



**November 19, 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, November 19, 2024 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 attendance was as noted below:

<b>CH Board Members</b>			<b>Columbia Housing Authority Staff Present</b>
<b>Chairman</b>	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
<b>Vice-Chairman</b>	Bruce Smith	Present	Barry Hall, Chief Operating Officer
<b>Commissioner</b>	Johnetta Riley	Present	Lee McRoberts, Chief of Staff
<b>Commissioner</b>	Cheryl Seymour	Present	Cherilyn McCoy, Property Manager
<b>Commissioner</b>	Evony Reed	Absent	Gloria Warner, Regional Property Manager
			Damian White, Community Safety Manager
			Dennis Lohr, Chief Financial Officer
			Lucinda Herrera, Chief Development Officer
			<b>Visitors:</b>
			Jarrett Epperson, City of Cayce

**APPROVAL OF AGENDA**

Mrs. Bean said that that the Agenda should be amended to remove the Executive Session as talks are ongoing with legal counsel and there are no new developments to report or discuss. Chairman Sightler called for a motion to approve the Agenda as amended, upon motion of Commissioner Seymour, seconded by Vice Chair Riley the Agenda was approved.

**PUBLIC COMMENT**

Mrs. Bean stated no one from the public had signed up or was present to address the Board.

**APPROVAL OF MINUTES**

Chairman Sightler called for a motion to approve the minutes of the meeting held September 17, 2024. Upon motion of Vice Chair Riley, seconded by Chairman Sightler the minutes were approved.

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

**DISCUSSION ITEMS:**

Resolution 2024-003: Approval to Implement Public Comment Procedure

Mrs. Bean said that based on previous discussions with the Cayce Board a Cayce Housing Public Comment policy has been drafted and was included in the Board Report for the Board’s review. Mrs. Bean said that the policy is the same policy employed by the Columbia Board but was updated to replace “Columbia Housing” with “Cayce Housing”. Chairman Sightler called for a motion to approve the Resolution. Commissioner Smith moved to approve the Resolution and Commissioner Seymour seconded the motion and Chairman Sightler opened the floor to discussion.

Vice Chair Riley commented that the language on page 8 regarding “proper decorum as defined by the presiding officer” seemed arbitrary and open to interpretation as different things can be offensive to different people. Mrs. Bean said that the Chair should exercise their judgment in those situations to determine what is appropriate in the situation. Vice Chair Riley asked if people can still address the Board if they do not sign up before the meeting. Mrs. Bean said that they can be recognized but it preferred that they sign up prior. There being no further discussion, Chairman Sightler called for a vote and the Resolution was approved.

Board Member		Aye	Nay	Absent
<b>Chairman</b>	Jack Sightler	X		
<b>Vice-Chairman</b>	Jhonna Riley	X		
<b>Commissioner</b>	Evony Reed			X
<b>Commissioner</b>	Cheryl Seymour	X		
<b>Commissioner</b>	Bruce Smith	X		

**CEO REPORT:**

Mrs. Bean said that a list of meeting dates for 2025 was included in the Board report. Mrs. Bean said that the 2025 meeting schedule reflects the schedule put forth in the new bylaws approved earlier this year. The next meeting will be January of 2025 and will also include the Annual meeting. Chairman Sightler asked if the schedule needs to be approved and Mrs. Bean said that it was being presented as information as the schedule is stated in the bylaws. Chairman Sightler asked if Cayce Housing should recess in July as the Board does not meet monthly and the Board needs to stay updated on issues impacting the agency, Mrs. Bean said that Special Called meetings can be scheduled as needed to address anything that may present itself during non-meeting periods.

Mrs. Bean said that she hoped the Board liked the presented gifts and wished them Happy Holidays as the Board will not meet in December.

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

Ms. McCoy reported the following:

	September	October	November
Accounts sent to Magistrate	1	0	0
Account more than 30 days	1	0	1
Work Orders received	14	11	9
Work Orders Completed	13	10	5
Work Orders Remaining	1	01	4
Emergency Work Order	12	01	0

\*\*Magistrate Update:

September - zero cases sent to the magistrate.

October- zero causes sent to the magistrate.

November-zero case sent to the magistrate.

Commissioner Smith asked what the 12 emergency work orders were in September. Ms. Warner said that they were HVAC repairs as September was especially warm. Mrs. Bean said that per HUD regulations emergency work orders have to be responded to within 24 hours. If a unit cannot be repaired in that time frame, temporary units are supplied to the resident. HVAC issues are addressed as emergency work orders. Vice Chair Riley asked if any damage was sustained during Hurricane Helene. Mrs. Bean said that there was some tree damage but nothing major occurred during the storm. Chairman Sightler asked if the emergency work orders are included in the total work order number and Ms. Warner responded yes.

Mrs. Herrera gave an update on development. Negotiations are currently underway with the City of Cayce regarding Spencer Place. Staff hopes to have the letter of support regarding the RAD conversion soon; resident meetings will have to be held again once the letter is received since so much time has passed since the original proposal. Mrs. Herrera said that she is optimistic about receiving the letter soon as talks are underway with the City and Cayce Cover Apartments.

Mrs. Herrera said that phased tree work will begin soon based on the arborist review completed previously. Work will begin at Poplar and Wilkinson where 5 trees are slated to be removed and extensive trimming performed. Chairman Sightler asked if the Bradford Pears will also be removed, Mrs. Herrera said they are being removed and a replacement plan will be made once all initial tree work is done.

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

Public Housing	Period to Date Revenue and Expense	Period to Date Budget	Variance
<b>Operating Income</b>			
Tenant Revenue	33,853	35,000	(1,147)
HUD Operating Grant Revenue	50,548	50,333	214
CFP Operating Revenue	46,500	46,667	(167)
Other Revenue	976	667	309
<b>Total Operating Income</b>	<b>131,877</b>	<b>132,667</b>	<b>(790)</b>
<b>Operating Expenses</b>			
Administrative Expenses	18,467	34,950	16,483
Tenant Services	1,556	2,033	477
Utilities	3,113	3,333	220
Maintenance (see below detail)	71,595	39,663	(31,932)
Protective Services	2,155	3,933	1,779
Insurance Expense	4,432	3,367	(1,065)
Real Estate Taxes-PILOT	3,833	3,833	-
Other General Expenses, Collection Losses	150	1,000	850
Equipment Replacements	-	-	-
<b>Total Routine Operating Expenses</b>	<b>105,302</b>	<b>92,113</b>	<b>(13,189)</b>
<b>Cash Flow (Deficit) from Operations</b>	<b>26,575</b>	<b>40,554</b>	<b>(13,979)</b>

Total income was \$131,877 for the period and is on track with the budgeted amount. Expenses are slightly over budget with an actual of \$105,302 versus a budgeted amount of \$92,113. Mr. Lohr said that maintenance is running a bit high due to costs associated with painting, pest control, water heater repairs and lawn care. Cash flow for the period was \$26,575 versus a budget of \$40,554.

Vice Chair Riley asked if maintenance costs include HVAC replacements. Mr. Lohr said that he was not sure if that expense is capitalized but will check and report back. Ms. McCoy said that no HVAC units had been replaced during the period. Vice Chair Riley asked if cameras have been installed at all Cayce properties or just at Poplar St. Chief White said that cameras are currently only at the Poplar location. Vice Chair Riley said that staff needs to look at Byron and Toole as there has been an increase in foot traffic in the area and there is an empty, unsecured shed on the property that could be used for squatting. Mrs. Herrera said that she will have Mrs. Gibbs check on the shed and address as needed.

Chief White reported that there had been no incidents at Cayce Housing properties for the reporting period.

**ADJOURNMENT**

There being no further business and upon motion of Chairman Sigtler, seconded by Commissioner Seymour, it was unanimously approved to end the meeting at 5:51 pm.

Prepared by:

Yvonda A. Bean  
Secretary/Chief Executive Officer