HOUSING AUTHORITY OF THE CITY OF CHARLESTON
550 MEETING STREET
CHARLESTON, SC 29403
MINUTES OF REGULAR BOARD MEETING
JUNE 23, 2025

The Board of Commissioners of the Housing Authority of the City of Charleston met for a Regular Board Meeting on Monday, the 23rd of June 2025. Mr. Gregory Voigt, Chairman, called the meeting to order at 5:30pm and the following were in attendance:

PRESENT	NOT PRESENT
Mr. Gregory Voigt, Chairman	
Ms. Garcia Williams, Vice Chair	
Mr. Nick Schumacher (via Zoom)	
Ms. Carol Jackson (via Zoom)	
Ms. Kathy Nelson	
Mr. William “Bill” Hecht (via Zoom)	
Mr. Alvin Johnson	

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; Mr. Vernon Graham, Security and Public Information Officer; Mr. Xavier Hampton, Public Relations & Social Media Manager; Zach Messier, Capital Funds Manager; Diana Ruhlig-Hendrix, Organization Trainer; Ms. Rosemary Jenkins, Assistant Housing Services Manager; Ms. Tammy Davender-Davis, Property Manager, AMP 20; Ms. Khala Simmons, Property Manager, AMP 30; Ms. Carmella Luke, Property Manager, AMP 40; Ms. Chantel Stewart, Assistant Property Manager, AMP 40; Ms. Rayda Dupree-Scoot, Property Manager EHMG; Ms. Patricia Stewart, Resident Advisory Board (RAB); Ms. Kathy Simmons, Executive Assistant and Recorder; Ms. Camryn Williams, Executive Legal Assistant; Ms. Jessica Munday, TRIO; and Jordan Jones, Integral.

Chairman Voigt moved to the Communications section of the agenda and shared that, in honor of the 10th anniversary of the Mother Emanuel AME Church tragedy, the Charleston Housing Authority sent a bouquet of flowers to Malcom Graham and his family on behalf of the Board of Commissioners and staff. Mr. Graham is the brother of Cynthia Graham Hurd, one of the Emanuel Nine, whose lives were tragically taken on June 17, 2015. Ms. Hurd served as a Commissioner with the Housing Authority for 20 years. Following the gesture, Mr. Graham personally called Kathy Simmons to express his heartfelt appreciation. He shared how much the remembrance meant to him and his family, stating that words could not fully capture their gratitude. He also noted that he has only received flowers twice in his life—the first from his sister Cynthia, and the second from the Housing Authority—making the tribute especially meaningful. It was a deeply moving and sincere conversation.

The Chair moved to approve the minutes from the Special Board Meeting held on May 19, 2025. Ms. Carol Jackson made a motion to approve the minutes from the May meeting, which was seconded by Ms. Kathy Nelson. With no further discussion, the Chairman called for a vote, and the motion passed unanimously.

The Chairman moved to the Internal Reports section of the agenda and invited President and CEO, Mr. Arthur Milligan, to provide updates. Mr. Milligan began by reporting on recent events and initiatives. Commissioners and Executive Staff attended a networking reception at the Harbour Club at WestEdge with Mr. Egbert Perry and Integral, connecting with key stakeholders from across Charleston. As members of the Charleston Metro Chamber of Commerce, they also participated in the Opportunity Summit 2025, held at Trident Technical College, which focused on attainable housing and entrepreneurship. On June 5th, the Housing Authority hosted *Keepin' Jazz Alive in 2025*, a Piccolo Spoleto Festival event at 562 Meeting Street. Residents, Commissioners, and staff enjoyed live jazz, food trucks, games, and a vibrant, welcoming atmosphere. Discussions continue with Integral and the Housing Authority team regarding the Master Developer Revitalization Plan for the Morrison Station project. The Housing Authority also partnered with Jenny Hammond from the York County Housing Authority to host the SCAHAED Quarterly Meeting at 550 Meeting Street. As part of the event, Mr. Alex McFarlane led a property tour for South Carolina Housing Authority Executive Directors. Mr. Milligan was pleased to announce that the Authority was awarded $2.3 million from SC Housing, part of a $20 million statewide allocation for Public Housing Capital Fund Activities. Funding was approved for five of our projects. Design revisions for 275 Huger Street are underway following feedback from the May 14, 2025, Conceptual BAR review. The updated design is scheduled for resubmission to the BAR by June 23, 2025, with the potential for approval at the July 9 meeting. Mr. Milligan also participated in an interview with *SC Biz News*, a South Carolina-based business media outlet. The Housing Authority received strong media coverage this month: *The Post & Courier* featured the Gadsden Green Redevelopment; Channel 4 covered both the Gadsden Green project and the *Keepin' Jazz Alive* event; and Channel 2 highlighted the Authority's 90th anniversary celebration. While there are no formal announcements at this time, Mr. Milligan shared that early conversations are underway with City housing partners about jointly engaging a consulting firm to support the professional development of CHA's senior staff in the area of real estate development. As CHA embraces a new era of responsibility, he emphasized the agency's commitment to growth and excellence, and expressed appreciation for the Board's continued support in positioning the organization for long-term success. With no further questions, the Chairman invited Mr. Alex McFarlane to deliver his report.

