



**Minutes for December 13, 2022, 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, December 13, 2022, at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:02 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 and staff were present:

CH Board Members			Columbia Housing Authority Staff Present
<b>Chairman</b>	Jack Sightler	Present	Yvonda Bean, CEO
<b>Vice-Chairman</b>	Bruce Smith	Present	Marisa Phoenix, CFO
<b>Commissioner</b>	Silvia Sullivan	Present	Lee McRoberts, COS
<b>Commissioner</b>	Cheryl Seymour	Present	Briana Weston, Community Property Manager
<b>Commissioner</b>	Johnetta Riley	Present	Damian White, Community Safety Manager
			<b>Visitors</b>
			Ken Walters, City of Cayce

**APPROVAL OF MINUTES:**

Mr. Sightler called for approval of the minutes for the Regular Meeting held October 18, 2022. Upon motion of Commissioner Smith, seconded by Commissioner Seymour, the minutes were 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>	Johnetta Riley	X		

**CEO REPORT:**

Mrs. Bean asked Ms. Weston to deliver the Operations Report.

**OPERATIONS REPORT:**

Ms. Weston presented the Operations Report for October, November, and December.

	<b>October</b>	<b>November</b>	<b>December</b>
Accounts sent to Magistrate	0	1	3
Account more than 30 days	3	3	7
Work Orders received	0	34	14
Work Orders Completed	0	28	7
Work Orders Remaining	0	6	7
Emergency Work Order	0	6	3

**\*\*Magistrate Update:**

October- no cases sent to the magistrate.

November - 1 cases sent to the magistrate for lease violation.

December - 3 cases sent to magistrate for non-payment of rent.

Ms. Weston stated that the number of work orders are largely related to HVAC issues where pilot lights needed to be relit. Commissioner Riley asked what was being powered by gas in the units. Ms. Weston said that the hot water heaters and many ranges are gas; Commissioner Riley asked if those systems can be switched to electric. Mrs. Bean said that staff is looking at options to do that work after the conversion when private financing may be obtained on the properties. The long-term goal is to convert all units to electric but will pose challenges due to the way the initial installation of the existing systems was completed.

Commissioner Smith asked why there was a different colored roof on one of the back units at Poplar St. Ms. Warner said that it probably happened when the roof was replaced several years ago. Chairman Sightler asked if appliances have been replaced in the renovated units, Mrs. Bean confirmed that they have been replaced.

Mrs. Bean said that she had provided the Public Housing Assessment System (PHAS) Score Report for Cayce that was completed for fiscal year 2022. The PHAS is a combination of scored indicators and Cayce Housing received a 76 out of 100 possible points, classifying it as substandard performer.

Points were lost due to a number of issues; accounts payable, accounts receivable, occupancy and the physical inspections of the units. Outstanding invoices were discovered on a former employee's desk that created a situation where bills were paid outside the fiscal year they were incurred in. Occupancy rates were also an issue as units were vacant during renovation and not properly designated in the HUD tracking system; staff has filed an appeal to receive these points back as the vacancies were HUD approved. Initial conversations with HUD regarding the appeal have been positive as staff has documentation to support the approved vacancies. If the appeal is successful, staff is hopeful the designation will be upgraded to a standard performer.

Commissioner Riley asked how this year's report compared to the previous year. Mrs. Bean said that the previous year scored Cayce Housing as a standard performer. Mrs. Bean added that the substandard designation is explainable due to the vacant units during renovation that had been approved by HUD; staff will update the Board on the status of the appeal.

Commissioner Riley asked what has been put into place to prevent the accounts payable and receivable problems from reoccurring. Mrs. Bean said that this was not a common issue and had been created from staff transition. A system is in place to ensure invoices are submitted and paid in a timely manner.

Commissioner Smith asked what the previous score was, Mrs. Bean said that she believes the previous year's score was a 94. Commissioner Smith asked if staff is confident, they know what created the issues and how to prevent them in the future. Mrs. Bean said that all issues have already been addressed and that the appeal regarding points lost due to vacancies during renovation has been submitted; staff is waiting on a written response from HUD with a final answer.

Mrs. Bean reported that all renovations have been completed and all units have been turned over to property management; all families have returned to their units. Work on the house at 2007 Byron is complete and has been occupied. Commissioner Sightler commended staff for their hard work to complete the work and reoccupy the unit in less than a year.

Commissioner Riley commented that a work truck has been parked on the grass in front of a unit on Byron. Ms. Weston said that she has addressed the issue with the tenant previously but will contact them again and enforce the conditions of the lease which prohibit parking in unapproved spaces. Commissioner Riley said that staff needs to ensure residents are aware of the City of Cayce's new parking ordinance; Ms. Weston said they are made aware of those conditions when the lease is signed but she will reinforce during resident meetings.

