



**Minutes for April 21, 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, April 21, 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	
Chairman	Jack Sightler	Present	Ivory Mathews, Interim Executive Director		
Vice-Chairman	Bruce Smith	Present	Yvonda Bean, Chief Operating Officer		
Commissioner	Silvia Sullivan	Present	Damian White, Interim Director of Security		
Commissioner	Cheryl Seymour	Absent	Latoya Nix, Director of Public Housing		
Commissioner	OPEN	Present	Lee McRoberts, Executive Assistant		
			Gloria Warner, Property Manager		
			Melanie Baker, Director of Accounting		

APPROVAL OF MINUTES

Mr. Sightler called for approval of the minutes for the Regular Meeting held October 15, 2019. Upon motion of Mr. Smith, seconded by Ms. Seymour the minutes were unanimously approved.

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

EXECUTIVE DIRECTOR REPORT

Mrs. Mathews stated that staff continues to work diligently during the COVID-19 crisis to ensure resident needs are being met. A dedicated number for work order call in’s has been established to make that process easier and income changes may be reported several ways for those people that have experienced lay-offs or wage changes during the pandemic. Staff continues to monitor the situation and all efforts are being made to stay in compliance with CDC, DHEC and local and state guidelines to prevent the spread of the virus.

Ms. Sullivan asked how many families incomes have been impacted? Mrs. Bean stated that approximately 300 Housing Choice Vouchers recipients have reported income changes and approximately 60 public housing families. Mrs. Nix added that of the public housing residents reporting income changes, 4 were from Cayce. The income change reporting process was changed to allow residents to self-certify during the health crisis to expedite the process, this change was communicated via the website, social media and direct mailings to residents. Mr. Sightler asked if rent delinquency was an issue in Cayce since the pandemic began, Ms. Warner said that Cayce rents are all paid and there have been no concerns to date.

Mrs. Herrera gave a briefing on development activities. Self-conversion of Cayce units to RAD was included in the Annual Plan per previous discussions. HUD has currently waived the requirement for a Public Hearing to review the Annual Plan due to social distancing guidelines and staff anticipates submitting the plan to HUD the first week of May. The plan also includes the development of 6 new units at Spencer Place. Ms. Herrera met with Cayce city officials and a consultant hired by the City of Cayce to discuss affordable housing in the City's affordable housing plan. Cayce has placed a 6 month moratorium on new construction while the affordable housing plan is drafted, Council expects to review and approve the plan in June.

REVIEW OF AUDITED FINANCIAL STATEMENTS

Ms. Baker stated that the annual audit of Cayce's financial statements had been completed and that no findings were noted by the auditors. The audit serves to measure the agency's compliance with federal programs and to examine the material correctness of the financial data.

Ms. Baker directed the Board to page 6 of the audit for a comparison of expenses of 2018 versus 2019. Revenue is up \$18,000 and expenses remained flat except for changes in the Administrative line and Maintenance line. The increased maintenance costs relate to large variances in mowing and pest control. There was a general discussion regarding the mowing costs and what is contributing to the difference in cost (\$11k in 2018 vs. \$40k in 2019). Mrs. Herrera said that staff will be looking at Cayce specific vendors as it is so much smaller than Columbia and will benefit from having its own contracts. Ms. Baker said that increased pest control costs are related to bed bug treatments; costs appear to be trending the same for 2020 in this area.

Ms. Sullivan asked what the bad debt expense on page 7 referred to; Mrs. Herrera said that the amount is bad tenant debt that is written off each year and sent to the SC Department of Revenue for possible collection.

Ms. Baker stated that the Cayce Housing Authority is in a strong financial position overall and that the audit was good. Mrs. Mathews said that the audit had been presented for information only and thanked Ms. Baker for her presentation.

OPERATIONS REPORT

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

	January	February	March
Accounts sent to Magistrate	0	4	0
Account more than 30 days	2	2	1
Work Orders received	11	5	16
Work Orders Completed	11	5	15
Work Orders Remaining	0	0	1
Vacancies	0	0	0
Emergency Work Orders	0	0	0

Mr. Sightler asked if the account over 30 days had been resolved, Ms. Warner said that the paperwork is at the Magistrate but all Magistrate offices are currently closed due to the pandemic.

SECURITY REPORT:

Security Director Damian White gave a briefing on security incidents in Cayce for the reporting period. There was a shooting on Poplar St. in February. The 18 year old son of the lease holder appears to be the target and previous shootings have occurred at the property in the past. There have been no suspects identified and the 18 year has been uncooperative to date. Ms. Warner stated that staff will pursue eviction for the family once the Magistrates resume hearing cases. There was also a simple assault incident in March on Lee St., but no additional incidents since that time. Cayce Public Safety has increased patrols in the area and Officer White continues to work closely with the department as needed.

OTHER ITEMS:

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

ANNOUNCEMENTS

- Board Meeting | 5:00 pm, Tuesday, June 16, 2020

ADJOURNMENT

There being no further business and upon motion of Mr. Sightler, seconded by Mr. Smith, it was unanimously approved to end the meeting at 5:55 pm.

Prepared by:

Ivory N. Mathews
Secretary/Executive Director