



## South Carolina State Housing Finance and Development Authority

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Donald R. Tomlin, Jr.  
Chairman

Valarie M. Williams  
Executive Director

### REGULAR COMMISSION MEETING

The Board of Commissioners of the South Carolina State Housing Finance and Development Authority met on Tuesday, June 21, 2017 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:

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

Staff and Guests attending the meeting included the following:

**STAFF:**

Valarie M. Williams, Executive Director  
Ed Knight, Deputy Director of Programs  
Richard Hutto, Deputy Director of Financial Operations  
Renaye Long, Deputy Director of Administration  
Tracey Easton, General Counsel  
Steve Clements, Homeownership  
Laura Nicholson, Development  
Claude Spurlock, Homeownership Production  
Lisa Rivers, Homeownership Servicing  
Carl Bowen, Rental Assistance & Compliance  
Del Collins, I.T.  
Reggie Bell, Marketing & Procurement  
Clayton Ingram, Marketing  
Kim Spires, Investor Services  
Kim Wilbourne, SC HELP  
Enid Conner, Human Resources  
Anastasia Rodriguez, Internal Audit  
Mike Ujcich, I.T.  
Jeff Maddox, Development  
Kim Smith, Marketing  
Krystal Reid, Marketing  
Bonita Shropshire, Executive Assistant

**GUESTS:** Ray Jones, Parker Poe  
Joe Wilczewski, Boyd Management  
Ben Duncan, SC Disaster Recovery Office

Chairman Tomlin called the meeting to order and recognized guests at the meeting. The Chairman then asked Valarie Williams 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 asked if there were any additions or corrections to the proposed agenda.

**MOTION** Commissioner Mickle moved to approve the agenda as presented. The motion received a second from Commissioner Goodall. 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 May 17, 2017. There being none, the Chairman called for a motion to approve the minutes.

**MOTION** Commissioner Mickle moved to approve the minutes of May 17, 2017. The motion received a second from Commissioner Goodall. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

### **Finance and Audit Committee**

#### **Presentation of the Fiscal Year 2019 Budget**

The Chairman called on Richard Hutto for presentation of the FY 2019 Budget. Mr. Hutto presented the proposed FY 2019 Budget along with a Management Discussion & Analysis (MD&A) with a detailed review by division. After a thorough overview, Mr. Hutto reminded the Commissioners that today’s presentation was for review and discussion and that the final Budget request will be presented for approval at the August board meeting in order to meet the timeline for submission to the State Budget Office.

The Board accepted the report as information.

## **Bond Committee**

### **MRB 2017B Final Resolution**

Chairman Tomlin called on Tracey Easton to present the MRB Resolution. Ms. Easton began by explaining that the Board gave preliminary approval back in September of 2016 for multiple series up to \$110 million. Ms. Easton also stated that the State Fiscal Accountability Authority gave their approval in December of 2016 and in January of 2017 this Board gave final approval to not exceed \$60 million for Series 2017A. According to Ms. Easton, the Series 2017B is what staff is working towards and does not anticipate exceeding the remaining authorization of \$60 million, therefore no action is needed at this time.

The Board accepted the report as information.

### **Various RHS Projects Final Bond Resolution**

Ms. Easton continued by presenting a final Resolution to approve a new money issuance for various Rural Housing Apartment Projects, not exceeding \$30 million. According to Ms. Easton the project is an acquisition and rehabilitation that will consist of 814 units at multiple locations. She informed the Board that the Bond Committee gave preliminary approval on January 18, 2017 and the State Fiscal Accountability Authority gave approval on June 13, 2017. Ms. Easton concluded that staff had presented and recommended approval of this final Resolution to the Bond Committee and deferred to Commissioner Mickle. Commissioner Mickle stated that the Bond Committee had reviewed the Resolution and recommends approval by the full Board.

**MOTION** Commissioner Mickle moved to approve the Resolution as presented. Not requiring a second and there being no further discussion, all Commissioners voted in the affirmative and the motion carried.

## **Program Committee**

### **Consideration of Disaster Recovery Resolution**

Chairman Tomlin asked Laura Nicholson to present the next Resolution. Ms. Nicholson explained that the proposed Resolution would allow the Authority to allocate \$1 million to the S.C. Disaster Recovery Office (DRO) to support S.C. citizens affected by natural disasters. Ms. Nicholson stated that the funds would be allocated from available resources under the SC Housing Trust Fund's disaster initiative and subject to continued funding availability. Ms. Nicholson recognized Mr. Ben Duncan from the DRO and stated that staff had presented the Resolution to the Program Committee at an earlier meeting that morning and deferred to Commissioner Mickle. Commissioner Mickle asked that the record reflect his recusal from voting due to a potential conflict of interest. Chairman Tomlin acknowledged that the Program Committee had discussed the matter in detail at an earlier meeting and recommends approval of the Resolution by the full Board.

**MOTION** Chairman Tomlin moved to approve the Resolution. Not requiring a second and there being no further discussion, all Commissioners voted in the affirmative and the motion carried.

Consideration of HTF Awards

Chairman Tomlin asked Laura Nicholson to present the Housing Trust Fund (HTF) Awards. Ms. Nicholson presented the HTF’s 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 May 31, 2017 was a little over \$19.6 million. Of that amount \$8.7 million is committed to projects previously awarded but not yet funded, \$3.8 million is for project recommendations for this cycle and \$500,000 for administrative fees. With these commitments and the administrative fees the remaining unencumbered balance is \$5,740,693.48.

Ms. Nicholson continued the HTF report by presenting 10 project proposals with total funds requested of \$734,250.

