



**September 17, 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, September 17, 2024 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:04 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
			Lucinda Herrera, Chief Development Officer
			Visitors:
			Jarrett Epperson, City of Cayce

APPROVAL OF AGENDA

Chairman Sightler called for a motion to approve the Agenda for the September 17, 2024 meeting. Vice Chair Riley asked that the Agenda be amended to move Executive Session to the end of the Agenda. Upon motion of Vice Chair Riley, seconded by Commissioner Seymour, it was approved as amended.

PUBLIC COMMENT

There was a general discussion regarding whether or not Cayce Housing should adopt its own Public Comment Policy. Mrs. Bean said that Cayce Housing automatically adopts any policies approved by Columbia Housing but a Cayce specific policy can be presented at the next meeting if the Board desires. The existing policy establishes parameters for public comment and encourages individuals to sign up prior to the meeting. Accommodations will be made if someone wishes to address the Board and has not signed up. The policy also addresses how responses will be made in writing within 7 days. Mrs. Bean stated that the policy helps the Chairman recognize visitors, set expectations and keep the meeting orderly. Chairman Sightler said that he does not want to discourage participation if individuals would like to contribute. Vice Chair Riley said that supports adding structure to the Public Comment section and did not have issues with past interactions but wanted to ensure order is maintained. Chairman Sightler asked that a Cayce specific policy be presented at the next meeting.

APPROVAL OF MINUTES

Chairman Sightler called for a motion to approve the minutes of the meeting held May 21, 2024. Commissioner Reed made the motion and Commissioner Smith seconded, the floor was opened to comments and discussion. Chairman Sightler stated that the date was incorrect on the minutes and should be changed to May 21, 2024, Cherilyn McCoy’s name was left off of the attendee list and was not reflected in the minutes as having delivered the Operations Report. With a motion and second on the floor, the minutes were approved as corrected.

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		

DISCUSSION ITEMS:

Mrs. Bean introduced Chief Financial Officer Dennis Lohr. Mr. Lohr was previously the CFO for the Jacksonville, FL Housing Authority. Chairman Sightler welcomed Mr. Lohr and said he looks forward to working with him.

Chairman Sightler asked for an update on the status of the RAD conversion. Mrs. Bean said that staff is still waiting on a letter from the City and additional details will be shared in Executive Session. Commissioner Seymour said that the City has paved Spencer Place and the work looks good.

CEO REPORT:

Mrs. Bean reported on the paving of Spencer Place. The work was completed in mid-August and is a great improvement for the area. Mrs. Bean also reported that Commissioner Seymour was reappointed for another term by Cayce City Council at their meeting held August 22, 2024. Mrs. Bean said that staff is working with residents through the CH Votes program to assist them with the voting process for the upcoming general election. CH Votes focuses on voter registration, education and mobilization. A session is also being planned to educate candidates on affordable housing issues in the state, NAHRO CEO Mark Thiele will also take place in the candidate session to offer a national perspective on the issue. Additional voter education events are being planned and will be communicated as they are finalized.

Mrs. Bean said that staff is currently looking at options for Cayce Housing branded merchandise and will bring those to the Board once the budget is approved.

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

Ms. McCoy reported the following:

	June	July	August
Accounts sent to Magistrate	0	0	1
Account more than 30 days	3	1	1
Work Orders received	26	29	14
Work Orders Completed	26	29	13
Work Orders Remaining	0	29	1
Emergency Work Order	10	5	2

****Magistrate Update:**

June - zero cases sent to the magistrate.

July- zero causes sent to the magistrate.

August- one case sent to the magistrate for non-payment.

Vice Chair Riley asked if the report could include the locations of where the work orders are being submitted so the Board can look for trends at the properties that may need to be addressed. Mrs. Bean said that she will look at the best way to communicate that information without getting too deep into the day-to-day operations of the agency. Mrs. Bean said that staff analyzes those sorts of trends and brings them to the Board if warranted but monitoring day-to-day issues is not necessarily a Board function. Vice Chair Riley said that she is more concerned about the budget implications that a chronic issue may pose and knowing that sort of information might help the Board advocate for work to be done if it is City related.

Mrs. Herrera gave an update on development activities. Repainting has been completed at Spencer Place. Tree proposals are being reviewed and a recommendation should be made at the November meeting. The architect is currently working on designs for the conversion of the community building at Poplar and Wilkinson to a residential unit and those plans will be shared as they are completed.

Mr. Lohr gave a financial update for the period ending June 30, 2024.

Public Housing	Period to Date Revenue and Expense	Period to Date Budget	Variance
Operating Income			
Tenant Revenue	104,587	89,920	14,667
HUD Operating Grant Revenue	150,542	149,410	1,132
CFP Operating Revenue	-	139,821	(139,821)
Other Revenue	1,024	3,580	(2,556)
Total Operating Income	256,153	382,731	(126,578)
Operating Expenses			
Administrative Expenses	58,701	104,634	(45,933)
Tenant Services	5,426	12,468	(7,042)
Utilities	9,626	11,283	(1,657)
Maintenance	103,562	99,557	4,005
Protective Services	10,427	9,671	756
Insurance Expense	9,293	11,270	(1,978)
Real Estate Taxes-PILOT	4,899	7,864	(2,965)
Other General Expenses, Collection Losses	(231)	1,724	(1,955)
Equipment Replacements	-	-	-
Total Routine Operating Expenses	201,702	258,471	(56,769)
Cash Flow (Deficit) from Operations	54,451	124,260	(69,809)

As of June 30, 2024 net income was \$256,153; tenant revenue was up \$14k and subsidy was up \$1132.

