

**SOUTH CAROLINA MANUFACTURED HOUSING BOARD**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Kingstree Building, Room 107**  
**Columbia, South Carolina 29210**

**TASK FORCE COMMITTEE MEETING**

**Minutes**

**Tuesday, August 19, 2014**

**10:00 A.M.**

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*Public Notice of this meeting was properly posted at the Manufactured Housing Board office, Synergy Business Park, Kingstree Building, and provided to all requesting persons, organizations, and news media in compliance with §30-4-80 of the South Carolina Freedom of Information Act.*

**Welcome and Call to Order:**

Subcommittee Chairman Newton called the Task Force Committee meeting of the South Carolina Manufactured Housing Board to order at 10:30 A.M. Other Board members present for the meeting included: Richard Bagwell.

Staff members participating in the special meeting included: Roger Lowe, Administrator, Kim Long, Administrative Assistant, and Jill Vickers, Court Reporter.

Others present participating in the meeting included: Mark Dillard and Ed Schafer, Manufactured Housing Institute of South Carolina; Con Eargle and Bruce Kelly, South Carolina Manufactured Housing Academy; John Howard, Jr., and Tony Massarelli.

**PSI Examination:**

Subcommittee Chairman Newton stated that the purpose of the Subcommittee meeting was to discuss updating the PSI examination and determining the accuracy of the current study guide. Mr. Roger Lowe, Administrator, went over the pass/fail rate for January, 2013 – August 15, 2014 and PSI exam procedures. The overall pass rate for that time period was 59.87% and a fail rate of 41.3%. These numbers fall in line with other licensing boards governed by LLR. Those failing the exam can request to view the questions missed and can challenge questions. The group discussed the difficulty and relevancy of installation questions on the Salesman exam. Neither the Board nor LLR staff can dictate the questions on the test.

**Suggestions:**

- Mr. Bagwell suggested everyone present come up with general issues that need to be changed or added to the current examination and send list of issues to Mr. Lowe. Mr. Lowe will address the suggested changes with his contact at PSI, Inc. The technical portion of the exam comes from NASCLA (National Association of State Contractors Licensing Agencies) and cannot be changed without consensus from participatory states. An update will be provided at the December, 2014 Manufactured Housing Board meeting.

**Authorized Official:**

Staff has expressed concern regarding the qualifications of an Authorized Official. Currently, Authorized Officials are required to submit a criminal background check, but are not asked about disciplinary action taken against them by the Board. The committee discussed options for changing requirements for Authorized Officials and whether it could be done in Regulations or have to go through the Statutes.

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**Suggestions:**

- The consensus of the committee was to require Authorized Officials to be licensed with LLR by passing the Salesman exam and answering application questions that would include information about disciplinary action by the Board.
- Mr. Lowe will seek the opinion of advice counsel to determine if this will require a statutory change.
- Mr. Dillard suggested that Mr. Lowe also clarify with advice counsel if an Authorized Official is required in all dealerships.

**Adjournment:** Mr. Newton adjourned the meeting at 11:50 A.M.

*(This proceeding was recorded by a court reporter in order to produce a verbatim transcript if requested in accordance with the law.)*