



May 21, 2024
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, May 21, 2024 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:08 pm. A copy of the agenda was posted on the Housing Authority’s website.

Roll call was conducted, and attendance was as noted below:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Barry Hall, Chief Operating Officer
Commissioner	Johnetta Riley	Present	Lee McRoberts, Chief of Staff
Commissioner	Cheryl Seymour	Present	Cherilyn McCoy, Property Manager
Commissioner	Evony Reed	Present	Gloria Warner, Regional Property Manager
			Damian White, Community Safety Manager
			Julia Gibbs, Project Manager
			Visitors:
			Jarrett Epperson, City of Cayce

APPROVAL OF AGENDA

Chairman Sightler made a motion to approve the Agenda for the May 21, 2024 meeting, the motion was seconded by Commissioner Smith, it was approved.

There was a general discussion regarding the residents that attended the February meeting and what the process is for public comment. Mrs. Bean said that Columbia has a standing Agenda item for Public Comment and that individuals wishing to address the Board sign up before the meeting and have 3 minutes to make their remarks. If a response is needed, that will be made to the resident within 7 days of the meeting. Commissioner Riley asked if the Public Comment section could be added to the beginning of the Cayce Board Agendas going forward and also asked if comments from the public are limited to Agenda items or if they can make comments on anything. Mrs. Bean said that she would ensure it is on the Agendas in the future and said the comments may be in regards to anything. Commissioner Riley stated that if residents or members of the public sign up, they should be advised of the policy so they are aware of what to expect. Mrs. Bean said that she would send the Public Comment Policy to the Board.

Commissioner Smith joined the meeting at 5:12 pm and offered a prayer to begin the meeting.

NEW COMMISSIONER:

Chairman Sightler welcomed new Commissioner Evony Reed and asked her to introduce herself. Mrs. Reed said that she is a lifelong resident of Cayce and has been serving on the Events and Museum Committees prior to the opening on the Housing Board. Chairman Sightler delivered the Oath of Office to Commissioner Reed. The Board congratulated and welcomed Commissioner Reed and stated they are glad to have her on the Board.

APPROVAL OF MINUTES:

Chairman Sightler called for a motion to approve the minutes of the Regular Meeting held February 20, 2024, the Annual meeting held February 20, 2024 and a Special Called Meeting held April 9, 2024. Commissioner Riley motioned the minutes be approved and Commissioner Seymour seconded the motion. Chairman Sightler opened the floor to discussion. Commissioner Riley stated that the ending time of the Annual Meeting held February 20, 2024 be changed to 6:07 pm and that the spelling of Commissioner Seymour’s name and her name be corrected. With a motion on the floor, Chairman Sightler called for a vote to approve the minutes with the noted corrections.

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

EXECUTIVE SESSION:

Chairman Sightler stated there was need for an Executive Session to receive litigation updates on Spencer Place,. Upon motion of Chairman Sightler, seconded by Commissioner Seymour it was approved to enter Executive Session at 5:23 p.m. At 6:05 pm, Chairman Sightler called for a motion to exit Executive Session. Upon motion of Commissioner Smith, seconded by Vice Chair Riley it was approved. Chairman Sightler stated no action had been taken in Executive Session

DISCUSSION ITEMS:

Mrs. Bean gave an update on the RAD conversion. Staff has been unable to move forward due to not having a letter of support from the City. The original close out date was scheduled for June, 2024 but will not happen at this time. Chairman Sightler expressed disappointment that the project was not further along due to the delayed letter.

Mrs. Bean asked Julia Gibbs to give an update on the maintenance concerns raised by Commissioner Seymour. Mrs. Gibbs said that the units at Spencer Place should be repainted to correct the peeling issues within the next few weeks. Mrs. Bean said that the process has taken longer than originally hoped as it took time to determine the cause of the paint issues at Spencer Place. Mrs. Gibbs said that the original contractor did not use the correct primer and a solicitation had to be prepared that included sanding and painting the impacted areas.

Vice Chair Riley said that she had visited Spener Place to review the concerns shared by Commissioner Seymour and noted some additional safety concerns that need to be addressed. Vice Chair Riley said that cleanout caps were missing, a metal clothesline needs to be removed and an uncovered hole in the ground exists near an AC unit. Vice Chair Riley also said that there is a damaged section of iron fencing that should also be replaced. Commissioner Seymour said that many of those issues have been called out since October, 2023 but have still not been resolved. Mrs. Bean said that Mrs. Gibbs is more involved in the renovation process and that the Maintenance Department will be responsible for correcting the noted issues. Vice Chair Riley said that she forwarded the pictures to Mr. Hall and Mrs. Bean of the safety concerns. Commissioner Seymour stated that Spencer Place resident is still having problems with the dryer in her unit and that it has not worked properly for months. Mrs. Bean said that staff reported the dryer was replaced but she will ensure it is addressed.

Commissioner Seymour said that she recently called in a work order for a water leak in her kitchen and it has not been fixed yet, Commissioner Seymour asked if that should have been resolved in 24 hours. Mrs. Bean said normal work

orders can take 7-14 days to resolve but most are completed within 5 days. Commissioner Seymour said she is concerned about her safety as the water is pooling on the kitchen floor, Mrs. Bean said she will check on the status of the work order to ensure it is handled.

Commissioner Seymour asked if there have been any police reports for Cayce Housing recently. Chief White reported he has not received any reports from Cayce Public Safety.

Chairman Sightler said that he and Commissioner Smith also recently visited Spencer Place and he noticed a low hanging wire at the property and asked if that has been addressed. Commissioner Seymour said that it is an old DirectTV line and has been there for some time.

CEO REPORT:

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

Ms. McCoy reported the following:

	March	April	May
Accounts sent to Magistrate	0	0	0
Account more than 30 days	2	2	3
Work Orders received	20	23	13
Work Orders Completed	18	20	11
Work Orders Remaining	2	3	2
Emergency Work Order	4	4	1

****Magistrate Update:**

March - zero cases sent to the magistrate.

April- zero causes sent to the magistrate.

May- zero cases sent to the magistrate.

Mrs. Bean gave the financial report.

- **Resident Accounts Receivable-** Accounts receivable outstanding was \$ 11, 753 as of March 31, 2024, which is a decrease of \$115 over December’s balance of \$11,868.
- **Accounts Payable-** Accounts pay able outstanding to Columbia Housing was \$ 108, 316 as of March 31, 2024, which is a increase of \$11,516 over December’s balance of \$96, 800.
- **HUD AR- Operations** was \$104,866 as of March 31, 2024. These amounts were drawn earlier this month so that going forward the A/P amounts due to Columbia can be paid down accordingly.

Metrics of Note:

- **Cash position** – Cash position increased from \$78,442 as of March 31, 2024, to \$97,793 as of March 31, 2024, because of operations.

- **Operating results**

	ANNUAL BUDGET	ACTIVITY TO DATE	PRORATED BUDGET AMOUNT	BUDGET VARIANCE
REVENUES	382,731	292,250	287,048	5,201
EXPENSES	<u>258,471</u>	<u>147,359</u>	<u>193,853</u>	<u>(46,494)</u>
NET INCOME	<u><u>124,260</u></u>	<u><u>144,891</u></u>	<u><u>93,195</u></u>	<u><u>51,696</u></u>

For the nine months ended March 31, 2024, the financial statements reflect income of \$144,891, exclusive of \$68,556 of depreciation expense.

Revenues are \$5,201 higher than the budget while expenditures are \$46,494 less than budgeted primarily in the areas of administrative expenses (\$36K) and maintenance (\$7K) due to lower salaries and benefit costs and contract expenses.

There was a general discussion regarding the lawncare expense and Commissioner Seymour stated that she felt as though they were not performing adequately. Chairman Sightler asked what the contract for lawncare entails. Mrs. Gibbs said that it includes lawn cutting, trimming the shrubs and picking up trash if needed; if additional work is needed the contractor is supposed to notify staff. Mrs. Gibbs said that she has not received any notifications from this contractor that additional work is needed but she did walk the property with him last week to discuss the concerns. Commissioner Seymour stated that the quality of work he is performing is not the same as other lawncare vendors in the past. Vice Chair Riley said that if they are completing the tasks in the contract they are meeting their obligations. Mr. Hall said that staff is reviewing all the lawncare vendors for quality and changes could be made going forward. Commissioner Smith asked if contracts are awarded just on cost, Mr. Hall said that other factors can be reviewed and that cost does not always drive how contracts are awarded.

ADJOURNMENT

Vice Chair Riley asked about the possibility of getting branded merchandise for Cayce Housing, Mrs. Bean said that it is possible and that she would look at options.

There being no further business and upon motion of Vice Chair Riley, seconded by Commissioner Seymour, it was unanimously approved to end the meeting at 6:37 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer