

Rhode Island Housing and Mortgage Finance Corporation
Minutes of the Meeting of the Credit Committee
November 10, 2020

The Credit Committee of Rhode Island Housing and Mortgage Finance Corporation (“RIHousing” or “Corporation”) was held on Tuesday, November 10, 2020 at 9:00 a.m. The meeting was held via telephone conference call pursuant to Executive Order 20-46 (extended by Executive Order 20-93, and as may be further amended or extended).

Carol Ventura, Executive Director, introduced Carl Rotella, Director of Information Technology, who summarized the parameters of the meeting.

Mr. Rotella stated that (i) the meeting would be recorded and available for review on the RIHousing website within 3-5 business days after the meeting and (ii) except for the Committee members, Board of Commissioners (in attendance) and specific RIHousing staff, all callers will be muted during the meeting. Mr. Rotella announced that if during the meeting anyone had technical difficulties with audio or accessing the call, they should call (401) 457-1240.

Next, Nicole Clement, General Counsel, provided additional information for those participating in the meeting. Ms. Clement stated that (i) pursuant to Executive Order 20-46 (as extended by Executive Order 20-93 and as may be further amended or extended), the meeting was being held via teleconference, (ii) members of the public could visit the RIHousing website to view the agenda and information on the actions being taken and (iii) in the event the teleconference was interrupted, staff would stop the meeting until audio was restored.

Ms. Clement also stated that Committee Chairman Orth would preside over the meeting and requested that any Commissioner or staff to state their name prior to speaking and to mute the phone when not speaking. Ms. Clement then invited Commissioner Orth to call the meeting to order.

A quorum being present, Committee Chairman Orth introduced himself and officially called the meeting to order at approximately 9:04 a.m. Committee Chairman Orth then invited Ms. Ventura to proceed with the roll call of Commissioners and RIHousing staff (in attendance).

Ms. Ventura then conducted a roll call vote of Commissioners and staff participating in the meeting. Commissioners participating via conference call were: Committee Chairman Kevin Orth; Chairman Nicolas P. Retsinas; Elizabeth Tanner, Director of the Department of Business Regulations and Maria Barry.

RIHousing staff participating were: Carol Ventura, Executive Director; James Comer, Deputy Executive Director; Kara Lachapelle, Chief Financial Officer; Lisa Primiano, Chief Operating Officer; Eric Shorter, Director of Development; Christine Hunsinger, Assistant Deputy Director External Affairs, Policy & Research; Nicole Clement, General Counsel; Anne Berman, Assistant Director of Development; Michael DiChiaro, Assistant Director Development/Asset Management & Compliance; Nancy Bacon, Director of Accounting and Carl Rotella, Director of Information Technology.

The following matters were discussed by the Committee.

1. Approval of Minutes of the Credit Committee Meeting Held on October 9, 2020

Committee Chairman Orth asked for a motion and a second for the approval of the Credit Committee minutes held on October 9, 2020. A motion was duly made by Chairman Retsinas and seconded by Commissioner Tanner. There being no discussion, Nicole Clement, General Counsel, conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Commissioner Orth	Aye
Chairman Retsinas	Aye
Commissioner Tanner	Aye
Commissioner Barry	Aye

Ms. Clement then stated that the following was unanimously adopted:

VOTED: That the minutes of the Credit Committee Meeting held on October 9, 2020 hereby are approved.

2. Recommendation for Transfer of Physical Assets (TPA) for Riverstone Apartments.

Committee Chairman Orth recognized Anne Berman, Assistant Director of Development, who reported on the transfer of physical assets for Riverstone Apartments.

Ms. Berman stated that this request is for approval of the transfer of 99% of the general partnership interest in Riverstone Apartments, L.P. (the “Owner”), the owner of Riverstone Apartments (the “Development”), an affordable housing development located in Pawtucket.

