HOUSING AUTHORITY OF THE CITY OF CHARLESTON
550 MEETING STREET
CHARLESTON, SC 29403
MINUTES OF SPECIAL BOARD MEETING
AUGUST 18, 2025

The Board of Commissioners of the Housing Authority of the City of Charleston met for a Special Board Meeting on Monday, the 18th of August 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	
Ms. Carol Jackson	
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; Zach Messier, Capital Funds Manager; Diana Ruhlig-Hendrix, Organization Trainer; Ms. Priscilla Waring, Procurement & Contracts Manager; Ms. Calix Stewart, Housing Services Manager; Ms. Rosemary Jenkins, Assistant Housing Services Manager; Ms. Tammy Davender, Property Manager, AMP 20; Ms. Khala Simmons, Property Manager, AMP 30; Ms. Carmella Luke, Property Manager, AMP 40; Ms. Susan Chambers, Warehouse Manager; Ms. Heather Clark, IT Project Manager; Mr. Xavier Hampton, Public Relations & Social Media Coordinator; Ms. Sheryl Jamison, Housing Services Specialist; Ms. Kathy Simmons, Executive Assistant and Recorder; Ms. Camryn Williams, Executive Legal Assistant; Ms. Jessica Munday, TRIO; Ms. Lauren Brownrigg, TRIO; Ms. Ellen Rose, TRIO; Mr. Daryl Jones, Integral; Mr. Jordan Jones, Integral; Mayor William S. Cogswell Jr., Mayor of the City of Charleston; Ms. Geona Johnson, Department of Housing & Community Development City of Charleston; Ms. Kenya Dunn, Equity Impact Partner; Ms. Radia Baxter, Equity Impact Partner; Mr. Michael Allison, Live 5 News, Mr. Marcus McDonald, Citizen CHS BLM; and Mr. James Njonjo.

Chairman Voigt moved to Communications and noted that there were none.

The Chair moved to approve the minutes from the Regular Board Meeting held on July 28, 2025. Ms. Carol Jackson made a motion to approve the minutes, which was seconded by Mr. Nick Schumacher. With no further discussion, the Chairman called for a vote, and the motion passed unanimously.

Chairman Voigt informed the group that a special address would be given by a guest speaker; however, since he had not yet arrived, the meeting would proceed with internal reports until Mayor William S. Cogswell Jr. of the City of Charleston was able to join us.

The Chairman moved to the Internal Reports portion of the agenda and invited President and CEO, Mr. Arthur Milligan, to share his updates. He reported that the Charleston Police Department, CHA, and local leaders partnered with Serve and Connect to host a Greg's Groceries Packing Event on August 15, 2025, at 10:00 AM at Charleston Police Department Headquarters. Established in honor of the late Officer Greg Alia, the program provides food boxes to South Carolina residents in need, with volunteers preparing and assembling packages for statewide distribution. Mr. Milligan also noted that CHA participated in a roundtable discussion with Congressman James E. Clyburn, his Office, and his staff, along with the City of Charleston, North Charleston Housing Authority, and other housing partners, to address housing challenges and explore solutions. With no further questions, the Chairman then invited Mr. Alex McFarlane to present his report.

Mr. McFarlane reported no additions to his submitted board report. Mr. Francis Smith, Director of Facilities, stated that the facilities and maintenance team has installed 150 portable air conditioning units, with 75 units already recovered. Commissioner Hecht asked for clarification regarding the definition of a delinquent account in Mr. McFarlane's report, and it was confirmed that accounts more than 30 days past due are considered delinquent. Commissioner Hecht further requested that Mr. McFarlane provide a high-level forecast of delinquency dollars in future reports. With no additional updates or questions, the Chairman invited Mr. Gabe Bluestein to present his report.

Mr. Bluestein reported no additional updates beyond his submitted report. Commissioner Hecht asked how the organization secures competitive pricing for items such as new printers. Mr. Bluestein explained that such purchases are handled through a full RFP process. With no further questions regarding his report, the Chairman invited Ms. Aris Ferguson to provide her update.