Mr. Lohr gave a financial update for the period ending July 31, 2024.

Public Housing	Period to Date Revenue and Expense	Period to Date Budget	Variance
Operating Income			
Tenant Revenue	9,231	8,750	481
HUD Operating Grant Revenue	13,363	12,583	780
CFP Operating Revenue	11,652	11,667	(15)
Other Revenue	416	83	332
Total Operating Income	34,661	33,083	1,578
Operating Expenses			
Administrative Expenses	3,789	8,738	(4,949)
Tenant Services	343	508	(165)
Utilities	1,240	833	407
Maintenance	18,509	9,916	8,593
Protective Services	587	983	(396)
Insurance Expense	-	842	(842)
Real Estate Taxes-PILOT	-	958	(958)
Other General Expenses, Collection Losses	150	250	(100)
Equipment Replacements	-	-	-
Total Routine Operating Expenses	24,618	23,028	1,590
Cash Flow (Deficit) from Operations	10,043	10,055	(12)

Total income was \$34, 661 for the period and is on track with the budgeted amount. Expenses are also on track with the budget coming in at \$24,618 versus \$23,028 budgeted. Net income is also tracking in line with the budget and was \$10,043 for the period.

Mr. Lohr presented the proposed budget for FY 2025.

Public Housing	Annual Budget 6-30-2025	Annual Budget 6-30-2024	Variance
Operating Income			
Tenant Revenue	105,000	89,920	15,080
HUD Operating Grant Revenue	151,000	149,410	1,590
CFP Operating Revenue	140,000	139,821	179
Other Revenue	1,000	3,580	(2,580)
Total Operating Income	397,000	382,731	14,269
Operating Expenses			
Administrative Expenses	104,850	104,634	216
Tenant Services	6,100	12,468	(6,368)
Utilities	10,000	11,283	(1,283)
Maintenance (see below detail)	118,988	99,557	19,431
Protective Services	11,800	9,671	2,129
Insurance Expense	10,100	11,270	(1,170)
Real Estate Taxes-PILOT	11,500	7,864	3,636
Other General Expenses, Collection Losses	3,000	1,724	1,276
Equipment Replacements	-	-	-
Total Routine Operating Expenses	276,338	258,471	17,867
Cash Flow (Deficit) from Operations	120,662	124,260	(3,598)

Administrative Expenses	Annual Budget 6-30-2025	Annual Budget 6-30-2024	Variance
Administrative			
Administrative Salaries and Benefits	88,100	83,904	4,196
Auditing Fees	6,500	6,720	(220)
Office Supplies	500	1,819	(1,319)
Telephone	200	310	(110)
Postage	500	880	(380)
Training	2,000	5,000	(3,000)
Computer Maintenance	2,050	4,103	(2,053)
Misc Administrative Costs	5,000	1,898	3,102
	-	-	-
Sub-Total Maintenance Expenses	104,850	104,634	216

Property Maintenance	Annual Budget 6-30-2025	Annual Budget 6-30-2024	Variance
Maintenance			
Maintenance Salaries and Benefits	47,588	45,322	2,266
Maintenance Materials	1,000	1,510	(510)
Garbage	2,800	2,790	10
Contract Cost - Other Misc Repairs	19,000	13,175	5,825
Plumbing-Electrical	600	1,160	(560)
Mowing	37,000	24,200	12,800
Pest Control	11,000	11,400	(400)
Sub-Total Maintenance Expenses	118,988	99,557	19,431

Mr. Lohr said that the budget is similar to the FY 2024 budget and that staff worked to adjust line items to accurately reflect projections. The most significant variations are in Maintenance and reflect an additional \$20k for lawn care. PILOT expenses are also projected higher. There was a general discussion regarding how PILOT is calculated and Mr. Lohr said it is 10% of the net income less utility costs. Vice Chair Riley asked if insurance costs going down was correct and if replacement values had been increased as previously directed. Mr. Lohr said that the insurance projection is correct and said he will have to check on the increased replacement values.

There was a general discussion regarding the lawn care service. Commissioner Seymour said that she feels as if the service should be better for the money being spent. Mrs. Bean said that staff will review the contract and respond

accordingly if they are not meeting the terms of the agreement. Commissioner Seymour also stated that the keys at Spencer Place have still not been corrected and there are units where the door key and storage door key do not match and some units still have handicapped locks. Mrs. Bean said that staff will follow up on the issues. There being no further discussion regarding the budget, Chairman Sightler motioned to approve Resolution 2024-002: Approval of FY 2025 Operating Budget, seconded by Commissioner Smith it was approved.

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 Vice Chair Riley, seconded by Chairman Sightler it was approved to enter Executive Session at 5:51 p.m.

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		

At 6:48 pm, Chairman Sightler called for a motion to exit Executive Session. Upon motion of Vice Chair Riley, seconded by Commissioner Reed it was approved. Chairman Sightler stated no action had been taken in Executive Session

ADJOURNMENT

There being no further business and upon motion of Chairman Sightler, seconded by Commissioner Reed, it was unanimously approved to end the meeting at 6:49 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer