

MINUTES
South Carolina Manufactured Housing Board
Board Meeting
March 4, 2025 at 10:00 a.m.
Synergy Business Park, Kingstree Building
110 Centerview Drive, Columbia, SC

Call to Order

Vice Chairman Richard Bagwell, filling in for Chairman Randall Altman, called the meeting to order at 10:07 a.m.

Statement of Public Notice

Mr. Bagwell 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

Mr. Bagwell requested that, in Chairman Altman's absence, agenda item 11 be removed as a part of the agenda's approval.

MOTION: Mr. Moore made a motion to amend the agenda to remove item 11 on the March 4, 2025, agenda. Mr. Graham seconded the motion, which was approved unanimously.

Introduction of Board Members

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

Staff members in attendance were: Maggie Smith, Board Executive; Teresa Martin, Administrative Coordinator; Carolyn Sutherland, 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. Massarelli made a motion to approve the absence of Randall Altman due to illness. Mr. Moore seconded the motion, which was approved unanimously.

It is noted for the record that Adam Reese was not excused from the meeting.

Approval of Meeting Minutes

MOTION: Mr. Newton made a motion to approve the minutes for the December 3, 2024, Board meeting. Mr. Graham seconded the motion, which was approved unanimously.

Board Chairman's Remarks

Mr. Bagwell noted Chairman Altman's absence and thanked everyone for attending.

Staff Reports

Legislative Update – Maggie Smith

Ms. Smith provided a brief description and status of the following bills for the Board's knowledge.

- SB4 – Local Government Planning
- SB116 – Multi-Family Dwellings
- HB3021/SB254 – Small Business Regulatory Freedom Act
- HB3193 – Trump Criminal Background Records Check Ban Act
- HB3211 – Occupational and Professional Licensing
- HB3215 – Local Government Permit Application Reviews
- HB3232 – Residential Rental Property
- HB3861 – Short-term Rentals

Board Executive's Report – Maggie Smith

Ms. Smith presented the Board with current licensure statistics, citing 898 total licenses as of February 27, 2025, and the Board's cash report, noting a balance of \$419,513.91 as of January 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, through February 28, 2025, 16 complaints were received by staff. Currently, OIE has two active investigations, and has closed 11 cases, with two cases pending further information. OIE is presenting 11 cases to the Board with recommendations from the Investigative Review Conference (IRC). 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 February 20, 2025 and their recommendations are reflected in the IRC report for the Board's consideration and approval. The IRC recommended 10 cases for dismissal and one case for a formal complaint.

MOTION: Mr. Moore made a motion to approve the recommendations reflected in the February 20, 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 eight open cases and three cases pending hearings or agreements.

Disciplinary Hearings

Case No. 2023-100

The respondent 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. Moore made a motion to go into executive session for legal advice. Mr. Graham seconded the motion, which was approved unanimously.

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

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

No votes were taken during executive session.

MOTION: Mr. Moore made a motion to deny the request to reopen the matter, and the original order stands. Mr. Newton seconded the motion, which was approved unanimously.

New Business

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

Ms. Smith referenced S.C. Code of Laws Sections 40-29-30 and 40-29-60, which discuss the appointment of hearing officers that can hear administrative citation cases on behalf of the Board, and provide a recommendation for the disposition of such cases to the Board at a regularly scheduled meeting. Ms. Smith explained what cases are considered “administrative citations cases” with the Office of Investigations and Enforcement, and the benefit to the Board of having these types of cases heard outside of a full Board meeting.

Ms. Smith asked the Board to take the time between this and the next scheduled meeting to recommend candidates for hearing officers. At this time, Ms. Smith also asked the Board to set criteria for the vetting of presented candidates.

MOTION: Mr. Graham made a motion to go into executive session for legal advice, with the Board Executive remaining to answer questions. Mr. Moore seconded the motion, which carried unanimously.

MOTION: Mr. Moore made a motion to come out of executive session. Mr. Newton seconded the motion, which carried unanimously.

Mr. Bagwell addressed the representatives present from the Manufactured Housing Institute of South Carolina (MHISC), Mark Dillard and Shell Suber, and asked for their assistance in nominating candidates to serve as hearing officers for the Board.

MOTION: Mr. Massarelli made a motion for the criteria for hearing officer candidates: that the candidate must be in good standing, with no prior formal board orders, and an active

license for at least five years. Mr. Moore seconded the motion, which was approved unanimously.

Public Comments

Mark Dillard, with the MHISC, commented that he is proud to be an American”.

Adjournment

MOTION: Mr. Moore made a motion to adjourn the meeting at 1:48 p.m. Mr. Newton seconded the motion, which was approved unanimously.

The next meeting is scheduled for June 3, 2025, at 10:00 a.m.