The Development consists of 103 units for seniors eligible at the age of 62 and disabled individuals located in 7 buildings. Originally developed as 2 U.S. Department of Housing and Urban Development (“HUD”) Section 202 developments in the 1990’s, the Development was refinanced in 2011 through the Low-Income Housing Tax Credit (“LIHTC”) Program and tax-exempt bond financing from Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”). In total, the Development consists of 77 one-bedroom, 24 two-bedroom, and 2 three-bedroom units. All but one of the apartments in the Development currently receive project-based Section 8 rental assistance pursuant to 2 Housing Assistance Payment (“HAP”) contracts. The Development’s initial 15-year compliance period ends in 2028 and the LIHTC restrictions remain until 2043. The Regulatory Agreement expires in 2053.

Standard Property Company Inc. (“Standard”) has requested RIHousing’s approval to transfer 99% of the general partnership interest in the Owner to CS Fund I Riverstone SPE Owner LLC (the “Transferee”), a Delaware limited liability company wholly owned by Standard CDAH LLC, an affiliate of Standard. Under RIHousing’s Rules Relative to Multifamily Loan Programs, Proposed Prepayments or Transfers, as amended (the “TPA Regulations”), project owners must obtain RIHousing’s approval and comply with RIHousing’s administrative procedures for the transfer of physical assets before conveying, assigning or transferring any ownership interest in a multifamily housing project.

Riverstone GP LLC (“RGP”), a Rhode Island limited liability company, is the current general partner, and holds a 0.01% ownership interest in the Owner. The manager of RGP is owned by The Arc of Blackstone Valley (BVArc). The current investor limited partners in the Owner are affiliates of Michel Associates, LTD. (“Michel”). Countryside Corporate Tax Credits XXI Limited Partnership holds a 99.99% limited partnership interest and Michel Properties, LLC is a special limiter partner with no ownership interest.

Standard will provide the equity for the Transferee to purchase 99% of the general partnership interest from RGP. At closing, the general partnership interest purchased by the Transferee will convert to a 0.0099% limited partnership interest in the Owner. The Transferee will retain certain powers, rights and liabilities afforded a limited partner under applicable law. RGP will remain as the general partner and retain a 0.0001% ownership interest. New financing is not currently anticipated. All existing obligations encumbering the Development will remain unchanged.

Approximately \$3.7 million in repairs were undertaken when the Development was financed in 2011. Buildings received exterior and interior upgrades including new roofs and windows, drainage and parking lot improvements, as well as kitchen and bathroom improvements in the residential units. System upgrades included replacement and/or upgrades of the boilers as well as life safety system upgrades to meet fire code regulations.

Based on the recently-completed capital needs assessment (“CNA”), Standard is budgeting \$31,250 for immediate repairs that will be completed within the first 12 months of the transfer. These costs will be funded at closing from the existing cash reserves. The most critical repairs include boiler repairs (\$14,500), elevator maintenance (\$5,000) and fire/life safety compliance (\$500). Other repairs include asphalt pavement (\$2,500), ADA compliance (\$3,500) and additional elevator maintenance (\$5,250). The Development appears to be in good condition. The CNA shows that the replacement reserve is adequately funded beyond the initial compliance period of the Development.

The staff of the Asset Management Department and Development Division jointly reviewed this request under the TPA Regulations and determined that the proposed transaction complies with the regulatory requirements. The Development received a score of 84 out of 100 under RIHousing’s risk rating protocol. The debt service coverage was 1.34 in December 2019. The operating and replacement reserves are well funded.

As part of the transfer, the existing property manager will be replaced by The Franklin Johnston Group (“TFJG”), a privately held real estate development and management company based in Virginia Beach, Virginia focused exclusively on the multifamily sector. Currently, TFJG manages more than 18,700 units at 113 communities primarily in the Mid-Atlantic and southeast ranging from Rhode Island to Florida. TFJG currently manages 3 other properties for Standard in Rhode Island, Charles Place, Colony House and Curtis Arms, which collectively have 407 units. There is no identity relationship between TFJG and Standard.

