

MINUTES
South Carolina Manufactured Housing Board
Board Meeting
June 4, 2024 at 10:00 a.m.
Synergy Business Park, Kingstree Building
110 Centerview Drive, Columbia, SC

Call to Order

Chairman Randall A. Altman called the meeting to order at 10:00 a.m.

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 Section 30-4-80 of the South Carolina Freedom of Information Act.

Approval of Agenda

MOTION: Motion to approve the June 4, 2024, agenda.
Newton/Moore/approved

Introduction of Board Members

Board members in attendance were: Dorothy Edwards; Jefferson Howell; Richard Bagwell; Arthur Newton; Steve Graham; W. Marion Moore; Shannon Tanner, and Tony Massarelli.

Staff members in attendance were: Maggie Smith, Board Executive; Hardwick Stuart, Office of Advice Counsel; Maurice Smith, Office of Investigations and Enforcement (OIE); and Robert Elam, Office of Disciplinary Counsel (ODC).

The court reporter was Sean Cary with Creel Court Reporting, Inc.

Approval of Minutes

MOTION: Motion to approve the minutes from the March 5, 2024 board meeting.
Bagwell/Massarelli/approved

Board Chair's Remarks

Mr. Altman thanked everyone for attending the meeting. In addition, he recognized Shannon Tanner's last meeting as a member of the board, and thanked him for his years of service to the board and industry.

Staff Reports

Legislative Update – Holly Beeson

Ms. Beeson reported that the legislative session ended on May 9, 2024, and stated that there are currently no bills to her knowledge that would impact the board. She also explained that the Building Codes Council's updated regulations were approved and became effective on May 24, 2024. These updates include changes to the section of regulation that affect modular construction, and Ms. Beeson referred the board to staff for any questions regarding those changes.

Board Executive's Report – Maggie Smith

Ms. Smith presented the board with current licensure statistics, citing 879 total licensees as of May 29, 2024, and the board's cash report displaying a balance of \$313,974.23 as of April 30, 2024. Ms. Smith continued by presenting the board's PSI exam statistics for March 2 through May 29, 2024, against a comparison of the statistics from November 30, 2022 through May 30, 2024. She reported that the pass percentage for the retail dealer and contractor, repairer, and installer exams have increased by five percent since 2023, and that the pass percentage for the salesperson exam has dropped by approximately 3 percent since 2024. Ms. Smith stated that staff will continue to monitor the exam statistics and work with the industry to ensure that the exams are well written. She asked that any board members with concerns about the statistics reach out to her by email so that the concerns can be researched and addressed.

Ms. Smith updated the board on the status of license renewals, which opened on April 15, 2024. She reported that 100 of the 833 eligible licensees for renewal have renewed their licenses, and that those who have not renewed will continue to receive automatic email reminders, at intervals, until the end of the regular renewal period on June 20, 2024 and during the late renewal period that will end on December 31, 2024.

Ms. Smith concluded by informing the board of staff's intention to draft a summary of the regulation changes for the Building Codes Council and distribute it to the council's licensees and registrants, as well as the local building departments and any interested parties. This summary will also be posted to the council's website for the public's reference.

Office of Investigations and Enforcement (OIE) – Maurice Smith

OIE Report

Mr. Smith reported that from January 1, 2024, through June 4, 2024, 116 complaints were received by staff, with a total of 22 active investigations, 33 closed cases, and nine cases submitted to the board for approval via the Investigative Review Conference report. He added that any remaining cases are either under review by OIE staff or are with the Office of Disciplinary Counsel.

Investigative Review Conference (IRC) Report

Mr. Smith reported that the IRC met on May 23, 2024, with eight cases were recommended for dismissal and one case recommended for a formal complaint.

MOTION: Motion to approve the February 20, 2024, IRC Report as presented.

Bagwell/Moore/approved

Office of Disciplinary Counsel (ODC) – Robert Elam

Mr. Elam reported that there are currently eight open cases with ODC, with three pending hearings or agreements. He added that three cases have been closed since January 1, 2024.

At this time, Mr. Smith with OIE asked to be allowed to update the board on the status of retail dealer lot inspections, and the chairman agreed. He reported that the first lot inspection took place in May, and four additional investigators have been cross-trained to assist the two assigned manufactured housing investigators to complete this audit process. He and Ms. Smith confirmed that staff's goal is to take approximately two years to complete the first round of lot inspections, where half of the licensed retail dealer lots would be inspected each year. The intention is then

to move to completing one lot inspection per licensee, per year.

Approval of Excused Absences

MOTION: Motion to approve the absence of board member Adam Reese.
Graham/Newton/approved

Application Hearings

Temperance Reed DBA Factory Showcase Homes (MDL Initial Application)

The respondent was present and was not represented by counsel. A quorum of the board was present. All persons testifying were sworn in by the court reporter.

MOTION: Motion to go into executive session for legal advice.
Moore/Graham/approved

MOTION: Motion to come out of executive session.
Bagwell/Moore/approved

No votes were taken during executive session.

MOTION: Motion to approve the application based on the applicant's credit score and length of time in business as a licensed manufactured home installer.
Moore/Bagwell/approved

Triple A Mobile Home Set Up LLC (MIN Initial Application)

The respondent was present and was not represented by counsel. A quorum of the board was present. All persons testifying were sworn in by the court reporter.

MOTION: Motion to go into executive session for legal advice.
Newton/Moore/approved

MOTION: Motion to come out of executive session.
Edwards/Moore/approved

No votes were taken during executive session.

MOTION: Motion to approve the application.
Newton/Graham/approved

The chairman called for a three-minute comfort break.

Public Comments

Mark Dillard with the Manufactured Housing Institute of South Carolina informed the board that Ms. Smith would be presenting on behalf of the board at the association's annual convention on June 25, 2024, and thanked her for her time. He continued by explaining that the association continues to see retail dealers using unlicensed installers, and asked that dealers be encouraged to have any unlicensed installers pursue licensure with the board. The board asked staff to

investigate methods of getting the word out to the public about the need for licensed installers and contractors in the manufactured housing industry, to include options for those who don't speak English as a first language.

Adjournment

MOTION: To adjourn the meeting at 11:14 a.m.
Newton/Moore/approved

The next meeting is scheduled for September 3, 2024, at 10:00 a.m.