

THE HOUSING AUTHORITY OF THE CITY OF CAYCE, S.C.
October 16th, 2012

The Board of Commissioners of The Housing Authority of the City of Cayce, S.C. convened at 5:05 p.m., Tuesday, October 16th, 2012 at Cayce City Hall.

The Chairman called the meeting to order and upon roll call, those present and absent were as follows:

Present: Jack L. Sightler, Jr., Chairman
Brenda Kegler, Commissioner
Mr. Bruce Smith, Vice-Chair
Ms. Silvia Sullivan, Commissioner
Gilbert Walker, Executive Director

Staff: Howard Thomas, Beverly Malone, Angel Cruz, Lee McRoberts

Mr. Smith opened with a prayer.

The Chairman asked the members to review the minutes of the regular meeting held August 21, 2012. Upon motion by Mr. Smith, seconded by Ms. Sullivan, the minutes were unanimously approved.

Ms. Malone presented the Operations Report for September and October. She stated that 3 accounts were sent to the Magistrate in September; none in October. There were no accounts more than 30 days old. 24 work orders were received in September and 6 in August. 24 work orders were completed in September and 3 were completed in October. There were no outstanding work orders for September and 3 outstanding for October. There were no Emergency work orders in either month.

There was a general discussion regarding the overall performance of the Cayce Housing Authority. Turn for units remains low and approximately 500 people are waiting for units in Cayce. All routine maintenance issues are up to date and staff is making plans to update landscaping at some of the properties.

Chief Cruz reported that there had been no incidents in Cayce for the last reporting period and that he continues to work with the Cayce Police Department to ensure problems remain at a minimum.

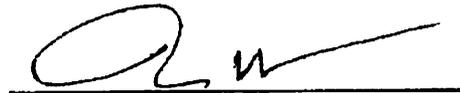
Mr. Walker said that the annual Financial Audit of the Authority was currently in progress. A new firm, Barton & Gonzales of Florida, won the bid to conduct the audit and is reviewing tenant files for compliance this week. Staff expects the audit to last for several weeks that will be spread out this fall. Mr. Walker said that the tenant file review checks for all

paperwork that is required by HUD to be in tenant files and that rent calculations are done correctly. All audit work must be done by the date specified in the contract and submitted to HUD by the end of March.

Mr. Sigtler asked if there were any new applications for the open seat vacated by Mr. Motsinger's resignation; Lee continues to stay in touch with staff at Cayce City Hall and none have been received to date. Mr. Sigtler said that he wants the opening on the Board to be reflected in the minutes so Council can be aware and forward any interested candidate's information.

Mr. Sigtler requested that a Resolution be prepared honoring Mr. Motsinger's service to the Cayce Board and that arrangements be made to present it to him at a City Council meeting in early 2013.

There being no further business, the meeting adjourned at 5:30 p.m.



Secretary

APPROVED:

