HOUSING AUTHORITY OF THE CITY OF CHARLESTON
550 MEETING STREET
CHARLESTON, SC 29403
MINUTES OF REGULAR BOARD MEETING
JULY 27, 2026

The Board of Commissioners of the Housing Authority of the City of Charleston held its Regular Board Meeting on Monday, July 27, 2026. Mr. Gregory Voigt, Chairman, presided over the meeting, confirmed that a quorum was present, and called the meeting to order at 5:33 PM. The following individuals were in attendance:

PRESENT	NOT PRESENT
Mr. Gregory Voigt, Chairman	Mr. Nick Schumacher
Ms. Garcia Williams, Vice Chair	
Ms. Carol Jackson (via Teams)	
Ms. Kathy Nelson	
Mr. Alvin Johnson (Via Teams)	
Mr. Ken Grimes	

The following were also present: Mr. Nathan F. Simms, Jr., President and CEO; Mr. Alex McFarlane, Chief Operating Officer; Ms. Aris Ferguson, General Counsel; Mr. Brad Walbeck, Chief Human Resources Officer; Mr. Jeremy Erling, Chief Financial Officer; Mr. Gabriel Bluestein, Chief Information Officer; Ms. Priscilla Waring, Procurement & Contracts Manager; Ms. Calix Stewart, Housing Services Assistant; Ms. Tammy Davender, Property Manager, AMP 20; Ms. MaShawn Black, Assistant Property Manager, AMP 20; Ms. Khala Simmons, Property Manager, AMP 30; Ms. Carmella Luke, Property Manager, AMP 40; Ms. Rayda Dupree-Scott, Enston Homes Property Manager; Ms. Cordelia Davis, Quality Control Manager; Ms. Susan Chambers, Warehouse Manager; Ms. Kathy Simmons, Executive Assistant and Recorder; Ms. Jessica Munday, TRIO; Ms. Mia CaraDonna, TRIO; Mr. Jordan Jones, Integral; Mr. Daryl Jones, Integral; Mr. Rick White, Integral.

COMMUNICATIONS

Chairman Voigt noted that there were no Communications to address.

APPROVAL OF BOARD MINUTES

The following meeting minutes were presented for approval:

- Regular Board Meeting – June 22, 2026
- Special Board Meeting – July 20, 2026

Commissioner Ken Grimes moved to approve the minutes. Vice Chair Garcia Williams seconded the motion. With no further discussion, the Chairman called for a vote, and the motion carried unanimously.

INTERNAL REPORTS

President & CEO Nathan F. Simms, Jr. presented his monthly report, providing an update on organizational activities and stakeholder engagement. Mr. Simms reported that since joining the Housing Authority, he has conducted more than thirty-seven meetings with elected officials, community leaders, nonprofit organizations, developers, and regional housing partners, with additional meetings scheduled in the coming weeks. He highlighted the upcoming Transformation Forum, including the Welcome Reception on August 26 and the Transformation Forum on August 27, explaining that the event is intended to bring together public and private partners to develop collaborative strategies for addressing affordable housing needs throughout the Charleston region. Mr. Simms also provided an update regarding ongoing discussions with Charleston County concerning redevelopment funding opportunities. Commissioners discussed the Transformation Forum and encouraged continued outreach to additional community and development partners. There being no questions, the Chairman then called for the Finance Report.

Chief Financial Officer Jeremy Erling reviewed the June financial statements and year-end financial projections. He explained that projected revenues had decreased primarily because of delayed developer fee recognition, lower-than-anticipated HUD operating subsidy funding, and adjustments to rental revenue projections. He also reported increases in expenses related to unit turnover materials, contracted maintenance services, personnel costs, utilities, and legal services. Mr. Erling noted that occupancy had increased by twenty-eight units during the reporting period, bringing the portfolio occupancy rate to approximately 89.5 percent. He also reported continued improvement at 1800 Ashley West, ongoing progress toward refinancing the Bank of America loan, and continued advancement of the Robert Mills Manor redevelopment project with a projected financing closing in November and construction anticipated to begin on December 1, 2026. Commissioners engaged in discussion regarding occupancy trends, vacancy days, developer fee timing, HUD funding impacts, and projected year-end cash flow. With no further questions, the Chairman moved to the Operations Report.

Chief Operating Officer Alex McFarlane reported on operational activities across the Housing Authority's portfolio. He explained that average vacancy days remained elevated due to redevelopment and RAD conversion projects, particularly where units remain offline pending renovation. He discussed ongoing efforts to reduce long-term vacancies, improve tenant accounts receivable balances, and enhance operational performance. Mr. McFarlane also announced that AMP 20 had received a preliminary NSPIRE inspection score of 76, reflecting an improvement over the previous inspection, and outlined continuing efforts to improve inspection scores throughout the portfolio. Commissioners discussed vacancy reporting, tenant delinquency trends, and opportunities to improve future reporting formats. With no further questions, the Chairman moved to the General Counsel Report.

General Counsel Aris H. Ferguson reported on legal matters currently affecting the agency. She discussed the Memorandum of Understanding related to the Grace Hotel project, provided an update on outstanding Freedom of Information Act requests, and reported that retainage associated with Roofing USA had been released following receipt of the necessary lien documentation. Mrs. Ferguson advised that additional legal matters would be discussed during Executive Session. With no further questions or instructions, the Chairman invited Mr. Brad Walbeck to present the Human Resources Report.

Chief Human Resources Officer Brad Walbeck reported that the agency experienced two retirements and one employee separation during the reporting period. He stated that recruitment efforts remain active, with two new employees scheduled to begin employment the following week and several additional positions progressing through the hiring process. With no further questions, the Chairman moved to the Information Technology Report.

Chief Information Officer Gabe Bluestein answered questions regarding the Housing Authority's transition from Zoom to Microsoft Teams. He explained that Microsoft Teams provides long-term retention of meeting recordings, allowing future Board meetings to remain archived and accessible. Commissioners discussed technology planning, record retention practices, and future technology assessments. With no further discussion or additions, Chairman Voigt requested a motion to approve the Internal Reports.

Vice Chair Williams made a motion to approve the Internal Reports as submitted, which was seconded by Commissioner Ken Grimes. With no additional discussion, the Chairman called for a vote, and the motion passed unanimously.

NEW BUSINESS

Resolution #5219, Approval for Tenant Accounts Receivable Write Off
The Board then considered Resolution #5219, approving the monthly Tenant Accounts Receivable Write Off in the amount of $8083.00. After brief discussion, a motion was made by Commissioner Kathy Nelson to approve this resolution. The motion was seconded by Vice Chair Williams. The motion carried unanimously.

Resolution #5220, Approval for RFP Financial Partners, Robert Mills Manor, and Robert Mills Manor Extension
Mr. Erling presented Resolution #5220, recommending approval of J.P. Morgan Chase as the financial partner for the Robert Mills Manor redevelopment following the Request for Proposals process. After discussion regarding the selection process and negotiated terms, a motion was made by Vice Chair Williams and seconded by Commissioner Nelson. The motion was unanimously approved.

Resolution #5221, Approval of Williams Terrace Split Systems Replacement Lot 3 – Job No. 260711
Resolution #5221 was presented requesting approval to award the contract for the Williams Terrace Split System HVAC Replacement (Lot 3) to Howell & Howell Contractors in the amount of $143,900. Staff discussed the history of HVAC failures at the property and explained that replacement of the existing system represented the most cost-effective long-term solution. Following discussion, a motion was made by Vice Chair Williams and seconded by Commissioner Grimes to approve the resolution. The motion carried unanimously.

Resolution #5222, Approval for RFP 275 Huger Street Pre-Development Design and Estimating Services – Job No. 260102
The Board next considered Resolution #5222, approving pre-development design and estimating services for the 275 Huger Street redevelopment project. Staff recommended awarding the contract to Mosley Architects in the amount of $583,000 to complete schematic design, cost estimating, regulatory coordination, and related pre-development services necessary for future tax credit applications. Commissioners discussed the phased approach to the design process.

Commissioner Ken Grimes moved to approve the resolution. Vice Chair Garcia Williams seconded the motion. The resolution was approved by a unanimous vote.

Resolution #5224, Approval for RFP Board Of Commissioners and Executive Director Advance Training – Job No. 260603
Resolution #5224 authorized Board of Commissioners Advanced Training. Staff explained that although the contract amount of $12,500 did not require Board approval under purchasing thresholds, the item was presented because it directly involved Board development. After brief discussion, a motion was made by Commissioner Nelson to approve this resolution. The motion was seconded by Commissioner Grimes. The motion carried unanimously.

Resolution #5225, Approval for RFQ General Contractor for Robert Mills Manor and Robert Mills Manor Extension – Job No. 231107
The Board then considered Resolution #5225, authorizing the negotiated agreement with Gibraltar Construction to serve as General Contractor for the Robert Mills Manor and Robert Mills Manor Extension redevelopment project. Staff explained that Gibraltar had participated throughout the pre-development process and was prepared to move forward upon project financing. A motion was made by Chairman Voigt and seconded by Vice Chair Williams to approve the resolution, and the motion carried unanimously.

Resolution #5226, Approval of Memorandum Of Understanding Between The City Of Charleston And Grace Hotel Inc.
General Counsel Ferguson presented Resolution #5226, approving a Memorandum of Understanding among the Housing Authority, the City of Charleston, and the Grace Hotel development regarding construction of an access drive and sidewalk improvements adjacent to Grace Homes. The agreement provides access necessary for the future hotel while improving pedestrian accessibility for Grace Homes residents. Commissioners discussed the proposed easement, future hotel development, and long-term site improvements. A motion was made by Commissioner Nelson to approve this resolution. The motion was seconded by Commissioner Grimes and unanimously approved by the Board.

Resolution #5227, Approval to Amend the Morrison Station MDA
President & CEO Simms presented Resolution #5227 regarding the amendment to the Morrison Station Master Development Agreement. Mr. Simms provided an overview of the proposed redevelopment framework, including the projected increase in residential units, revised financing structure, updated developer fee arrangement, resident relocation strategy emphasizing build-first construction, and anticipated development timeline. Commissioners discussed several aspects of the agreement and determined that additional discussion would be appropriate following Executive Session. No vote was taken at this time.

CITIZEN'S PARTICIPATION PERIOD

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

EXECUTIVE SESSION

A motion was made by Vice Chair Williams and seconded by Commissioner Grimes to enter Executive Session pursuant to South Carolina Code § 30-4-70(a)(2) to discuss negotiations and legal matters incidental to a contractual agreement concerning 275 Huger Street. The motion carried unanimously.

RETURN TO PUBLIC SESSION

Upon returning to Open Session, Chair Voigt announced that legal matters had been discussed during Executive Session, but no votes had been taken, and no action had resulted directly from the Executive Session discussions.

The Board returned to Resolution #5227, at which time a motion was made by Commissioner Grimes and seconded by Vice Chair Williams to table consideration of the resolution until the August Board Meeting. The motion carried unanimously.

There being no further business before the Board, a motion was made by Commissioner Grimes and seconded by Commissioner Nelson to adjourn the meeting. The motion passed unanimously. Prior to adjournment, the Board recognized Commissioner Kathy Nelson and wished her a happy birthday. The Chairman adjourned the Regular Board Meeting of July 27, 2026, at 7:41 PM.