



**Minutes for February 15, 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, February 15, 2022, at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:03 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
Chairman	Jack Sightler	Present	Yvonda Bean, Interim CEO
Vice-Chairman	Bruce Smith	Present	Demetria Simpson, Interim COO
Commissioner	Silvia Sullivan	Present	Lee McRoberts, COS
Commissioner	Cheryl Seymour	Present	Gloria Warner, Regional Property Manager
Commissioner	Johnetta Riley	Present	Belkis Encarnacion, Community Property Manager
			Kimberly Brown, Executive Assistant
Legal Counsel			Damian White, Community Safety Manager
Bo Campbell			Visitors
			Jarrett Epperson, City of Cayce

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular and Annual Meetings held December 21, 2021. Ms. Sullivan asked that the minutes of the regular meeting be amended to show she expressed concern regarding the trees instead of Ms. Seymour. Upon motion of Ms. Sullivan, seconded by Mrs. Riley the minutes were unanimously approved as amended.

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		

Mrs. Bean asked the Board to approve moving the April meeting to April 12, 2022 to accommodate the Public Hearing to review the Annual Plan so that the Plan may be submitted in accordance with HUD guidelines. Upon motion of Mrs. Riley, seconded by Ms. Sullivan 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		

CHIEF EXECUTIVE OFFICER’S UPDATE:

Mrs. Bean stated that there was a need to update signature cards at financial institutions as Mrs. Mathews was no longer with the Agency and she has been appointed Interim CEO. Mrs. Bean stated that Resolution 2022-001 Approval of Signatories updates her title and adds Ms. Taleshia Stewart as an additional signatory. Mr. Sightler asked if any changes

had been made to signatory limits, Mrs. Bean said the Resolution only updates signatory authorizations and the procurement guidelines are the same. Upon motion of Ms. Sullivan, seconded by Ms. Seymour, 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		

Mrs. Herrera introduced Resolution 2022-002: Abbot Arms Final Bond Resolution. She stated that the Resolution gives final authorization for the Executive Director and Board Chair to execute documents for the closing. Attorney Campbell said that the City of Cayce has submitted comments regarding the Resolution and feels that he can work with the City’s legal counsel to incorporate those comments into the Resolution. Attorney Campbell further stated that the changes would not change the substance of the proposed Resolution so that it can be passed and revised later if needed. Mr. Sightler asked if staff or legal counsel had any concerns about the City’s comments. Attorney Campbell said that he does not believe the comments will slow the process. Attorney Campbell said that the Resolution authorizes the Chair and Executive Director execute documents related to the deal and there are numerous disclaimers protecting Cayce Housing, all proceeds will come directly from the sale and no impact will be made to Cayce Housing’s credit.

Mr. Sightler read the following language suggested by the City; “I move to approve Resolution 2022-002: Abbot Arms Final Bond Resolution pending follow-up questions and comments made by the City’s Bond Counsel. Should any edits be required as a result of those questions and comments, the Board can authorize the Chairman’s signature on that version.” Ms. Sullivan made the motion, seconded by Ms. Seymour, 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		

Mrs. Herrera gave an update on the storm damaged unit on Byron St. The contractor currently working at Spencer Place, Bent Pine Construction, submitted a bid of \$135, 957 to bring the unit back online and ready for occupancy. Asbestos and lead remediation are included in the bid as the damage done by the tree falling exposed both materials. As there is a contract in place with the contractor already, the process will be expedited. Mrs. Herrera said the roof will be the first thing replaced. Mr. Sightler asked if sheetrock was also going to be replaced. Mrs. Herrera stated that sheetrock, tile and other interior surfaces will be replaced and studs treated for mold. Mrs. Riley asked why the HVAC system is being replaced. Mrs. Herrera said that the unit is outdated and the incorrect size for the home, ductwork will be cleaned once the new unit is in place. Mrs. Riley asked staff to see if replacing the ductwork could also be included as there may be mold in the old system.

Mrs. Herrera said that staff had recently received a draft report from the City’s arborist regarding recommendations for pruning and removing existing trees. A list of recommended actions was included in the report and staff is currently waiting on the final report to begin the work. Trees will also be replaced in some instances where removal is recommended. Mrs. Riley stated that she had driven by the property and noticed trees tagged, she said she did not notice a tag on the large pine tree next to the unit that was damaged and suggested the Board review and approve future tree plans based on the arborist’s recommendations.

Mrs. Herrera reported that the first 4 families had moved out of their units at Spencer Place into the Fountains at Edenwood while work is completed. Work is currently underway on 7 units; the 4 vacated by existing families and 3 empty units. Popcorn ceilings have been removed, wall repairs are being made and work is beginning on the main renovation. The contractor has all of the building materials in but a few doors so work can be completed. Mrs. Riley asked that staff convey to the project foreman that there are nails all over the road and site and that they need to be more

careful as resident vehicles could be damaged by the debris. Mrs. Herrera said she would make sure the crew cleans up behind themselves.

OPERATIONS REPORT:

Ms. Warner presented the Operations Report:

	December	January	February
Accounts sent to Magistrate	0	0	3
Account more than 30 days	6	6	6
Work Orders received	22	18	3
Work Orders Completed	22	18	1
Work Orders Remaining	0	6	2
Emergency Work Order	0	0	0

Mrs. Bean stated that evictions proceeds will commence on March 6, 2022 for residents that are still delinquent. Mr. Sightler asked if the eviction moratorium was officially over. Mrs. Bean said that as of August 2021, landlords could begin evictions proceedings again but that HUD had implemented additional measures to ensure families were protected. As those protections have ended and staff has made numerous attempts to assist families, the process to hold residents accountable to their leases will begin.

Ms. Sullivan asked what the eviction process timeline looks like for public housing residents. Ms. Warner said that late notices are issued on the 6th of the month, accounts still outstanding are send a notice on the 10th of the month informing them that eviction proceedings will be filed within 10 days if the accounts are not brought current, on the 20th those accounts are sent to the Magistrate for the eviction to be filed and then it can be an additional 30-45 days before the family is evicted. Mrs. Bean said that staff works with as many families as possible to avoid eviction and has offered repayment plans to allow families to pay their outstanding balances. Mrs. Bean thanked the Board for their support on this issue and said staff will continue to update them.

OTHER ITEMS:

Mr. Sightler asked Mrs. Bean to introduce herself. Mrs. Bean said that she has been in the affordable housing industry for 20 years and has served in different capacities across the country. Prior to joining Columbia Housing, she served as the Executive Director of the Lafayette, LA Housing Authority where she brought them out of receivership within 3 years. She stated that SC is her home and that she came to Columbia Housing with Mrs. Mathews as her Chief Operating Officer. She has been closely involved in all of the day to day activities of both Columbia and Cayce in the COO role and is looking forward to working with the Cayce Board in her new capacity.

ADJOURNMENT

There being no further business and upon motion of Ms. Sullivan, seconded by Mrs. Riley, it was unanimously approved to end the meeting at 5:53 pm.

Prepared by:

Yvonda A. Bean
Secretary/Interim Chief Executive Officer