Ms. Ferguson mentioned that in response to Chairman Voigt's litigation request, she plans to start preparing a quarterly report on that matter in September.
At the moment, we are handling the highest volume of FOIA requests we've ever received at once. We have communicated with Live 5 News to clarify priorities, and they have been cooperative throughout the process.
2025-CHA-FOIA-02
The Housing Authority has received follow up questions from Anna Harris with Live 5 News regarding specific transactions and procedures related to the P-Card information provided under this FOIA request. The Authority is working to provide answers to those additional questions.
2025-CHA-FOIA-04
A FOIA request was received from Michael Allison of Live 5 News. The request asks for copies of all contracts executed by the Housing Authority of the City of Charleston from August 7, 2023, to present, including but not limited to, community liaisons, maintenance agreements, and property development agreements. The Housing Authority will respond to this request in its entirety.
2025-CHA-FOIA-05
A FOIA request was received from Michael Allison of Live 5 News. The request asks for emails sent and received by the Housing Authority of the City of Charleston employees from March 1, 2025, to present that contain any of the following keywords "Live 5", "News 5", "2025-CHA-FOIA", "Air Condition", "P Card", "P-Card", "Florida", "Disney", "Zales". The Housing Authority will respond to this request in its entirety, except for such information which is excluded under FOIA.
2025-CHA-FOIA-06
A FOIA request was received from Michael Allison of Live 5 News. The request asks for records of fines issued to residents of the Housing Authority of the City of Charleston properties from August 7th, 2023 to now, which may include, "trash in yard" or "housekeeping". The Housing

Authority will respond to this request in its entirety, except for such information which is excluded under FOIA.
With no further questions, the Chairman invited Mr. Peter Sherman to deliver his update.

Mr. Sherman reported that the revised design for the 275 Huger Street project was resubmitted to the Board of Architectural Review (BAR) on August 13th and successfully passed preliminary review. During discussions regarding materials, it was decided to revert from stucco to full brick. Mr. Sherman also noted two corrections to his original report for 275 Huger Street: the $2.5M listed from the McArthur Foundation should be removed, and the $1.75M in ARPA funds should be updated to $2.75M. He further shared that negotiations between Teddy Parker and Integral regarding Gadsden Green are ongoing. Commissioner Hecht asked for clarification on the In-House Housing Authority Selection Committee. Mr. Sherman explained that the committee is composed of three Housing Authority staff, Mr. Pete Sherman, Ms. Aris Ferguson, and Ms. Priscilla Waring, who evaluate candidates by conducting interviews with the finalists. Commissioner Hecht also requested that two additional columns be added to the Development Pipeline report: (1) the anticipated total project cost and (2) CHA's capital contribution. This would allow us to better align and plan for the Authority's long-term capital needs. He further asked whether the Development Pipeline reflects all opportunities, including those with only limited potential. The team was encouraged to take a broad approach, capturing both feasible and potential projects. With no further questions regarding the Development Report, the Chairman invited Mr. Jeremy Erling to present his update.

Mr. Erling began his report by noting that July included three payroll periods, which distorted the monthly budget figures. While this made July's results appear unfavorable, year-to-date projections remain on track. Commissioner Hecht encouraged Mr. Erling to make fuller use of the report's comment section to provide context and reduce the need for clarifying questions. He also asked whether any steps were being taken to bring the budget back in line. Mr. Erling explained that with only a few weeks remaining in the fiscal year, there is limited opportunity to adjust current operations. With no further questions, the Chairman invited Mr. Brad Walbeck to present his update.

Mr. Walbeck reported no additional updates beyond his submitted report but noted that the current staff turnover rate, if annualized, would be approximately 30-35%. While still higher than desired, this reflects a meaningful improvement compared to the previous year. Chairman Voigt asked Mr. Walbeck what he would consider a target turnover rate for next year. Mr. Walbeck responded that a goal of 25% would be ideal, though the nature of the industry may make that difficult to achieve. Due to Chairman Voigt's concerns regarding staff retention, the need for management training was discussed. Mr. Walbeck added that as job descriptions are updated, he would like to incorporate clearer step progressions within positions to create more opportunities for promotion. Commissioner Hecht suggested that future turnover reporting differentiate by job category, noting that maintenance technicians experience higher turnover rates compared to administrative staff. With no further questions, Chairman Voigt 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. Alvin Johnson. Following no additional inquiries, the Chairman called for a vote, and the motion passed unanimously.

