

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE
HELD ON FEBRUARY 27, 2024

Pursuant to the call of the Committee Chair and notice duly given, the meeting of the Executive Committee of the Board of Commissioners of the Virginia Housing Development Authority (“Virginia Housing”) was held on February 27, 2024, at the offices of Virginia Housing, 601 South Belvidere Street, Richmond, Virginia.

COMMITTEE MEMBERS PRESENT:

Thomas A. Gibson, IV, Chair
Nathalia Artus, Vice Chair
David L. Richardson
William C. Shelton
Sarah B. Stedfast

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Janet C. Wigglesworth, Interim Chief Executive Officer
Fred W. Bryant, Chief Counsel
Tammy Neale, Chief of Programs
Hil Richardson, Chief Financial Officer
Steve Mintz, Deputy Chief Counsel
Tara Jenkins, Director of Executive Services

The meeting of the Executive Committee was called to order by Chair Gibson at approximately 12:35 PM on February 27, 2024. The members of the Committee listed above as being present at the meeting were present at that time and remained present throughout the meeting.

Chair Gibson announced that, per § 2.2-3712.B of the Virginia Code, the Executive Committee would conduct closed session interviews for the position of Chief Executive Officer in an in-person format within fifteen (15) days thereafter.

On a motion duly made and seconded, the minutes of the Committee meetings held on December 12, 2023, and the January 31 – February 12, 2024, were approved by the affirmative vote of the Commissioners noted above as present at the meeting.

The Committee reviewed and discussed the agenda for the Board Meeting.

A motion that the Executive Committee convene in closed session, in accordance with Section 2.2-3711.A.3 of the Code of Virginia, for discussion and consideration of the acquisition of lease of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of Virginia Housing and further that Ms. Wigglesworth, Ms. Neale, Mr. Bryant, Mr. Richardson, Mr. Mintz and Ms. Jenkins, who were deemed necessary to be present or would reasonably aid the Executive Committee in its

consideration of the aforesaid topic, be present during the closed session was duly made, seconded and approved by the affirmative vote of the Commissioners present.

Having completed the aforesaid discussion, the Committee reconvened in open session. At Mr. Bryant's request, each Commissioner certified, by roll call vote, that to the best of his or her knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting by the Commissioners.

A motion to recommend to the full Board that it authorize the Interim Chief Executive Officer and the permanent Chief Executive Officer, as the case may be, to enter into a contract to lease office and meeting space after consultation with the Chair and Vice Chair of the Board of Commissioners was duly made, seconded and approved by the affirmative vote of the Commissioners present.

There being no further business, the meeting was adjourned at approximately 1:05 PM on February 27, 2024.