

**Charleston Naval Complex Redevelopment Authority/Naval Base Museum
Authority**

June 14, 2023

12:30 PM

Zucker Family Graduate Education Center

Board Room-Second Floor

1240 Supply St.

North Charleston, South Carolina

MINUTES

Present: RADM William Schachte, Jr. (Ret), Chairman
Ronnie Givens
Ms. Deborah Crosby-Summey
Alan Coker
Glenn McConnell
Fred Kemmerlin

Absent: Randy Burbage
Chris Sullivan
Ron Anderson
Gene Hogan
Spencer Pryor

Staff: Sean McDonell Executive Director
Jessica Hartzog Director of Finance & Administration

Others: Kellen Butler Friends of the Hunley
Elaine Morgan Berkeley Chamber of Commerce

Advisors: Wilbur Johnson, Esquire Young Clement Rivers, LLP
Robert Ryan

1. Call to Order/Determine Quorum. The meeting was called to order at 12:30 PM by the Chairman, RADM Schachte, with a Quorum present.
2. Invocation. RADM Schachte asked that everyone stand for the pledge of allegiance.

3. Approval of Minutes. RADM Schachte asked if there were any additions or discussions needed regarding the March 8, 2023 Board meeting minutes. There being none, a motion was made to approve the minutes by Mr. Givens and seconded by Mr. McConnell and unanimously approved.

4. Approval of Agenda. RADM Schachte asked if there were any objections to the agenda. There being none, a motion to approve the agenda as written was made by Ms. Summey and seconded by Mr. McConnell and unanimously approved.

5. Old Business/New Business.

(1) Budget Report. Mr. McDonell informs the Board that the budget report is just for information purposes only and notes that the RDA is doing very well on bank interest this year and that the RDA is on par with the Rural Development Act Income. The Admiral asked if further discussions were required on the topic. There being none, a motion to approve was made and approved unanimously.

(2) Redevelopment Partners. Mr. McDonell briefs the Board on a written request from the Berkeley County Chamber of Commerce requesting funds. He informs the Board that the action requested is to approve an investment of \$50,000 to the Berkeley County Chamber of Commerce. Mr. McDonell introduces Elaine Morgan to speak to the Board. Ms. Morgan briefly discusses the vision and mission of the Berkeley County Chamber of Commerce and some of their current initiatives and opens the floor for discussion on the matter. Ms. Summey expresses that she has no objection to giving the Chamber the \$50,000 requested given the initiatives that will improve children's lives. Mr. McConnell explains that he is opposed to this at this time because the RDA has significant financial commitments on two MOA's and approving this item at this time would send the wrong message to the State Legislature as the Authority seeks to have its funds extended and the cap on that funding removed. Mr. McConnell suggested that this item could possibly be considered at some point in the future depending on the outcome of these funding issues. RADM Schachte asked if there was a motion to defer this action. A motion to defer this item was made by Ms. Summey and seconded by Mr. McConnell and unanimously approved.

(3) Annual Audit Agreement. Mr. McDonell informs the Board of the proposal from Veris CPA to perform the audit of the Authority's fiscal year finances through June 30, 2023 for a total amount of \$25,300 and to ask the Board to approve the annual audit services agreement with Veris CPA and authorize the Chairman and/or other appropriate officers to execute all necessary and satisfactory documents and amendments. RADM Schachte asked if there were any further discussion. There being none, a motion to approve was made and approved unanimously.

(4) FY23-24 Annual Budget. Mr. McDonell briefly reviews the proposed annual budget with the Board summarizing the various income and expenditure line items and informs the Board that the authority action requested is to approve the Authority FY2023-2024 budget and reconcile expenses to accurately reflect expenditures as of

the end of the fiscal year and to authorize the Chairman and/or other appropriate officers to execute all necessary and satisfactory documents and amendments needed by the passage of this budget. A motion was made by Mr. Givens to approve as presented and was seconded by Ms. Summey and was unanimously approved.

(5) Personnel Policy Updates. Mr. McDonell briefly reviews the proposed updated personnel policies, given the recent personnel, position title and position duty changes. He reminds the Board that the Authority staff do not fall under the purview of the SC Department of Administration-Division of State Human Resources and therefore are not automatically covered by the State Human Resources Regulations but that the proposed policies closely mirror the policies of the State Human Resources Regulations with the only significant changes being removal of references to procedures that must be submitted through the Division of State Human Resources or other State Agencies. RADM Schachte asked if there were any further discussion. There being none, a motion was made by Ms. Summey to approve and was seconded by Mr. Givens and was unanimously approved.

(6) CPR/AED/Basic First Aid Training. Mr. McDonell reminds the Board that the RDA will set up CPR/AED/Basic First Aid Training for those interested in taking a class. A few Board members showed interest. Staff will await responses from Board members to gauge further interest and work out possible dates and times.

RADM Schachte asked if there were any further discussion. Mr. Wilbur Johnson reminded the Board that Section 4.4 in the By Laws states that a member should not be allowed to vote by proxy.

6. Date, Time, Location of the next meeting. September 13, 2023 at 12:30 PM at the Zucker Family Graduate Education Center, Board Room-Second Floor.

7. Adjournment. RADM Schachte asked if there were any further discussion. There being none, a motion was made by Ms. Summey to adjourn and was seconded by Mr. Coker and was unanimously approved. The meeting was adjourned.

RECORDED BY:

Ashley Marie

APPROVED:

March 13, 2024