



**Minutes**  
**Greenville County Redevelopment Authority**  
**Regular Session**  
**Tuesday, September 24, 2024**

**Board Members Present:** Lawson Wetli, Vice-Chair  
Allen White, Treasurer  
Amy Coleman  
Barry Coleman  
David Doser  
Denise Ernul  
James Hammond  
Robert Julian  
Jane Kizer  
Walter Moragne  
Diana Weir

**Board Members Absent:** Charlotte Osmer, Chair

**Staff Members Present:** Joe Smith, Executive Director  
Pamela Proner, Finance Director  
Beverly Robertson, HR Manager/Executive Assistant  
Meg Macauley, Project Coordinator  
Levi Chesney, Project Manager

**Guests Present:** Ken Martin – Martin, Smith, & Co. (Virtual)  
Elizabeth Sarratt, prospective board applicant  
Dean Dolittle, prospective board applicant

1. **Opening and Roll Call.** The meeting was called to order by the Chair at 12:30 p.m.
2. **Invocation.** The invocation was offered by Mr. White.
3. **Introduction of Guests.** Ms. Wetli introduced her guest, Ms. Elizabeth Sarratt, who is applying to become a GCRA board member. Also in attendance was Mr. Dean Dolittle, also seeking board appointment.
4. **Introduction of New Staff Member, Levi Chesney.** Mr. Smith introduced Mr. Chesney to the remainder of the board. The board and staff then introduced themselves for the benefit of all guests in attendance.

- 5. Special Guest, Harold Carey, Retired Executive Director of Greenville Housing Futures.** Mr. Smith welcomed Mr. Carey and stated that he and the board wished to formally thank him for the generous donation of GHF's entire rental portfolio, and to recognize and congratulate Mr. Carey for 35 years of developing affordable housing in Greenville. Mr. Smith showed PowerPoint slides outlining Greenville Housing Futures' many accomplishments over the years under Mr. Carey's leadership, noting that GHF was involved in the development of 54 homes for ownership for low- and moderate-income families and 189 rental units for low- and moderate-income clients including seniors. GHF was the first Community Housing Development Organization (CHDO) in Greenville.

Mr. Carey thanked Mr. Smith and the board and stated that when he began to consider retirement and closing Greenville Housing Futures, he knew the portfolio of property would need to be transferred to a similar organization with a similar "heart." It gives him and his board of directors a deep sense of satisfaction knowing they could pass their properties along to GCRA for the future.

- 6. Approval of Fiscal Year 2024 Audit Report.** Mr. Ken Martin of Martin, Smith, & Company attended virtually to present the Fiscal Year 2024 Audit Report. Mr. Martin stated that his firm provided an unmodified, or what was formerly known as a "clean," opinion compliance audit which focused on GCRA's Community Development Block Grant (CDBG) program and compliance. He referenced the full report provided to the board, which includes the independent auditor's report, GCRA's financial statements, and their report on our federal compliance. It is a strongly positive report, with no findings, internal control issues, compliance findings, or difficulties in the course of the audit.

Ms. Wetli expressed appreciation to Mr. Martin, Finance staff, and the audit committee, which consisted of Mr. White, Mr. Hammond, and Ms. Weir. Mr. White noted that he was pleased with the audit, and stated that the audit committee unanimously recommended approval of the audit. Mr. Hammond requested that the full board hear about the change in one figure from year to year. Mr. Martin stated that GCRA was able to increase our financial position by almost \$1.4 million; he noted that in any given year, board and management can make decisions about how to vest and spend funds to show a decline, but to be healthy, an organization like GCRA needs a pattern of increases. He said that GCRA has done an outstanding job of operating and budgeting well so as to increase our net position to be able to take advantage of opportunities and handle challenges, and we are in a strong position and operating to increase financial stability.

Ms. Proner stated that most of our growth comes from the Affordable Housing Fund. As we run programs to convert grant dollars back to us, that initiates a bit of growth so we can reinvest back into other programs.

On a motion by Ms. Weir, the Board unanimously approved the Fiscal year 2024 Audit Report as presented.

- 7. Approval of the August 27, 2024 Board Minutes.** On a motion by Mr. Moragne, seconded by Ms. Weir, the Board unanimously approved the minutes of the August 27, 2024 Board meeting as presented.

**8. Administration Committee.**

- a. Approval of Organizational Chart Changes.** Mr. White stated that the Committee approved the organizational chart as it was presented, and noted that staffing is a function of the Executive Director. Ms. Coleman asked about the differences from the old to new organizational chart; Mr. Smith presented the new one and reviewed the changes. Mr. Moragne and Mr. Doser expressed concern about the Human Resources position being placed under the Finance Director. Mr. Smith stated that he wanted Ms. Proner and Ms. Robertson to be able to work closely together particularly regarding payroll. Mr. Smith and Ms. Robertson noted that anything sensitive or confidential concerning human resources/personnel issues would be presented directly to Mr. Smith as executive director. Ms. Proner noted her prior experience as Vice President of HR elsewhere and emphasized her comfort level in working with Ms. Robertson on HR and payroll matters.

On a motion by Ms. Kizer, the Board unanimously approved the proposed organizational chart changes.

- b. Approval of Fiscal Year 2025 Consolidated Budget.** Mr. White stated that the Committee approved the 2025 Consolidated Budget as it was presented and deferred to Ms. Proner for details. Ms. Proner stated that the consolidated budget is a combination of carry-forward funds plus the new funding from HUD, and noted that the budget is a bit higher than last year. The largest programs for the new year will be new construction, infrastructure, and some housing developer projects.

On a motion by Ms. Weir, the Board unanimously approved the Fiscal Year 2025 Consolidated Budget.