Mr. McFarlane reported that the TRIO Communications update has been incorporated into the Chief Operations Report moving forward. Commissioner Garcia Williams added that TRIO will also begin providing quarterly in-person updates to the Board. Mr. McFarlane also noted that a hyperlink to "Common HUD Terms and Acronyms" from HUD.gov was included on the June Board Meeting Agenda as a helpful resource. Commissioner Carol Jackson stated that she is currently attending the SERC Annual Conference in Atlanta and has been taking detailed notes on updates from the current HUD administration to share with Mr. McFarlane upon her return. Chairman Greg Voigt expressed his satisfaction with the reduction in delinquent accounts across all areas. With no further updates and no questions from the Board, the Chairman invited Mr. Gabe Bluestein to present his report.

Mr. Bluestein reiterated that, due to continued issues with Yardi, a new application deployment is tentatively scheduled for June 17th. While recent patch fixes resulted in several days of intermittent disruptions, those issues have now been resolved. The upcoming deployment will help determine whether any further problems remain. With no additional questions regarding Mr. Bluestein's report, the Chairman then invited Ms. Aris Ferguson to provide her update.

Ms. Ferguson reported that no new FOIA requests have been received. The only outstanding request is 2025-CHA-FOIA-02, submitted in April by Michael Allison of Live 5 News. This request seeks information related to the Housing Authority's budget, expenditures, employee expense reports, procurement card purchases, and emails to and from Arthur S. Milligan (including CCs) since November 1, 2024, covering the current and previous fiscal years. The Housing Authority has fully responded to the request, excluding any information exempt under FOIA. The remaining item—procurement card purchases—requires a detailed review, for which a processing fee will be charged. Live 5 News has confirmed they wish to proceed and will cover the associated costs. They have not submitted any follow-up questions or additional requests. With no further questions, the Chairman invited Mr. Peter Sherman to present his update.

Mr. Sherman reported that staff, along with Baker Tilly and Lument, are continuing to prepare the necessary documentation for the RAD conversion, Historic Tax Credit, and HUD 221(d)(4) loan applications. A series of resident meetings were held from June 16–18 in advance of the upcoming HUD concept call. Commissioner Bill Hecht requested that Mr. Sherman compile a *Development Project Schedule* to be presented at the July meeting. He also asked Lauren from TRIO to resend the resident surveys to the Commissioners for their review. With no further questions regarding the Development Report, the Chairman invited Mr. Jeremy Erling to present his report.

Mr. Erling began his report by addressing the net loss at AMP 40, noting that CHA had been awaiting the release of capital funds. These funds became available last week, and a portion is designated for operations. The drawdown will be completed prior to the next board meeting, and AMP 40 is expected to reflect a positive balance. Mr. Erling also noted that he is in the process of revising the board report format, which will appear slightly different moving forward. Commissioner Carol Jackson referenced a new HUD requirement introduced late last year or early this year, which mandates the return of interest earned on cash balances. She asked whether the Housing Authority was complying. Mr. Erling responded that the applicable threshold has not yet been met, so the requirement has not been triggered. Commissioner Garcia Williams inquired about the Legal Expenses line under the Housing Choice Voucher program, noting that there was an actual expense but no corresponding budget amount. Mr. Erling confirmed that this will be addressed. Commissioner Bill Hecht expressed concern over the current financial report formatting, specifically the difficulty in distinguishing between year-to-date actuals and budget columns. Mr. Erling committed to updating the formatting and providing additional forecast information by the next meeting. With no further questions, the Chairman invited Mr. Brad Walbeck to deliver his update.

Mr. Walbeck reported that the staff turnover rate for the previous month was less than 1%. We had one person leave on May 30. With no further questions, Chairman Voigt requested a motion to approve the Internal Reports.

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

<u>OLD BUSINESS</u>

Resolution #5177, Approval of Revised Gadsden Green Master Developer Revitalization Agreement (formerly Resolution #5171)
It was decided that following the Executive Session, the meeting will reconvene for discussion of Old Business – Resolution #5177 (formerly Resolution #5171).

