



Beaufort Jasper Housing Trust (BJHT) Board Meeting

September 12, 2024

Attendance In Person

Board Members: Matt Davis, Christian Kata, Ethan James, Jan Malinowski, Dick Stewart, Dixie Lanier, Michelle Gaston, James Williams, Victoria Smalls, Ashley Feaster, Wendy Zara, Caitlin Reid, Matt Garnes, Carmen Washington
Staff: Claude Hicks and Jennifer Tuckwiller

Chairman Stewart welcomed everyone and thanked Board members for their participation and attendance at the Board Retreat earlier in the day. Chairman Stewart confirmed a quorum was present and called the meeting to order at 1:21pm.

Secretary Dixie L. asked for a motion to accept the Consent Agenda containing the minutes from June 17 and June 26, 2024. Jan M. made a motion to accept the Consent Agenda and Christian K. seconded. The motion passed unanimously.

Treasurer Michelle G. reviewed the financial report for BJHT's fiscal year end (through June 30, 2024). Chairman Stewart asked for a motion to approve the financial report through June 30, 2024. Jan M. made the motion and Ashley F. provided the second. The motion passed unanimously.

Treasurer Michelle G. covered the financial report for July 2024, covering 1 month of operations into the new fiscal year. Chairman Stewart asked for a motion to approve the July 2024 financial report. Ashley F. made the motion and Christian K. seconded. The motion passed unanimously.

Chairman Stewart reviewed the Chairs and Vice-Chairs that were approved in each committee meeting in July, along with a recommendation to approve each of the Committee Charters. Chairman Stewart asked for a motion to approve the Chairs, Vice-Chairs and Committee Charters for the Finance and Administration Committee (Christian K. - Chair, Dick S. - Acting Vice-Chair), Governance Committee (Ashley F. - Chair, Courtney H. - Chair) and the Programs Committee (Wendy Z. - Chair, Carmen W. - Vice-Chair). Jan M. made a motion to approve the slate of Chairs and Vice-Chairs and the Committee Charters, Wendy Z. provided the second. The motion passed unanimously.

Executive Director, Claude Hicks began a discussion about the process of how BJHT would accept donated property from municipalities, private landowners, etc. He explained that several jurisdictions have already discussed the possibility of a land donation to BJHT for the purpose of development of workforce and/or affordable

housing. After discussing several options, the Board asked Staff to bring each property to them for review/approval. There was no further action taken on this item.

Chairman Stewart provided an update to the Intergovernmental Agreement (IGA) that formed BJHT. The jurisdictions that provided the original funding (along with the SoLoCo representative) to BJHT had some concern about the addition of Board members. They wanted to ensure that their 9 appointees (includes SoLoCo), the Oversight Board, have an undiluted voice regarding the expenditure of funds that come from the 8 jurisdictions. With that in mind, there will be an amendment to the IGA that the Oversight Board must have majority agreement for any motion to pass that involves funding from the founding jurisdictions. If the Oversight Board does not provide a majority vote, the full Board cannot take further action.

Chairman Stewart moved on to the next agenda item. Now that the above issue has been addressed, he would like to bring back the nomination of Tom Henz as a new Director to the Board. Wendy Z. made the motion and James W. seconded. After a small discussion, a vote was taken. All Board members present approved, excepting 1 opposition vote from Dixie L. The motion carried and Tom Henz is approved a new Board member.

Executive Director, Claude Hicks, provided a brief overview of his report. He highlighted that work would begin on a Fundraising Plan and that Wendy Z. would be helping to develop it. The plan will be drafted and initial approval will go through the Programs committee before coming to the Board for full approval. Claude also told the Board that Staff is working with Counsel, Evan Bromley, to draft the agreements for grantees receiving home repair and homebuyer assistance funding. He also informed the Board that SC Housing finally replied to BJHT's application to the SC Housing Trust Fund. SC Housing is asking for some additional information and clarification to the application. Staff expects to provide that information and hopes to attain approval soon.

Chairman Stewart asked if there was any further business to discuss. Hearing none, he asked for a motion to adjourn the meeting. Christian K. provided the motion and Matt D. seconded. The motion passed unanimously and the meeting adjourned at 1:52pm.