

HOUSING AUTHORITY OF THE CITY OF CHARLESTON
550 MEETING STREET
CHARLESTON, SC 29403
MINUTES OF SPECIAL BOARD MEETING
MAY 19, 2025

The Board of Commissioners of the Housing Authority of the City of Charleston met for a Special Board Meeting on Monday, the 19th of May 2025. Mr. Gregory Voigt, Chairman, called the meeting to order at 5:30pm and the following were in attendance:

PRESENT

Mr. Gregory Voigt, Chairman
Ms. Garcia Williams, Vice Chair
Ms. Carol Jackson
Ms. Kathy Nelson
Mr. William "Bill" Hecht

NOT PRESENT

Mr. Alvin Johnson
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; Mr. Gabriel Bluestein, Chief Information Officer; Mr. Francis Smith, Director of Facilities & RAD; Ms. Priscilla Waring, Procurement and Contracts Manager; Mr. Vernon Graham, Security and Public Information Officer; Mr. Xavier Hampton, Public Relations & Social Media Manager; Ms. Susan Chambers, Inventory Manager; Ms. Calix Stewart, Manager of Housing Services; Mr. Francis Smith, Director of Facilities/RAD Development; Ms. Tammy Davender-Davis, Property Manager, AMP 20; Ms. Khala Simmons, Property Manager, AMP 30; Ms. Kathy Simmons, Executive Assistant and Recorder; Ms. Camryn Williams, Executive Legal Assistant; Ms. Jessica Munday, TRIO; and Jordan Jones, Integral.

Chairman Voigt proceeded to the Communications section of the agenda and reported the passing of Ms. Catherine Louise Jones. Ms. Jones served as a Resident Commissioner during the agency's 75th Anniversary and was also an active member of the Resident Advisory Board. She also regularly volunteered with Abraham's Closet. Ms. Jones was known for her servant's heart, and her contributions to the community will be fondly remembered.

The Chair moved to approve the minutes from the Regular Board Meeting held on April 28, 2025. A few minor corrections were noted: the current meeting should be recorded as a *Special* Board Meeting rather than *Regular*, and a reference to "Chairman Partlow" in Mr. Pete Sherman's section should have read "Chairman Voigt." These corrections were acknowledged and will be made accordingly. Ms. Garcia Williams made a motion to approve the corrected minutes from the April 19th meeting, which was seconded by Ms. Carol Jackson. With no further discussion, the Chairman called for a vote, and the motion passed unanimously.

The Chairman proceeded to the Internal Reports section of the agenda and invited President and CEO, Mr. Arthur Milligan, to provide updates. Mr. Milligan began by reporting that approximately 20 Housing Authority employees participated in First Aid, CPR, and AED certification training. This initiative enhances the team's ability to respond to emergencies and reflects the organization's ongoing commitment to workplace safety and preparedness. Mr. Milligan also shared that the 90th Anniversary Celebration of the Housing Authority of the City of Charleston

was a great success. The event showcased the organization's history, celebrated the contributions of staff and the community, and reaffirmed its mission to provide quality, affordable housing. Appreciation was expressed to all who helped make the event meaningful and memorable. Additionally, Executive Staff and Integral presented the Redevelopment Plan for Morrison Station to the City of Charleston's Human Affairs and Racial Conciliation Commission (HARCC). The presentation was well-received and provided an opportunity to share the Housing Authority's vision and gather feedback from community leaders. On Tuesday, May 13, Commissioners, Executive Staff, and residents attended the City Council Meeting, where the Housing Authority received a Commemorative Proclamation from the Mayor and City Council in recognition of its 90th anniversary. Moving forward, May 5 will be recognized as "Housing Authority of the City of Charleston Day." Since its founding in 1935, the Housing Authority has worked in partnership with the City and community to provide safe, affordable housing and expand opportunities for Charleston residents. Mr. Milligan also announced that the Housing Authority has become a member of the Charleston Metro Chamber of Commerce. This membership will enhance community engagement, strengthen partnerships, and offer professional development opportunities for staff at all levels. Commissioner Jackson noted that the Chamber will be hosting a Housing Forum on June 11th at Trident Community College. She mentioned there is an individual fee for attendance, with a discounted rate available for Chamber members. With no further questions regarding Mr. Milligan's report, the Chairman invited Mr. Alex McFarlane to provide his update.

Mr. McFarlane provided his update, beginning with a follow-up on previous requests from Board members. He noted that he had implemented Commissioner Garcia Williams' request to update the color scheme in his reports to improve clarity and readability. He also shared that a hyperlink to "Common HUD Terms and Acronyms" from HUD.gov will be included in next month's report. In response to Commissioner Nick Schumacher's request, Mr. McFarlane confirmed that a running list of the previous 12 months of Tenant Account Receivables (TARs) has been added. Additionally, Vice Chair Williams had requested that Marketing & Outreach activities be included in the Board's monthly reports. It was decided that TRIO will begin providing quarterly updates to the Board starting in July 2025. With no further updates and no questions from the Board, the Chairman invited Mr. Gabe Bluestein to present his report.

Mr. Bluestein reported that he had no additional updates beyond the information included in his submitted report. He did note, however, that Vice Chair Williams' request to revisit the topic of email addresses for Commissioners will be addressed during the Executive Session later in the evening. With no further questions regarding Mr. Bluestein's report, the Chairman invited Ms. Aris Ferguson to present her update.

Ms. Ferguson reported that the Master Developer Revitalization Plan for Gadsden Green will be moved to the agenda for the June Board Meeting, as there are still a few outstanding items that need to be finalized. With no further questions, the Chairman invited Mr. Peter Sherman to deliver his update.

Mr. Sherman reported that the alternative design for the 275 Huger Street project was presented to the Board of Architectural Review (B.A.R.) and was unanimously denied. A Finance Committee meeting is scheduled for June 5th at 3:00 p.m. to further discuss the development agreement. An update from Ray Nix will be provided to the Board in June. Commissioner Jackson inquired about the substantial monetary decrease reflected in a single change order for the Kiawah project. Mr. Francis Smith explained that the reduction is due to more in-house work being completed by the Housing Authority, which results in cost savings. Mr. Jordan Jones, from Integral, presented the Morrison Station: 75% Detailed Master Plan to the Board. Morrison Station encompasses the

areas currently known as Cooper River Courts and Meeting Street Manor. Mr. Jones provided updates and responded to questions from the Commissioners. Integral will be meeting with the residents in June to gather their feedback. The Board requested a copy of the slide deck from the presentation. With no further questions regarding the Development Report, the Chairman invited Mr. Jeremy Erling to present his report.

Before Mr. Erling began his report, Commissioner Bill Hecht expressed his appreciation for Mr. Erling taking the time to meet with him and review some of the financials. Mr. Erling noted that he is planning to redesign the presentation of certain financial projections in the Board Report to enhance clarity. Commissioner Jackson suggested that it may be helpful to provide an explanation of why the Housing Finance Agency (HFA) is reported separately in terms of revenue, expenses, net income, and capital. It was noted that all activities not related to Public Housing, Section 8, or COCC fall under the HFA category. With no further questions, the Chairman invited Mr. Brad Walbeck to present his update.

Mr. Walbeck reported that the staff turnover rate for the previous month was 1.72%. He also shared that he conducted educational sessions with staff on pension plans and the 401(k)-program offered by the Housing Authority of the City of Charleston. As a result of these sessions, 23 employees enrolled in the 401(k), bringing overall participation to approximately 44% of staff. With no further questions, Chairman Voigt requested a motion to approve the Internal Reports.

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

NEW BUSINESS

Resolution #5173, Approval of Tenant Accounts Receivable Write-Off

Mr. Alex McFarlane presented Resolution #5173, which seeks approval for the write-off of Tenant Accounts Receivable in the amount of \$3774.29. The 12-month overview of Tenant Account Receivables was included in reporting. Ms. Kathy Nelson moved to approve the resolution, and Mr. Bill Hecht seconded the motion. With no further questions, the Chair called for a vote, which resulted in unanimous approval.

Resolution #5174, Approval of Disposition of Vehicles

Mr. Francis Smith presented Resolution #5174 regarding the disposition of vehicles. The resolution proposed the removal of Vehicle #30 (2015 Toyota Prius) and Vehicle #58 (2017 Ford Fusion) from inventory, with both vehicles to be sold through Gov-World Online Auction. Ms. Carol Jackson moved to approve Resolution #5174, and the motion was seconded by Ms. Kathy Nelson. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

CITIZEN'S PARTICIPATION PERIOD

The Chairman moved to Citizen's Participation Period and there was none.

EXECUTIVE SESSION

Chairman Voigt entered an Executive Session to discuss security issues and considerations in providing Housing Authority email addresses to the Commissioners.

Following the Executive Session, Chairman Voigt announced that no vote took place and no formal action was taken.

RETURN TO PUBLIC SESSION

Being no further business to come before the Board, the Chairman adjourned the Special Board Meeting of May 19th, 2025 at 6:35pm.