Commissioner Smith asked about the status of the community building on Poplar Street. Mrs. Bean said that staff was notified the Cayce Public Safety officers currently in the building would be moving out but no additional updates have been provided. Commissioner Smith said he still sees law enforcement there on a regular basis. Mrs. Bean said that the unit will be converted to a residential unit and that the environmental assessment of the property is currently underway with a final report expected in January. Commissioner Smith asked why an Environmental Assessment was being conducted. Mrs. Bean said that HUD requires an Environmental to identify any possible issues with the property prior to conversion.

Ms. Warner stated that criminal activity at Poplar Street has declined since placing cameras on the property; she also reported that the vacant unit that had been boarded up has been repaired and reoccupied.

Ms. Phoenix gave the Financial Report.

**Cayce Housing**  
**Budget to Actual Financial Report**  
**For the Period Ended October 31, 2022**

<b>Public Housing</b>	<b>Current Period October 2022</b>	<b>Year-to-Date Actuals</b>	<b>Year-to-Date Budget</b>	<b>Variance</b>
<b>Operating Income</b>				
Tenant Revenue	4,613	22,889	28,133	(5,245)
HUD Operating Grant Revenue	14,613	57,184	49,843	7,341
COVID Operating Grant Revenue	-	-	-	0
CFP Operating Revenue	20,917	146,417	146,417	0
Other Revenue	39	540	1,133	(594)
<b>Total Operating Income</b>	<b>40,182</b>	<b>227,030</b>	<b>225,527</b>	<b>1,503</b>
<b>Operating Expenses</b>				
Administrative Expenses	5,574	33,767	38,864	(5,097)
Tenant Services	8,936	70,991	72,955	(1,964)
Utilities	1,802	5,315	1,967	3,348
Maintenance	7,199	63,760	48,996	14,764
Protective Services	471	1,825	2,209	(384)
Insurance Expense	929	3,717	3,643	74
Real Estate Taxes-PILOT	490	1,959	1,959	0
Other General Expenses, Collection Losses	-	-	-	0
Equipment Replacements	-	-	-	0
<b>Total Routine Operating Expenses</b>	<b>25,400</b>	<b>181,334</b>	<b>170,593</b>	<b>10,741</b>
<b>Cash Flow (Deficit) from Operations</b>	<b>14,782</b>	<b>45,696</b>	<b>54,934</b>	<b>(9,238)</b>

**Financial Statement Variance Notes**

- \*\*Tenant Revenue underbudget due to tenant relocations**
- \*\*Utilities overbudget due to higher than anticipated temperatures in the months of July and August**
- \*\*Maintenance Expenses overbudget due to Termite inspections**

Ms. Phoenix pointed out that more operating subsidy had been received than budgeted and that excess utility charges resulted from the extreme high temperatures during the summer months. An overage was also incurred in maintenance due to termite inspections that were performed on all units. Tenant revenue was down due to the temporary relocations and vacancies during renovations. Overall Cayce is a good financial position with a positive cash flow year to date.

**OTHER ITEMS:**

Mrs. Bean said the arborist report was provided to the Board in their monthly packet. Trees to be removed are identified on the enclosed plan; work will be extensive and costly and staff hopes to see work begin after the first of the year. Commissioner Sullivan asked if the work can be done in stages to spread the cost out. Mrs. Bean said that is definitely an option and that the Board can direct how the work is completed. Commissioner Sullivan asked what the difference between a “significant” tree and an “insignificant” tree is as referenced in the arborist’s report. Mr. Walters, from the City of Cayce, said that hardwoods with diameter of over 24” are considered treasured trees and are noted as significant.

Mrs. Bean reported that she recently visited the seniors at Spencer Place to deliver blankets and holiday greetings. Commissioner Seymour said that the residents were surprised by the visit and enjoyed meeting with Mrs. Bean. Commissioner Seymour also said that staff delivered hot meals on Thanksgiving Day that were greatly appreciated by all that received them. Commissioner Smith asked about the resident that was relocated from Poplar Street to Spencer Place. Ms. Weston said that she is adjusting to her new unit and staff is checking on her.

Commissioner Seymour said that there are still some outstanding issues that have not been addressed in some of the units at Spencer Place and that while the issues are small they need to be completed. Mrs. Bean said that she will follow up to make sure they are handled.

**ADJOURNMENT**

There being no further business and upon motion of Chairman Sightler, seconded by Commissioner Smith, it was unanimously approved to end the meeting at 5:46 pm.

Prepared by:

Yvonda A. Bean  
Secretary/Chief Executive Officer