

MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF DIRECTORS  
WEST VIRGINIA HOUSING DEVELOPMENT FUND  
May 24, 2023

The regular meeting of the Board of Directors of the West Virginia Housing Development Fund (the "Fund") was held on Wednesday, May 24, 2023. The Board of Directors attended via phone and in person. The video conferencing information was made available to the public in the Notice of Meeting of the Board of Directors posted on the West Virginia Secretary of State open meeting website and the Fund's website. The Chair called the meeting to order at 9:06 a.m. with the following members present throughout, except where noted.

Ann Urling, Chair (in person)  
Norm Bailey, Representative for the Honorable Kent Leonhardt, Commissioner of Agriculture (via phone)  
Kara Hughes, Representative for the Honorable Riley Moore, State Treasurer (via phone)  
Bob Nistendirk, Member (via phone)  
Kris Raines, Member (via phone)  
Allen Retton, Member (in person)  
Steven Travis, Representative for the Honorable Patrick Morrissey, Attorney General (via phone)

Members Absent:

Sam Kapourales, Member  
Patrick Martin, Member

Staff present:

Erica Boggess, Executive Director  
Julie Davis, Deputy Director - Production  
Zach Fisher, Internal Auditor  
Jessica Greathouse, Multifamily Programs Administrator  
Trisha Hess, Senior Manager - Accounting  
Maggie Leaptrot, Chief Financial Officer  
Chad Leport, Division Manager – Finance and Federal Financial Compliance  
Michael Lindsco, Manager – Asset Management  
Martha Lilly, Legal Assistant  
Donna Martino, Multi-Family Development Officer  
Kelley Ridling, Senior Manager – Internal Audit  
Jon Rogers, Senior Division Manager – Single Family Lending  
Lori Ryan, Executive Assistant  
Kristin Shaffer, Senior Legal Counsel  
Claire Spradling, Loan Processor and Closer  
Nathan Testman, Senior Division Manager – Multifamily Lending  
Crystal Toney, Deputy Director – Administration  
Dorothy White, Federal Compliance Officer

Others Present:

Samme Gee - Jackson Kelly PLLC  
Kelley Goes – Jackson Kelly PLLC  
Chris Sadd – Sadd Brothers LLC (via phone)

APPROVAL OF THE MINUTES OF THE FEBRUARY 22, 2023,  
MEETING

Representative Kara Hughes moved the approval of the minutes of the February 22, 2023 meeting. Her motion was seconded by Member Bob Nistendirk, and, upon the affirmative vote of the six (6) members present, the Chair declared the motion adopted.

FINANCIAL STATEMENTS AND DELINQUENCY REPORTS FOR  
THE PERIOD ENDED APRIL 30, 2023

Member Kris Raynes joined the meeting.

Maggie Leaptrot presented the financial statements and delinquency reports for the period ended April 30, 2023. The financials and delinquency reports were accepted as presented.

RECOMMENDATION TO AUTHORIZE ALLOCATION TO  
HOME4GOOD PROGRAM

Nathan Testman informed the Board that at the May 2018 Board meeting, the Board authorized the Fund to enter into an agreement with the Federal Home Loan Bank of Pittsburgh (FHLB) to administer the Home4Good program. Since 2018, FHLB has allocated \$4,500,000 to the State of West Virginia, and the Fund has contributed matching funds in the amount of \$1,000,000. Collectively, the Home4Good program has funded 72 projects totaling \$5,500,000 across the State.

Mr. Testman noted that FHLB is prepared to commit \$800,000 to the Home4Good program for the State of West Virginia in 2023. FHLB has asked for the Fund's continued partnership to administer the program and has requested, although not required, a matching contribution to leverage program funds.

Mr. Testman stated that staff is recommending that the Board authorize the allocation of up to \$250,000 in matching dollars toward the program, which is consistent with the Fund's matching contribution in prior years. Mr. Testman explained that the Fund's matching dollars will continue to be allocated only to costs that are permissible under the Fund's Act. In addition, Mr. Testman stated that staff is recommending that the Board authorize the execution of necessary documents to continue the partnership with FHLB and the administration of the Home4Good program.

Representative Hughes moved the approval of a Home4Good Program allocation in the amount of \$250,000 and the authorization to execute necessary documents to continue the partnership with FHLB and the administration of the Home4Good program, as presented. Her motion was seconded by Member Nistendirk, and, upon the affirmative vote of the seven (7) members present, the Chair declared the motion adopted.



RECOMMENDATION TO AUTHORZE ENTERING PARTNERSHIP  
WITH SPECTRUM

Mr. Testman informed the Board that Multifamily rental properties financed through the Fund require an affordability period, which is the minimum period that a property must provide safe, decent housing to eligible tenants. During the affordability period, the Fund must perform compliance monitoring to ensure that properties are fulfilling their obligations.

Mr. Testman noted that, for the past five years, the Fund performed compliance monitoring with internal staff in the Asset Management Department and explained that third-party contractors have been used in the past. Due to recent staff turnover in the Asset Management Department, staff evaluated replacing positions internally and issued a request for proposals (RFP) from qualified third parties for these services.

Mr. Testman stated that after reviewing options, it is recommended that the Fund contract with Spectrum Enterprises, Inc. (Spectrum) to perform roughly half of the Fund's compliance monitoring obligations. Staff believes there is value in establishing a partnership with Spectrum to help respond to unexpected changes in staff turnover and/or unexpected changes in the Fund's compliance monitoring obligations.

Mr. Testman stated that staff is recommending Board authorization to enter into a contract for up to three years with Spectrum to provide compliance monitoring services, subject to the Fund's right to terminate the contract at any time. The contract will have a start date as early as June 1, 2023, and will be reflected in the FY2024 budget. Staff is also recommending Board authorization to execute any necessary documents related to this contract.

Member Nistendirk moved to approve the contracting Spectrum to perform compliance monitoring and the approval to execute necessary documents related to the contract, his motion was seconded by Member Allen Retton, and, upon the affirmative vote of the seven (7) members present, the Chair declared the motion adopted.

EXECUTIVE SESSION TO DISCUSS      LEGAL      MATTERS  
INVOLVING COMMERCIAL COMPETITION, WHICH IF MADE  
PUBLIC, MIGHT ADVERSELY AFFECT THE FINANCIAL OR  
OTHER INTEREST OF THE STATE OR ANY POLITICAL  
SUBDIVISION PURSUANT TO W. VA CODE §6-9A-4(b)(9)

Member Kris Raines moved that the Board enter Executive Session to discuss matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the State or any Political Subdivision pursuant to W. Va. Code §6-9A-4(b)(9). Her motion was seconded by Representative Hughes, and, upon the affirmative vote of the seven (7) members present, the Chair declared the motion adopted. The Board adjourned into Executive Session at 9:18 a.m.

The Executive Session concluded at 9:33 a.m. Chair Urling stated that no action took place during the Executive Session.

## INFORMATIONAL ITEMS

### HAF AND ERA UPDATE

Erica Boggess provided an update on the Homeowner Assistance Fund (HAF) and Emergency Rental Assistance (ERA) programs. Ms. Boggess noted that money continues to move slowly nationwide with the HAF program, but there has been a recent uptick in applications due to the termination of federal forbearance policies implemented during the pandemic. Ms. Boggess also informed the Board that the Fund recently received Treasury approval for its proposed home repair portion of the HAF program, which will increase the number of applications. Ms. Boggess reminded the Board that the ERA program stopped taking applications last summer. Approximately \$30,000,000 in ERA funds has been allocated for unit production which has helped to fill gaps in construction cost increases.

### STATISTICS – MORTGAGE REVENUE BOND LOANS AND MULTIFAMILY LENDING

Ms. Boggess provided statistics regarding Multifamily Lending during 2022 and the income and age groups served by the Fund's Single Family Mortgage Revenue Bond Program.

### ADJOURNMENT

There being no further business, Member Nistendirk moved to adjourn the meeting. His motion was seconded by Member Retton. The meeting adjourned at 9:40 a.m.

  
\_\_\_\_\_  
Martha Lilly, Assistant Secretary