

MINUTES OF THE REGULAR MEETING
OF THE
AUDIT COMMITTEE
WEST VIRGINIA HOUSING DEVELOPMENT FUND
August 23, 2023

A regular meeting of the Audit Committee of the West Virginia Housing Development Fund ("Fund") was held on Wednesday, August 23, 2023. The Committee attended via video conferencing, via telephone, and in person. The video conferencing information was made available to the public in the Notice of Meeting of the Audit Committee posted on the Secretary of State open meeting website, and on the Fund's website. The Chair called the meeting to order at 8:36 a.m., with the following members present throughout except where noted:

Kara Hughes, Representative for the Honorable Riley Moore, State Treasurer, Chair (via phone)
Bob Nistendirk, Member (in person)
Steven Travis, Representative for the Honorable Patrick Morrissey, Attorney General (via phone)

Staff Present:

Erica Boggess, Executive Director
Zach Fisher, Internal Auditor
Trisha Hess, Senior Manager – Accounting
Whitney Humphrey, Communications Administrator
Brian Jeffrey, Senior Network Administrator – Information Services
Maggie Leaptrot, Chief Financial Officer
Chad Leport, Division Manager – Finance and Federal Programs Administration
Martha Lilly, Legal Assistant
Alicia Massie, Legal Counsel - Compliance
Kelley Ridling, Senior Manager, Internal Audit
Lori Ryan, Executive Assistant
Kristin Shaffer, Senior Legal Counsel
Crystal Toney, Deputy Director – Administration

Others Present:

Samme Gee - Jackson Kelly PLLC

APPROVAL OF THE MINUTES OF THE JUNE 26, 2023
MEETING

Representative Steven Travis moved for the approval of the Minutes of the June 26, 2023 regular meeting. His motion was seconded by Member Bob Nistendirk, and, upon the affirmative vote of the three (3) members present, the Chair declared the motion adopted.

CONSIDERATION OF CHANGES TO INVESTMENT POLICIES

Maggie Leaptrot reviewed proposed changes to the Investment Policy for approval and for further recommendation to the Board.

Member Nistendirk moved to approve the proposed changes to the Investment Policy and for further recommendation to the Board. His motion was seconded by Representative Travis, and, upon the affirmative vote of the three (3) members present, the Chair declared the motion adopted.

ADJOURNMENT

There being no further business, Representative Travis moved to adjourn the meeting. His motion was seconded by Member Nistendirk, and, upon the affirmative vote of the three (3) members present, the Chair declared the meeting adjourned at 8:44 a.m.


Martha Lilly
Assistant Secretary