



**Minutes for April 13, 2021, 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 13, 2021, virtually via video conference.

Chairman Jack Sightler called the meeting to order at 5:00 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
Chairman	Jack Sightler	Present	Ivory Mathews, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Yvonda Bean, Chief Operating Officer
Commissioner	Silvia Sullivan	Absent	Cindi Herrera, SVP Development
Commissioner	Cheryl Seymour	Present	Marissa Phoenix, Chief Financial Officer
Commissioner	Johnetta Riley	Present	Lee McRoberts, Executive Assistant

Ms. Sullivan was unable to attend due to a scheduling conflict.

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held February 16, 2021. 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	Johnetta Riley	X		

CHIEF EXECUTIVE OFFICER'S UPDATE:

Mrs. Mathews stated that the Public Hearing to review the Cayce Housing Annual Plan was held on April 6, 2021 and was well attended. Mrs. Mathews asked Mrs. Bean and Mrs. Herrera to present the Annual Plan to the Board,

Mrs. Bean presented Columbia Housing's Annual Plan and outlined the agency's Strategic Goals. The timeline presented outlines the key dates for the Annual Plan.

ACTIVITIES	TIMELINE
Public Comment Period	2/19/2021-4/5/2021
Resident Advisory Board Meeting	3/31/2021
Public Hearing	4/6/2021
Board Meeting	4/13/2021
Due Date	4/16/2021
Fiscal Year Begins	7/1/2021

STRATEGIC GOALS:

1. Increase availability of quality, affordable housing by improving the quality of assisted housing.

- Objective: Continue public housing high performing status, with the public housing assessment strategy of ninety percent (90%) or greater.
- Objective: Maintain the public housing vacancies at a rate of two percent (2%) or less.

PROGRESS:

Cayce is a High Performing Agency, receiving 95 points out of 100% possible points on its Public Housing Assessment System (PHAS) Report. It’s HUD’s assessment of how well the agency; maintains its properties, manages its fiscal responsibilities, manages its properties and utilizes its Capital Fund dollars received. The current occupancy rate is 97.6%. There is one vacancy.

2. Promote self-sufficiency in assessment development of families and individuals.

- Objective: Increase the percentage of employed person in assisted housing.

PROGRESS:

Established a plethora of economic and self-sufficiency opportunities for residents, by enlisting community partners and leveraging subject matter experts to deliver a COVID-19 friendly series of virtual workshops that foster economic independence and self-sufficiency. The series consists of monthly online sessions in the areas of: Career Development/Employment, Self-Sufficiency, Health & Safety, Technology, Youth and Seniors.

3. Ensure Equal Opportunity in providing Fair Housing for all.

- Objective: Continue affirmative measures that will facilitate access to suitable living environment regardless of race, color, national origin, religion, sex familial status and disability.
- Objective: Continue affirmative measures that will prove acceptable for persons with disabilities regardless of the unit size required.

PROGRESS:

We review our policies annual, adjusting and/or making updates where necessary to ensure we are always affirmatively furthering fair housing and operating in compliance with Fair Housing requirements.

4. Convert forty-one (41) public housing units to project-based vouchers.

- Objective: Convert and close out the Section 9 program.

PROGRESS:

PUBLIC HOUSING REAL ESTATE PORTFOLIO			
PROPERTY	CONVERSION STRATEGY	REPOSITIONING STRATEGY	DEVELOPMENT PARTNER
Cayce Public Housing Units	Section 18 <50 units	Rehab prior to disposition; PBV post-conversion	Cayce Affiliate
STATUS: Architect review to determine rehab scope underway.			
Cayce Excess Land	Section 18 Disposition	New construction of 6-8 units with PBV	Cayce Affiliate
STATUS: Design plans complete; construction drawings complete; resolution of roadways issues; discussion for preliminary financing.			

CH Staff is currently working with the architect to revise rehabilitation costs as original estimates came back higher than available resources for the initial scope work submitted. The scope of work will not change at the Spencer Place units but will be scaled back at the remaining communities. Work is hoped to be under contract by June with completion of all rehabilitation by year’s end. The RAD conversion would take place under Section 18 guidelines in early 2022. Plans are also being developed to place 6 – 9 new units on the vacant land at Spencer Place.

Mr. Sightler asked if Spencer Place could be designated as a senior property as it has historically housed seniors. Mrs. Herrera said that staff is currently working with HUD based on the Board’s and RAB feedback to obtain a partial designation for the Spencer Place units. Staff is also working with the architect to redesign the new units with seniors in mind, those will be presented to the Board at the next meeting.

Mrs. Riley asked what tools the measurement criteria will be used to measure progress on goals 2 and 3 in the Annual Plan. Mrs. Bean stated that staff use a variety of HUD supplied tracing tools to measure progress in the Resident and Family Services department, individual goals are monitored by the resident’s case manager. Mrs. Riley asked that some analytics be included to show results, Mrs. Bean said that she can add the number of Cayce families enrolled in ongoing Resident and Family Services programming.

Mr. Sightler called for a motion to approve Resolution 2021-002: Approval of Annual Plan. Upon motion of Mr. Sightler, seconded by Mr. Smith, it was approved.

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

OPERATIONS REPORT:

Mrs. Hilton presented the Operations Report:

	February	March	April
Accounts sent to Magistrate	0	0	0
Account more than 30 days	4	3	3
Work Orders received	22	28	5
Work Orders Completed	22	25	2
Work Orders Remaining	0	3	3
Emergency Work Order	5	4	1

Mrs. Riley asked if the accounts over 30 days old are the same people from the previous report. Mrs. Hilton stated that they are carryover, staff has been able to work with one of the outstanding accounts to resolve the balance but has not been able to establish a plan with the remaining households. Mr. Sightler asked what the process will be when the eviction moratorium is up at the end of June. Mrs. Hilton said that staff has been documenting the situations and will move forward with eviction proceedings at the appropriate time if needed.

Mrs. Riley asked if the residents with outstanding balances can utilize any of the assistance currently available. Mrs. Hilton said that staff has provided the families with information for resources available to individuals impacted by the pandemic, these individuals have been unable to provide the required documentation to receive assistance. Mrs. Mathews added that most CH residents are ineligible for these programs because they are already receiving assistance as residents of Cayce Housing.

CFO, Marissa Phoenix, presented the year to date financial report. Cayce Housing has generated \$187,711 in revenue year to date with expenses of \$145,752 leaving a cash flow of \$35,959.

OTHER ITEMS:

Mrs. Herrera gave an update on the Bond Issuance for Abbot Arms. The buyer's counsel is currently working with the City of Cayce to determine who will hold the TEFRA hearing, once the TEFRA hearing is complete, the City of Cayce will approve the bond issuance and the Mayor signs off to proceed. Staff anticipates that the TEFRA hearing should be scheduled within the next 8 weeks, closing will occur by summer's end and construction should begin by the end of the year. Staff will keep the Board updated as the processes moves forward.

ADJOURNMENT

There being no further business and upon motion of Mr. Smith, seconded by Mr. Sightler, it was unanimously approved to end the meeting at 5:40 pm.

Prepared by:

Ivory N. Mathews
Secretary/Executive Director