



**Minutes for the April 11, 2023 Regular Board Meeting
of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, April 11, 2023 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:05 pm. A copy of the agenda was posted on the Housing Authority’s website. Roll call was conducted, and the following members of the Board were present:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Lucinda Herrera, Chief Development Officer
Commissioner	Johnetta Riley	Present (via Zoom)	Taleshia Stewart, SVP Resident & Strategic Initiatives
Commissioner	Silvia Sullivan	Present	Gloria Warner, Regional Property Manager
Commissioner	Cheryl Seymour	Present	Lee McRoberts, Chief of Staff
			Brianna Weston, Property Manager
			Marisa Stanley, Chief Financial Officer
			Deneishia Graves, Accounting Manager
			Damian White, Community Safety Manager
			Visitors:
			Mike Conley, City of Cayce
			Jarrett Epperson, City of Cayce
			Eric Rumberger, Cohn Reznick

Commissioner Smith opened with prayer.

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held February 21, 2023. Commissioner Sullivan made the motion and Commissioner Seymour seconded, Chairman Sightler then opened the floor for discussion regarding the minutes. Commissioner Sullivan said that she read the discussion regarding attendance and apologized for missing meetings during the previous year. Commissioner Sullivan said that she had experienced a death in the family and had been dealing with issues related to that matter; she said that she had considered resigning but met with Chairman Sightler who asked her to stay. Chairman Sightler thanked Commissioner Sullivan for her attendance and said that he had originally requested a copy of the current terms for Commissioner’s serving on the Board. The document the City supplied included their attendance policy which caught the attention of the Board. Chairman Sightler discussed the policy with the City Manager who directed the Board to handle attendance concerns within their ranks.

Chairman Sightler stated that there was a discrepancy in the financial report included in the minutes versus what was presented at the February meeting. The variance between the year to date actual cash flow compared to the year to date budgeted cash flow was stated as \$41k and the graph in the minutes shows a much higher amount. Mrs. Bean said that the

wrong report had been included in the minutes but would be corrected with the insertion of the correct report. Mrs. Bean said that the minutes could be approved with an amendment that allows for the report to be corrected.

There was a general discussion regarding whether the variance was a budget deficit or difference in actual versus budgeted totals. Mrs. Bean said that additional renovation costs had been added to the report incorrectly that was inserted in the minutes and that the report presented in February had not included all of those totals. Mrs. Stanley said that the Cayce Housing Authority does have a positive cash flow but that it is not as high as originally budgeted.

Chairman Sightler made a motion to defer the approval of the February 11, 2023 minutes to ensure the right report was included until the June meeting, seconded by Commissioner Smith, it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		

Commissioner Sightler made a motion to approve the Agenda as presented, seconded by Commissioner Sullivan it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		

AUDIT PRESENTATION:

Mrs. Bean introduced Eric Rumberger of Cohn Reznick, the auditing firm that conducted the audit, and asked him to present the audit to the Board.

Mr. Rumberger made the following presentation.

Audit Procedures and Results:

The Housing Authority of the City of Cayce (Cayce) is a quasi-governmental agency in receipt of federal funds subject to three sets of auditing standards and results in two Auditor’s Reports:

- Auditing standards generally accepted in the United States of America (GAAS).
- Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS or Yellow Book).
- Auditing Standards required by Uniform Guidance (UG) – No reporting required as under \$750k in federal funds.
- Both reports are unmodified (clean) opinions and no control deficiencies or noncompliance reported.

Testing required by Auditing Standards Generally Accepted in the United States of America:

- To provide an opinion on financial statement balances and footnote disclosures
- Risk based approach to test significant items on Statement of Net Position (balance sheet) and Statement of Revenues, Expenses, and Changes in Net Position (income statement)
- Financial statements contain both audited and unaudited information
- Unmodified opinion on the financial statements

Required Communication:

