

**Minutes for the June 20, 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, June 20, 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 attendance was as noted below:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Barry Hall, Chief Operating Officer
Commissioner	Jhonna Riley	Present	Marisa Stanley, Chief Financial Officer
Commissioner	Silvia Sullivan	Present	Lee McRoberts, Chief of Staff
Commissioner	Cheryl Seymour	Present	Brianna Weston, Property Manager
			Damian White, Community Safety Manager
			Visitors:
			Mike Conley, City of Cayce
			Ken Walters, City of Cayce

APPROVAL OF AGENDA

Chairman Sightler moved that an opening prayer be added to the Agenda, upon motion of Commissioner Sullivan, seconded by Commissioner Seymour the Agenda was approved as amended.

Commissioner Smith opened with prayer.

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held February 21, 2023. Upon motion of Chairman Sightler, seconded by Commissioner Sullivan, they were approved.

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

Mr. Sightler called for approval of the minutes for the Regular Meeting held April 11, 2023. Commissioner Sullivan moved approval and Commissioner Riley seconded the motion. Chairman Sightler asked if the designation for Cayce Housing noted on page 4 of the minutes was correct? Mrs. Bean said that the designation is correct, Cayce scored a 76 on the most recent assessment and staff has filed an appeal to try and recapture some of the points lost due to invoices not being processed and units not being coded correctly as offline. Chairman Sightler asked what an unfavorable score is, Mrs. Bean said that a score below 60 is substandard. A response from HUD has not yet been received but updates will be provided to the Board as they become available.

Commissioner Riley asked what families were being notified of twice as referenced under the Proposed Policy Changes for Strategic Goal 1. Mrs. Bean said the reference was to rent changes for families over income limits to qualify for public housing assistance; those families will receive notification at 12 and 24 months of being converted to non-public housing leases at fair market rents. Commissioner Riley suggested changing the formatting to make the section clearer and include all income limits under one section. Commissioner Seymour asked how people living in CH units that are not on the lease are addressed. Mrs. Bean said that everyone living in a unit should be on the lease and that residents who are aware of situations where this is not the case should contact their property manager. Ms. Weston said that a household’s makeup is reviewed annually during the recertification process.

There being no further discussion regarding the minutes and a motion with a second on the floor, Chairman Sightler called for a vote and the April 11, 2023 minutes were 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		

DISCUSSION ITEMS:

Mrs. Bean introduced Resolution 2023-002: Approval of Fiscal Year 2023 Operating Budget.

Mrs. Stanley presented the proposed operating budget.

Public Housing	Annual Budget 6-30-2024	Annual Budget 6-30-2023	Variance
Operating Income			
Tenant Revenue	89,920	84,400	5,520
HUD Operating Grant Revenue	149,410	149,529	(119)
COVID Operating Grant Revenue	-	-	-
CFP Operating Revenue	139,821	112,224	27,597
Other Revenue	3,580	3,400	180
Total Operating Income	382,731	349,553	33,178
Operating Expenses			
Administrative Expenses	104,634	99,012	5,622
Tenant Services	12,468	5,864	6,604
Utilities	11,283	6,189	5,094
Maintenance (see below detail)	99,557	98,180	1,377
Protective Services	9,671	9,573	98
Insurance Expense	11,270	10,930	340
Real Estate Taxes-PILOT	7,864	7,821	43
Other General Expenses, Collection Losses	1,724	1,724	-
Equipment Replacements	-	-	-
Total Routine Operating Expenses	258,471	239,293	19,178
Cash Flow (Deficit) from Operations	124,260	110,260	14,000

Property Maintenance	Annual Budget 6-30-2024	Annual Budget 6-30-2023	Variance
Maintenance			
Maintenance Salaries and Benefits	45,322	44,983	339
Maintenance Materials	1,510	1,570	(60)
Garbage	2,790	3,980	(1,190)
Contract Cost - Other Misc Repairs	13,175	13,005	170
Plumbing-Electrical	1,160	890	270
Mowing	24,200	24,200	-
Pest Control	11,400	9,552	1,848
Sub-Total Maintenance Expenses	99,557	98,180	1,377

Mrs. Stanley said that the proposed 2024 budget is shown in relation to the 2023 budget. An increase of \$33,178 is planned for total operating income due to an increase in tenant income and Capital Fund revenue, expenses are being projected as flat and an increase of \$14,000 is projected in overall cash flow for CH. Mrs. Stanley said that additional funds were added to the Administrative Expense line to accommodate travel and training. The tenant services line item was also increased to include possible temporary housing costs in case of an emergency situation. A slight increase was planned in utility costs and an increase was built into pest control. A positive cash flow of \$124,260 should be realized at the end of the fiscal year which will be an increase of \$14,000 over FY 2023.

