



Beaufort Jasper Housing Trust (BJHT) Board Meeting

June 15, 2026

The Landing Pad - 500 Carteret Street

Camika Beaton	X	Jan Malinowski	✓
Karl Brondell	✓	Caitlin Reid	✓
Matt Davis	X	Christine Raetsch	✓
Ashley Feaster	✓	Victoria Smalls	✓
Matt Garnes	X	Dick Stewart	X
Courtney Hampson	✓	Carmen Washington	✓
Tom Henz	X	James Williams	X
Ethan James	✓	Wendy Zara	✓
Christian Kata	✓		

Staff: Claude Hicks, Jennifer Tuckwiller, Ashley Strouse

The meeting was called to order by Chairman, Ashley Feaster at 10:03am with a quorum present.

Chairwoman Feaster made a motion for approval of the Consent Agenda - April 20 Minutes and Financial Reports. First, Jan Malinowski. Second, Wendy Zara. Unanimous vote to approve.

Committee Reports

Finance / Governance Committee Report - Christian Kata, Committee Chair

- Governance Calendar Approval / Board Retreat Discussion - proposed February Date, 2027.
No Motion as presented to Board from Committee
Unanimous vote to approve
- Bill Quarles began review of 2026 Fiscal Year Budget, with highlights as follows:
 - State of SC Home Repair program - we have denied more than we have accepted b/c of the strict qualifications that are required for approval. Unable to repair mobile homes, so exploring alternatives for this major issue affecting our Counties.
 - Housing Study - estimated \$50,000 but intend to seek contributions from partners in the next calendar year

- Discussion of increases to Director of Operations, Executive Director, etc. and need for performance reviews on an annual basis
 - **Christine Raetsch offered to assist with the performance reviews and noted her 25 years of experience in HR**
- Courtney Hampson suggested we allocate some of the professional/administrative expenses to programs, i.e., portion of salary allocated to time devoted to programs, etc. It will be helpful from a grant request perspective because it will show the full picture of the expenses associated with the programs. Christine Raetsch suggested we look at benchmarks for similar organizations in the area

Ashley - Motion to accept budget as presented with qualifier to adjust allocation of expenses to programs as described above. Motion, Wendy Zara. Second, Karl Brondell. Unanimous approval by vote.

Programs and Community Impact Committee - Wendy Zara, Committee Chair

- Productive meeting - Updates to be in Executive Directors Report

Executive Director Report - Claude Hicks

Land Transfers

- Ribaut Road project under legal review - want to target nurses and medical staff; working on RFPs - interest from developers and general contractors; qualifies for USDA funding but also talked to private lenders; BMH may be an investor or low interest rate lender; hope to have a proposal for the project in next Board meeting; met with the City Manager and Head of Planning - some parcels will need to be rezoned
 - Communication about the project is VITAL. BJHT will have email communication list to neighborhood stakeholders and will also have a web page dedicated to the project.
 - Considering connection from property to the trail in partnership with the Open Land Trust
- Argent Blvd transfer is complete - Jasper County donated the land; want to target teachers. BJHT will go and look at an example of this is Fairfield County, SC.

Town of Hilton Head

- Working to re-establish the Lateral Sewer Connection Program as grant

- Under discussions with Community Foundation of the Lowcountry, Town of Hilton Head, Hilton Head PSD and Deep Well

City of Hardeeville

- Project with DR Horton and other builders - plan to build 1500 units in PUD
- Reserve 50 for first time homebuyers / help structure this project and assist with negotiations

Comprehensive Plan Update

- Attended public drop in Bluffton last week regarding five year comprehensive plan
- Another meeting this coming Thursday
- Don't expect major changes but good to be there and available to answer questions

Next Phase of Claude's Plan

- 2 years ago, Claude arrived with goal to organize and get dollars out the door
- Next phase, how do we sustain what we've built?
- Catalyst grant through Coastal Community Foundation will be pivotal
- Federal Home Loan Bank in ATL approved a plan to work with Georgia State law school, \$300k/yr for five years - send heirs issues to the school and law students will consider how to resolve - maybe replicate here in SC in the future

At the conclusion of the Executive Director's report, Chairwoman Feaster asked if any new business.

Hearing no further business to discuss, Chairwoman Feaster asked for a motion to adjourn at 10:51am. Jan Malinowski made the motion and Christian Kata seconded. The motion passed unanimously.

Summary of Actions

1. The Board of Directors approved the transfer of 5 parcels along Ribaut Road and adjacent from Beaufort County to BJHT via an electronic vote during the period of June 1, 2026 through June 4, 2026. Yes votes by Carmen Washington, Wendy Zara, Victoria Smalls, Ashley Feaster, Matt Davis, Matt Garnes, Karl Brondell, Dick Stewart, Christine Rogers-Raetsch, Tom Henz, Caitlin Reid, Courtney Hampson, Jan Malinowski, Ethan James and Christian Kata. Board members that did not respond: James Williams and Camika Beaton.
2. Approved the consent agenda, including: April 20 meeting minutes and April financial reports.

3. Approved FY27 Budget subject to Bill Quarles adjusting allocation of administrative expenses to programs.
4. Christine Raetsch to assist in developing performance review SOP for BJHT Staff.