Owner-Occupied:

Project No. 44717	Anderson Interfaith Ministries	\$89,000
Project No. 44817	Allendale County ALIVE, Inc.	\$44,500
Project No. 44917	Community Assistance Mentoring Program	\$66,750
Project No. 45017	CORE Academy	\$89,000
Project No. 45117	Low Country Community Services	\$89,000
Project No. 45217	Parnell’s CDC	\$44,500
Project No. 45317	SC Uplift Community Outreach	\$89,000
Project No. 45417	Southeastern Housing and Community Dev.	\$66,750
Project No. 45517	Sumter County CDC	\$89,000
Project No. 45617	VEER, CDC	\$66,750

Commissioner Mickle stated that the Program Committee had received and reviewed the HTF financial report and awards request and recommends approval to the full Board.

**MOTION** Commissioner Mickle moved to approve the HTF financial report and awards as proposed. Not requiring a second and there being no discussion, all Commissioners voted in the affirmative and the motion carried.

HTF FY 2018 Budget

Ms. Nicholson presented for approval the FY 2018 Housing Trust Fund program budget in the amount of \$15,188,085 of which \$700,000 would be used for administrative fees and \$14,488,085 in HTF activities. She concluded her presentation with the projected monthly receipts before deferring to Commissioner Mickle for the Program Committee’s recommendation.

**MOTION** Commissioner Mickle moved to approve the FY 2018 HTF budget as presented. Not requiring a second and there being no discussion, all Commissioners voted in the affirmative and the motion carried.

Ms. Nicholson then offered a proposal that staff would like to see added to the HTF FY 2018 budget and another proposal that would come from the HTF FY 2017 excess funds. According to Ms. Nicholson the Authority has a MOA with the S.C. Department of Disability and Special Needs (DDSN) where we have provided matched funds to build group homes. Ms. Nicholson stated that DDSN has been asking for an increase in funds due to rising construction costs and staff would like to increase the current \$75,000 per home amount to \$100,000 per home in the FY 2018 HTF budget.

In addition to the DDSN increase proposal, Ms. Nicholson also reported that staff would like to allocate \$5 million of the FY 2017 HTF budget into the multi-family bond program to be used for rental housing. According to Ms. Nicholson, the funds would be used as loans not grants and that 10% of the funds would be set aside for applicants who are at or below 50% AMI.

The Board accepted both recommendations as information and asked Ms. Nicholson for a written detail of the staff's proposals.

### **Development Division Updates**

Ms. Nicholson continued with three program updates from the Development division.

#### **NHTF**

According to Ms. Nicholson the Authority held a NHTF Workshop on May 18<sup>th</sup> and applications are due on June 30<sup>th</sup>. Ms. Nicholson stated that \$2.7 million has been set aside for rental and new construction and staff has already received notification from HUD that S.C. would be receiving an additional \$3 million in the FY 2017 funding cycle.

#### **Home Update**

According to Ms. Nicholson the 2017 HOME funding cycle was held April 17 - 21 and the Authority received (7) applications for funding. She reported that staff has completed its review and point scoring, and the underwriting analysis is underway. Staff expects to fund at least (5) of the projects with announcements by mid-July.

#### **LIHTC Update**

Ms. Nicholson concluded her Development Division updates with the Low Income Housing Tax Credit (LIHTC) program. According to Ms. Nicholson tax credit applications were taken March 6 – 10, 2017 and 35 applications were received. She reported that staff has completed its review and underwriting analysis in underway. Staff hopes to make awards by the beginning of August.

### **SC HELP Update**

Chairman Tomlin asked Kim Wilbourne to present a SC HELP update. Ms. Wilbourne provided a brief SC HELP report with updated program figures that detailed the total number of applicants and funds committed and expended. According to Ms. Wilbourne the program has

disbursed and committed \$251 million in the prevention of foreclosures and another \$4 million with neighborhood initiative funds. Ms. Wilbourne stated that staff projects program funds to be fully committed by the end of 2017.

The Board accepted the report as information.

### **Mortgage Production Update**

The Chairman asked Steve Clements for the Mortgage Production Update. Mr. Clements began his update by highlighting new loan reservations which totaled approximately \$10 million (net of cancellations), mortgage rates and origination fees, and down payment assistance data. Mr. Clement's update also captures \$3.6 million in new reservations for the Mortgage Tax Credit program (MCC) and \$9.9 million in reservations for the 2017 Palmetto Heroes program.

The Board accepted the report as information.

### **Reports**

#### **Executive Director**

The Chairman asked the Executive Director for her report. Ms. Williams began by introducing the Deputy Director of Administration, Ms. Renaye Long and the new Internal Audit Director, Ms. Anastasia Rodriguez. She then informed the Board that Governor McMaster had agreed to issue a Proclamation recognizing June 2017 as Homeownership Month in S.C. Ms. Williams concluded with mention of the annual Board Retreat to be held September 20-21, 2017 in Charleston, SC.

### **Executive Session**

Chairman Tomlin called for a motion to enter executive session for the purpose of receiving a legal update and to discuss 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**

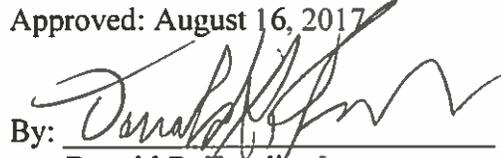
There being no additional business to come before the Board, Chairman Tomlin adjourned the meeting.

Respectfully submitted,



Valarie M. Williams, Secretary

Approved: August 16, 2017



By:

Donald R. Tomlin, Jr.  
Chairman

Respectfully submitted,

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Valarie M. Williams, Secretary

Approved: August 16, 2017

By: \_\_\_\_\_  
Donald R. Tomlin, Jr.  
Chairman