



# GCRA

Greenville County Redevelopment Authority

**MINUTES  
GREENVILLE COUNTY REDEVELOPMENT AUTHORITY  
REGULAR SESSION  
TUESDAY, AUGUST 23, 2022**

**BOARD MEMBERS PRESENT:** Walter Moragne, Chairman  
Charlotte Osmer, Vice-Chair (virtually)  
Jane Kiser, Treasure  
Lawrence Black  
Amy Coleman (virtually)  
Barry Coleman  
David Doser  
James Hammond (virtually)  
Allen White (virtually)  
Lawson Wetli (virtually)

**BOARD MEMBERS ABSENT:** Melody Harris  
Todd Yeomans

**STAFF MEMBERS PRESENT:** John Castile, Executive Director  
Imma Nwobodu, Program Director  
Joe Smith, Operations Director  
Jill Rude, Staff Accountant  
Beverly Robertson, Executive Assistant/HR Manager  
Kimberly Bristol, Associate Administrative Assistant

**1. Opening and Roll Call.** The meeting was called to order by the Chairman at 12:30 p.m.

**2. Invocation.**

**3. Approval of the June 28, 2022, Board Minutes.**

On a motion by Mr. Doser, seconded by Mr. Hammond, the Board unanimously approved the minutes of the June 28, 2022, Board meeting as presented.

**4. Approval of the July 26, 2022, Board Minutes.**

On a motion by Ms. Coleman, seconded by Mr. Hammond, the Board unanimously approved the minutes of the July 26, 2022, Board meeting as presented.

**5. Introduction of new employee.** Ms. Nwobodu introduced her new employee Mr. Francisco Arnaiz. Mr. Arnaiz is filling the role of Senior Community Development Planner. He comes



from the State of California and has experience with IDIS, HUD CAPER, and Annual Action Plan. He told the Board a little bit about himself and his family along with the experience he is bringing to GCRA.

6. **Administration Committee Reports.** Mr. Moragne stated that the Administration Committee Chairman was absent. There was only one approval item and Ms. Robertson would be presenting it.

- a) **Approval of the FY 2023 Recommended Salary Increases for Employees.** Ms. Robertson stated that a recommendation was made that staff be given a 3.5% cost of living increase across the board. She also stated that she will be looking to use a compensation study consultant. This consultant will be reviewing staff's job descriptions and current pay practices. The consultant will then work to guide management in understanding what the market is demanding for each position. The intent is to begin working on this now so that by next year, GCRA will know if the salary structure that is in place reflects what the market is demanding. A new system with pay grades and pay bands will be put into practice. Along with a new performance appraisal system. Mr. Moragne asked Ms. Proner what the salary cost total was for 3.5% cost of living increase. She stated that it was \$40,801.43.

On a motion by Mr. Doser, the Board unanimously approved the FY 2023 Recommended Salary Increases for Employees as presented.

7. **Operations Committee Reports.** Mr. Coleman stated that the Operations Committee has one item for approval.

- a) **Approval of Proposed Active Day Center Lease Agreement.** Mr. Coleman asked Mr. Smith to give the details of the lease agreement to the Board. Mr. Smith stated that Active Day of Greenville has leased the property at 21 McBeth Street since October 2005 with lease renewals in December of 2010. This lease expired in November of 2021 and Active Day has been leasing on a month-to-month lease at \$3,900. The proposed lease agreement is a modified gross lease format with Active Day responsible for yard maintenance and interior repairs and GCRA responsible for any necessary structural repairs. Lighting upgrades and HVAC replacement will be conducted on a timetable of GCRA's choosing with an estimated cost of \$82,000. Mr. Smith stated that staff has come up with an initial 3-year term with rent starting at \$4,000 through September 2022 and increasing every year with a net profit of \$52,000 at the end of the third year. Active Day was impacted heavily by COVID due to the at-risk population they serve.

On a motion by Mr. Doser, the Board unanimously approved the Proposed Active Day Center Lease Agreement as presented.

8. **Other Business.** Mr. Castile thanked the Board for their approval of the cost-of-living increase. He also stated that during the interview process that the staff that participated was very impressed with Mr. Arnaiz background and knowledge. It is rare that you find

someone that is familiar with CDBG, HOME, ESG, government reporting and IDIS. Mr. Castile is glad that we have him at GCRA and stated that Mr. Arnaiz fills a position that was much needed. Lastly, Mr. Castile wanted to make the Board aware of a Housing Policy that will be coming out of the County Finance Committee. The County is looking for ways to incentivize affordable housing throughout the County. Mr. Castile explained some of the intricacies of the policy. He will send the document to the Board. It has not been approved by County Council as a whole. It just came out of the Finance Committee last night. Mr. Castile stated that staff is getting back to in-house training. There has already been two training sessions in August. The first was a refresher for the managers on Employment Law and the second was for all of staff on Communications.

9. **Adjournment.** There being no further business, and on a motion by Mr. Doser, seconded by Mr. Yeomans, the meeting was adjourned at 1:16 p.m.



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Board Secretary