

MINUTES OF THE REGULAR MEETING
OF THE
AUDIT COMMITTEE
WEST VIRGINIA HOUSING DEVELOPMENT FUND
June 23, 2021

A regular meeting of the Audit Committee of the West Virginia Housing Development Fund ("Fund") was held on Wednesday, June 23, 2021 in person and via telephone. The telephone number was made available to the public in the Notice of Meeting of the Audit Committee posted on the Secretary of State website, on the Fund's website, and at the gate of the West Virginia Housing Development Fund. The meeting was called to order by Chair John Gianola, at 8:03 a.m., with the following members present throughout except where noted:

John Gianola, Chair (via phone)
Steven Travis, Representative for the (via phone)
Honorable Patrick Morrissey, Attorney General

Members Absent:

Honorable Riley Moore, State Treasurer

Staff Present:

Erica Boggess, Executive Director
Zach Fisher, Internal Auditor
Trisha Hess, Senior Manager - Accounting
Chad Leport, Division Manager - Accounting and Finance
Martha Lilly, Legal Assistant
Kelley Ridling, Senior Manager, Internal Audit
Kristin Shaffer, Senior Legal Counsel
Crystal Toney, Deputy Director - Administration

Others Present:

Samme Gee - Jackson Kelly PLLC
Kelley Goes – Jackson Kelly PLLC (via phone)

CONSIDERATION/APPROVAL OF THE MINUTES OF
THE MARCH 24, 2021 MEETING

Representative Steven Travis moved for the approval of the Minutes of the March 24, 2021 regular meeting. His motion was seconded by Member John Gianola, and, upon the affirmative vote of the two (2) members present, the Chair declared the motion adopted.

RECOMMENDATION TO APPROVE PROPOSED
FY2022 OPERATING BUDGET AND RECOMMEND TO
FULL BOARD FOR APPROVAL

Erica Boggess presented the proposed Fiscal Year 2022 Operating Budget. Ms. Boggess stated that the proposed Operating Budget for Fiscal Year 2022 is \$14,103,000, which is an \$862,000 increase from the Fiscal Year 2021 budget and a \$1,487,489 increase over estimated 2021 expenses. Ms. Boggess highlighted the expenses set forth in the memo provided to the Committee and stated that staff is requesting approval of the 2022 Operating Budget in the amount of \$14,103,000 for further recommendation to the Board.

A brief discussion followed.

Representative Travis moved to approve the proposed Fiscal Year 2022 Operating Budget as presented and to recommend approval to the Board. His motion was seconded by Member Gianola, and, upon the affirmative vote of two (2) members present, the Chair declared the motion adopted.

A copy of the proposed Fiscal Year 2022 Operating Budget is attached as Exhibit A.

RECOMMENDATION TO APPROVE FY2022
PROGRAM FUNDING ALLOCATIONS FOR FURTHER
RECOMMENDATION TO THE BOARD

Ms. Boggess presented the proposed Fiscal Year 2022 Funding Allocations. Ms. Boggess explained that the Board Approved Funding Allocations section includes items that are funded from general operating funds and allocated by the Board for anticipated program activity. Statutory/Restricted Programs include programs funded through federal programs or other sources that are restricted by federal regulation, bond resolutions, the WVHDF Act or other regulations/contracts.

Ms. Boggess stated that Program Funds available includes funds currently on hand as well as estimated loan repayments, investment earnings and administrative expenses for Fiscal Year 2022. Uses of Funds include current program commitments and expected Fiscal Year 2022 production.

Staff is requesting approval of the Fiscal Year 2022 Funding Allocations and for further recommendation to the Board.

Representative Travis moved to approve the Fiscal Year 2022 Funding Allocations as presented, and for further recommendation to the Board. His motion was seconded by Member Gianola, and, upon the affirmative vote of two (2) members present, the Chair declared the motion adopted.

A copy of the Fiscal Year 2022 Program Funding Allocation is attached as Exhibit B.

FY2022 PROJECTION OF REVENUES AND EXPENSES

Ms. Boggess presented the Fiscal Year 2022 Projection of Revenues and Expenses and stated that it is based on several factors, including anticipated production, historical revenues and expenses, and anticipated changes in those historical amounts.

Ms. Boggess further stated that projected net earnings is \$14.3 million for the Fiscal Year ending June 30, 2022. As compared to 2021 estimated net income, projected earnings will decrease approximately \$1.4 million in Fiscal Year 2022.

This item is for informational purposes only.

A copy of the Fiscal Year 2022 Projection of Revenue and Expenses for the Fund is attached as Exhibit C.

ADJOURNMENT

There being no further business, Representative Travis moved to adjourn the meeting. His motion was seconded by Member Gianola, and, upon the affirmative vote of the two (2) members present, the Chair declared the meeting adjourned at 8:51 a.m.



Martha Lilly
Assistant Secretary