



**Minutes for the February 21, 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, February 21, 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
<b>Chairman</b>	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
<b>Vice-Chairman</b>	Bruce Smith	Present	Gloria Warner, Regional Property Manager
<b>Commissioner</b>	Johnetta Riley	Present	Lee McRoberts, Chief of Staff
<b>Commissioner</b>	Silvia Sullivan	Absent	Brianna Weston, Property Manager
<b>Commissioner</b>	Cheryl Seymour	Absent	Deneishia Graves, Accounting Manager
			<b>Visitors:</b>
			Stuart Jones, City of Cayce

**APPROVAL OF MINUTES:**

Mr. Sightler called for approval of the minutes for the Regular Meeting held December 13, 2022. Upon motion of Commissioner Smith, seconded by Commissioner Riley, the minutes were approved.

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

Mr. Sightler called for approval of the minutes for the Annual Meeting held December 13, 2022. Upon motion of Commissioner Sightler, seconded by Commissioner Smith, the minutes were approved.

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

## CEO REPORT:

Mrs. Bean requested approval to move the April, 2023 meeting from April 18, 2023 to April 11, 2023 to accommodate the timely submission of the Annual Plan. This request is made annually to ensure the Plan is submitted to HUD by April 18, 2023. Upon motion of Chairman Sightler, seconded by Commissioner Smith it was approved to move the April 2023 meeting to April 11, 2023.

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

The Resident Advisory Board will meet virtually on March 7, 2023 to review the plan, make comments and ask questions. The RAB is comprised of different community members, the meetings will be held virtually to encourage participation and the links will be shared once finalized.

Mrs. Bean reported that an appeal has been made regarding the Public Housing Assessment System (PHAS) score. The appeal request has been partially approved by HUD – see attached letter. Final approval and a change in performance designation will be made by HUD once the audit for the fiscal year ending June 30, 2022 is submitted and reviewed by HUD.

Commissioner Smith asked if the appeal is successful will the PHAS score improve. Mrs. Bean said that staff is hopeful the appeal will add enough points back to the overall score to change the rating to “Standard”. Factors including higher than normal vacancies due to renovations and vacancies being incorrectly coded during the renovations played a part in the score and designation for this year, but the goal is to regain “High Performer” status.

Mrs. Bean said that a list of current Board members and terms was supplied as requested at the previous meeting.

Mrs. Bean said that an easement from 1982 granting the road at Spencer Place back to the City of Cayce was identified during legal research on the property and that was included in the Board report for review and has been supplied to the City of Cayce regarding ongoing conversations about maintenance and ownership of the road.

Commissioner Smith asked if any repairs have been made to the road. Mrs. Bean said that she is not aware of any repairs and that recently an individual whose car had been damaged on the road had been sent to the Columbia Housing offices by the City of Cayce. Mrs. Herrera said that she spoke to the individual and redirected him to the city after giving him a copy of the easement.

There was a general discussion regarding how maintenance of the road became an issue after the apartment complex Cayce Cove inquired about maintenance and upkeep in the previous year. During title research, the 1982 easement was discovered and forwarded to the City Manager. Mrs. Herrera said that she does not know how the city plans to proceed and has not spoken to the City Manager regarding the matter. Chairman Sightler asked City of Cayce representative Stuart Jones if he was aware of the City of Cayce’s position on the road. Mr. Jones said that he knows the matter is being reviewed by the City Manager and legal counsel at this time.

Chairman Sightler expressed concern for the residents of Spencer Place that use the road. Mrs. Bean said she shares his concerns and joins Cayce Cove in asking that repairs be made.

Commissioner Riley said that she would like to discuss the attendance policy for the Board. The roster distributed notes that the City of Cayce’s Committee Attendance Policy allows for members to be removed after missing 1/3 of regularly scheduled meetings within a 12-month period. Commissioner Riley said that she does not see a corresponding policy in the Cayce Housing bylaws and asked who tracks attendance for the Board.

Mrs. Bean said that the policy is the City of Cayce’s policy so they would be responsible for tracking attendance and implementing any consequences. Chairman Sightler said that attendance has only been an issue in the past when a quorum could not be reached and action taken. Commissioner Smith said that replacing members and finding people willing to serve has been an issue in the past. Commissioner Riley asked if attendance should be tracked internally in order to be in compliance with the City’s policy.

Mrs. Bean said that the bylaws can be amended to include an attendance policy if needed. Commissioner Riley said that flagrant disregard for the policy should be addressed and supports lining up the Cayce Housing bylaws with the City’s policy. Mrs. Bean said that she will distribute the current bylaws, involve legal and get input from the Commissioners to begin the process if the Board wishes to move forward. A resolution adopting the changes would then be presented at the to the full Board for approval.

Commissioner Riley motioned that the Cayce Housing bylaws be revised with the purpose of including attendance requirements, Chairman Sightler seconded the motion. Mrs. Bean suggested the motion be amended to state that the bylaws be reviewed and updated to ensure compliance with local, state and federal guidelines that include attendance requirements.

Commissioner Riley amended her previous motion that the Cayce Housing bylaws be reviewed and updated with purpose of being compliant with local, state and federal guidelines that include attendance requirements. Chairman Sightler seconded the motion and it was approved.

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

**OPERATIONS REPORT:**

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

Ms. Weston presented the below Operations Report for December, January and February.

	December	January	February
Accounts sent to Magistrate	3	1	0
Account more than 30 days	7	3	4
Work Orders received	14	24	14
Work Orders Completed	7	24	12
Work Orders Remaining	7	0	2
Emergency Work Order	3	5	1

**\*\*Magistrate Update:**

*Follow up from November 2022*

Tenant that was taken to the Magistrate for eviction due to a lease violation was set-out in January, 2023.

December – 3 cases sent to the magistrate.

*1 moved before court date was set, 1 paid her outstanding balance, 1 requested a court date.*

January- 1 cases sent to the magistrate.

*Tenant was taken to Court based on non-payment of rent, Judge found in CH's favor and ordered an eviction. Tenant moved out before the set-out occurred.*

February - No cases sent to the magistrate.

Commissioner Riley thanked staff for providing the magistrate information and said it was helpful; she asked what the lease violation was for the set-out in January. Ms. Warner said that there was an unauthorized dog in the unit that exceeded the 20 lb. weight limit and had not been reported appropriately.

Mrs. Bean asked Mrs. Herrera to present the Development Report. Mrs. Herrera gave the Development Report. All contracts for the renovation work have been closed out and the work is now under warranty. The community building on Poplar St. is now vacant and staff is looking at options to best use the property; an analysis of converting the space to dwelling or reverting it to a management office is currently underway.

Staff is waiting on an environmental assessment to submit the final RAD conversion application to HUD. Suspected underground tanks were located near Poplar and Wilkinson from an old gas station and due to a lack of prior documentation additional testing has to be conducted. The work is expected take 4-6 weeks with additional jurisdictional and Board approvals needed during the process.

Mrs. Herrera said that staff anticipates being notified of the 2023 Capital Fund allocation soon and hopes to complete some of the remaining interior work at Poplar and Wilkinson and begin tree work with the funds. Additional work can be completed once the RAD conversion is complete with private financing.

Commissioner Riley asked when Cayce Public Safety moved out of the community building. Ms. Warner said that it was earlier this month. Chairman Sightler asked if all construction trailers have been removed from the properties; Mrs. Herrera said they have been removed. Commissioner Smith asked if staff checked on the roof that does not match the other roofs at Poplar and Wilkinson; Mrs. Herrera said that the roof was replaced fairly recently and for some reason not completed with shingles that matched the other units. It is a cosmetic difference and will be changed when the roof needs to be re-shingled. Commissioner Riley asked if a plan is in place to check on the community building at Poplar and Wilkinson as it is now empty; Ms. Warner said that property management staff is on the site weekly and that cameras are in place on the front of the building. Mrs. Bean stated that the cameras have helped reduce the criminal activity at the property. Commissioner Riley noted that the City of Cayce has recently enacted a new ordinance that penalizes property owners for excessive false alarm calls.

Mrs. Bean asked Ms. Graves to present the Financial Report. Ms. Graves gave the Financial Report.

