

HOUSING AUTHORITY OF THE CITY OF CHARLESTON
550 MEETING STREET
CHARLESTON, SC 29403
MINUTES OF REGULAR BOARD MEETING
March 24, 2025

The Board of Commissioners of the Housing Authority of the City of Charleston met for a Regular Board Meeting on Monday, the 24th of March, 2025. Mr. Herb Partlow, Chairman, called the meeting to order at 5:30pm and the following were in attendance:

PRESENT

Mr. Herb Partlow, Chairman
Ms. Sharon Wigfall, Vice Chair
Ms. Carol Jackson
Ms. Kathy Nelson
Ms. Garcia Williams
Mr. Gregory Voigt
Mr. Nick Schumacher

The following were also present: Mr. Arthur S. Milligan, Jr., President and CEO; Mr. Alex McFarlane, Chief Operating Officer; Ms. Aris Ferguson, General Counsel; Mr. Brad Walbeck, Chief Human Resources Officer; Mr. Pete Sherman, Director of Development; Mr. Jeremy Erling, Chief Financial Officer; Ms. Priscilla Waring, Procurement and Contracts Manager; Mr. Vernon Graham, Security and Public Information Officer; Mr. Xavier Hampton, Public Relations & Social Media Manager; Ms. Diana Hendrix, Organization Training Director; Mr. Francis Smith, Director of Facilities/RAD Development; Ms. Susan Chambers, Inventory Manager; Ms. Rosemary Jenkins, Housing Services Assistant Manager; Ms. Tammy Davender-Davis, Property Manager, AMP 20; Ms. Khala Simmons, Property Manager, AMP 30; Ms. LaQuaintez Gadson, Assistant Property Manager AMP 30; Ms. Gloria Martin, Property Manager AMP 40; Ms. Chantel Stewart, Assistant Property Manager AMP 40; Ms. Rayda Dupree-Scott, Enston Home Property Manager; Ms. Adrienne Riley, Relocation/RAD Coordinator; Ms. Patricia Stewart, RAD; Ms. Cordelia Davis, Quality Control Manager; Ms. Tracy Lucas, ROSS Coordinator AMP 40; Don Cameron, former President & CEO; Jordan Jones, Integral; and Mary Sue Staples Johnson, resident at Grace Homes.

The Chairman moved to Communications and noted that there were none. But Chairman Partlow did acknowledge Mr. Don Cameron, our previous CEO of 40+ years.

The Chair moved to approve the minutes from the Regular Board Meeting held on February 24, 2025. There being no corrections or additions, Ms. Carol Jackson made a motion to approve the minutes from the February 24th meeting, which was seconded by Ms. Garcia Williams. Following no further discussion, the Chairman called for a vote, and the motion passed unanimously.

The Chairman moved to the Election of Officers, noting that two positions were open for re-election due to the Mayor's decision not to reappoint Mr. Herb Partlow and Ms. Sharon Wigfall. Commissioner Carol Jackson made a motion to defer the election until the next meeting in April, when two new members are expected to be appointed by City Council. She further suggested that, in the interim, the current Chairman and Vice Chairman continue to serve in their roles for any executive responsibilities, in accordance with the bylaws. After some discussion highlighting

the value of experienced board members participating in the election process, the motion failed due to the lack of a second.

Chairman Partlow reopened the floor for the Election of Officers. Ms. Garcia Williams nominated Mr. Greg Voigt for the position of Board Chairman. With no further nominations, Mr. Voigt was unanimously elected as Board Chairman. Nominations were then opened for the position of Vice Chair. Ms. Sharon Wigfall nominated Ms. Garcia Williams. With no additional nominations, Ms. Williams was unanimously elected as Board Vice Chair. Both positions will become effective in April 2025. This concluded the election of officers for the session.

The Chairman proceeded to Internal Reports and invited President and CEO Mr. Arthur Milligan to provide updates. Mr. Milligan reported that several members of the Executive Staff attended the Charleston City Council meeting on February 25, 2025, in support of Bloomberg & Associates—consultants to the City—who presented their findings on affordable housing needs. The Housing Authority had participated in multiple meetings to share its experience with affordable housing in the City of Charleston. Mr. Milligan also noted that the team is working to accelerate progress on the 275 Huger Street project, emphasizing a commitment to timely development. He further announced the renewal of the Authority's contract with TRIO Solutions for another year. Additionally, Mr. Milligan met with City of Charleston staff to discuss upcoming development projects. He concluded his report by sharing that he and Mr. Pete Sherman attended a WEH retreat/meeting at Williams Terrace to plan upcoming events for the WEH program.

With no further questions regarding Mr. Milligan's report, the Chairman noted that Mr. Gabe Bluestein, Chief Information Officer, was not present. A short demonstration of the updated website was shown by Xavier Hampton. The 'Tenant Portal', 'Landlord Portal', and 'Applicant Portal' are clearly noted buttons. A 'Commissioners' tab has been added in the 'About Us' section. An 'Our Staff' tab has also been added to the 'About Us' section, to include the Executive Staff and Property Managers. There are plans for further updates to the website to improve user-friendliness and transparency for tenants, including a more video-based approach. Chairman Partlow then inquired if there were any questions pertaining to Mr. Bluestein's submitted report. Hearing none, Ms. Aris Ferguson stepped forward to recognize the Chairman and Vice Chair, expressing appreciation for their leadership and dedication to the mission of the Housing Authority. She presented each of them with formal resolutions honoring their service and commitment.

Chairman Partlow noted an earlier oversight in not addressing the Board's subcommittees after the election of officers. He stated that there are currently three subcommittees: Public Relations, Finance, and the newly established Community Outreach Committee. Commissioner Jackson serves as Chair of the Community Outreach Committee, with Commissioners Williams and Nelson as members; no changes were proposed for this committee. Chairman Partlow noted that he had previously served on the Public Relations Committee and recommended that Commissioner Jackson be appointed as his replacement. Commissioner Jackson expressed a preference to serve on the Finance Committee but indicated her willingness to accept the Public Relations appointment if a position on the Finance Committee was not available. Chairman Partlow then recommended that Commissioners Voigt and Williams be appointed to fill the Finance Committee seats previously held by himself and Commissioner Wigfall. Commissioner Williams declined the appointment and suggested that Commissioner Jackson be considered for the Finance Committee. Commissioners Voigt and Jackson accepted the Finance Committee appointments. Commissioner Voigt also noted that subcommittee assignments should remain flexible and subject to change as needed. While current expertise among board members is

valuable and will continue to guide the work of these committees, the structure and necessity of each subcommittee may be revisited in the future.

Mr. Alex McFarlane reported that the Outstanding Tenant Account Receivables (TARs) for February 2025 exceeded \$128,000. He explained that, based on data from October onward, a significant portion of the arrears resulted from tenants not receiving their billing statements. Staff have begun to educate residents that rent remains due regardless of whether a billing statement is received. Mr. McFarlane discussed the potential reinstatement of tenant education initiatives that were in place prior to the COVID-19 pandemic. These included providing access to computers and offering classes or training sessions at each property management office to support tenant understanding of rent responsibilities and payment processes. Additionally, the *Pay Near Me* program, which allows residents to make cash rent payments at participating local retailers such as 7-Eleven, Walgreens, and CVS was announced. While this program addresses the needs of tenants uncomfortable with online payments, there is concern over the \$3.99 processing fee charged per transaction. The Chairman inquired about the more than \$40,000 in change orders reflected in the Kiawah Homes Capital Fund Board Report. Mr. McFarlane clarified that the total included multiple retrofits and inspections that were necessary and incorporated into the project scope through change orders. The Chairman also commended the team for their efforts, noting a significant decrease in the number of Outstanding Resident Requests Work Orders. With no further questions regarding Mr. McFarlane's report, the Chairman invited Ms. Aris Ferguson to provide her update.

Ms. Ferguson stated that the only item she wished to add to her report was additional context regarding the Morrison Station Amendment. She explained that the original development plan was created without including an additional parcel from Meeting Street Manor. Subsequently, Integral approached us to inquire about the possibility of developing that parcel. An amendment to the development plan is now under consideration, which includes the addition of this parcel to enhance the overall site layout and increase the total unit count. Integral is still finalizing the details, and the cost they will pay is contingent upon the final number of units approved. As of now, the project is targeting approximately 1,200 units. Ms. Ferguson also noted that Mr. Jordan Jones, representing Integral, was present at the meeting. With no further questions on Ms. Ferguson's report, the Chairman called for Mr. Peter Sherman's update.

Mr. Sherman provided an update 275 Huger Street. On March 7, 2025, Ward Mungo, Davis Architecture, and Bo Smith (Super Sub) presented the revised Conceptual Drawings to Staff and Nick Schumacher. The goal of the meeting was to ensure alignment on the updated design while maintaining project feasibility. Matt Davis will incorporate the feedback from staff and Mr. Schumacher into future iterations, including adding brick to the building exterior and using more prominent materials along Huger Street. The overall consensus was that the revised design better reflects the architectural character of Charleston, aligning with what is traditionally seen in the area. Moving forward, priority will be placed on finalizing the design and preparing for the upcoming BAR submission on April 9, 2025. Ray Nix and Ward Mungo will try and be at the next Board Meeting. A request was made for a firm update on cost contingencies at the next meeting to ensure clarity in financial planning. Clarification was also requested regarding an allowance included in the developer's cost for 275 Huger Street. With no further questions regarding the Development Report, Chairman Partlow thanked Mr. Sherman for his update and invited Mr. Jeremy Erling to provide his report.

Mr. Erling began his report by addressing the substantial net loss reported for the Central Office Cost Center. He noted that updated allocation calculations have brought current figures more in line with the budget. Regarding AMP 40, Mr. Erling explained that the net operating loss of

\$41,208.00 is due in part to the pending approval and release of 2025 capital funds by HUD, which include an operational component. With no further questions regarding Mr. Erling's report, the Chairman invited Mr. Brad Walbeck to provide his update.

