



Beaufort Jasper Housing Trust (BJHT) Board Meeting Minutes

August 18, 2025

Attendance In Person

Board Members: Christian Kata, Wendy Zara, James Williams, Caitlin Reid, Ashley Feaster, Matt Davis, Jan Malinowski, Ethan James, Christine Rogers-Raetsch, Camika Beaton, Tom Henz, Matt Garnes

Staff and Invited Guests: Claude Hicks, Jennifer Tuckwiller, and Nikki Holsopple

Absent

Board Members: Dick Stewart, Matt Garnes, Carmen Washington, Courtney Hampson, David House, Victoria Smalls

Claude Hicks welcomed everyone at 10 AM and introduced Nikki Holsopple, our guest speaker from JPMorgan Chase. Ms. Holsopple is the Head of Community Reinvestment and Community Partnerships. She provided an informative discussion on the Community Reinvestment Act (CRA) framework at her bank.

Christian established a quorum and called the meeting to order.

Christian asked for a motion to approve the minutes from the June 16, 2025, meeting. Matt Davis made note of one revision to the meeting minutes where his name was noted on the bottom of Page 3. It should be corrected to reflect Matt Garnes. Wendy Zara made a motion to approve the minutes with that change and Jan seconded. The motion passed unanimously.

Christian turned to committee reports and started with his report as Chairman of the Finance and Administration Committee. He reviewed the financial report found within the Board Packet, he noted that HHI / Jasper / City of Beaufort all contributed for 2025, so we've received all revenues for the IGA. Administrative expenses are down, and we have a surplus. Next, he reviewed the disbursements and cash balances in June.

PROGRAMS:

Wendy Zara reported from the Programs Committee meeting held in July. The committee reviewed grantee progress and is aware that there are a few grantees that are unlikely to spend their remaining funds before the end of the 1-year agreement. Furthermore, the committee discussed that in some cases, they may ask for the grantees to return the funding. Wendy made a motion on behalf of the Programs committee, that BJHT would notify and remind all grantees of the 1-yr anniversary of the signing of each grant agreement. The Programs committee will bring all responses back to the Board and then we can determine in September how best to handle them, i.e. offer extensions, claw funding back, etc.

Christian asked if all in favor would say aye. All who disapproved, say nay. Hearing no opposition, the motion passed unanimously.

GOVERNANCE:

Ashley reviewed the responsibilities outlined in the Executive Committee Charter. Recommendation of the committee for approval by the Board.

Ashley reviewed the Community Education and Outreach Committee Charter. Recommendation of the committee for approval by the Board

One small amendment to the governance, finance, administration, and programs charters added to the Authority Section the words in italics, "*Under the supervision of the Board*, the Committee has the authority to:" This wording was added to alleviate any concern that a committee had more authority than the Board of Directors.

Ashley asked if we could vote on all proposed Charters and amendments at one time. Christian asked if all in favor could say aye - all opposed say nay - hearing no opposed, the motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Claude Hicks said he would incorporate New Business with his report, and described:

- Carrington Manor - looking at different ways to make up the shortfall. On schedule to complete construction and accepted up to 40 applications thus far. They will pay a monetary penalty after 12/31 for vacancies in leasing. Jennifer has been referring interested parties to CAHEC Management for lease applications.
- Jennifer attended an heirs property workshop hosted by the Freedman Arts District. It was the first workshop, with a presentation by Chereese Handy. There were a lot of questions surrounding heirs' property issues - especially in the northwest quadrant neighborhood in the City of Beaufort.
- Asked Evan Bromley to clarify owner occupied status for the home repairs program where we may have an heir's property issue.
- Evaluating setting up a land trust to accept title to real property that could be donated to us. BJHT is consulting with John Griffin, an attorney in Charleston with a long history of legal expertise in housing.
- Meeting with Senator Davis in September to determine how to obtain new funding since no earmarks. Nancy Mace will not support earmarks of any kind, no matter what, so that could affect us if she is elected Governor. Asking Davis whether he would approve and support the idea of a pro-rata share on the real estate fees collected in Beaufort and Jasper Counties to deliver home repair funding locally instead of utilizing the State's cumbersome program.

- Claude has received a few inquiries for Trust involvement, such as -
 - Town of Hilton Head - made inquiry for support for Northpointe and Home Repairs, in excess of \$800k
 - Beaufort Memorial has made an inquiry regarding acquiring land for the purpose of building housing for nurses and hospital staff and has asked how the Trust could be involved with that idea
 - City of Beaufort regarding the Justice Square project
 - Novant Project on Hilton Head

Christian asked if there was any further business to discuss.

Jennifer noted that Dick wanted to share the Article that is included in the Board Packet today and wanted to lead a discussion on it. She will continue to share similar articles in the future.

September 24 is the Blueprint for Change housing forum that BJHT is hosting in Hardeeville. Jennifer will circulate the meeting invite.

Hearing no further new business, Christian asked for a motion to adjourn the meeting. Jan made the motion and Wendy seconded. Motion to adjourn passed unanimously, and the meeting adjourned at 11:10 AM.

Summary of Actions Taken During Meeting:

1. Letters will be sent to grantees regarding the 1-year anniversary of their funding agreements and will be reminded that funds were to be spent within 1 year. The Programs Committee will review responses back from grantees and will bring recommendations to the Board that may include offering extensions or returning the funds.
2. The Executive Committee Charter was approved.
3. The Community Education and Outreach Committee Charter was approved.
4. The Finance and Administration, Governance and Programs Committee Charters were updated to include *“Under the supervision of the Board”* in Section 2, Authority. The purpose was to make clear that committees have no authority to make decisions without the consent of the Board of Directors.