	Current Period January 2023	Year-toDate Actuals	Year-toDate Budget	Variance
<b>Public Housing</b>				
<b>Operating Income</b>				
Tenant Revenue	6,795	41,301	49,223	(7,923)
HUD Operating Grant Revenue	13,447	97,659	87,225	10,434
COVID Operating Grant Revenue	-	-	-	0
CFP Operating Revenue	20,917	167,334	167,334	0
Other Revenue	806	1,586	1,954	(368)
<b>Total Operating Income</b>	<b>41,965</b>	<b>307,880</b>	<b>305,737</b>	<b>2,143</b>
<b>Operating Expenses</b>				
Administrative Expenses	5,042	52,902	57,757	(4,855)
Tenant Services	668	88,989	72,955	16,034
Utilities	1,204	10,276	3,442	6,834
Maintenance	8,024	82,450	55,993	26,457
Protective Services	448	3,357	3,865	(508)
Insurance Expense	929	6,505	6,376	129
Real Estate Taxes-PILOT	490	3,429	3,429	0
Other General Expenses, Collection Losses	-	-	-	0
Equipment Replacements	-	-	-	0
<b>Total Routine Operating Expenses</b>	<b>16,805</b>	<b>247,908</b>	<b>203,817</b>	<b>44,091</b>
<b>Cash Flow (Deficit) from Operations</b>	<b>25,161</b>	<b>59,972</b>	<b>101,920</b>	<b>(41,948)</b>

Mrs. Bean said that the budget is not performing at a level staff would like to see due to the costs associated with the renovations but expects it to return to better levels post-conversion. Mrs. Bean said that she would like to present the option of adding a travel and training budget line item to the upcoming FY 2024 budget as the current budget does not include those costs. A list of training opportunities was sent to the Board earlier in the year without addressing the potential budget impacts and discussion is needed as adding costs and the line item to future budgets will have a financial impact as funds are limited.

There was a general discussion regarding the option of adding a travel and training line item to future budgets. Chairman Sighter stated that he feels as if all resources should be focused on filling units, stabilizing operations and increasing revenue as the agency is just completing a large renovation project. Chairman Sightler also added that he supports training opportunities and understands that a line item for training could be added and that if it was not utilized it would not impact the finances of the agency. Mrs. Bean said that she strongly recommends adding the item to the budget for planning purposes and said that the Board can determine how much to allocate. Mrs. Herrera said that in her experience housing authorities of similar sizes typically budget between \$2,500 and \$5,000 annually for training and travel and that could be a good starting point for the budget that begins July 1, 2023 with regular review during the year to adjust if needed.

Mrs. Bean asked if the Board wants to delay any future training and travel until an approved budget is in place. Commissioner Riley said that she attended the Public Housing Authorities Directors Association meeting in January and had a good experience, she said she has also taken 2 NAHRO training classes in order to gain a Commissioner's Certification and is currently interested in attending the Carolina's Council Commissioner's Workshop at the end of March. Commissioner Riley asked if the current conversation impacts her attending the CCHRCO workshop. Mrs. Bean said that additional expenditures will increase the current budget deficit. Commissioner Riley asked if the units being fully reoccupied will help close the current budget gap; Mrs. Bean said that it will not impact things significantly this year. Commissioner Smith asked if rents will go up after the RAD conversion; Mrs. Herrera said that they will increase but

tenant's portion will remain 30% of their income. Chairman Sightler asked for additional information to be sent to the Board on the CCHRCO conference; Mrs. Bean said that the information was sent out in December and that it is a workshop for housing authority Commissioner's from NC and SC. The approximate cost of the trip per person is \$1500. Commissioner Riley said that she supports another Commissioner attending if they are interested and that she did not realize there would be a \$41,000 deficit when she expressed interest in attending earlier this year. Commissioner Smith said that he supports Commissioner Riley attending the Commissioner's Workshop, Chairman Sightler agreed that Commissioner Riley should attend.

### **ADJOURNMENT**

There being no further business and upon motion of Commissioner Smith, seconded by Commissioner Riley, it was unanimously approved to end the meeting at 6:20 pm.

Prepared by:

Yvonda A. Bean  
Secretary/Chief Executive Officer