Mr. Walbeck reported that there were only two employee separations last month, both of which have been classified as terminations. He also shared an update on an ongoing project to streamline the new hire process. In collaboration with Mr. Bluestein's team, a new template has been developed that allows employee information—such as name, address, Social Security number, and date of birth—to be entered once and automatically populated across all required onboarding documents, significantly reducing redundancy and improving efficiency. With no further questions, Chairman Partlow requested a motion to approve the Internal Reports.

Ms. Carol Jackson made a motion to approve the Internal Reports as submitted, which was seconded by Mr. Nick Schumacher. Following no additional inquiries, the Chairman called for a vote, and the motion passed unanimously.

NEW BUSINESS

Resolution #5161, Approval of Tenant Accounts Receivable Write-Off

Mr. Alex McFarlane presented Resolution #5161, which seeks approval for the write-off of Tenant Accounts Receivable in the amount of \$46,292.02. Mr. Alex McFarlane stated that this amount was due mainly to unreported income and non-payment of rent. The new HUD regulation requires a 30-day notice for non-payment of rent, which is an increase from the previous 14-day notice requirement, significantly delaying the eviction process. Mr. Gregory Voigt recommended that the team further investigate the reasons behind the financial increases to provide more than just theoretical explanations. Ms. Carol Jackson moved to approve the resolution, and Mr. Nick Schumacher seconded the motion. With no further questions, the Chair called for a vote, which resulted in unanimous approval.

Resolution #5162 & 5163, Recognition of Chairman Herb Partlow and Vice Chair Sharon Wigfall on their years of service, leadership, and dedication to the Housing Authority of the City of Charleston

These resolutions have already been approved and presented.

Resolution #5164, Approval of Interior Painting, Repairs and Flooring at 75 Popular Street

Ms. Priscilla Waring presented Resolution #5164, regarding the approval of Interior Painting, Repairs and Flooring at 75 Popular Street, Job number- 250303. Rahman's Painting and Repairs Company is the lowest responsive and responsible bidder, with a base bid of \$195,650.00. The contractor's credentials were verified and meets CHA requirements. CHA has worked with this contractor on projects with similar scope and cost and has been satisfied with their performance. Mr. Greg Voigt moved for approval of Resolution #5164, and Ms. Kathy Nelson seconded the motion. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

Resolution #5165, Approval of Interior Painting, Repairs and Flooring at 20 Ashton Street

Ms. Priscilla Waring presented Resolution #5165, regarding the approval of Interior Painting, Repairs and Flooring at 20 Ashton Street, Job number- 250302. Rahman's Painting and Repairs Company is the lowest responsive and responsible bidder, with a base bid of \$282,171.00. The contractor's credentials were verified and meets CHA requirements. CHA has worked with this

contractor on projects with similar scope and cost and has been satisfied with their performance. Ms. Carol Jackson moved for approval of Resolution #5165, and Ms. Kathy Nelson seconded the motion. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

Resolution #5166, Approval of Interior Painting, Repairs and Flooring at 25 Mary Street

Ms. Priscilla Waring presented Resolution #5166, regarding the approval of Interior Painting, Repairs and Flooring at 25 Mary Street, Job number- 250301. Rahman's Painting and Repairs Company is the lowest responsive and responsible bidder, with a base bid of \$151,256.00 The contractor's credentials were verified and meets CHA requirements. CHA has worked with this contractor on projects with similar scope and cost and has been satisfied with their performance. Mr. Nick Schumacher moved for approval of Resolution #5166, and Ms. Sharon Wigfall seconded the motion. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

Resolution #5167, Approval of Amendment to Morrison Station Master Development Agreement

Ms. Aris Ferguson presented Resolution #5167, seeking approval of an amendment to the Morrison Station Master Development Agreement. The amendment modifies the specific parcels of land on which Integral will develop Morrison Station. As a result, the unit count will increase, and the final phasing of the project will be determined as development progresses. Ms. Sharon Wigfall moved for approval of Resolution #5167, and Ms. Carol Jackson seconded the motion. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

CITIZEN'S PARTICIPATION PERIOD

The Chairman moved to the Citizen's Participation Period. Ms. Mary Sue Staples Johnson, a resident of Grace Homes, addressed the Board regarding the construction of a boutique hotel at 510 Meeting Street. She expressed concern that the new development would completely obstruct the view of Meeting Street from Grace Homes. Commissioner Jackson responded that the property owner would be required to undergo extensive permitting processes, particularly site permitting. It was noted that the City often requires developers to provide access to adjacent properties. Such projects often create opportunities for neighboring parties to engage in negotiations. The Board expressed support for promoting those conversations to benefit Grace Homes to the greatest extent possible.

Being no further business to come before the Board, the Chairman adjourned the Regular Board Meeting of February 29th, 2025 at 8:03pm.