

MINUTES
South Carolina Manufactured Housing Board
Board Meeting
September 2, 2025 at 10:00 a.m.
Synergy Business Park, Kingstree Building
110 Centerview Drive, Columbia, SC

Call to Order

Chairman Randall Altman, called the meeting to order at 10:07 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. Moore made a motion to approve the agenda with the removal of item 10, to be continued. Mr. Graham seconded the motion, which was approved unanimously.

Introduction of Board Members

Board members in attendance were Randall Altman, Arthur Newton, Steve Graham, W. Marion Moore, Dorothy Edwards and Tony Massarelli.

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

Approval of Excused Absences

MOTION: Mr. Graham made a motion to approve the absence of W. Matthew Bullard, R. Bryan Gaines, Adam Reese, and Richard Bagwell. Ms. Edwards seconded the motion, which was approved unanimously.

Approval of Meeting Minutes

MOTION: Ms. Edwards made a motion to approve the minutes for the June 3, 2025 Board meeting. Mr. Newton seconded the motion, which was approved unanimously.

Board Chairman's Remarks

Mr. Altman noted that it was good to see everyone, and he was glad they had arrived safely.

Staff Reports

Board Executive's Report – Maggie Smith

Ms. Smith presented the Board with current licensure statistics, citing 942 total licenses as of August 27, 2025; and the Board's cash report, noting a balance of \$413,660.19 as of July 31, 2025. Ms. Smith also provided PSI exam statistics, which included pass/fail rates for each exam type, followed by survey results from the examinees.

Office of Investigations and Enforcement (OIE) – Maurice Smith

OIE Report

Mr. Smith reported that from January 1, 2025 to August 28, 2025, 96 complaints were received by staff. Currently, OIE has 14 active investigations, and has closed 62 cases, with 14 active cases, 11 cases pending further information, and nine pending board action. Mr. Smith noted that OIE is presenting 12 cases to the Board with recommendations from the Investigative Review Conference (IRC), and 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 August 21, 2025, and their recommendations are reflected in the IRC report for the Board's consideration and approval. The IRC recommended 12 cases for dismissal.

MOTION: Mr. Moore made a motion to approve the recommendations reflected in the August 21, 2025 IRC Report, as presented. Mr. Graham seconded the motion, which was approved unanimously.

Office of Disciplinary Counsel (ODC) – Robert Elam

Mr. Elam reported that ODC currently has 11 open cases, with two cases pending hearings and five cases closed since the beginning of the year. He noted at this time that he is also expecting one case to be remanded back to the Board.

MOTION: Mr. Newton made a motion to go into executive session for legal advice. Mr. Graham seconded the motion, which was approved unanimously.

MOTION: Mr. Graham made a motion to come out of executive session. Mr. Moore seconded the motion, which was approved unanimously.

It is noted for the record that no votes were taken during executive session.

Application Hearing

a. Rich Wong – Manufactured Home Retail Dealer Application

The applicant was present and not represented by an Attorney. A quorum of the Board was present. All persons testifying were sworn in by the court reporter.

MOTION: Mr. Altman made a motion to go into closed session. Mr. Newton seconded the motion, which was approved unanimously.

MOTION: Mr. Moore made a motion to go into executive session for legal advice with staff remaining. Ms. Edwards seconded the motion, which was approved unanimously.

MOTION: Mr. Graham made a motion to come out of executive session. Mr. Newton seconded the motion, which was approved unanimously.

MOTION: Ms. Edwards made a motion to come out of closed session. Mr. Graham seconded

the motion, which was approved unanimously.

It is noted for the record that no votes were taken during executive session.

MOTION: Mr. Moore made a motion to grant Mr. Wong his license. Mr. Graham seconded the motion, which was approved unanimously.

Old Business

Appointment of Hearing Officer(s) pursuant to §40-29-30 and §40-29-60

Ms. Smith announced that another volunteer has offered to serve as a hearing officer, Mr. Ernest Lee. She presented a summary of his licensure history with the Board, and reminded the members of the criteria set by them for hearing officers. Ms. Smith confirmed that, to the best of her knowledge, Mr. Lee meets the criteria set by the Board to act as a hearing officer.

MOTION: Mr. Newton made a motion to accept Mr. Lee as a hearing officer. Mr. Moore seconded the motion, which was approved unanimously.

Public Comments

Mark Dillard, with the Manufactured Housing Institute of South Carolina (MHISC), spoke to the positive reputation of Mr. Lee and thanked the Board for appointing him as a hearing officer. He also announced that the Annual Convention will take place on December 3rd, and offered to waive the registration fee for board members.

Adjournment

MOTION: Mr. Moore made a motion to adjourn the meeting at 11:19 am. Mr. Newton seconded the motion, which was approved unanimously.

The next meeting is scheduled for December 2, 2025, at 10:00 a.m.