- 9. Financial Highlights – KPI.** Ms. Proner reviewed the financial report for the month of July, noting that as this is the first month of the new fiscal year, month and year-to-date figures are identical. Cash is at \$12 million, Total Assets are at \$40 million, and our Net Position is \$34 million. There has not yet been much activity in Revenue or Expenditures; we are mostly rolling into new contracts and continuing with projects. Project 43 was not formally acquired until August, so that is not yet reflected in the financials. The largest activity for July was approximately \$138,000 in Affordable Housing Funds for the Mercy Housing project in Mauldin. Ms. Proner stated that she is still working with a financial advisor regarding the benefits of diverting some funding into long-term investments.

We are still awaiting the \$200,000 from the County; Ms. Proner spoke to County Administration staff who expect to pay this in the fall after collecting additional tax income for the county. The upcoming changes to County Council were noted, and there is no guarantee regarding the next two-year county budget cycle, but at a minimum, GCRA will continue to receive one million dollars from the County from the Prisma settlement.

Mr. Doser shared that he arrived early while the Audit Committee was still meeting, and was pleased to hear such positive comments about GCRA's Finance department and the processes and controls that are in place to ensure such a smooth audit experience.

Mr. Moragne noted the concept of “value-added auditing” and asked if GCRA’s auditors are providing additional value in that way. Ms. Weir and Ms. Proner stated that in addition to thoroughly reviewing compliance and providing opinions on qualitative as well as quantitative work, Mr. Martin took the time to consider additional questions and items to investigate. Ms. Proner said that the auditors asked questions of the Program department regarding environmental assessments, reviewed the HUD audit that had been performed, and asked human resource questions; staff were very pleased with this extra level of review.

**10. Operations Committee.** Mr. Hammond stated that there were no approval items presented at the September Operations Committee meeting.

**11. Other Business.**

**a. Greenville Revitalization Corporation (GRC) Update.** Mr. Smith stated that Ms. Robertson is working with CPAs to perform a final tax return for GRC, and with no remaining GRC assets, staff and remaining board members of GRC believe it is time to dissolve the agency. If in the future GCRA board and staff believe that it would be advantageous to have a nonprofit for the receiving of tax-deductible donations, a new nonprofit could be created. Ms. Wetli reviewed the bylaws of both GCRA and GRC and believes that board action by GCRA is necessary in order to dissolve the GRC. Mr. Smith will therefore bring an approval item through the Administration Committee to the board in October. Mr. Moragne expressed gratitude to Ms. Wetli for her efforts regarding this matter.

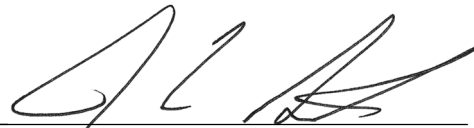
**b. Executive Director Updates.** Mr. Smith provided updates as follows:

- i. Board Application Period.** Mr. Smith reminded the board that Greenville County’s application period for boards and commissions will end on September 30<sup>th</sup> and said that staff are working to prepare talking points regarding GCRA’s accomplishments over the past three years, for those seeking reappointment. Mr. Smith thanked Ms. Sarratt and Mr. Dolittle for sitting in for today’s board meeting. He echoed previous praise for the Finance department’s excellent work on the audit and in general, and highlighted Ms. Proner’s growth and contributions to GCRA over the past six years.
- ii. Project Drive-In.** Mr. Smith stated that the County Finance Committee had approved the ordinance, which then moved forward to full County Council for a first reading on September 17<sup>th</sup>.
- iii. Fairview Townhomes Open House.** Mr. Smith reminded the board of the event which is scheduled for 9:00 to 11:00 am on October 1<sup>st</sup>. He has contacted Mayor Danner and several others to speak at the event. Greer’s Parks & Recreation Department are assisting GCRA with the event by providing tents, chairs, and tables.
- iv. Staff Vacancies.** Mr. Smith noted that the only active vacancy is the Program Manager position, noting that this is a critical position to fill smartly and well.

- v. **Proposed Unified Development Ordinance.** Mr. Smith stated that there was a meeting last evening regarding Greenville County's proposed Unified Development Ordinance (UDO), which would streamline the application process for development of multiple types of residences. The County has been working on the UDO for several years, with a comment period still open and discussion ongoing. Mr. Smith stated that GCRA supports the concept and he was pleased to see the required affordability level be lowered to 60 percent Area Median Income (AMI). There are of course many opinions from many stakeholders in the community. If any board members wish to discuss the UDO with County planning staff, Tee Coker and Rashida Jeffers are the best people to contact.
- vi. **Request for Funding.** Mr. Smith stated that the Greenville Housing Fund has made a request for funding towards their proposed development known as 570 Davis Apartments. A letter of commitment will be provided in order to assist GHF with their LIHTC application; they will still be required to formally apply for funding through GCRA's usual process in the spring.
- c. **Questions from Guests.** Ms. Wetli invited questions from Ms. Sarratt and Mr. Dolittle. Mr. Dolittle asked how GCRA ensures that a project like 570 Davis will be affordable. Mr. Smith responded that there are legal constraints for a LIHTC project in particular. Whenever GCRA partners with an agency, our staff inspect units and client files to ensure compliance.

Ms. Sarratt asked who oversees projects like rental and homes for sale and who collects the funds. Mr. Smith and Mr. Doser explained briefly the process followed by GCRA for oversight for several scenarios through which we develop and produce affordable housing.

12. **Adjournment.** There being no further business, on a motion by Ms. Weir, seconded by Ms. Kizer, the meeting was adjourned at 1:32 p.m.

  
Secretary