

**MINUTES**  
**South Carolina Manufactured Housing Board**  
**Board Meeting**  
**December 5, 2023 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 10:10 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.

**Introduction of Board Members**

Mr. Altman welcomed everyone.

Board members in attendance: Dorothy Edwards; Richard Bagwell; Steve Graham; W. Marion Moore; Tony Massarelli; and Arthur Newton.

Staff members in attendance were: Molly Price, Program Director; Hardwick Stuart, Office of Advice Counsel; Maurice Smith, Office of Investigations and Enforcement; Robert Elam, Office of Disciplinary Counsel; and Teresa Martin, Administrator Coordinator I.

The court reporter was Katherine Boone with Creel Court Reporting, Inc.

**Approval of Agenda**

**MOTION:** Motion to approve the December 5, 2023 agenda removing the Disciplinary Hearings.  
Edwards/Graham/approved

**Approval of Excused Absences**

**MOTION:** Motion to approve Mr. Howell and Ms. Tanner from the meeting. It is noted for the record that Mr. Reese was a no-show.  
Edwards/Graham/approved

**Approval of Minutes**

**MOTION:** Motion to approve the minutes from the September 5, 2023 Board Meeting.  
Bagwell/Newton/approved

**Board Chair's Remarks**

Mr. Altman thanked everyone for attending.

**Staff Reports**

**Board Executive's Report- Molly Price**

Ms. Price provided licensure statistics to the Board and reviewed the cash report.

She also introduced Tony Massarelli as a new member to the Board, and Dante Smith as the new Administrative Assistant for Building Codes Council and Manufacturing Housing Board.

Lastly, Ms. Price notified the Board that license renewals will open in April of this year.

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

**OIE Report**

Mr. Smith reported that from January 1, 2023, through December 5, 2023, there have been 105 total complaints, with 7 active investigations and 51 cases closed.

**Investigative Review Conference (IRC) Report – Maurice Smith**

Mr. Smith reported that the IRC met on December 5, 2023. 12 cases were recommended for dismissal, 2 for formal complaint, and 1 for a citation.

**MOTION:** Motion to approve the December 5, 2023 IRC Report as presented.  
Bagwell/Moore/approved

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

Mr. Elam reported that, as of November 16, 2023, there are 8 open cases with 4 pending hearings, and 16 cases closed.

**Disciplinary Hearing**

**Case No. 2021-2; 2022-38 and 2022-67; 2022-94**

Hearings were rescheduled to a later date.

**New Business**

**a. Surety Bond Claims**

**MOTION:** Motion to go into executive session  
Bagwell/Graham/approved

**MOTION:** Motion to come out of executive session  
Newton/Bagwell/Approved

**MOTION:** No Motion taken at this time

**b. Designation to Board Executive to Approve “yes” Answers**

**MOTION:** If an applicant has prior administrative sanctions, but has a license or registration currently in good standing with this state or another, and submits a completed application with all supporting documentation, the Board Executive may review and issue a license or registration provided that the applicant has fulfilled all conditions for the administrative sanction. Where an applicant submits a complete application with supporting documentation and has a criminal history, the Board Executive may review and issue a license or registration provided that the applicant has not been convicted of or pled guilty or nolo contendere to a felony within the last ten (10) years. A misdemeanor, regardless of the age of the

conviction or plea, may be reviewed and the license or registration issued by the Board Executive. However, if the misdemeanor conviction or plea is within the last ten (10) years and related to a crime of sex, violence, drugs, or any crime related to the industry, a Board hearing must take place. If the Board Executive is not comfortable issuing the license or registration at staff level because of the extent or nature of the applicant's criminal history, the Board Executive reserves the right to bring the application to the Board for a hearing.  
Moore/Graham/approved

**Public Comments**

Mr. Mark Dillard provided the Board with an update on the Manufactured Housing Institute of South Carolina's progress regarding recommendations for statutory updates.

**Adjournment**

**MOTION:** To adjourn the meeting at 12:30 p.m.  
Moore/Bagwell/approved

The next meeting is scheduled for June 4, at 10:00 a.m. Synergy Business Park, Kingstree Building, Upstate Meeting Room.