



South Carolina State Housing Finance and Development Authority
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Robert D. Mickle, Jr.
Acting Chairman

Bonita H. Shropshire
Executive Director

REGULAR COMMISSION MEETING

The Board of Commissioners of the South Carolina State Housing Finance and Development Authority met on Wednesday, January 15, 2020, at approximately 10:00 a.m., at the Authority's office, 300-C Outlet Pointe Boulevard, Columbia, South Carolina.

The following Commissioners were in attendance:

Robert D. Mickle, Jr., Acting Chairman
Bradley J. Allen
Charles E. Gardner
Chris Goodall
Kenneth E. Ormand, Jr.
Mary Sieck
Sue Ann Shannon (telephonically)

Staff and Guests attending the meeting included the following:

STAFF: Bonita Shropshire, Executive Director
Tracey Easton, General Counsel
Del Collins, IT
Bryan Grady, Research
Sara Martinez, Development
John Morrison, Finance
Paul Linhardt, Finance
Kim Wilbourne, Mortgage Production
Jennifer Cogan, Development
Michele Mahon, Procurement
Sarah Shinsky, Executive Assistant

GUESTS: Myra Reece, SCDHEC

Freedom of Information Act Statement

Chairman Mickle called the meeting to order and asked Bonita Shropshire 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

Chairman Mickle presented the agenda and asked if there were any amendments or corrections. There being none, he called for a motion to approve the agenda.

MOTION Commissioner Allen moved to adopt the agenda. The motion received a second from Commissioner Gardner. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

Minutes

The Chairman asked if there were any additions or corrections to the minutes of November 20, 2019. There being none, he called for a motion to approve the minutes.

MOTION Commissioner Allen moved to approve the minutes of November 20, 2019, as presented. The motion received a second from Commissioner Sieck. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

Bond Matter

Preliminary Resolution – MRB 2020A

Chairman Mickle called on Tracey Easton to present the Preliminary Resolution – MRB 2020A. Ms. Easton explained that this Resolution makes preliminary provision for approval of a bond issuance/refunding not exceeding \$120,000,000. She stated that the bonds for Series 2020A (or such other numbering convention as may be necessary) may be tax-exempt and/or taxable bonds. Ms. Easton shared that this Resolution makes provision for submission of the request to the State Fiscal Accountability Authority for their approval and distribute Preliminary and Final Official Statements in addition to general authority not inconsistent with the intent of the Resolution. She explained that this Resolution permits a portion to be used for reimbursement bonds of up to \$120,000,000. Ms. Easton concluded that staff recommends approval of the resolution.

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

Legal**Resolution – First Citizens Signature Card**

The Chairman asked Ms. Easton to present the Resolution for the First Citizens Signature Card. Ms. Easton presented the Certified Resolution between the Authority and First Citizens Bank, and explained that Board approval of the document is required by First Citizens. She also reported that the proposed Resolution would allow the new Controller to be added to the account for signature authority. Ms. Easton stated that staff recommends approval of the Resolution by the Board.

MOTION Commissioner Allen moved to approve the First Citizens Signature Card Resolution. The motion received a second from Commissioner Gardner. All Commissioners voted in the affirmative and the motion carried.

Development Division

Chairman Mickle called on Sara Martinez to present the Development Division update. Ms. Martinez informed the Board that an Annual Action Plan is required by HUD each year for the following State programs to receive HUD funding: 1) Community Development Block Grant Program administered by the SC Department of Commerce; 2) HOME Investment Partnerships and National Housing Trust Fund programs administered by SC Housing 3) Emergency Solutions Grants administered by the SC Office of Economic Opportunity; and 4) Housing Opportunities for Persons with AIDS administered by the SC DHEC. She went on to explain that the plan, which is submitted by the SC Department of Commerce, contains each program's expected resources, goals for the upcoming plan year, planned method for distributing funding, as well as information regarding consultation and participation, affordable housing and barriers to affordable housing, homelessness and housing activities pertinent to other special needs, etc. Additional and more detailed program information is contained in program documents available from each administering agency. Ms. Martinez added that a draft of the plan was posted to both the SC Department of Commerce and SC Housing's websites for public comment on January 6, 2020 and a public hearing will be held on January 23, 2020 at 2:00 p.m. in Columbia, SC at 1201 Main Street, 3rd Floor Conference Room. Written comments may be submitted to SC Department of Commerce through February 4, 2020. Comments specific to the HOME Investment Partnerships Program and the National Housing Trust Fund (NHTF) may be submitted in writing to SC Housing. The plan will be submitted to HUD on or after February 15, 2020, in accordance with HUD requirements.

