



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  
SCHousing.com

Robert D. Mickle, Jr.  
Chairman

Bonita H. Shropshire  
Executive Director

### COMMISSION MEETING

The Board of Commissioners of the South Carolina State Housing Finance and Development Authority convened a regular meeting on Wednesday, March 17, 2021, at approximately 10:00 a.m., at 300-C Outlet Pointe Boulevard, Columbia, South Carolina. Due to COVID-19 the meeting was held via WebEx.

The following Commissioners were present at the meeting:

Robert D. Mickle, Jr., Chairman  
Bradley J. Allen  
Charles Gardner  
Chris Goodall  
Ken Ormand  
Mary Sieck

The following Commissioner was absent from the meeting:

Myra Reece

Staff and Guests attending the meeting included the following:

**STAFF:** Bonita Shropshire, Executive Director  
Ellen Eudy, Chief Financial Officer  
Tracey Easton, General Counsel  
Carl Bowen, Rental Assistance and Compliance  
Del Collins, IT  
John Tyler, Housing Initiatives and Innovation  
Teresa Moore, HR  
Steve Clements, Homeownership  
Jennifer Cogan, Development  
Bryan Grady, Research  
Yolanda Dennison, Rental Assistance and Compliance  
Felicia Kilgore, Development  
Kim Wilbourne, Development  
Chris Winston, Communications  
Jeff Player, IT  
Sarah Shinsky, Executive Assistant

**GUESTS:** Alisa Mosley, Affordable Housing Coalition  
Kevin Connelly, Connelly Builders  
Nicholas Fluer, Wells Fargo  
Rebecca Reape, Wells Fargo  
Debra Whanger  
Traci Williams  
Craig Meyer  
Daniel Paul  
Brian Kimes  
Vicki Wilkes  
David Rebocho  
Robinson Villa

### **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 Sieck. 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 January 20, 2021, and March 4, 2021. There being none, he called for a motion to approve the minutes.

**MOTION** Commissioner Allen moved to approve the minutes of January 20, 2021, and March 4, 2021, as presented. The motion received a second from Commissioner Ormand. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

### **Election of Vice Chairman**

Chairman Mickle reported that the Board needed to select a Vice Chairman, due to the departure of Commissioner Sue Shannon, and he opened the discussion by requesting nominations. Commissioner Ken Ormand volunteered to serve as Vice Chairman.

**MOTION** Receiving no other nominations, Commissioner Goodall motioned to name Commissioner Ormand as Vice Chairman. The motion received a second from Commissioner Gardner. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

### **Rental Assistance**

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

Chairman Mickle asked Carl Bowen to present the annual Public Housing Agency (PHA) and Administrative Plans. Mr. Bowen 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 2022 annual PHA Plan. Mr. Bowen then described the Administrative Plan as a supporting document to the PHA plan as it 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. Bowen's report, the Annual Plan was posted to the Authority's web site for a 45-day public comment period, and a public hearing was held on February 17, 2021, and no comments were received. Mr. Bowen stated that Staff is requesting approval of the FY 2022 annual PHA Plan and Administrative Plan so that they can both be submitted to HUD for approval.

There being no further discussion, the Chairman called for a motion to approve the resolution.

**MOTION** Commissioner Ormand moved to adopt the Authority's Annual (FY 2022) Plan and the supporting Administrative Plan. The motion received a second from Commissioner Allen. All Commissioners voted in the affirmative and the motion carried.

#### **Annual Project-Based Contract Administration Conflict of Interest Declaration**

Mr. Bowen continued by presenting the Annual Project-Based Contract Administration (PBCA) Conflict of Interest Declaration. According to Mr. Bowen, HUD stipulates in the Annual Contributions Contract (ACC) 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 will be 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, sign and return as soon as possible.

The Board accepted the report as information.

**Bond Matters****MRB 2021A Preliminary Resolution**

Chairman Mickle called on Tracey Easton to present the Preliminary Resolution – MRB 2021A. Ms. Easton explained that this Resolution makes preliminary provision for approval of a bond issuance/refunding not exceeding \$250,000,000. She stated that the bonds for Series 2021A (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 \$250,000,000. Ms. Easton concluded that staff recommends approval of the resolution.

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

**Mortgage Credit Certificates**

Chairman Mickle asked Ms. Easton to present the Mortgage Credit Certificates Resolution. She stated that the resolution grants approval for the Authority to create a Mortgage Credit Certificate Program Series 2021. She further explained that the Authority first issued MCCs in 2012 and again in 2015, 2016 and 2018, and this issuance will allow reestablishment of the program and utilize the remaining bond cap that would otherwise expire. She stated that staff recommends approval of the resolution.