Chairman Sightler stated that he would like to see travel as a separate line item and Commissioner Riley agreed and asked that it be added to the budget as its own category. Chairman Sightler said that it would be good for the Board to see what is available during the year. Mrs. Bean said that it was included under the Administrative Expenses but could be tracked separately and reported accordingly going forward.

Commissioner Smith asked if property values are being reviewed to ensure replacement values are correct and adequate for Cayce Housing’s inventory. Mrs. Bean said that staff had scheduled a meeting with the Insurance Reserve Fund to discuss the matter and that she would report back at the next meeting with the outcome.

There being no further discussion regarding the proposed budget, Chairman Sightler called for a motion to approve Resolution 2023-002: Approval of Fiscal Year 2023 Operating Budget. Commissioner Riley motioned that the budget be approved with the amendment that a separate line item be added to reflect a \$5,000 travel budget, seconded by Commissioner Sullivan the budget was approved as amended.

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 briefed the Board on recent news coverage of Columbia Housing. A representative from Appleseed Legal Justice made a statement at the June Columbia Housing Board meeting asserting claims regarding living conditions at several Columbia Housing properties. Press attended the meeting and conducted interviews with the Appleseed representative during and following the meeting. Columbia Housing responded to interview requests via a written statement the evening of the meeting and is working diligently to ensure the story is reported fairly.

There was a general discussion regarding the allegations and situations reported in the news. Commissioner Seymour expressed concern that evictions might be stopped if legitimate lease violations due to housekeeping and non-payment of rent were involved. Mrs. Bean said that Columbia Housing is working with each family to appropriately address each situation.

Commissioner Smith asked about a story regarding the relocation of residents at Bayberry Mews and what type of assistance was being provided to those families. Mrs. Bean said that Bayberry Mews and Capital Heights are tax credit properties and currently need approximately \$250 million in renovations and repairs. IRS guidelines govern how tax credit properties are managed and those guidelines dictate income limits and family size which must be followed per the tax credit regulations. Families at both properties are being notified of upcoming renovations and plans to relocate them to appropriately sized units if needed. As these properties are not under the public housing program they do not receive the level of relocation assistance but Columbia Housing will work closely with the property management company to ensure all families that have to relocate receive as much help as possible.

Commissioner Seymour said that there continues to be issues with the work done during renovation at Spencer Place. A number of items remain unfinished in her unit as well as others at the property. Mrs. Bean said that she is aware that a punch list of outstanding work was compiled and is still being worked through. All work is still under warranty and she will request an update on the progress of the repairs. Commissioner Smith asked if the lowest bid has to be accepted in bid requests. Mrs. Bean said that it could be the lowest or best to give the agency flexibility. There was a general discussion regarding the overall work of the contractor that completed the renovations and concerns were voiced about the quality of their work. Mrs. Bean thanked the Board for their input and bringing the concerns to her attention.

Chairman Sightler asked about the status of setting up a meeting to review the Cayce Bylaws. Mrs. Bean said that the current Cayce and Columbia bylaws had been distributed following the April meeting and that a meeting needs to be scheduled with Attorney Campbell in attendance. Mrs. Bean will coordinate with Attorney Campbell and members of the Committee to determine availability.

Mrs. Bean gave a development update. Stogner Architect is currently working on a plan to convert the community room at Poplar and Wilkinson to residential space; this would add additional rental income to Cayce Housing’s budget. Staff is still waiting on the HUD environmental review needed to move forward with RAD conversion but hope to have for the August meeting. Tree work as identified by an arborist last year is being rebid in hopes of getting better prices as the initial bids were high.

Mrs. Bean asked Ms. Weston to deliver the Operations Report. Ms. Weston reported the following:

Status Report for The Months of April 2023 Through June 2023

	April	May	June
Accounts sent to Magistrate	0	0	0
Account more than 30 days	1	1	1
Work Orders received	1	25	0
Work Orders Completed	0	24	0
Work Orders Remaining	1	1	0
Emergency Work Order	0	5	0

****Magistrate Update:**

April- zero cases sent to the magistrate.

May- zero cases sent to the magistrate.

June- zero cases sent to the magistrate.

Commissioner Smith asked what the emergency work orders had been, Mrs. Bean said that per the maintenance policy HVAC calls in temperatures over 80 degrees stipulate that the work order be treated as an emergency and resolved within 24 hours.

Chairman Sightler asked Commissioner Riley to give the Board a briefing on the CCHRCO Commissioners Conference she attended earlier this year the next meeting.

ADJOURNMENT

There being no further business and upon motion of Chairman Sightler, seconded by Commissioner Sullivan, it was unanimously approved to end the meeting at 6:17 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer