



**Minutes for June 16, 2020, 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 16, 2020, virtually via video conference.

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 each Board were present:

CH Board Members			Columbia Housing Authority Staff Present	Others Present	
<b>Chairman</b>	Jack Sightler	Present	Ivory Mathews, Interim Executive Director		
<b>Vice-Chairman</b>	Bruce Smith	Present	Yvonda Bean, Chief Operating Officer		
<b>Commissioner</b>	Silvia Sullivan	Present	Melanie Baker, Director of Accounting		
<b>Commissioner</b>	Cheryl Seymour	Absent	Damian White, Community Safety Manager		
<b>Commissioner</b>	OPEN	Present	Latoya Nix, Regional Property Manager		
			Lee McRoberts, Executive Assistant		
			Gloria Warner, Property Manager		
			Connie Hill		

**APPROVAL OF MINUTES**

Mr. Sightler called for approval of the minutes for the Regular Meeting held April 21, 2020. Upon motion of Mr. Smith, seconded by Ms. Sullivan the minutes were unanimously approved.

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

**EXECUTIVE DIRECTOR REPORT**

Mrs. Mathews gave an update on efforts to control the spread of COVID-19 within the Agency. Emergency work orders are still being addressed as needed and residents may call work orders in 24 hours a day to a call center. No cases of COVID-19 have been reported among residents in Cayce or Columbia and to date no staff have tested positive. Staff has been proactive in mitigation efforts including providing masks to residents, adding disinfection of common areas to a monthly cleaning schedule and following CDC recommendations whenever possible.

Columbia Housing has partnered with SC Department of Health and Environmental Controls (SCDHEC) to provide onsite testing to residents. Cayce is on the list of sites to be tested but a date has not been confirmed. A commercial promoting COVID-19 safety is currently being filmed using the President of the CH Resident Executive Council’s President and VP of Resident Family Services, Talarria Jackson.

Mrs. Herrera gave an update on development activities. The architect has started work on plans to rehab all Cayce units. Each unit will be totally renovated to include new roofing, new windows, new flooring and all

other major systems. Rehab will be funded by the money currently in reserves as those funds have to be utilized prior to RAD conversion or would be recaptured by HUD. New construction of the units at Spencer Place will happen concurrently and can be financed using private capital. Mrs. Herrera gave a briefing on the benefits of RAD conversion and explained that the format is more attractive to lenders and investors and allows for the use of tax credits. A scope of work and financial statement will be presented going forward.

**ANNUAL PLAN**

Mrs. Bean introduced Resolution 2020-001 – Approval of the Annual Plan. HUD requires that housing authorities submit an Annual Plan each year in order to inform the public about policies, programs, operations and changes and that the Plan be available for public review at least 45 days prior to the Public Hearing.. A virtual public hearing was held on June 5, 2020 and was well attended, the video continues to receive additional views and has been watched over 400 times to date. The Resident Advisory Board (RAB) met prior to the Public Hearing to review the plan and ask questions. A 5 Year plan for 2020-2024 was also included and outlines the Strategic Goals; Repositioning Cayce assets, Increasing the availability of affordable housing, Promoting self-sufficiency and Affirmatively furthering fair housing.

Upon motion of Mr. Smith, seconded by Mr. Sightler, it was unanimously approved.

**PRESENTATION OF OPERATING BUDGET**

Mrs. Mathews introduced Resolution 2020-002 – Approval of Operating Budget. Ms. Baker gave a briefing on the proposed budget, she stated that the Board had received a sheet with the 2020 budget, expenses annualized to date and the proposed budget for 2021. HUD allocated additional funds to housing authorities for COVID-19 related expenses and those are reflected on line 3. Overall Cayce Housing project a total income for 2021 of \$460,249 with total expenses of \$302,711 and a net cash flow of \$157,538. Upon motion of Ms. Sullivan, seconded by Ms. Seymour, it was unanimously approved.

There was a general discussion regarding when the mowing contract will be rebid for Cayce, Mrs. Herrera said that Cayce vendors are being identified now and a recommendation to award a new contract should be ready for the August meeting.

**WRITE OFF OF NON-COLLECTIBLE TENANT ACCOUNTS**

Mrs. Mathews introduced RESOLUTION 2020 – 003: Approval of Write-off of Non-collectible Tenant Rents. One tenant left a vacated account in the amount of \$425.67 which includes past rent and maintenance charges. Upon motion of Mr. Smith, seconded by Ms. Sullivan, it was unanimously approved.

**OPERATIONS REPORT**

Public Housing Director Latoya Nix introduced Property Manager Gloria Warner and Ms. Warner gave the Operations Report.

	<b>April</b>	<b>May</b>	<b>June</b>
Accounts sent to Magistrate	0	0	0
Account more than 30 days	3	3	3
Work Orders received	13	13	6

Work Orders Completed	13	13	6
Work Orders Remaining	0	0	0
Emergency Work Order	1	0	1

Ms. Sullivan asked what constitutes an emergency work order. Ms. Warner replied that fires, floods, no heat or AC or no power are all emergency situation that require the matter be resolved within 24 hours.

**SECURITY REPORT:**

Security Director Damian White gave a briefing on security incidents in Cayce for the reporting period. There was 1 incident on Poplar Street, a criminal domestic violence report. The family has moved since the incident and the unit has been re-occupied.

**OTHER ITEMS:**

Mrs. Bean stated that notification has been received designating the Cayce Housing Authority as a High Performer.

**ADJOURNMENT**

There being no further business and upon motion of Ms. Seymour, seconded by Ms. Sullivan, it was unanimously approved to end the meeting at 5:50 pm.

Prepared by:

Ivory N. Mathews  
Secretary/Executive Director