- Auditor’s Responsibility Under Generally Accepted Auditing Standards and Government Auditing Standards
- Express an opinion as to whether the financial statements, prepared by management, are fairly presented in all material respects, in conformity with the accounting principles adopted by Cayce
- Plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
- Consider internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, and grant agreements
- Auditor’s Responsibility Under Generally Accepted Auditing Standards and Government Auditing Standards
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- Auditor’s Responsibility Under Generally Accepted Auditing Standards and Government Auditing Standards
 - Express an opinion as to whether the financial statements, prepared by management, are fairly presented in all material respects, in conformity with the accounting principles adopted by Cayce
 - Plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement
 - Consider internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, and grant agreements
- Other Comments
 - Management is responsible for the selection and use of appropriate accounting policies
 - We noted no transactions entered into by Cayce and related accounting policies during the year for which there was a lack of authoritative guidance or consensus
 - There were no disagreements or difficulties with management
 - There were no consultations with other accountants regarding auditing or accounting matters
 - Significant estimates applicable to Cayce are as follows:
 - Allowance for doubtful accounts
 - Useful lives of capital assets
- Significant Audit Adjustments/Summary of Audit Differences
 - In connections with our procedures, there were no posted audit adjustments identified by CohnReznick

New Accounting Updates:

- Current year adoption of GASB 87 - Leases
- Audit reports impact by Statement on Auditing Standards 134
- Future period GASB pronouncements
 - GASB 96 – Subscription-Based Information Technology Arrangements (FY ‘23)
 - GASB 101 – Compensated Absences (FY ’25)

Mr. Rumberger opened the floor to questions. Chairman Sightler asked if the increase in net position from \$1.7 million in 2021 to \$1.9 million in 2022 was related to an increase in property values. Mr. Rumer said that the audit does not reflect real estate values but reflects capital assets and liabilities. Mrs. Bean thanked Mr. Rumberger for the presentation and work done to prepare the report.

Chairman Sightler called for a motion to accept the audit as presented by Cohn Reznick as information only. Upon motion of Commissioner Seymour, seconded by Commissioner Smith, it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		

Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		

Commissioner Riley stated she wants to make sure the motion is clear that the report is only being accepted as information as the Board did not receive in time to review in depth. Mrs. Bean said that if questions arise, the Board may ask questions at any time.

ANNUAL PLAN:

Mrs. Bean introduced Senior Vice President of Resident and Strategic Initiatives Taleshia Stewart and asked her to present the 2023/2024 Annual Plan. Ms. Stewart said that HUD requires an annual plan to evaluate housing authorities strategic goals and report progress on those goals. The public comment period for the plan was from February 18, 2023 to April 4, 2023. A Resident Advisory Board meeting was held on March 7 to present the plan to Cayce Housing residents and receive their comments and questions. A virtual public hearing was held on April 5, 2023 to present the plan to the community and will be submitted to HUD on April 14, 2023 pending approval of the Board.

Mrs. Stewart presented the Strategic Goals and updates on progress.

Strategic Goal 1: Increase availability of quality, affordable housing by improving the quality of assisted housing.

Objectives:

- Continue public housing high performing status, with the public housing assessment strategy of ninety percent (90%) or greater.
- Maintain the public housing vacancies at a rate of two percent (2%) or less.

Progress:

- Cayce is a Standard Performing Agency with a score of 76% of its last assessment from HUD
- The current occupancy rate is 95.1%, with a vacancy rate of 4.9%.

Proposed Policy Changes:

- Implementation of new income limits, effective June 24, 2023.
- Convert all over-income families to nonpublic housing.
- Implementation of new nonpublic housing leases at Fair Market Rents.
- Provide families with 2 advance notices – beginning at 24 months and again at 12 months.
- Interim Income Reviews will be performed only if the annual adjusted income increases or decreases more than 10%.
- Streamlined verification consent form should only be signed once for each adult household member.
- EIV is not required at interims; may use other federal programs income data for verification.
- Increase standard deductions from \$400 to \$525 for families with a head, co-head or spouse who is elderly or a person with a disability.
- Allowances for unreimbursed health and medical care/disability expenses increased to 10% phased in over two years. – 5%; 7.5% and 10%.
- Extend a deduction for unreimbursed childcare expenses that causes economic hardships for 90 days with extensions as needed.
- Allow self certification of net assets if estimated to be at or below \$50,000.
- For eligibility and continued assistance, total assets cannot exceed \$100,000 and cannot own real estate suitable for occupancy.
- Streamlined recertifications every three years for households with 90% fixed income.

Strategic Goal 2: Promote self-sufficiency in assessment of families and individuals.

Objective:

- Increase the percentage of employed persons in assisted housing.

Progress:

- Established a plethora of economic and self-sufficiency opportunities for residents, by enlisting community partners and leveraging subject matter experts to deliver a COVID-19 friendly series of virtual workshops that foster economic independence and self-sufficiency. The series consists of monthly online sessions in the areas of:
 - Career Development/Employment,
 - Self-Sufficiency,
 - Health & Safety,
 - Technology,
 - Youth and Senior Programs.
- At three (3) residents attended self sufficiency training opportunities.

Strategic Goal 3: Ensure Equal Opportunity in providing Fair Housing for all.

Objectives:

- Continue affirmative measures that will facilitate access to suitable living environment regardless of race, color, national origin, religion, sex familial status and disability.
- Continue affirmative measures that will prove acceptable for persons with disabilities regardless of the unit size required.

Progress:

- Continue affirmative measures that will facilitate access to suitable living environment regardless of race, color, national origin, sex, familial status, and disability.
- Continue affirmative measures that will prove acceptable for persons with disabilities regardless of the unit size required.
- Review annually to ensure that practices are not in place that violate Fair Housing regulations.
- Residents are provided information on their rights under Fair Housing during initial lease-up.
- The CH Cares Coordinator handles resident complaints, hearings, and manages other issues and concerns brought forward by residents.
- CH ensures that team members participate in fair housing training annually.
- Standard Operating Procedures for Grievance Hearings were developed to ensure that residents are prepared and have a fair hearing process.

Strategic Goal 4: Capital Assets and Repositioning

Objective:

- Convert forty-one (41) public housing units to project-based vouchers.

Progress:

- Completed \$1.2 million dollars in renovation work.
- Submitted a conversion application in May 2023.
- Conversion approval will be completed by December 2023.

Mrs. Herrera added that additional issues were identified at Spencer Place following the \$1.2 million renovation and work is in progress to resolve those issues as many fall under within the warranty. Staff hopes to submit the RAD conversion application soon with the process complete by the end of the year. Additional renovations on units that were not rehabilitated in the first phase will begin after conversion is complete.

Commissioner Seymour stated that there had been multiple issues with her unit and Mrs. Herrera said that staff would be in touch to address them specifically. Commissioner Smith asked about the status of the unit on Byron St. that was damaged by a tree. Mrs. Herrera said that work on the unit had been completed and a family is currently occupying. Commissioner Sullivan asked about the tree work to be done that has been previously discussed. Mrs. Herrera said that a tree plan has been developed and that trees to be removed have been identified and that work will be done soon.

Mrs. Bean said that a motion is needed to approve the Annual Plan as presented. Chairman Sightler called for a motion to approve Resolution 2023-001: Approval of Annual Plan FY 2024, upon motion of Commissioner Riley, seconded by Commissioner Sullivan it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		

CEO REPORT:

Mrs. Bean asked Ms. Weston to deliver the Operations Report.

Ms. Weston presented the below Operations Report for February, March and April.

	February	March	April
Accounts sent to Magistrate	0	1	0
Account more than 30 days	4	2	1
Work Orders received	14	29	1
Work Orders Completed	12	18	0
Work Orders Remaining	2	11	1
Emergency Work Order	1	1	0

****Magistrate Update:**

February- zero cases sent to the magistrate.

March- one cases sent to the magistrate for non-payment of rent.

April- zero cases sent to the magistrate.

Ms. Weston stated that all work orders have been completed.

Chairman Sightler said that as previously discussed at the last regular meeting a review of the current Cayce Housing bylaws and possible update is currently being considered. Chairman Sightler said that a committee to review the bylaws will be formed and will consist of; Chairman Sightler, Commissioner Riley, Mrs. Bean and Attorney Campbell. Mrs. Bean said that Attorney Campbell will review and recommend updates to ensure compliance with state regulations if needed. A meeting of the Bylaws Committee will be scheduled soon to begin the review process. Commissioner Riley asked if the motion made at the previous meeting regarding reviewing the bylaws should be amended to broaden the bylaw review from just attendance; Mrs. Bean said that the motion included wording to ensure compliance with local, state, and federal regulations so no amendment was needed. Commissioner Riley asked if the Cayce Board could review the Columbia Housing bylaws during the process, Mrs. Bean said that she would share them with the Cayce Board.

ADJOURNMENT

There being no further business and upon motion of Commissioner Smith, seconded by Commissioner Sullivan, it was unanimously approved to end the meeting at 6:18 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer