

**MINUTES**  
**South Carolina Manufactured Housing Board**  
**Board Meeting**  
**March 3, 2020 at 10:00 a.m.**  
**VIA TELECONFERENCE**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Room 108, Columbia, South Carolina**

**Meeting Called to Order**

Randall A. Altman, Chairman called the meeting to order at 10:05 a.m. Other members attending the meeting included: Richard L. Bagwell, Dorothy W. Edwards, Wayne E. Iseman, Arthur M. Newton, David A. Randall.

Staff members present included: Molly Price, Administrator; Maggie Castle, Program Coordinator II; Crystal Varn, Program Assistant; Hardwick Stuart, Office of Advice Counsel; Todd Bond, Chief Investigator and Kyle Tennis, Office of Disciplinary Counsel.

Members of the public attending the meeting included: Con Eargle, South Carolina Manufactured Housing Academy; Mark Dillard and Shell Suber, Manufactured Housing Institute of South Carolina; and Huseby Court Reporting Agency.

**Statement of Public Notice**

Mr. Altman announced that public notice of this meeting was properly posted at the Synergy Business Park, Kingstree Building, and on the Agency's website, and provided to all requesting persons, organizations and news media in accordance with n compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**Approval of Agenda**

**MOTION**

A motion was made and seconded to approve the December 10, 2019, Agenda.  
Randall/Iseman/approved.

**Approval of Excused Absence**

**MOTION**

A motion was made and seconded to excuse the absence of Patrick Smith, W. Marion Moore and Adam Reese.  
Newton/Randall/approved.

**Approval of Meeting Minutes – December 10, 2019**

**MOTION**

A motion was made and seconded to approve the December 10, 2019 minutes as published.  
Bagwell/Newton/approved.

**Board Chairman's Remarks**

Mr. Altman thanked everyone for attending the meeting.

**Staff Reports**

a. Administrator's Report – Molly Price

Ms. Price presented the members with the Cash Balance Report, Number of Active Licensee Report and the Number of Applicants and Completed Inspections Report. The next Board meeting is scheduled for Tuesday, March 3, 2020.

b. Office of Investigations and Enforcement – Todd Bond

Mr. Bond announced that there were a total of 19 complaints this year. 24 active investigations and 20 closed cases.

Investigative Review Committee (IRC) Report – Todd Bond

Mr. Bond announced that the IRC met February 20, 2020. 9 cases are recommended for dismissal, 2 for formal complaints, 1 violation of Cease and Desist-ALC.

**MOTION**

A motion was made and seconded to accept the IRC Report as presented.  
Edwards/Randall/approved.

c. Office of Disciplinary Counsel Report – Kyle Tennis

Mr. Tennis reported that there are 8 open cases, 1 pending OIE review, 4 pending Attorney Review and 3 pending CA/MOA/VS.

**MOTION**

A motion was made and seconded to accept the ODC Report as presented.  
Newton/Iseman/approved.

**New Business**

a. Approval of South Carolina Manufactured Housing Academy Curriculum and Instructor.

The Board was presented with new curriculum for SC Manufactured Housing Training. The previous trainers, Con Eargle and Bruce Kelly are retiring and a new trainer and curriculum is required to continue the pre-licensing for mandatory training. The proposed course and curriculum will be under the direction of instructor Joanne Polston. She has been in the manufactured housing industry since 1995.

**MOTION**

A motion was made and seconded to accept the proposal for new manufactured housing training.  
Randall/Bagwell/approved.

**Election of Officers**

**MOTION**

A motion was made and seconded to name Al Randall as vice chairperson.  
Newton/Bagwell/approved.

**MOTION**

A motion was made and seconded to name Randall Altman as chairperson.  
Randall/Newton/approved.

**Public Comments**

NONE

**Adjournment**

**MOTION**

A motion was made and approved to adjourn today's meeting at 10:43 a.m.  
Iseman/Newton/approved