In addition to RIHousing’s approval, HUD must approve both the transfer of 99% of the general partnership interest in the Owner and the change in management agent under the HUD Risk Sharing Program.

Committee Chairman Orth thanked Ms. Berman for the presentation and asked for a motion and a second to recommend to the Board of Commissioners the Recommendation for Transfer of Physical Assets (TPA) for Riverstone.

A motion was made by Commissioner Barry and seconded by Commissioner Tanner.

Following the motion, Committee Chairman Orth asked if anyone had questions or comments.

Chairman Retsinas remarked that there are several transfers and compliance factors in place but to what extent does staff look at the pandemic and if required improvements such as ventilation systems can be funded from the reserves. Michael DiChiaro responded that the Asset Management team is open to utilizing revenues for items such as ventilation systems and it is allowed if funded appropriately.

Additionally, Chairman Retsinas wanted to know what else could be covered that is not a capital improvement. Mr. DiChiaro explained that cleaning supplies, engagement of a special screening company, etc. can be supported by the reserves.

Chairman Retsinas asked Commissioner Tanner, as her office is deeply involved in the COVID-19 pandemic crisis, if there's any opportunity for assistance. Commissioner Tanner stated that the Department of Business Regulations (DBR) has a dedicated task force that is available for walk throughs, case inspections and assistance with questions and concerns.

Chairman Retsinas thanked Commissioner Tanner for the information and suggested that staff be aware of the situation, stay vigilant and keep informed on areas of concern. Committee Chairman Orth agreed particularly as it's difficult to get inside an occupied unit to perform work.

Nicole Clement, General Counsel, then conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Commissioner Orth	Aye
Chairman Retsinas	Aye
Commissioner Tanner	Aye
Commissioner Barry	Aye

Ms. Clement stated that the recommendation for Recommendation for Transfer of Physical Assets (TPA) for Riverstone Apartments was unanimously approved.

3. Discussion:

a. Fiscal Year (FY) 2021 Operating Budget

Committee Chairman Orth noted that the Corporation's FY21 Budget falls under the oversight of the Management Committee however, Ms. Ventura wanted to provide the Credit Committee with an opportunity to review the proposed budget and ask any questions.

Committee Chairman Orth then invited Ms. Ventura to give the budget presentation. Ms. Ventura began by mentioning that with the assistance of Kara Lachapelle, Chief Financial Officer, she would walk through the budget highlights for the Committee. Ms. Ventura referred the Committee to the budget package that included a summary memorandum, the programmatic and operating budget forecasts and various charts.

Ms. Ventura then shared that the restabilized tax-exempt bond market allows RI Housing to continue financing single-family mortgage loans through the issuance of mortgage revenue bonds versus the sale of loans in the To-Be-Announced (TBA) market. This move will advance the long-term financial stability of the Corporation by increasing the loans retained on the Corporation's balance sheet

The Finance Department anticipates a reduction in estimates for single-family homeownership loan production based on current market conditions. However, staff is hopeful that the newly created down payment assistance program will help in generating business.

The proposed budget for FY21 projects a bottom line net revenue of \$7.7 million.

Continuing, Ms. Ventura mentioned that the fee income line reflects a decrease due to federal mandates prohibiting fees on delinquent loans as well as the projected decrease in single-family loan production. Provision for loan losses is stable with staff expecting some increased delinquency or deterioration of the real estate market. Program expenses are also down slightly due to a shift in programs and utilization of other funding sources, such as grants from FHLB for rental assistance.

The Corporation's operating expenses indicate an increase compared to prior year budget. The prior year budget had the benefit of reduced costs in employee retirement due to cumulative forfeiture funds. The current year budget reflects a full year of those costs. However, the current year budget also includes reductions in various line items such as seminars, trainings and overall marketing expense as well as a significant increase in technology expenses, due largely to technology required for staff working remotely and increase in technological initiatives.

Ms. Ventura also noted that the FY21 budget projects no merit increases for staff and an increase in expenses for health and insurance benefits. The budget also anticipates a \$1.1 million transfer to the State of Rhode Island, however, that amount will not be confirmed until the Governor Raimondo's budget is finalized and approved.

At this point, Committee Chairman Orth inquired about the reduction in staff. Ms. Ventura stated the reduction is incremental. In 2019, the staff level was 244 employees, and now the staff level is at 225 employees. Most of the downsizing is directly related to the loss of programs and the removal of an offsite remote location to manage the Hardest Hit Fund Rhode Island Program. Ms. Ventura anticipates a further reduction in programs. Nonetheless, the Loan Servicing Division will have to expand their customer service department as it's been a challenge to retain temporary help in that area.

Ms. Ventura next referred the Credit Committee to the overview of investments in housing and mentioned that this overview reflects everything the Board of Commissioners approves

throughout the year. For FY21 staff is projecting to deploy \$719 million in federal, state and Corporation funds. Those investments are outlined among six (6) categories: programs to create affordable homes; programs to buy a home; programs to keep your home; programs to preserve homes; programs to support renters; and programs to support housing and community development. Ms. Ventura clarified that the HOME Program funds are not part of the actual budget as the Board of Commissioners approves the individual projects requesting financing. Ms. Ventura then welcomed questions on the presentation.

Committee Chairman Orth thanked Ms. Ventura and staff for providing a format that straightforwardly identifies and breakdowns where the funds are allocated. Committee Chairman Orth noted that the Land Bank program amount of \$4 million appears a bit high. Ms. Ventura responded that staff has seen an increase in interest in the program and noted that the CARES Act funds have been used to acquire properties. James Comer, Deputy Executive Director, has seen an increase in demand for acquisition financing for affordable properties. Mr. Comer will provide a more in-depth report at the next Credit Committee meeting.

Ms. Ventura then briefly touched on the program budget noting the various programs RIHousing administers and funds. Those programs include help for preventing homelessness with the State Rental Assistance Program; the Road Home Rental Assistance; the Neighborhood Opportunities Program; HomeSafe and the “New Lease” program for renters. Also included, is the support for community partners such as LISC NDF and the Rhode Island housing study. Community support programs include support for financial literacy post purchase counseling and various housing programs. In the Homeownership Division, staff plans to underwrite the homeownership reserve program and a deed restricted loan product. Finally, multifamily development, the budget reflects financing for the Zero Energy for Ocean State (ZEOS) program.

Chairman Retsinas commented that the report format is outstanding, it is clear and easy to follow. Chairman Retsinas did request that staff capitalize a small investment in broadband services to families residing in RIHousing’s financed developments. Chairman Retsinas recommended establishing a pool of funds to ensure that vulnerable tenants can access broadband services.

Committee Chairman Orth inquired whether Chairman Retsinas specifically wants financing to build out the infrastructure or more basic services. Chairman Retsinas clarified that it’s important to plant a stake in the ground, to make this initiative a priority but have staff determine the parameters.

Commissioner Barry reiterated Chairman Retsinas’ commendation on the format of the budget presentation. She mentioned that the report was clear and comprehensive. Commissioner Barry did ask for details on the \$5 million allocated for workforce housing. Ms. Ventura noted that the initiative is moving forward with the 195-parcel project and another project located in South Providence. Eric Shorter, Director of Development, mentioned that there is a lot of appetite from developers for this financing. Since the roll out of the program, staff has seen a lot of interest generated in workforce projects that include mixed use facilities. The Development Division is working on tweaking the program guidelines and expects to circulate a new RFP in December.

Commissioner Barry also asked if there have been any rental issues due to the COVID-19 pandemic. Mr. Shorter responded that staff has and continues to have conversations with owners,

managers, appraisers and developers, but presently there is no negative impact on the rental rates, and he does not anticipate any change in the future. Commissioner Barry appreciated the information and mentioned that it is prudent to monitor the situation. Ms. Ventura remarked that she will make sure senior staff further investigates the numbers.

Committee Chairman Orth referenced the down payment assistance program and that funds were allocated for deed restricted homes. Ms. Ventura explained that there are hundreds of deed restricted properties that are restricted for long periods of time. That restriction has made it difficult for homeowners to resell their property. Originally, the funds designated for this program were \$2 million, however staff has seen credit unions and other financial institutions becoming more comfortable with the deed restricted properties, therefore staff has reduced the budget to \$1 million. Ms. Ventura prefers to keep a place holder for these funds in the budget, which will allow RIHousing to facilitate the sale of ten (10) units, which is a reasonable assumption for FY21.

Committee Chairman Orth asked where the financing for the ZEOS is allocated. Ms. Ventura believes that financing is supported through the Affordable Housing Trust Fund. However, she will confirm and report back to the Committee. Later in the meeting, Ms. Ventura confirmed that the deed restricted properties are funded under the Affordable Housing Trust Fund.

Kara Lachapelle, Chief Financial Officer, next summarized the operating budget.

Ms. Lachapelle discussed the proposed budget estimates for net revenue, which is the largest component of the budget and reflects a slight increase from the prior year budget. Single family production is estimated at \$306 million with the majority funded through tax-exempt bond financing. This results in lower current year earnings but an increase in Net Interest Income over the life of the loan providing a future annuity and increased portfolio base.

Ms. Lachapelle stated that the FY21 budget reflects a more balanced approach between utilizing the TBA market and the bond market. The breakdown is 60% bonding of loans and 40% of loans being processed through the TBA market. RIHousing's portfolio is stocked with more FHA insured loans, which mitigates potential losses. Staff has reviewed the provision for loan loss reserves with the auditors and has determined that \$3 million is an adequate amount for that line item.

Committee Chairman Orth referenced the chart on page 8 of the report and asked if the loss in 2011 was \$11 million and asked if proposing \$3 million is an adequate amount during these economic times and the pandemic. Ms. Lachapelle confirmed the number and stated that what is aiding the Corporation is that the new loans underwritten are all 100% federally insured. Since 2011 the portfolio has changed, and with the insurance covering the loans, there's very little risk to the Corporation. The situation has been discussed with RIHousing's external auditors and they believe that amount is enough. Also, it is very difficult to project more than one year out and based on the current portfolio, staff cannot foreclose on borrowers. The Finance Department does monitor the situation and makes every effort possible to work with delinquent customers.

Committee Chairman Orth asked what the total amount of loan loss reserve is. Ms. Lachapelle responded that the total is \$45 million.

Ms. Lachapelle then briefly provided an overview of the programmatic budget and said that the FY21 total of expenses is \$4 million. A small increase in operating expenses is projected due to the heightened technology needs and the increase in the costs of health benefits.

Next, Ms. Lachapelle referred the Committee to her report and mentioned that the graph on page 7 provides an historical outline of budgeted revenue and shows that the Corporation is stable. Page 8 of the report follows the same format for expenses.

Ms. Lachapelle then briefly mentioned that the programmatic budget highlights the areas the Corporation contributes back to the community.

Commissioner Barry asked if there was a previous \$1.1 million transfer to the State of Rhode Island. Ms. Lachapelle stated that \$1.5 million was what RIHousing transferred the previous year and \$1.1 million is projected in the Governor Raimondo's current budget. However, the budget is yet to be finalized.

Continuing, Ms. Lachapelle said that the chart on page 9 reflects the single-family production versus the balance sheets. The orange line depicts the loans that are on the balance sheet.

Finally, page 10 contains a breakdown of 2020 actual expenses with RIHousing ending the year under budget. The increase seen for FY21 is directly related to the increase in health benefits, unemployment claims and information technology (IT) costs. Ms. Lachapelle did note that there are decreases in numerous line items for FY21.

Committee Chairman Orth thanked Ms. Lachapelle and Ms. Ventura for a fantastic and thorough presentation. He appreciated the time and opportunity to examine the budget.

There were no votes taken regarding this item.

b. Impact of the Pandemic on Multi-Family Servicing

Michael DiChiaro, Assistant Director Development/Asset Management & Compliance, gave a presentation of the impact of the pandemic on the RIHousing's multifamily loan portfolio.

Mr. DiChiaro began by thanking the Asset Management staff for the quality of work they performed during the crisis. Staff has been instrumental in keeping the developments on track and developing innovative ways to remotely and safely perform their duties.

The Asset Management and Compliance teams were fortunate to have recently completed a comprehensive LEAN process in late 2019. The LEAN effort pushed staff to re-think and work on creating efficiencies, reducing redundancies. The undertaking coupled with many additional, less formal, staff driven improvements to processes provided the Corporation with the ability to immediately pivot from "ordinary" procedures and continue to effectively serve the Corporation, residents of the rental communities and all external partners, both local and federal.

Mr. DiChiaro then highlighted the accomplishments and initiatives undertaken in 2020. Those initiative include a seamless adjustment to working remotely while implementing proactive asset

management while continuing to perform required monitoring duties under federal and state requirements. RIHousing was strategically positioned for a seamless transition from working in the office to remote work, as most reporting and requisitions from sites were being transmitted electronically since early 2019.

On the Project-Based Section 8 Contract Administration (PBCA) side, the Asset Management team reinstated Management & Occupancy Reviews (MORs) that were suspended by HUD for three (3) months. Staff immediately implemented remote MORs, including document review and virtual interviews with management. The Boston HUD office recognized RIHousing's early efforts and encouraged other HFAs to institute remote reviews in accordance with RIHousing's model. Staff from HUD also employed the model to make policy recommendations to HUD headquarters. Between June 1, 2020 through October 31, 2020 staff completed 81 MOR's. Mr. DiChiaro noted that RIHousing receives an administration fee of approximately \$3,400 per MOR performed.

Staff was also able to mobilize quickly to assist HUD in administering funding to sites for COVID-19 Supplemental Payments (CSP).

Next, Mr. DiChiaro shared that staff continued to process monthly subsidy vouchers for 223 Section 8 contracts along with 14 contract renewals and calculating and processing 182 contract rent adjustments.

Since the onset of the pandemic, staff has communicated regularly with owners and managers using a variety of platforms. In addition to utilizing e-blasts to communicate the latest guidance from the State, HUD and the IRS, RIHousing immediately mounted a dedicated page on the web site to provide up to date information and useful links to partners. Mr. DiChiaro mentioned that staff has proactively provided targeted outreach to residents informing them of the availability of community resources and how they could access the resources to assist with financial hardships. In addition, staff contacted residents directly with a customer service survey when concerns were raised over some management practices at a few sites.

Most recently, RIHousing announced the addition of a new communications platform for residents of all rental developments. The Asset Management team partnered with the IT Department and Communication team to create an online virtual assistant that will communicate to partners via a link on the website. The online assistant or "chatbot" has been programmed to direct residents to useful links, provides answers to a variety of frequently asked questions and, if someone's questions remain unanswered, provides the direct contact information of their specific property manager or appropriate RIHousing staff. Along with this chatbot, dedicated phone and e-mail lines were established for residents to contact RIHousing with any concerns they may have. The ability to direct all inquiries and complaints to a central location not only provides an improved level of service for residents, but also improves the efficiency of the asset management staff.

