



**Minutes for April 12, 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, April 12, 2022, at Cayce City Hall.

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 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	Lucinda Herrera, SVP Development
Commissioner	Silvia Sullivan	Absent	Taleshia Stewart, SVP Resident & Strategic Initiatives
Commissioner	Cheryl Seymour	Present	Lee McRoberts, COS
Commissioner	Johnetta Riley	Present	Gloria Warner, Regional Property Manager
			Belkis Encarnacion, Community Property Manager

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held February 15, 2021. Upon motion of Mr. Smith, seconded by Ms. Seymour the minutes were 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		

Ms. Seymour asked when the displaced residents at Spencer Place would return to their units. Mrs. Herrera said that major work in the units has been complete and that punch list work is now being done; appliances should be delivered to the units within the next few weeks and staff anticipates moving those residents back in near the end of the month. There are currently 7 units being renovated at Spencer Place; 4 families were relocated to temporary units at the Fountains of Edenwood and 3 units were empty, the remaining units will be addressed once work is complete on the first phase. Mrs. Herrera thanked Mrs. Seymour and the other residents at Spencer Place for their patience during the renovation.

Mr. Sightler asked what the duration of work will be for Spencer Place. Mrs. Herrera said that renovations to that community should be complete in July. Work on other communities in Cayce will vary based on the scope of renovations to be performed; Spencer Place had the most work scheduled.

There was a general discussion regarding the road at Spencer Place. Mrs. Herrera said that Cayce Housing owns the road and legal counsel is currently drafting a maintenance agreement and easement to present to Cayce Cove Apartments as they utilize the road much more than Cayce Housing. There have been some minor repairs done to the street, but staff has stopped that work pending the maintenance agreement with Cayce Cove. Ms. Seymour expressed concern over the condition of the road and asked if something temporary could be done to address the potholes. Mrs. Herrera said that staff would look at patch options for a short-term solution.

Ms. Seymour asked if the outside area at Spencer Place will also be renovated. Mrs. Herrera said that there are plans to address the outside and that work will begin when the interior work is finished.

PUBLIC HEARING TO REVIEW THE ANNUAL PLAN:

Mrs. Bean thanked the Board for adjusting the date of the April meeting to accommodate submission of the 2023 Annual Plan. HUD requires that the Annual Plan be submitted annually outlining the agency policies, plans for funding, operations and progress on 5 year strategic goals. Housing authorities must follow a timeline established by HUD to allow for public comment, that period took place from February 18 – April 4, 2022. Mr. Sightler asked how the public knows about the comment period, Mrs. Bean said that the notice was posted on the CH website, published in the local newspaper and sent out via digital platforms. Staff also met with the Resident Advisory Board (RAB) to present the plan to them and gain their comments. These activities and the public hearing must occur in time for the plan to be submitted 75 days prior to the start of the next fiscal year on July 1.

Mrs. Bean said that Cayce has 4 strategic goals that were updated in the 2023 Annual Plan.

Strategic Goal #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 with a score of 95% of its last Assessment from HUD. The current occupancy rate is 80% as 8 units are currently off-line to facilitate the comprehensive rehabilitation work underway.

Strategic Goal #2: *Promote self-sufficiency in assessment development of families and individuals.*

- Objective: Increase the percentage of employed persons 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.

Strategic Goal #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.
- Fair Housing Training was provided for staff to reiterate the importance of ensuring equal opportunity and access for all.
- The CH Cares Coordinator position was created to oversee customer service operations, handle resident complaints, hearings and manage other issues and concerns brought forth by residents.

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.

Strategic Goal #4: *Convert forty-one (41) public housing units to project-based vouchers.*

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

PROGRESS:

- \$1.2 million dollar rehab under contract
- Estimated completion date for all rehab July 2022
- Application for conversion to be submitted in May
- Conversion approval completed by December 2022

Mrs. Herrera said that meetings will be scheduled soon with residents to discuss the changes regarding the conversion to RAD. Rents will continue to be 30% of a tenant’s income and assistance will be project based allowing more revenue to be generated. Revenue generated under RAD does not carry the same restrictions as operating subsidy allowing it to be used for additional purposes. Residents will also have the opportunity to request a choice mobility voucher after a year of living in the converted units which will allow them to move anywhere that accepts vouchers. Mrs. Herrera said that staff hopes the have the conversion at Cayce completed by the end of the year.

Mrs. Riley asked what the goal is for employment under Strategic Goal 2. Mrs. Bean said that CH does not have the software to track Cayce employment separately but that staff could pull those numbers manually to track more accurately. Mrs. Riley asked if project based vouchers are similar to the Section 8 program. Mrs. Herrera said that the assistance is similar with the main difference being the assistance is associated with the housing unit versus the individual. A tenant may request a choice mobility voucher after a year in their unit which gives them the same flexibility as a housing choice voucher holder, this allows them to port anywhere the voucher is accepted. CH is working closely with landlords to ensure enough units are available to meet the needs of residents in the Midlands.

Mr. Sigtler asked who the CH Cares Coordinator is that is mentioned in strategic goal 3. Mrs. Bean said that Laquile West was hired about a year ago to fill the position and has been working closely with the residents to improve customer service.

Mr. Sigtler thanked Mrs. Bean and staff for their work on the Annual plan and called for a motion to approve Resolution 2022 – 003 approving the Plan. Upon motion of Mrs. Riley, seconded by Ms. Seymour, it was approved.

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

OPERATIONS REPORT:

Mrs. Encarnacion presented the Operations Report:

	February	March	April
Accounts sent to Magistrate	3	0	0
Account more than 30 days	2	1	1
Work Orders received	11	15	0
Work Orders Completed	11	12	0
Work Orders Remaining	0	3	0
Emergency Work Order	0	0	0

Mr. Sightler asked what the remaining work orders were in March. Mrs. Encarnacion said that they were glass repairs and have been completed. Mr. Sightler asked how the cases sent to the Magistrate were resolved; Mrs. Encarnacion said that 1 tenant was evicted and the remaining 2 have brought their accounts current.

DEVELOPMENT REPORT:

Mrs. Herrera said that the roof at the damaged house on Byron has been completed and that interior work is in progress. Some old termite damage was discovered at the unit and those repairs are also being done and a termite bond is being obtained. Work at the unit will total approximately \$140,000 and will should be complete in July. Mrs. Riley asked about the status of the tree review. Mrs. Herrera said that a request for proposals for tree service has been issued to complete the work of removing and trimming trees but that staff has had a hard time identifying a contractor. Staff is contacting vendors directly and hope to have someone identified soon.

OTHER ITEMS:

Mrs. Bean invited everyone to join staff next Monday at the picnic pavilion at City Hall for a resident appreciation cookout. Mr. Sightler asked about the status of the CEO position; Mrs. Bean said that the CH Board will move forward with procuring a national search firm to identify candidates and that she plans to apply.

ADJOURNMENT

There being no further business and upon motion of Mr. Sightler, seconded by Ms. Seymour, it was unanimously approved to end the meeting at 5:56 pm.

Prepared by:

Yvonda A. Bean
Secretary/Interim Chief Executive Officer