



**Minutes for October 20, 2020, 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, October 20, 2020, virtually via video conference.

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 were present:

| CH Board Members     |                 |         | Columbia Housing Authority Staff Present  |
|----------------------|-----------------|---------|---|
| <b>Chairman</b>      | Jack Sightler   | Present | Ivory Mathews, Chief Executive Officer    |
| <b>Vice-Chairman</b> | Bruce Smith     | Present | Latoya Nix, Regional Property Manager     |
| <b>Commissioner</b>  | Silvia Sullivan | Present | Tierria Hilton, Regional Property Manager |
| <b>Commissioner</b>  | Cheryl Seymour  | Present | Damian White, Community Safety Manager    |
| <b>Commissioner</b>  | OPEN            |         | Lee McRoberts, Executive Assistant        |
|                      |                 |         | Marissa Phoenix, Chief Financial Officer  |
|                      |                 |         | Cindi Herrera, SVP Development            |

**APPROVAL OF MINUTES**

Mr. Sightler called for approval of the minutes for the Regular Meeting held August 18 2020. Ms. Seymour stated the minutes need to be amended to show her present at the meeting. Upon motion of Ms. Sullivan, seconded by Mr. Smith the minutes were unanimously approved as amended.

| Board Member         |                 | Aye | Nay | Absent |
|----------------------|-----------------|-----|-----|--------|
| <b>Chairman</b>      | Jack Sightler   | X   |     |        |
| <b>Vice-Chairman</b> | Bruce Smith     | X   |     |        |
| <b>Commissioner</b>  | Silvia Sullivan | X   |     |        |
| <b>Commissioner</b>  | Cheryl Seymour  | X   |     |        |
| <b>Commissioner</b>  | OPEN            |     |     |        |

**ACTION ITEMS**

**Resolution 2020-004: Approval of a Contract for Audit Services**

Mrs. Herrera stated that procurement was recently conducted to secure an outside auditing firm to perform the Authority’s annual financial audit. Cayce Housing was procured separately and the firm Cohn Reznick was selected by a committee comprised of the CFO, Controller and SVP of Development based on their evaluation score. Upon motion of Mr. Smith, seconded by Ms. Seymour, it was unanimously approved.

**Resolution 2020-005: Approval of Lawn Care Services**

Mrs. Herrera stated that staff received three bids for annual lawn care services in Cayce. The low bidder was Scott’s Lawn Service with a bid of \$24,000 annually. Staff has worked with the company on other sites in Columbia and have had positive experiences. Upon motion of Ms. Seymour, seconded by Ms. Sullivan it was unanimously approved.

## **OPERATIONS REPORT**

Public Housing Director Latoya Nix introduced Property Manager Gloria Warner and Ms. Warner gave the Operations Report.

|                             | <b>August</b> | <b>September</b> | <b>October</b> |
|-----------------------------|---------------|------------------|----------------|
| Accounts sent to Magistrate | 0             | 0                | 0              |
| Account more than 30 days   | 4             | 4                | 6              |
| Work Orders received        | 31            | 19               | 3              |
| Work Orders Completed       | 31            | 17               | 1              |
| Work Orders Remaining       | 0             | 2                | 2              |
| Emergency Work Order        | 8             | 3                | 0              |

Mrs. Hilton stated that the emergency work orders were all related to air conditioning and that families with units that could not be repaired within 24 hours were given portable AC units to use until theirs could be fixed. Staff is working with the families who have outstanding balances and have established repayment agreements with them.

Mr. Sightler asked when families that are behind on their rent would be sent to the Magistrate for further action. Mrs. Hilton said that there are no plans to send anyone to the Magistrate at this time and that families are being given information on community resources that might help them with outstanding balances. Mrs. Mathews said that the current eviction moratorium issued by the CDC expires December 31, 2020. Residents were given the ability to self-certify income changes early in the pandemic making it easier and quicker to report changes in income that impact their rent, many have taken advantage of this option and there are some residents just not meeting their obligations. Staff will continue to keep the Board updated.

Ms. Seymour asked for an update on the outside spigots at Spencer Place. Mrs. Nix said that she would follow up with Maintenance as they were waiting on parts after their initial inspection.

## **DEVLOPEMENT UPDATE**

Mrs. Herrera stated that staff met with the architect today regarding the planned rehab of existing units. The firm will be on site in early November to begin taking measurements for the upfits. A separate architect is working on the plans for the new units at Spencer Place and staff anticipates work beginning in the 1<sup>st</sup> half of 2021.

## **ADJOURNMENT**

There being no further business and upon motion of Ms. Seymour, seconded by Ms. Sullivan, it was unanimously approved to end the meeting at 5:30 pm.

Prepared by:

Ivory N. Mathews  
Secretary/Executive Director