Utilizing technology in place prior to the pandemic, staff implemented a modified LIHTC review process, with a reduced sample size as it is critical that staff continue assisting management agents and advising on potential compliance related issues. Mr. DiChiaro was pleased to report that

RIHousing received a designated “top-tier” rating from HUD and earned maximum administrative fees for LIHTC compliance services.

Additionally, dedicated inboxes have been created for many functions in the Division, including audit and budget submissions, quarterly financial reporting, NOP requisitions, and escrow analyses. Some delays were experienced in financial reporting early in the pandemic, however, all sites are now current on required submissions. Staff reviewed 149 audits between March 1, 2020 through September 30, 2020, and approved and disbursed owner distributions of approximately \$22,000,000 in surplus cash, while collecting nearly \$3,000,000 towards RIHousing deferred loan payments and preservation fees. Staff has been engaging owners and property managers to assess the financial impact the pandemic might be having on site operations.

Mr. DiChiaro was happy to share that all multifamily properties in the lending portfolio have continued to pay required debt service in a timely manner. The Corporation has not experienced any defaults nor payments of debt service beyond thirty days of date due. To date, the Asset Management team has received no formal requests for forbearance of debt service as the result of the impacts of COVID-19.

Mr. DiChiaro mentioned that staff routinely communicates with other HFAs and targeted staff to review and address issues. This network offers valuable feedback and means to effectively strategize on common matters. The Asset Management team will be hosting a virtual tax credit training and looking forward to improved efficiencies throughout the department.

In closing, Mr. DiChiaro wanted to recognize the property managers who have stepped up to provide a level of service and support to their residents that is commendable, especially under these difficult circumstances. Mr. DiChiaro also wanted to reiterate that he is extremely proud of his team.

Committee Chairman Orth thanked Mr. DiChiaro for the detailed presentation. He applauded the innovative ways staff has found to improve efficiencies and was excited to hear of the communication efforts with other New England HFAs.

Committee Chairman Orth noted that there are no defaults in the multifamily portfolio and wanted to know if borrowers are feeling any pain from the pandemic. Mr. DiChiaro said that there are a few concentrated numbers of residents, but with evictions forestalled, the number is low. Mr. DiChiaro stated that most of the property managers are aware of services available for residents from Housing HelpRI and other rental assistant options and they have done a fantastic job of referring the residents to these resources.

Christine Hunsinger, Assistant Deputy Director of External Affairs, Policy and Research, shared that Safe Harbor and Housing HelpRI are finally getting up to speed and they are seeing additional activity for the programs. Staff is working to contact more landlords to get their perspective. Ms. Hunsinger informed the Committee that a proposal is pending with the State of Rhode Island that would provide aid for those properties.

Committee Chairman Orth indicated that there isn't much information in the press and would appreciate more details when available.

Chairman Retsinas commented that it was a great presentation with remarkable changes implemented. He was especially pleased to hear of staff's interaction with other New England HFAs. Chairman Retsinas wanted to know if there is any information or benchmarking from the private sector. Mr. DiChiaro said there is some information but noted some problems, such as the data received is usually a few years old with no real time financial information from the market available.

Commissioner Barry also commented that the update was very thorough and commended staff on their hard work.

Eric Shorter, Director of Development, then gave a presentation on multifamily production. Mr. Shorter commenced by acknowledging and thanking the Development Division staff for their hard work, especially during this challenging period. Mr. Shorter said that with the onset of the COVID-19 virus, the Development Division faced unique challenges, but staff demonstrated the ability to be innovative and keep business operations running smoothly.

Mr. Shorter then touched on a few highlights. While the safety and health of the team was safeguarded through remote work, staff successfully closed transactions and navigated projects through the development life cycle during the pandemic. Staff has done an excellent job of closing transactions at a rate on par with or exceeding prior years. While the logistics involved with obtaining signatures and circulating final documents were a bit more involved, staff has stepped up to make sure production continued uninterrupted. The Design and Construction team has been able to keep the pipeline of projects moving through real state life cycle and more importantly was able to keep workers on site. There was no interruption of work on any of RIHousing funded projects. RIHousing was able to maintain construction workers on sites employed and safe during the pandemic.

Mr. Shorter then provided a summary of actions, policy and procedures, which allowed RIHousing to perform extremely well during the pandemic and keep operations running smoothly. Those actions include: working with the IT Department, creating enhanced digital infrastructure to support 80% of staff working from home; adopting staggered work schedules to allow staff time to perform in-person tasks without endangering workplace safety; developed COVID-19 affidavits and work plans for construction projects during pandemic crisis and ensured they were executed by partners prior to work being initiated; worked with the Facilities team to source and procure PPE and ensure all staff were kept safe throughout their site visits and inspections; developed a RIHousing Design & Construction COVID-19 work plan in order to work and complete standard inspections during the COVID-19 crisis; and continued to attend construction meetings virtually at standard intervals per contract requirements and project type (i.e. weekly, bi-weekly, or monthly).

Mr. Shorter recognized the Finance and Legal Departments for their cooperation and efficient turnaround time on financial and legal matters. Due to effective teamwork, very few matters fell through the cracks.

Additionally, Mr. Shorter noted the robust pipeline in place, which will provide a satisfactory number of affordable units for 2021. Mr. Shorter said that the Development Division will also be able to deploy workforce housing funds.

Committee Chairman Orth commended Mr. Shorter on the presentation and acknowledged the increased workload and productivity.

Chairman Retsinas also congratulated the team on the great work performed and asked Mr. Shorter what, if anything, he worries most about. Mr. Shorter responded that his major concern is staff burnout. Staff has stepped up admirably during this pandemic, running after hours and weekends to obtain signatures for closings and his concern is that they are starting to feel the pressure.

Ms. Ventura commented that staff is working extremely hard particularly as the pressure on Corporation to assist other state agencies is incredibly high. Along with work pressures, there's family matters of home education, loved ones in hospitals, etc. that compound the stress.

At this point in the meeting, at approximately 10:30 a.m., Ms. Ventura announced that Commissioner Tanner had to leave the meeting.

Committee Chairman Orth remarked that there are a lot of projects under construction, some for renovation of occupied units and wanted to know if staff has experienced any COVID-19 issues with renovating those premises. Mr. Shorter replied that three (3) projects were delayed due to COVID-19 issues. Those projects had difficulty locating suitable accommodations for the families. Tony A'Vant, Assistant Director of Development - Design and Construction, explained that it was a slight hiccup in plans as the renovations were expected to be completed relatively easily. Most developers were able to adjust, get COVID-19 plans in place and locate temporary lodgings.

Commissioner Barry announced that she needed to leave the call at approximately 10:33 a.m. and thanked Mr. Shorter and Mr. Comer and staff for the great work accomplished during these challenging times.

There were no votes taken regarding this item.

c. Pipeline Report

Eric Shorter announced that in the interest of time he would just mention that staff plans to build out the pipeline for the coming year and continue to provide much needed affordable housing units for Rhode Island.

Committee Chairman Orth respectfully requested that at the next Credit Committee meeting that staff provide an update on Lippitt Mill, Barbara Jordan II, workforce housing and the ARP program.

There were no votes taken regarding this item.

Adjournment

There being no further business to discuss, Committee Chairman Orth asked for a motion to adjourn the meeting. A motion was duly made by Chairman Retsinas and seconded by Committee Chairman Orth to adjourn the meeting.

Ms. Clement then conducted a roll call vote of the Commissioners in response to a motion for adjournment. The Commissioners voted as follows:

Commissioner Orth	Aye
Chairman Retsinas	Aye

The meeting was adjourned at 10:35 a.m.

In closing, Committee Chairman Orth thanked everyone for their time.

Respectfully submitted

Carol Ventura, Secretary and Executive
Director