NEW BUSINESS

Resolution #5184, Approval of Tenant Accounts Receivable Write-Off

Mr. Alex McFarlane presented Resolution #5181, which seeks approval for the write-off of Tenant Accounts Receivable in the amount of $21,577.63. The 12-month overview of Tenant Account Receivables was included in reporting. Mr. McFarlane pointed out that the majority of the larger amounts were due to unreported income. Mr. Nick Schumacher moved to approve the resolution, and Ms. Carol Jackson seconded the motion. With no further questions, the Chair called for a vote, which resulted in unanimous approval.

Resolution #5185, Authorization for Submission of RAD Application for Housing Assistance Payments Contract from HUD for Meeting Street Manor (formerly Resolution #5176)

Mr. Pete Sherman presented Resolution #5185, formerly Resolution #5176, authorizing the Housing Authority of the City of Charleston to submit a Section 18 Disposition Application to HUD's Special Applications Center for sixty-five (65) units at the Meeting Street Manor development. This action is part of the repositioning of Meeting Street Manor under HUD's Rental Assistance Demonstration (RAD) and Section 18 Disposition programs. The resolution was originally presented to the Board on June 23, 2025, one day before it was signed by the Mayor of Charleston. As a result, CHA must have the Board re-approve the measure. Once Resolution #5185 is approved, Resolution #5176 will be voided. Ms. Carol Jackson moved to approve Resolution #5185, seconded by Ms. Garcia Williams. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

Resolution #5186, Approval Process for Phase 1 of the Meeting Street Manor Redevelopment – Water and Sewer Replacement relating to SC Housing Public Housing Capital Fund Program Grant, Job No. 230510

Ms. Priscilla Waring presented Resolution #5186, authorizing the approval process for Phase 1 of the Meeting Street Manor Redevelopment – Water and Sewer Replacement, under the SC Housing Public Housing Capital Fund Program Grant, Job No. 230510. The process began as an RFQ, evaluating contractors based on their capability to perform the work. Ms. Garcia Williams moved to approve the resolution, seconded by Mr. Nick Schumacher. With no further discussion, the Chair called for a vote, and the resolution was unanimously approved.

SPECIAL ADDRESS

Mayor William S. Cogswell, Jr. joined the August 18, 2025, Board Meeting to present the City of Charleston's Housing Strategy. The City's goal is to create 3,500 affordable housing units by 2032, with 178 units completed to date and additional developments planned across the Peninsula, West Ashley, and Johns Island.

Mayor Cogswell's presentation highlighted key elements of the plan, including:

- A redevelopment density goal of 80 dwelling units per acre.
- A net affordability goal of 50% deed-restricted affordable units.
- Mixed-income housing typologies.
- Redevelopment opportunities at WestEdge, 993–995 Morrison Drive, and Mount Pleasant Street (Lowline Infill).
- Potential redevelopment of CHA properties (Meeting Street Manor, Gadsden Green, Cooper River Courts, and Wraggborough Homes) into cohesive mixed-use neighborhoods.

The strategy emphasizes creating a connected public realm, leveraging parks and waterfront access, and integrating housing with neighborhood-scale mixed-use development.

Next steps include:

1. Redeveloping assets over the next seven years to yield 832 new affordable units.
2. Ensuring no displacement by building first.
3. Establishing a new zoning classification for affordable housing.
4. Developing structure, staffing, and financial arrangements in partnership with CHA.
5. Engaging private sector partners and capital sources.
6. Advancing redevelopment at Morrison Drive, WestEdge, and Mount Pleasant Street.

Mayor Cogswell stressed the importance of a public-private partnership and noted that the City will present proposed structures and zoning for feedback within 60 days.

CITIZEN'S PARTICIPATION PERIOD

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

EXECUTIVE SESSION

Chairman Greg Voigt moved to enter Executive Session, seconded by Commissioner Nick Schumacher. The session was held to receive legal advice regarding property management rights and obligations related to property management. Following the Executive Session, Chairman Voigt announced that advice and counsel was received and discussion had, but no votes or 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 August 18th, 2025 at 8:58pm.