Small Rental Development Program:

Ms. Martinez continued her update with a Small Rental Development Program (SRDP) update. She reported that in preparing the information required for the 2020 Annual Action Plan, SC Housing was required to finalize all of its intended uses and the plan for distribution of its HOME Investment Partnerships Program and National Housing Trust Fund allocations. Ms. Martinez went on to explain that because both of these allocations are funding sources for the SRDP program, staff provided draft language regarding funding amounts, threshold requirements and scoring for SRDP to be included in the Annual Action Plan. She added that staff have simultaneously completed drafting of the SRDP program manual.

Ms. Martinez added as information, SC Housing sought informal comments from external partners with respect to the design of SRDP in September 2019. She reported that staff's primary goal with the program design was to create a flexible program which is targeted to various project types in order to encourage competition and fully utilize Authority resources set-aside for the program. Ms. Martinez went on to report that although not required, a draft of the manual will be posted to the SC Housing website this week and comments will be welcomed. The manual will be finalized with target dates for an application workshop in March 2020 and applications due in May 2020.

Ms. Martinez concluded her update with a report on Community Housing Development Organizations (CHDO). She shared that at least 15% of SC Housing's HOME Investment Partnerships Program (HOME) funds must be set aside for these organizations. Ms. Martinez explained that SC Housing is actively seeking to identify CHDOs that are capable of participating in its HOME activities and other development programs. She added that in addition to the annual certification process, certification of CHDOs will be incorporated into the application process for the Small Rental Development and Low Income Housing Tax Credit Programs. Ms. Martinez shared that the Agency will hold three (3) application workshop sessions for nonprofits that will cover the 2020 CHDO Application submission process and acceptable documentation to confirm eligibility. She added that these workshop sessions will be held at SC Housing during morning and afternoon hours on January 28, 2020, and January 30, 2020.

The Board accepted the report as information.

Homeownership

Mortgage Production Update

The Chairman asked Kim Wilbourne for the Mortgage Production Update. Ms. Wilbourne began by highlighting new loan reservations for the month of December, which totaled approximately \$17.4 million in new reservations (net of cancellations). She added that first mortgage loan purchases totaled \$19.3 million and \$1.2 million in down payment assistance. This translates to 141 new homeowners. Ms. Wilbourne continued with updates on Hardest Hit Fund and Total Single Family Loan/MCC Production showing changes from 2018 to 2019.

Servicing Update

The Chairman asked Del Collins to give an update on the status of the system software conversion from Black Knight to Emphasys. Mr. Collins shared that while there have been some issues with the conversion, everyone worked together to overcome those challenges and things are moving along better than expected. He added that the next phase of the conversion begins on January 27 for the Development and the Rental Assistance and Compliance divisions.

After a brief discussion by the Board regarding the challenges, the Board accepted the report as information.

Executive Director

Chairman Mickle called on Ms. Shropshire for the Executive Director report. Ms. Shropshire gave an update on the status of both the Senate and House Legislative Oversight Meetings. She concluded her report with an update on the continued focus on recruiting and retaining industry professionals to help the Agency succeed; highlighting the posting for recruitment of a CFO. She concluded that she intends to work with agency leaders to identify training and professional development opportunities to enhance knowledge and skills of our staff.

The Board accepted the report as information.

Executive Session

With no other business, Chairman Mickle called for a motion to enter executive session.

MOTION Commissioner Allen moved to enter executive session for discussion of information security as it relates to testing results, recommendations to security plans, etc. pursuant to South Carolina Code Section 30-4-70(3). The motion received a second from Commissioner Goodall. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

[EXECUTIVE SESSION]

Any Actions, Votes Necessitated After Executive Session

Upon exiting, the Chairman confirmed that no votes or actions had been taken during executive session.

The Chairman asked if there were any other new business or comments for discussion.

Adjournment

There being no additional business to come before the Board, Chairman Mickle called for a motion to adjourn.

MOTION Commissioner Goodall moved to adjourn the meeting. The motion received a second from Commissioner Sieck. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

Respectfully submitted,

Bonita H. Shropshire
Secretary

Approved: March 18, 2020

By: _____
Robert D. Mickle, Jr.
Acting Chairman

Respectfully submitted,


Bonita H. Shropshire
Secretary

Approved: March 18, 2020

By: 
Robert D. Mickle, Jr.
Acting Chairman