

**MINUTES**  
**South Carolina Manufactured Housing Board**  
**Board Meeting**  
**December 3, 2024 at 10:00 a.m.**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Columbia, SC**  
**Via Video/Teleconference**

**Call to Order**

Chairman Randall A. Altman called the meeting to order at 10:13 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:** Mr. Bagwell made a motion to approve the December 3, 2024, agenda.  
Mr. Graham seconded the motion, which was approved unanimously.

**Introduction of Board Members**

Board members in attendance were: Jefferson Howell; Dorothy Edwards; Steve Graham; W. Marion Moore; Richard Bagwell; Adam Reese, and Tony Massarelli.

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

**Approval of Excused Absences**

All board members were in attendance.

**Approval of Meeting Minutes**

**MOTION:** Ms. Edwards made a motion to approve the minutes for the September 3, 2024 board meeting. Mr. Massarelli seconded the motion, which was approved unanimously.

**Board Chairman's Remarks**

Mr. Altman thanked Board member Jefferson Howell for his service to the Board, and wished him well. Mr. Howell stepped down after serving the Board from October 1, 2020 to September 3, 2024.

**Staff Reports**

**Board Executive's Report – Maggie Smith**

Ms. Smith presented the Board with current licensure statistics, citing 937 total licensees as of November 25, 2024. The Board's cash report displays a balance of \$347,213.19 as of October 31, 2024. Ms. Smith presented the PSI exam statistics, which included pass/fail rates for each exam

type, followed by survey results from the examinees, so that the Board could see how the exams are performing.

Ms. Smith updated the Board on the status of license renewals, which closed on June 30, 2024. She reported that 711 of the 937 eligible licensees for renewal have renewed their licenses as of November 30<sup>th</sup>, 2024. Licensees who have not yet renewed have until December 31, 2024 to complete the license renewal, with a late fee.

**Office of Investigations and Enforcement (OIE) – Maurice Smith  
OIE Report**

Mr. Smith reported that from January 1, 2024, through November 27, 2024, 196 complaints were received by staff. This year, OIE has a total of 25 active investigations, 138 closed cases, 13 cases pending further information, and 19 cases were submitted to the Board with recommendations for approval via the Investigative Review Conference (IRC) report. Mr. Smith noted that any remaining cases are either under review by the OIE staff or are with the Office of Disciplinary Counsel (ODC).

**Investigative Review Conference (IRC) Report**

Mr. Smith advised that the IRC met on November 27, 2024 and their recommendations are reflected in the IRC report for the Board’s consideration and approval. The IRC recommended 18 cases for dismissal and 1 case for a letter of caution.

**MOTION:** Mr. Bagwell made a motion to approve the recommendations reflected in the November 27, 2024, IRC Report, as presented. Mr. Newton seconded the motion, which passed unanimously.

**Office of Disciplinary Counsel (ODC) – Robert Elam**

Mr. Elam reported that ODC currently has five open cases and to date, seven closed cases.

**Public Comments**

There were no public comments.

**Adjournment**

**MOTION:** Mr. Bagwell moved to adjourn the meeting at 10:28 a.m. Mr. Graham seconded the motion, which passed unanimously.

The next meeting is scheduled for March 4, 2025, at 10:00 a.m.