**MOTION** Commissioner Allen moved to approve the Mortgage Credit Certificates Resolution. The motion received a second from Commissioner Ormand. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

**Development Division Update****Consideration of Housing Trust Funds (HTF)**

Chairman Mickle called upon Felicia Kilgore for the Consideration of Housing Trust Funds (HTF). Ms. Kilgore 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 January 31, 2021, was a little over \$58.6 million. She explained that of that amount, \$27.3 million is committed to projects previously awarded but not yet funded and \$738,052.98 are in project recommendations for this cycle. Ms. Kilgore noted that the Fund's remaining unencumbered cash balance was approximately \$9,199,040.

Ms. Kilgore next presented the following proposal with total funds requested of \$100,000:

**Project Number: HT-21572 HTF  
Berkeley Citizens, Inc. (Langdoc CTH II)**

**Amount: \$100,000**

The Sponsor proposes the acquisition of a four-bedroom dwelling to provide housing for individuals with long-term disabilities. The property is located within Berkeley County.

She stated that staff recommends approval of the HTF Budget and Project Awards.

The Chairman asked if there were any questions. After a brief discussion, he called for a motion to approve the HTF Budget and Project Awards.

**MOTION** Commissioner Gardner moved to approve the HTF Budget and Project Award. The motion received a second from Commissioner Allen. There being no further discussion, all Commissioners voted in the affirmative and the motion carried.

Small Rental Development Program (SRDP) Update

Chairman Mickle asked Jennifer Cogan to present the Small Rental Development Program Update. Ms. Cogan shared that the SRDP Application Workshop is scheduled for Thursday, March 18, 2021, with 110 participants registered, an increase over last year's participation by almost double. She added that we are doing a two-tiered application process again this year and that there were not many changes made to the application this year. She stated that one minor change was to create a set aside for supportive housing. Ms. Cogan reported that we have \$28 million set aside for 2021, which consists of \$5.3 million in HOME funds, \$2.7 million in National Housing Trust Fund and \$20 million in SC Housing Trust Fund. She stated that applications are due on May 14, 2021, for Tier 1 and Tier 2 applications are due August 31, 2021.

The Board accepted this report as information.

Low Income Housing Tax Credit (LIHTC) Update

The Chairman invited Kim Wilbourne to give a LIHTC Update. Ms. Wilbourne reported that 81 preliminary LIHTC applications were received by Feb. 19, 2021, and scoring was posted on February 26, 2021. She shared that the final application workshop was held on March 11, 2021, where they reviewed the applications and forms, along with the process for uploading the applications. Ms. Wilbourne added that the final LIHTC applications are due May 28, 2021. She completed her report informing the Board that staff is beginning to work to draft the 2022 QAP.

The Board accepted this report as information.

**Fair Housing Month Resolution**

Chairman Mickle asked Chris Winston to present the Fair Housing Month Resolution. Mr. Winston explained that the month of April is nationally recognized as Fair Housing Month. He 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 disability. Mr. Winston 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 Ormand. There being no discussion, all Commissioners voted in the affirmative and the motion carried.

**Executive Director**

Chairman Mickle called on Ms. Shropshire for the Executive Director report. Ms. Shropshire began her report by thanking the staff that presented during the meeting. She went on to share an update on the work that is being done in preparation of the Emergency Rental Assistance Program funds from Treasury, along with an update on the SC Stay Rental Assistance Program.

The Board accepted this report as information.

**HR Quarterly Report**

Chairman Mickle then called upon Teresa Moore to give the HR Quarterly Report. Ms. Moore gave a brief overview of the return to work plan following the Governor’s request for State employees that have been teleworking to return to the office. She went on to give an update on the total number of employees currently on staff at the agency and the recent talent acquisition efforts being made by HR. Ms. Moore completed her report with a brief report on the upcoming climate survey to be done in March, along with a brief overview of the 50<sup>th</sup> Anniversary employee kickoff in February.

The Board accepted the report as information.


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

**Adjournment**

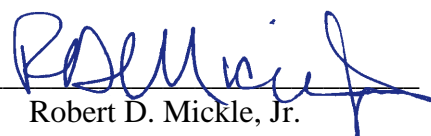
There being no additional business to come before the Board, Chairman Mickle called for a motion to adjourn.

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

Respectfully submitted,

  
Bonita H. Shropshire  
Secretary

Approved: May 19, 2021

By:   
Robert D. Mickle, Jr.  
Chairman