**MOTION** Commissioner Mickle moved to approve the 12 projects in the amount of \$934,500. The motion did not require second. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

Owner-Occupied Rehabilitation

Project No. 28018	Allendale County ALIVE, Inc.	\$89,000
Project No. 28118	Clarendon County CDC	\$89,000
Project No. 28218	Community Assistance Provider	\$89,000
Project No. 28318	Core Academy	\$89,000
Project No. 28418	Greater Works Foundation	\$89,000
Project No. 28518	HBA CDC	\$89,000

Project No. 28618	Housing Dev. Corp of Rock Hill	\$44,500
Project No. 28718	Jasper County Neighbors United	\$89,000
Project No. 28818	Pageland Community Housing Org	\$89,000
Project No. 28918	Palmland CDF	\$89,000
Project No. 29018	Rebuild Upstate	\$44,500
Project No. 29118	SC Uplift Community Outreach	\$44,500

### **Bond Committee**

#### **Final Resolution – Preserve at Logan Park**

Chairman Tomlin called on Tracey Easton for the Preserve at Logan Park Final Resolution. Ms. Easton reported that the Resolution makes provision for the issuance of not exceeding \$16 million of the Authority's Multifamily Rental Housing Revenue Bonds. According to Ms. Easton the bond is for a new money issue in Greenville County. She reported that the project is an acquisition and rehabilitation and will consist of 191 units with a target population of elderly persons (62 and older). Ms. Easton reminded the Board of the Bond Committee's preliminary approval in December 2016 and the State Fiscal Accountability Authority's approval at its August 2017 meeting. Ms. Easton stated that staff recommends approval of the resolution.

**MOTION** Commissioner Mickle moved to approve the Final Resolution as presented. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

### **Development**

#### **Tax Credit Update**

Chairman Tomlin called upon Laura Nicholson for a Tax Credit program update. According to Ms. Nicholson the Authority received 43 Tax Credit applications. Ms. Nicholson stated that staff is currently reviewing the applications for completeness and anticipates an allocation of \$11.5 million in tax credit allocations and \$5 million in HOME funds. Staff is currently reviewing applications for missing and incomplete documents. Third party analyst are reviewing and scoring sites and market studies. Of the 43 applications, 22 are in the general, 1 in the large urban population, 10 in the non-profit, 3 in the rehab, 3 in the rural housing service, and 4 in the underserved set asides. Staff anticipates funding 18 to 20 applications. The Board accepted the report as information.

#### **Mortgage Production Update**

Chairman Tomlin called upon Steve Clements for a Mortgage Production update. Mr. Clements presented the mortgage production update highlighting loan volume, mortgage rates, origination fees, and down payment assistance data for the month of February. He then provided updated loan reservation figures for the SC Mortgage Tax Credit, Palmetto Heroes, and the conventional loan program.

Mr. Clements continued with an overview of the alternative funding source program officially named the Palmetto Home Advantage Program. According to Mr. Clements the

program will offer a 3% forgivable down payment assistance and cancelable reduced mortgage insurance. Staff is currently working with the State Treasurer's office to issue a Request for Proposal for a program administrator. He then reviewed the program requirements and an estimated timeline. Staff hopes to roll out a pilot program with 10 lenders on May 1<sup>st</sup>, with a full roll out by June 15<sup>th</sup>.

The Board accepted the report as information.

### **Resolution – Fair Housing Month**

Tracey Easton presented the Fair Housing Month Resolution. Ms. Easton explained that the month of April is nationally recognized as Fair Housing Month. She gave a brief history on the origin of the Fair Housing Act which seeks to eliminate housing discrimination with regard to race, color, national origin, religion, sex, familial status, or handicap. Ms. Easton explained that adoption of the Resolution shows that the Board continues to support the efforts of fair housing opportunities throughout the state and nation.

**MOTION** Commissioner Sieck moved to approve the Resolution. The motion received a second from Commissioner Shannon. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

### **Reports**

#### **Executive Director**

Chairman Tomlin called upon Robert Wilson for the Executive Director's report. Mr. Wilson began with an overview of the NCSHA Legislative Conference held in Washington, D.C. March 4 - 7, 2018 highlighting his visits with Sen. Lindsey Graham and Sen. Tim Scott. He reminded the commissioners of the March 31, 2018 Statement of Economic Interest filing deadline with the South Carolina Ethics Commission. Mr. Wilson concluded by encouraging the Commissioners to attend the 2018 Palmetto Affordable Housing Forum.

#### **Deputy Director of Programs**

The Chairman called on Ed Knight to present the Director of Programs report. Mr. Knight provided a detailed timeline of the Small Rental Development program. He highlighted the Board of Commissioners approval on December 13, 2017. Mr. Knight informed the board that the draft manual with public comments was posted on February 16, 2018, and the applications period April 23-27, 2018.

### **Executive Session**

The Chairman called for a motion to enter executive session for the purpose of discussing a personnel matter.

**MOTION** Commissioner Allen moved to enter executive session for the stated purpose. The motion received a second from Commissioner Mickle. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

[EXECUTIVE SESSION]

Upon rising from executive session, the Chairman reported that there were no actions or votes taken.

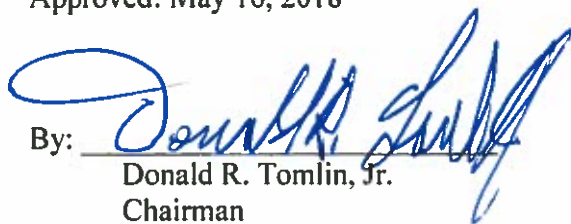
**Other Business**

There being no additional business to come before the Board, Chairman Tomlin adjourned the meeting.

Respectfully submitted,

  
Bonita Shropshire, Secretary

Approved: May 16, 2018

By:   
Donald R. Tomlin, Jr.  
Chairman

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