NEW BUSINESS

Resolution #5175, Approval of Tenant Accounts Receivable Write-Off
Mr. Alex McFarlane presented Resolution #5175, which seeks approval for the write-off of Tenant Accounts Receivable in the amount of $12,832.00. The 12-month overview of Tenant Account Receivables was included in reporting. Chairman Voigt questioned how we let one tenant accumulate over $7000 in back rent. Ms. Khala Simmons, Property Manager at AMP 30, stated that it was due to unreported income. Ms. Carol Jackson moved to approve the resolution, and Mr. Alvin Johnson seconded the motion. With no further questions, the Chair called for a vote, which resulted in unanimous approval.

Resolution #5176, Authorization for Submission of RAD Application for Housing Assistance Payments Contract from HUD for Meeting Street Manor
Mr. Pete Sherman presented Resolution #5176, requesting authorization to submit the RAD application for a Housing Assistance Payments (HAP) contract from HUD for Meeting Street Manor. It was clarified that this resolution specifically authorizes the submission of the RAD application, and that a separate document will be provided for each individual project as it is submitted. Ms. Carol Jackson moved to approve Resolution #5176, with a simultaneous second by Commissioners Kathy Nelson and Bill Hecht. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

Resolution #5178, Approval of Appointment of Board of Directors of Septima P. Clark Corporation
Ms. Sharon Wigfall is currently on the Board of Directors of Septima P. Clark Corporation and her commission expires at the end of 2026. Ms. Aris Ferguson presented Resolution #5178, requesting approval for the reappointment of herself and Commissioner Kathy Nelson, whose terms had previously expired. The resolution also authorizes the three Commissioners appointed by the Housing Authority to select two additional board members. One prospective candidate, identified pending the reappointments, is Captain Tonatte Mitchell of the Charleston Police Department, who is expected to be a significant asset to the Corporation given her leadership experience and community engagement. Mr. Alvin Johnson moved to approve the resolution, and Ms. Garcia Williams seconded the motion. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

Resolution #5179, Approval for Updates to CHA Annual Plan for FYB October 1, 2025, and the Capital Fund Program 5-Year Action Plan (2025-2029)
Ms. Aris Ferguson presented Resolution #5179, requesting approval for updates to the CHA Annual Plan for FYB October 1, 2025, and the Capital Fund Program 5-Year Action Plan (2025-2029). Commissioners Bill Hecht and Carol Jackson asked for an electronic copy of the PHA 5-Year Plan and the PHA Annual Plan for the Fiscal Year beginning October 2025. Ms. Garcia Williams moved to approve Resolution #5179, and Ms. Kathy Nelson 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 Citizen’s Participation Period and there was none.

EXECUTIVE SESSION

Chairman Voigt entered an Executive Session to have an Internal Board Discussion per Chairman Voigt. Once finished, the Executive Staff returned to the Executive Session to discuss legal contracts and potential land acquisition, as well as contract negotiations regarding an MDRA.

Following the Executive Session, Chairman Voigt announced that many things were discussed, but no votes took place and no formal action was taken.

RETURN TO PUBLIC SESSION

Resolution #5177, Approval of Revised Gadsden Green Master Developer Revitalization Agreement (formerly Resolution #5171)
Chairman Voigt stated that it was decided to table Resolution #5177, Approval of Revised Gadsden Green Master Developer Revitalization Agreement (formerly Resolution #5171).

Resolution #5180, Approval to Negotiate and Enter into Purchase and Sale Agreement for Acquisition of 1800 Ashley West
Chairman Voigt stated that during Executive Session, Ms. Aris Ferguson presented Resolution #5180, requesting authorization to negotiate and enter into a purchase and sale agreement for the acquisition of 1800 Ashley West. The Commissioners agreed to amend the motion to require that, within the due diligence period, the seller must provide documentation demonstrating their ability to transfer the associated insurance proceeds or benefits. This assurance must be provided in writing and to the satisfaction of the Housing Authority. Mr. Nick Schumacher moved to approve Resolution #5180 with the stated amendment. Ms. Carol Jackson seconded the motion. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

Censure of Commissioner Carol Jackson
Chairman Voigt made a motion to formally censure Commissioner Carol Jackson for behavior unbecoming to a commissioner prior to the June 2025 meeting. Chairman Voigt also stated that Commissioner Jackson be removed from all subcommittees. After discussion, Commissioner Carol Jackson seconded the motion. The motion was unanimously approved and Commissioner Carol Jackson was officially censured by the Board and removed from all subcommittees.

Being no further business to come before the Board, the Chairman adjourned the Regular Board Meeting of June 23rd, 2025 at 8:50pm.