



**Minutes for August 15, 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, August 15, 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	Tracy Hegler, City Manager
Vice-Chairman	Bruce Smith	Present	Latoya Nix, Regional Property Manager	Carroll Williamson, Development
Commissioner	Silvia Sullivan	Present	Tierria Hilton, Regional Property Manager	Rusty Rabon
Commissioner	Cheryl Seymour	Absent	Damian White, Community Safety Manager	Leonita Reed
Commissioner	OPEN	Present	Lee McRoberts, Executive Assistant	Johnetta Riley

APPROVAL OF MINUTES

Mr. Sightler called for approval of the minutes for the Regular Meeting held June 16, 2020. Upon motion of Ms. Sullivan, seconded by Mr. Smith 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 reported on ongoing COVID 19 activities. A partnership with DHEC has provided onsite COVID 19 testing to residents; a mobile testing clinic was set up at Poplar and Wilkinson on July 16 and a number of families and staff participated. Plans are being made now to offer flu shots and testing to residents later in the year. To date, staff is not aware of any cases in families living in Cayce Housing units.

The Tanner Foundation has been providing fresh produce boxes since Easter to various communities with Columbia and Cayce since mid-April. Staff is working with the Foundation to continue those deliveries until the end of the year.

Donations of PPE have been received and will be distributed to residents as needed.

Mrs. Herrera gave an update on development activities. Task orders have been released to the architect to begin plans for the rehab of existing units and the construction of 6 units on the vacant land at Spencer Place. After rehab is complete, the existing units will be transferred to the RAD program. For rehab, the architect will

examine all major systems and develop recommendations for work. Staff anticipates the process to take 90 days to complete and that work should begin in late spring or early summer of 2021. Kitchens and bathrooms will be the primary focus of work but all aspects of the units will be reviewed. Stogner & Associates of North Carolina are the architectural firm working on the review and recommendations; they were selected from CH's pool of architects as the best fit for the project based on price and experience.

OPERATIONS REPORT

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

	June	July	August
Accounts sent to Magistrate	0	0	0
Account more than 30 days	2	2	4
Work Orders received	16	18	10
Work Orders Completed	16	18	9
Work Orders Remaining	0	0	1
Emergency Work Order	3	4	3

Ms. Seymour asked that someone from maintenance examine the outside spigots at Spencer Place, many are broken and not operational.

Mrs. Hilton stated that the emergency work orders were all related to air conditioning and that families with units that could not be repaired within 24 hours were given portable AC units to use until theirs could be fixed. Staff is working with the families who have outstanding balances and have established repayment agreements with them.

SECURITY REPORT:

There were no security incidents for the reporting period.

OTHER ITEMS:

Mr. Sightler asked the guests present to introduce themselves. Mr. Rusty Rabon introduced himself as a lifelong resident of Cayce that had recently submitted an application for the Cayce Housing Authority Board. Ms. Leonite Reed stated that she was also interested in potentially joining the Board and appreciates the importance of affordable housing in Cayce. Ms. Johnetta Riley said that she was also an applicant for the Board and had been a part of the Cayce community her whole life. Mr. Sightler thanked them for their attendance and interest in the Cayce Housing Authority.

Ms. Tracy Hegler introduced herself as City Manager and thanked the Board for the invitation. The City of Cayce recently engaged a firm to conduct a study on affordable housing, Ms. Hegler thanked staff for their participation, and said the information will be a good resource for future development within the City. Mr. Williamson introduced himself as a member of the Development Department and stated he was looking forward to working with staff on the rehab and construction projects being discussed.

Mr. Smith asked if constructing new units would require City Council approval. Ms. Hegler said that Council approval would not be necessary but an open relationship with the architect will be helpful.

ADJOURNMENT

There being no further business and upon motion of Ms. Sullivan, seconded by Mr. Smith, it was unanimously approved to end the meeting at 5:43 pm.

Prepared by:

Ivory N. Mathews
Secretary/Executive Director