



# OCTOBER 2019 BOARD REPORT

**Ivory N. Mathews, Interim Executive Director**

Housing Authority of the City of Columbia, SC  
1917 Harden Street  
Columbia, South Carolina 29204  
[www.chasc.org](http://www.chasc.org)



# "AGENDA"

## Regular – BOARD MEETING

The Housing Authority of the City of Columbia, SC

October 17, 2019 – 4:30 P.M.

2<sup>nd</sup> Floor Conference Room | 1917 Harden Street, Columbia, South Carolina 29204

### I. CALL TO ORDER

### II. ROLL CALL

#### Columbia Housing Board Members:

- |  |   |  |                                       |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Ernest Cromartie, III | <input type="checkbox"/> Anne Sinclair  | <input type="checkbox"/> James Chatfield | <input type="checkbox"/> George Green |
| <input type="checkbox"/> Georgia Mjartan       | <input type="checkbox"/> Selena Pickens | <input type="checkbox"/> Kara Simmons    |                                       |

### III. APPROVAL OF MINUTES: Columbia Housing

- September 19, 2019 – Regularly Scheduled Board Meeting
- September 25, 2019 – Special Called Joint Meeting

### IV. Committee Meeting Reports | Minutes

- Executive Committee Meeting – October 10, 2019
- Finance Committee Meeting – October 10, 2019
- Human Services Committee Meeting – October 10, 2019

### V. INTERIM EXECUTIVE DIRECTOR REPORT

### VI. DEPARTMENTAL REPORTS

- Accounting Department Report
- Housing Choice Voucher Program Report
- Resident Family Services Program Report
- Public Housing Report
- Communications Report
- Resident Programs Report
- Development Report

### VII. NEW BUSINESS/ACTION ITEMS – Columbia Housing

- Resolution 2019 – 663 Approval of Environmental Pool
- Resolution 2019 – 664 Approval of Sale of Waites Road
- Resolution 2019 – 665 Approval to Amend the Lease Agreement with the Richland County Public Library
- Resolution 2019 – 666 Approval of Signatory Resolution

### VIII. PUBLIC COMMENT PERIOD

### IX. EXECUTIVE SESSION

- Section 30-4-70 (a) (2) – Real Estate | Legal

### X. ANNOUNCEMENTS

- Next Board Meeting** / 4:30 pm, 1917 Harden Street, Columbia, SC 29204 Thursday, November 21, 2019



# "AGENDA"

## Regular – BOARD MEETING

The Housing Authority of the City of Columbia, SC

October 17, 2019 – 4:30 P.M.

2<sup>nd</sup> Floor Conference Room | 1917 Harden Street, Columbia, South Carolina 29204

**b. Next Committee Meetings** / 1917 Harden Street, Columbia, SC 29204 Thursday, November 14, 2019

1. Executive Committee 9:00 am
2. Finance Committee 10:00 am
3. Human Services Committee 3:00 pm

### XI. ADJOURNMENT



# MINUTES



## Minutes for September 19, 2019, Regular Board Meeting of the Housing Authority of the City of Columbia, SC

The Board of Commissioners of the Housing Authority of the City of Columbia, SC and Directors of the Columbia Housing Authority Developments, Inc. held its regularly scheduled Board Meeting on Thursday, September 19, 2019, at the main offices of the Authority located at 1917 Harden St, Columbia SC.

Chairman Ernest Cromartie, III called the meeting to order at 4:05 pm. Legal counsel stated a quorum was present and the meeting could proceed. A copy of the agenda was posted in the Administrative Offices of the Housing Authority and the Housing Authority's website. Roll call was conducted and the following members of each Board were present:

CH Board Members			Columbia Housing Authority Staff Present
<b>Chairman</b>	Ernest Cromartie, III	Present	Ivory Mathews, Interim Executive Director
<b>Vice-Chairman</b>	Anne Sinclair	Present	Ed Eubanks, Attorney, Austin & Rogers Law Firm
<b>Commissioner</b>	James Chatfield	Present	Yvonda Bean, Chief Operating Officer
<b>Commissioner</b>	George Green	Present	Cindi Herrera, Development Consultant
<b>Commissioner</b>	Georgia Mjartan	Present	Melanie Baker, Director of Finance
<b>Commissioner</b>	Selena Pickens	Present	Cynthia Hardy, Director of Communications
<b>Commissioner</b>	Kara Simmons	Present	Latoya Nix, Director of Public Housing
<b>Legal Counsel</b>			Lee McRoberts, Executive Assistant
<b>Attorney</b>	Ed Eubanks, Austin & Rogers Law Firm	Present	

### APPROVAL OF MINUTES

Mr. Cromartie called for approval of the minutes for the Regular Meeting held August 15, 2019. Mr. Chatfield stated the minutes should be amended to correct his place of employment to the "SC Community Loan Fund". Upon motion of Ms. Sinclair, seconded by Mr. Green the minutes were approved as amended.

Board Member		Aye	Nay	Absent
<b>Chairman</b>	Ernest Cromartie, III	X		
<b>Vice-Chairman</b>	Anne Sinclair	X		
<b>Commissioner</b>	James Chatfield	X		
<b>Commissioner</b>	George Green	X		
<b>Commissioner</b>	Georgia Mjartan	X		
<b>Commissioner</b>	Selena Pickens	X		
<b>Commissioner</b>	Kara Simmons	X		

### EXECUTIVE SESSION

Mr. Cromartie stated that there was need for an Executive Session to discuss a Legal and Personnel issue, upon motion of Mr. Chatfield, seconded by Mr. Green, it was unanimously decided to enter Executive Session at 4:33 pm.

At 6:30 pm Mr. Chatfield motioned that Executive Session end and Regular Session resume, seconded by Mr. Green it was unanimously approved. Mr. Cromartie stated that no action had been taken in Executive Session.

### EXECUTIVE DIRECTOR REPORT

Interim Executive Director, Ivory Mathews directed everyone to page 11 of the board packet. She advised all in attendance of the following:

## **FEDERAL UPDATES:**

- **HUD Published FY 2020 Fair Market Rents:** HUD announced in the August 30 *Federal Register* the publication of [FY20 Fair Market Rents](#) (FMRs). FMRs are used to determine payment standards for the Housing Choice Voucher (HCV) program.

FMRs are based on the most recent American Community Survey (ACS) data, trended to 2020. HUD modified its methodology this year to incorporate local and regional trend factors rather than one national trend factor to better reflect regional differences.

Final FY 2020 & Final FY 2019 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2020 FMR	\$706	\$818	\$931	\$1,204	\$1,491
FY 2019 FMR	\$671	\$838	\$959	\$1,255	\$1,571

*Richland County, SC is part of the Columbia, SC HUD Metro FMR Area, which consists of the following counties: Calhoun County, SC; Fairfield County, SC; Lexington County, SC; Richland County, SC; and Saluda County, SC. All information here applies to the entirety of the Columbia, SC HUD Metro FMR Area.*

The Payment Standard in the Housing Choice Voucher Program is used to determine the maximum amount of subsidy that can be paid on behalf of an assisted household. Payment Standards must be set between 90% and 110% of the applicable Fair Market Rent (FMR) published by HUD. The 2020 FMR was published by HUD on August 30<sup>th</sup> and will be effective October 1, 2019.

## **STATE UPDATE:**

- **2019 SC Housing Needs Assessment:** South Carolina State Housing Finance & Development Authority recently released the 2019 SC Housing Needs Assessment.

## **ORGANIZATIONAL UPDATE:**

- **Chief Operating Officer:** Columbia Housing welcomes our new Chief Operating Officer Mrs. Yvonda Bean. Mrs. Bean joined the agency on August 30, 2019. Mrs. Bean has over 20 years of experience in the industry and most recently was the Executive Director of the Housing Authority in Lafayette, LA.
- **Carolina's Council of Housing Redevelopment & Codes Officials (CCHRCO) Academic Scholarship Winners:** Dy'Mond Franklin from the Rosewood Hills community received the CCHRCO 2019 Academic Scholarship.
- **2019 United Way Campaign:** Over the last two decades Columbia Housing employees have raised nearly half a million dollars for the United Way of Midlands. We are also excited to announce that we had another successful United Way Campaign of giving.

<b>CAMPAIGN TOTAL</b>	<b>\$46,448</b>
Campaign Goal	\$45,888
Palmetto Society (\$1,000 - \$2,400)	21
Campaign Participation	74%

- **Resident Executive Council:** On September 24, 2019 the Resident Executive Council will hold its annual election of officers at 5:30 pm at the Cecil Tillis Center. Columba Housing's team will be present to welcome the new slate of officers and are looking forward to working with them over the next year.
- **FYE 2018 Audit:** Unaudited financial statements were due to HUD by August 30, 2019. We received an extension approval from HUD to submit the unaudited financial statements by September 15, 2019. The unaudited financial statements were submitted on September 11, 2019. Our Independent Audit firm Barton, Gonzalez and Myers, PA will be at our office the first week of November to begin the FYE 2018 audit.
- **Housing Opportunities for Persons With Aids (HOPWA) Grant Awards:** Columbia Housing received four HOPWA Grant awards for FY 2019 (July 1, 2019 through June 30, 2020) from the City of Columbia.
 

▪ HOPWA 1	\$327,661 ( <i>vouchers</i> )
▪ HOPWA 2	\$23,868 ( <i>salary and benefits</i> )
▪ HOPWA 3	\$154,902 ( <i>housing first, utilities, lease-up cost</i> )
▪ HOPWA 4	\$20,373 ( <i>permanent housing, maintenance, utilities and small repairs</i> )
- **Richland County Magistrate:** Yvonda Bean, *Chief Operating Officer*, Latoya Nix, *Interim Director of Public Housing* and I met with Chief Magistrate Tomothy C. Edmond and members of his team. We are working on scheduling a follow-up meeting to meet with all of the magistrates in a mini-workshop session to provide an update on housing authority programs.

## **CONSENT AGENDA**

Interim Executive Director Ivory Mathews presented the monthly reports from Accounting, Housing Choice Voucher and Family Self Sufficiency Departments and opened the floor to questions. Ms. Simmons asked what staff is doing to improve FSS participation numbers and resident outreach. Mrs. Mathews stated that the department is being reviewed to increase efficiency and deeper discussions can be held about specifics at the workshop being planned for later this year. Mrs. Mathews added that all reports are being reviewed and updated as needed to report accurate and complete information.

There was a general discussion regarding grant opportunities and potential partnership opportunities with the City. Mrs. Mathews said that staff is looking at all areas of operations currently and updates will be provided as they become available.

There was a general discussion regarding the potential timeline for redevelopment at the Allen Benedict Court site. Development Consultant Cindi Herrera stated that staff hopes to have the property released from the investigation in mid-October, a request for proposals to conduct an environmental assessment is currently being advertised and a solicitation for demolition and development will be issued simultaneously later this year; staff expects demolition to begin during the first quarter of next year. Mr. Cromartie stated that as there is still an ongoing investigation and pending litigation, there is a limited amount of information that can be discussed.

Mrs. Mjartan asked for an update on the Carter Street property. Mrs. Herrera stated that the administrative buildings on the property are currently being renovated to house several programs within the agency. Staff is currently reviewing the property to potentially house participants of the Homeless Programs; this will eliminate the need for Master Leases with outside entities. Mrs. Mjartan suggested reviewing the Continuum of Care program for funds currently available for victims of domestic violence; Mrs. Herrera said she would follow up on that possible source of funding.

## **NEW BUSINESS/ACTION ITEMS**

- **Resolution 2019-658: Payoff of Beltline Loan:**  
Ms. Pickens stated that as an employee of Synovus Bank she was recusing herself from the discussion and vote. Mrs. Mathews stated that the Resolution authorizes the payoff of the mortgage currently in place on the

Beltline property. There was a general discussion regarding how the decision was made to pay this loan off; Mrs. Mathews said that the Finance Committee can establish a policy for making these decisions in the future. Upon motion of Ms. Sinclair, seconded by Mr. Green, it was approved.

Board Member		Aye	Nay	Recuse	Absent
<b>Chairman</b>	Ernest Cromartie, III	X			
<b>Vice-Chairman</b>	Anne Sinclair	X			
<b>Commissioner</b>	James Chatfield	X			
<b>Commissioner</b>	George Green	X			
<b>Commissioner</b>	Georgia Mjartan	X			
<b>Commissioner</b>	Selena Pickens			X	
<b>Commissioner</b>	Kara Simmons	X			

- **Resolution 2019-659: Housing Choice Voucher Payment Standards:** Mrs. Mathews said that HUD publishes fair market rents annually and that the Resolution grants the agency the authority to adopt payment standards at 100% for the Housing Choice Voucher Program and up to 110% of the fair market rent for the Veteran's Assisted Supportive Housing Program. Mrs. Mathews said that the Board can revisit the payment standard if needed at any point during the year. Upon motion of Mrs. Mjartan, seconded by Mrs. Sinclair, it was approved.

Board Member		Aye	Nay	Absent
<b>Chairman</b>	Ernest Cromartie, III	X		
<b>Vice-Chairman</b>	Anne Sinclair	X		
<b>Commissioner</b>	James Chatfield	X		
<b>Commissioner</b>	George Green	X		
<b>Commissioner</b>	Georgia Mjartan	X		
<b>Commissioner</b>	Selena Pickens	X		
<b>Commissioner</b>	Kara Simmons	X		

- **Resolution 2019-660: Public Housing Flat Rent:** Upon motion of Ms. Pickens, seconded by Mrs. Sinclair it was unanimously approved.

Board Member		Aye	Nay	Absent
<b>Chairman</b>	Ernest Cromartie, III	X		
<b>Vice-Chairman</b>	Anne Sinclair	X		
<b>Commissioner</b>	James Chatfield	X		
<b>Commissioner</b>	George Green	X		
<b>Commissioner</b>	Georgia Mjartan	X		
<b>Commissioner</b>	Selena Pickens	X		
<b>Commissioner</b>	Kara Simmons	X		

- **Resolution 2019-661: Resolution Honoring Cindy Godbey's Retirement:** Upon motion of Mrs. Sinclair, seconded by Mrs. Mjartan, it was unanimously approved.

Board Member		Aye	Nay	Absent
<b>Chairman</b>	Ernest Cromartie, III	X		
<b>Vice-Chairman</b>	Anne Sinclair	X		
<b>Commissioner</b>	James Chatfield	X		
<b>Commissioner</b>	George Green	X		
<b>Commissioner</b>	Georgia Mjartan	X		
<b>Commissioner</b>	Selena Pickens	X		
<b>Commissioner</b>	Kara Simmons	X		



- **Resolution 2019-662: Approval of Contract for Payroll Services:** Mrs. Mathews stated a Request for Proposals had been issued for payroll services; 2 responses were received. The responses were reviewed by a committee and the successful bidder was ADP. Upon motion of Mrs. Mjartan, seconded by Ms. Pickens it was unanimously approved.

Board Member		Aye	Nay	Absent
<b>Chairman</b>	Ernest Cromartie, III	X		
<b>Vice-Chairman</b>	Anne Sinclair	X		
<b>Commissioner</b>	James Chatfield	X		
<b>Commissioner</b>	George Green	X		
<b>Commissioner</b>	Georgia Mjartan	X		
<b>Commissioner</b>	Selena Pickens	X		
<b>Commissioner</b>	Kara Simmons	X		

## **PUBLIC COMMENT**

There were no individuals in attendance who wished to address the Board.

## **ANNOUNCEMENTS**

- Joint Meeting of the CHA and CHAD Boards | Noon, CHA Board Room, Wednesday, September 25, 2019
- Board Meeting | 4:30 pm, CHA Board Room, Thursday, October 17 19, 2019

Ms. Pickens thanked staff for their patience and for their perseverance during the year.

## **ADJOURNMENT**

There being no further business and upon motion of Ms. Pickens, seconded by Mrs. Sinclair, it was unanimously approved to end the meeting at 8:25 pm.

Prepared by:

Ivory N. Mathews  
Secretary/Executive Director



**Minutes for September 25, 2019, Regular Board Meeting  
of the Housing Authority of the City of Columbia, SC**

The Board of Commissioners of the Housing Authority of the City of Columbia, SC and Directors of the Columbia Housing Authority Developments, Inc. held a special called joint Board Meeting on Wednesday, September 25, 2019, at the main offices of the Authority located at 1917 Harden St, Columbia SC.

Chairman Ernest Cromartie, III called the meeting to order at 12:07 pm. Legal counsel stated a quorum was present and the meeting could proceed. A copy of the agenda was posted in the Administrative Offices of the Housing Authority and the Housing Authority's website. Roll call was conducted and the following members of each Board were present:

<b>CH Board Members</b>			<b>Columbia Housing Authority Staff Present</b>
<b>Chairman</b>	Ernest Cromartie, III	Present	Ivory Mathews, Interim Executive Director
<b>Vice-Chairman</b>	Anne Sinclair	Present	Yvonda Bean, Chief Operating Officer
<b>Commissioner</b>	James Chatfield	Absent	Lee McRoberts, Executive Assistant
<b>Commissioner</b>	George Green	Present	
<b>Commissioner</b>	Georgia Mjartan	Absent	
<b>Commissioner</b>	Selena Pickens	Present	
<b>Commissioner</b>	Kara Simmons	Present	
<b>Legal Counsel</b>			
Ed Eubanks, Attorney, Austin & Rogers Law Firm			

<b>CHAD Board Members</b>		
<b>Chairman</b>	Ernest Cromartie, III	Present
<b>Director</b>	Ray Buxton	Present
<b>Director</b>	George Green	Present
<b>Director</b>	Kara Simmons	Present
<b>Director</b>	OPEN	
<b>Director</b>	OPEN	
<b>Director</b>	OPEN	

**EXECUTIVE SESSION**

Mr. Cromartie stated that there was need for an Executive Session to discuss a Legal and Personnel issue, upon motion of Mr. Green, seconded by Mrs. Sinclair, it was unanimously decided to enter Executive Session at 12:08 pm.

At 1:08 pm Mr. Sinclair motioned that Executive Session end and Regular Session resume, seconded by Mr. Green it was unanimously approved.

**ACTION ITEMS**

- **CHAD Resolution 2019-94: Approval of Various Actions – Celia Saxon Shopping Center:**  
Mr. Buxton read the Resolution and motioned that it be approved as presented, seconded by Mr. Green it was unanimously approved.

<b>Board Member</b>		<b>Aye</b>	<b>Nay</b>	<b>Recuse</b>	<b>Absent</b>
<b>Chairman</b>	Ernest Cromartie, III	X			
<b>Director</b>	Ray Buxton	X			
<b>Director</b>	Kara Simmons	X			
<b>Director</b>	George Green	X			
<b>Director</b>	OPEN				
<b>Director</b>	OPEN				
<b>Director</b>	OPEN				

Upon motion of Mrs. Sinclair, seconded by Mr. Green, the Resolution was affirmed by the Board of Commissioners for the Housing Authority of the City of Columbia, S.C.

Board Member		Aye	Nay	Recuse	Absent
<b>Chairman</b>	Ernest Cromartie, III	X			
<b>Vice-Chairman</b>	Anne Sinclair	X			
<b>Commissioner</b>	James Chatfield				X
<b>Commissioner</b>	George Green	X			
<b>Commissioner</b>	Georgia Mjartan				X
<b>Commissioner</b>	Selena Pickens	X			
<b>Commissioner</b>	Kara Simmons	X			

## **ADJOURNMENT**

There being no further business and upon motion of Ms. Pickens, seconded by Mrs. Sinclair, it was unanimously approved to end the meeting at 8:10 pm.

Prepared by:

Ivory N. Mathews  
Secretary/Executive Director



# COMMITTEE MEETING REPORTS & MINUTES

DATE: October 1, 2019

TO: Columbia Housing Board of Commissioners

Ernest Cromartie, III, Chairman  
Anne Sinclair, Vice Chairman  
Selena Pickens, Commissioner  
James Chatfield, Commissioner  
George Green, Commissioner  
Georgia Mjartan, Commissioner  
Kara Simmons, Commissioner

FROM: Ivory N. Mathews, Interim Executive Director

RE: **Committee Meetings 2019 – 2020 – Revision No. 1**

Columbia Housing's Committee meetings are a vital component to our organization. Each committee will have a key role in assisting our agency with improving service delivery to residents, creating a climate of transparency and accountability, maximizing organizational efficiencies, and increasing community confidence.

An overview of each committee is listed below along with a list of the committee members.

You will also find a schedule of Committee meetings for the remainder of 2019 and the 2020 calendar year. We've also populated agenda items and timeframes for each scheduled committee meeting.

## COMMITTEES

Columbia Housing's bylaws set forth three standing committees.

The Chairperson of the Board of Commissioners is authorized to appoint an alternate member (s) to any Committee where the regular member of the Committee is unable to attend a meeting.

1. **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of not less than three (3) members (one of such members being the Chairperson of the Board of Commissioners) appointed at the Annual Meeting each year by the Chairperson of the Executive Committee. The Executive Committee, during the interim between meetings of the Board of Commissioners, shall have all powers of the full Board of Commissioners not inconsistent with the established policies of the Board of Commissioners or with any action theretofore taken by the Board of Commissioners. It shall make reports to the said Board of Commissioners at each meeting on all matters on which any action has been taken.

Board Members: Commissioner Ernest Cromartie, III., Commissioner Selena Pickens, and Commissioner Anne Sinclair.

Staff: Chief Financial Officer, Chief Operating Officer, Chief Executive Officer

2. **FINANCE COMMITTEE:** The Finance Committee shall consist of not less than three (3) members appointed at the Annual Meeting each year by the Chairperson. The Chairperson of the Board of Commissioners shall likewise appoint the Chairperson of the Committee on Finance. The Committee shall be charged with the general supervision of the finances of the Housing Authority; shall review in advance revised budgets for the current year, in advance, any other financial matters of concern to the Board of Commissioners. It shall report the Board of Commissioners, with its recommendations in writing thereon for approval or disapproval of all matters relating to its assigned functions.

Board Members: Commissioner Selena Pickens, Commissioner James Chatfield, and Commissioner Anne Sinclair.

Staff: Chief Financial Officer, Chief Operating Officer, Chief Executive Officer

3. **HUMAN SERVICES:** The Human Services Committee shall be charged with all matters relating to human services and resident initiatives. The Committee shall report to the Board of Commissioners. The Chairman shall be appointed by the Chairperson.

Board Members: Commissioner Kara Simmons, Commissioner Georgia Mjartan, and Commissioner George Green

Staff: Chief Operating Officer, Director of Resident Services, Director of Resident Programs, Director of Communications & Public Relations

**Columbia Housing is actively involved in the development of affordable housing therefore the Board of Commissioners created an adhoc committee to take the lead in strategic development initiatives.**

4. **DEVELOPMENT COMMITTEE:** The Development Committee shall be charged with reviewing and recommending housing programs for the purpose of creating communities of opportunity through acquisition, preservation and new construction affordable housing. The Committee shall report to the Board of Commissioners. The Chairman shall be appointed by the Chairperson.

Board Members: Commissioner Selena Pickens, Commissioner James Chatfield, and Commissioner Kara Simmons

Staff: Chief Operating Officer, Director of Development, Chief Executive Officer

## SCHEDULE OF MEETINGS

All of the 2019 meetings will be held at Columbia Housing's main office located at 1917 Harden Street, Columbia, SC (Main Office Boardroom) unless otherwise noted below.

2019 Committee Meeting, Board Meeting & Board Workshop Dates			
Committee	Date	Time	Topic
Executive Committee	October 10, 2019	9:00 am – 10:00 am	Bylaws (review draft)
Finance Committee	October 10, 2019	10:00 am – 11:00 am	Unaudited Monthly Financial Review
Human Services Committee	October 10, 2019	3:00 pm – 4:00 pm	Emergency Preparedness Policy
Board Meeting	October 17, 2019	4:30 pm – until	Regular October Meeting
Committee	Date	Time	Topic
Executive Committee	November 14, 2019	9:00 am – 10:00 am	Bylaws (review final draft)

Finance Committee	November 14, 2019	10:00 am – 11:00 am	Unaudited Monthly Financial Review
Human Services Committee	November 14, 2019	3:00 pm – 4:00 pm	Emergency Preparedness Policy Finalized
Board Meeting	November 21, 2019	4:30 pm – until	Regular November Meeting
Committee	Date	Time	Topic
Board Workshop	December 6, 2019	9:00 am – 3:00 pm	Portfolio Reposition, Capacity Bldg & Reorg Plan
Executive Committee	December 12, 2019	9:00 am – 10:00 am	Bylaws Final Review (submission to Board)
Finance Committee	December 12, 2019	10:00 am – 11:00 am	Presentation of FY 2019 Financial Audit
Human Services Committee	December 12, 2019	3:00 pm – 4:00 pm	Emergency Preparedness Policy (final review submission to Board)
Board Meeting	December 19, 2019	4:30 pm – until	Regular December Meeting <u>Resolution(s):</u> <ul style="list-style-type: none"> <li>▪ Approve Emergency Preparedness Plan</li> <li>▪ Approve Revised Bylaws</li> <li>▪ Approve FYE 2019 Audited Financial Statements</li> </ul>

All of the 2020 meetings will be held at Columbia Housing's main office located at 1917 Harden Street, Columbia, SC (Main Office Boardroom) unless otherwise noted below.

2020 Committee Meeting, Board Meeting & Board Workshop Dates			
Committee	Date	Time	Topic
Executive Committee	January 9, 2020	9:00 am – 10:00 am	Employee Handbook (Review Draft) Procurement Policy (Review Draft) Annual Plan (Review Draft Goals)
Finance Committee	January 9, 2020	10:00 am – 11:00 am	Financial Policies (Review Draft) Annual Plan (Review Draft Goals)
Human Services Committee	January 9, 2020	3:00 pm – 4:00 pm	Work Order Charge Schedule (Review Draft)
Board Meeting	January 16, 2020	4:30 pm – until	Annual Board Meeting (Election of Officers) <u>Resolution(s):</u> <ul style="list-style-type: none"> <li>▪ Approve Officers</li> </ul>
Committee	Date	Time	Topic
Executive Committee	February 13, 2020	9:00 am – 10:00 am	Employee Handbook (Review Final Draft) Procurement Policy (Review Final Draft) Annual Plan (Review Draft Goals)
Finance Committee	February 13, 2020	10:00 am – 11:00 am	Financial Policies (Review Final Draft) Annual Plan (Review Draft Goals)
Human Services Committee	February 13, 2020	3:00 pm – 4:00 pm	Annual Plan (Review Draft Goals) Work Order Charge Schedule (Review Final Draft)
Development Committee	February 20, 2020	3:30 pm – 4:30 pm	Lorrick Place, ABC, Gonzales Garden, etc Updates
Board Meeting	February 20, 2020	4:30 pm – until	Regular Board Meeting <u>Resolution(s):</u> <ul style="list-style-type: none"> <li>▪ Approve Employee Handbook</li> <li>▪ Approve Revised Procurement Policy</li> <li>▪ Approve Financial Policies</li> </ul>
Committee	Date	Time	Topic
Executive Committee	March 12, 2020	9:00 am – 10:00 am	Annual Plan (Review Final Draft Goals)

Finance Committee	March 12, 2020	10:00 am – 11:00 am	Annual Plan (Review Final Draft Goals)
Human Services Committee	March 12, 2020	3:00 pm – 4:00 pm	Annual Plan (Review Final Draft Goals)
Board Meeting	March 19, 2020	4:30 pm – until	Regular Board Meeting <u>Resolutions(s):</u> ▪ Approve Work Order Charge Schedule
Committee	Date	Time	Topic
Executive Committee	April 2, 2020	9:00 am – 10:00 am	
Finance Committee	April 2, 2020	10:00 am – 11:00 am	Annual Operating Budget (review draft)
Human Services Committee	April 2, 2020	3:00 pm – 4:00 pm	
Development Committee	April 9, 2019	3:30 pm – 4:30 pm	Lorrick Place, ABC, Gonzales Garden, etc Updates
Board Meeting	April 9, 2020	4:30 pm – until	Regular Board Meeting <u>Resolution(s):</u> ▪ Approve Agency Annual Plan
Committee	Date	Time	Topic
Executive Committee	May 14, 2020	9:00 am – 10:00 am	
Finance Committee	May 14, 2020	10:00 am – 11:00 am	Annual Operating Budget (review final draft)
Human Services Committee	May 14, 2020	3:00 pm – 4:00 pm	
Board Meeting	May 21, 2020	4:30 pm – until	Regular Board Meeting
Committee	Date	Time	Topic
Executive Committee	June 11, 2020	9:00 am – 10:00 am	
Finance Committee	June 11, 2020	10:00 am – 11:00 am	
Human Services Committee	June 11, 2020	3:00 pm – 4:00 pm	
Development Committee	June 18, 2020	3:30 pm – 4:30 pm	Lorrick Place, ABC, Gonzales Garden, etc Updates
Board Meeting	June 18, 2020	4:30 pm – until	Regular Board Meeting <u>Resolution(s)</u> ▪ Approve Annual Budget
Committee	Date	Time	Topic
Executive Committee	July 9, 2020	9:00 am – 10:00 am	
Finance Committee	July 9, 2020	10:00 am – 11:00 am	
Human Services Committee	July 9, 2020	3:00 pm – 4:00 pm	
Board Meeting	July 16, 2020	4:30 pm – until	Regular Board Meeting
Committee	Date	Time	Topic
Executive Committee	August 13, 2020	9:00 am – 10:00 am	SEMAP Review
Finance Committee	August 13, 2020	10:00 am – 11:00 am	HCV Payment Standards & FMR Review Public Housing Flat Rents Review
Human Services Committee	August 13, 2020	3:00 pm – 4:00 pm	
Development Committee	August 20, 2020	3:30 pm – 4:30 pm	Lorrick Place, ABC, Gonzales Garden, etc Updates
Board Meeting	August 20, 2020	4:30 pm – until	Regular Board Meeting <u>Resolution(s):</u> ▪ Approve Annual Budget ▪ Approve SEMAP ▪ Approve HCV Payment Standards & Fair Market Rents ▪ Approve PH Flat Rents
Committee	Date	Time	Topic
Executive Committee	September 10, 2020	9:00 am – 10:00 am	



Finance Committee	September 10, 2020	10:00 am – 11:00 am	
Human Services Committee	September 10, 2020	3:00 pm – 4:00 pm	
Board Meeting	September 17, 2020	4:30 pm – until	Regular Board Meeting
Committee	Date	Time	Topic
Executive Committee	October 8, 2020	9:00 am – 10:00 am	
Finance Committee	October 8, 2020	10:00 am – 11:00 am	
Human Services Committee	October 8, 2020	3:00 pm – 4:00 pm	
Development Committee	October 15, 2020	3:30 pm – 4:30 pm	Lorrick Place, ABC, Gonzales Garden, etc Updates
Board Meeting	October 15, 2020	4:30 pm – until	Regular Board Meeting
Committee	Date	Time	Topic
Executive Committee	November 12, 2020	9:00 am – 10:00 am	
Finance Committee	November 12, 2020	10:00 am – 11:00 am	
Human Services Committee	November 12, 2020	3:00 pm – 4:00 pm	
Board Meeting	November 19, 2020	4:30 pm – until	Regular Board Meeting
Committee	Date	Time	Topic
Executive Committee	December 10, 2020	9:00 am – 10:00 am	
Finance Committee	December 10, 2020	10:00 am – 11:00 am	
Human Services Committee	December 10, 2020	3:00 pm – 4:00 pm	
Development Committee	December 17, 2020	3:30 pm – 4:30 pm	Lorrick Place, ABC, Gonzales Garden, etc Updates
Board Meeting	December 17, 2020	4:30 pm – until	Regular Board Meeting

*\*Development Committee meetings are scheduled every other month.*



# "AGENDA"

## EXECUTIVE COMMITTEE MEETING

The Housing Authority of the City of Columbia, SC

October 10, 2019 – 9:00 A.M.

2<sup>nd</sup> Floor Conference Room | 1917 Harden Street, Columbia, South Carolina 29204

### I. CALL TO ORDER

### II. ROLL CALL

#### Columbia Housing Board Members:

☐ Ernest Cromartie, III, *Chairman*   ☐ Anne Sinclair, *Vice-Chairman*   ☐ Selena Pickens

#### Columbia Housing Staff:

☐ Ivory N. Mathews, *Interim ED*   ☐ Yvonda Bean, *Chief Operating Officer*

### III. DISCUSSION

- a. Contract services for Phase I Environmental Reports; Phase II Studies; Lead-Based Paint and Asbestos Surveys and Remediation Plans; and Comprehensive Needs Assessments
- b. Sale of Waites Road Parcels to Homeless No More
- c. Review Columbia Housing Current Bylaws
- d. Review Draft Revised Bylaws

### IV. ANNOUNCEMENTS

- a. **Board Meeting** | 4:30 pm, 1917 Harden Street, Columbia, SC 29204 Thursday, October 17, 2019
- b. **Executive Committee Meeting** | 9:00 am, 1917 Harden Street, Columbia, SC 29204 Thursday, November 14, 2019

### V. ADJOURNMENT



MINUTES  
**Executive Committee Meeting**  
9:00 am on Thursday, October 10, 2019

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Columbia Housing's Executive Committee held a meeting on Thursday, October 10, 2019 at its administrative offices located at 1917 Harden Street, Columbia, South Carolina.

Interim Executive Director Ivory N. Mathews called the meeting to order at 9:15 am. A copy of the agenda was posted in the Administrative Offices of Columbia Housing and on it's website at [www.columbiahousing.org](http://www.columbiahousing.org). Roll call was conducted and the following members were present.

CH BOARD OF MEMBERS	Present	Absent
Ernest Cromartie, III, Chairman		X
Anne Sinclair, Vice-Chairman		X
Selena Pickens		X

CH STAFF	Present	Absent
Ivory N. Mathews, Interim Executive Director	X	
Yvonda Bean, Chief Operating Officer	X	

## **DISCUSSIONS**

**Contract Services for Phase I Environmental Reports, PHASE II Studies; Lead-Based Paint and Asbestos Surveys and Remediation Plans; and Comprehensive Needs Assessments:** Columbia Housing has an ongoing need for a variety of environmental services including Phase I Environment Reports, Phase II studies, comprehensive needs assessments, lead based paint and asbestos surveys and remediation plans. A request for qualifications was issued to select one or more firms that can provide services as needed. Staff reviewed the qualifications packages received and scored each firm in accordance with the criteria set forth in the solicitation.

A resolution to award two of the four firms that submitted a response to the solicitation will be presented to the full Board for approval at the October 17, 2019 Board meeting.

**Sale of Waites Road Parcels to Homeless No More:** Columbia Housing purchased three parcels of land in June 2003 for two hundred, ten thousand dollars and no cents (\$210,000.00) from the Browning Living Trust (William B. and Virginia G. Browning). The parcels remained vacant and in April 2019, Columbia Housing entered into a purchase agreement with Live Oaks Place, LLC; an affiliate of Homeless No More, SC to sell the three parcels for current appraised value of forty-four thousand, six-hundred dollars and no cents (\$44,600.00). Homeless No More is a nonprofit that provides continuum of care for homeless families including emergency services, transitional and affordable housing to keep families together and meet their need with the right services. They intend to develop the three parcels as an expansion if their Live Oaks Place permanent housing.

A resolution to approve sale of the Waites Road parcels to Homeless No More will be presented to the full Board for approval at the October 17, 2019 Board meeting.

**Review Columbia Housings Current By-Laws:** A copy of the current by-laws was provided for review and comparison. The current bylaws were last updated in 1997. In a HUD Limited Management Review in 2017 and 2019, it noted that Columbia Housing must revise its bylaws to confirm with current practices as allowed by state law or comply with its current bylaws to ensure they are followed. To clear this finding, Columbia Housing must provide a certification signed by the Board Chairperson, confirming that the Board has updated its bylaws, or will be complying with current bylaws.

**Review Draft Revised Bylaws:** Commissioner Sinclair submitted written comments to include; leaving out the level of detail for the date and time of each commission meeting unless HUD and/or state law requires and removing the attendance language and ensuring that any language regarding attendance is prescribed by the appointing authority.



MINUTES  
**Executive Committee Meeting**  
9:00 am on Thursday, October 10, 2019

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South Carolina Freedom of Information Act requires all public bodies to give written public notice of their regular meetings at the beginning of each calendar year. The annual meeting notice must include the dates, times, and places of all regularly scheduled meetings.

Attendance requirements will be removed from the draft bylaws.

A resolution to revise the current By-Laws will be presented to the full board for approval at the November 21, 2019 Board meeting .

**ADJOURNMENT**

There being no further business the meeting was adjourned at 9:45 am.

The next meeting is scheduled for 9:00 am on Thursday, November 14, 2019



# "AGENDA"

## FINANCE COMMITTEE MEETING

The Housing Authority of the City of Columbia, SC

October 10, 2019 - 10:00 A.M.

2<sup>nd</sup> Floor Conference Room | 1917 Harden Street, Columbia, South Carolina 29204

### I. CALL TO ORDER

### II. ROLL CALL

#### Columbia Housing Board Members:

☐ Anne Sinclair, *Vice-Chairman*      ☐ James Chatfield      ☐ Selena Pickens

#### Columbia Housing Staff:

☐ Ivory N. Mathews, *Interim ED*      ☐ Yvonda Bean, *Chief Operating Officer*

☐ Melanie Baker, *Director of Finance*

### III. DISCUSSION

- a. Monthly Unaudited Financial Reports Schedule
- b. Summary Results of FYE 6.30.2018 Unaudited Financial Statements
- c. Sale of Waites Road Parcels to Homeless No More

### IV. ANNOUNCEMENTS

- a. **Board Meeting** | 4:30 pm, 1917 Harden Street, Columbia, SC 29204 Thursday, October 17, 2019
- b. **Finance Committee Meeting** | 10:00 am, 1917 Harden Street, Columbia, SC 29204 Thursday, November 14, 2019

### V. ADJOURNMENT

Columbia Housing's Executive Committee held a meeting on Thursday, October 10, 2019 at its administrative offices located at 1917 Harden Street, Columbia, South Carolina.

Interim Executive Director Ivory N. Mathews called the meeting to order at 10:00 am. A copy of the agenda was posted in the Administrative Offices of Columbia Housing and on it's website at [www.columbiahousingsc.org](http://www.columbiahousingsc.org). Roll call was conducted and the following members were present.

CH BOARD OF MEMBERS	Present	Absent
James Chatfield	X	
Anne Sinclair, Vice-Chairman		X
Selena Pickens		X

CH STAFF	Present	Absent
Ivory N. Mathews, Interim Executive Director	X	
Yvonda Bean, Chief Operating Officer	X	

## **DISCUSSIONS**

**Monthly Unaudited Financial Reports Schedule:** Staff presented a schedule outlining when monthly financial statements would be presented to the Board. The schedule includes a "45 day lag" for Board packet reporting. Which means, for example, the September 2019 financial information will be included in the November Board packet.

**Summary Results of FYE 06.30.2019 Unaudited Financial Statements:** Reconciliation of fiscal year end June 30, 2019 unaudited financial statements have been completed and are awaiting audit review by the independent audit firm. The audit firm will begin its review during the first week of November. Summary of the unaudited financial statements includes the following;

- Agency wide operating revenue from 2018 to 2019 decreased slightly from \$49,105,592 to \$48,406,491. In 2018 the agency received a one-time US Department of Treasury Neighborhood Initiative Program Grant (NIP) for demolition activities at Gonzales Gardens.
- Agency wide operating expenses increased a little over \$2M as a result of Allen Benedict Court relocation activities, de-minimis maintenance repairs on newly acquired properties (English Meadows and Bentley Court), unreimbursed pre-development costs for Gonzales Gardens and Lorrick Place and an increase in uncollected tenant rents.

**Sale of Waites Road Parcels to Homeless No More:** Columbia Housing purchased three parcels of land in June 2003 for two hundred, ten thousand dollars and no cents (\$210,000.00) from the Browning Living Trust (William B. and Virginia G. Browning). The parcels remained vacant and in April 2019, Columbia Housing entered into a purchase agreement with Live Oaks Place, LLC; an affiliate of Homeless No More, SC to sell the three parcels for current appraised value of forty-four thousand, six-hundred dollars and no cents (\$44,600.00). Homeless No More is a nonprofit that provides continuum of care for homeless families including emergency services, transitional and affordable housing to keep families together and meet their need with the right services. They intend to develop the three parcels as an expansion of their Live Oaks Place permanent housing.

A resolution to approve sale of the Waites Road parcels to Homeless No More will be presented to the full Board for approval at the October 17, 2019 Board meeting.

## **ADJOURNMENT**

There being no further business the meeting was adjourned at 10:45 am.

The next meeting is scheduled for 10:00 am on Thursday, November 14, 2019



# "AGENDA"

## HUMAN SERVICES COMMITTEE MEETING

The Housing Authority of the City of Columbia, SC

October 10, 2019 – 3:00 P.M.

2<sup>nd</sup> Floor Conference Room | 1917 Harden Street, Columbia, South Carolina 29204

### I. CALL TO ORDER

### II. ROLL CALL

#### Columbia Housing Board Members:

☐ Kara Simmons

☐ Georgia Mjartan

☐ George Green

#### Columbia Housing Staff:

☐ Yvonda Bean, Chief Operating Officer

☐ Donna Gilbert, Director of Resident Programs

☐ Cynthia Hardy, Dir. of Communications &  
Public Relations

☐ Donzell Mitchell, Dir. of Resident Services

### III. DISCUSSION

- a. Emergency Preparedness Plan

### IV. ANNOUNCEMENTS

- a. **Board Meeting** | 4:30 pm, 1917 Harden Street, Columbia, SC 29204 Thursday, October 17, 2019
- b. **Human Services Committee Meeting** | 3:00 pm, 1917 Harden Street, Columbia, SC 29204 Thursday, November 14, 2019

### V. ADJOURNMENT



MINUTES  
**Human Services Committee Meeting**  
3:00 pm on Thursday, October 10, 2019

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Columbia Housing's Human Services Committee held a meeting on Thursday, October 10, 2019 at its administrative offices located at 1917 Harden Street, Columbia, South Carolina.

Chief Operating Officer, Yvonda Bean, called the meeting to order at 3:05 pm. A copy of the agenda was posted in the Administrative Offices of Columbia Housing and on its website at [www.columbiahousing.org](http://www.columbiahousing.org). Roll call was conducted and the following members were present.

CH BOARD OF MEMBERS	Present	Absent	CH STAFF	Present	Absent
George Green	X		Ivory N. Mathews, Interim Executive Director	X	
Georgia Mjartan		X	Yvonda Bean, Chief Operating Officer	X	
Kara Simmons	X		Donna Gilbert, Director of Resident Programs	X	
			Donzell Mitchell, Director of Resident Services	X	
			Cynthia Hardy, Director of Communications & Public Relations		

## **DISCUSSIONS**

Emergency Preparedness Plan: Columbia Housing distributed its Emergency Management Plan, which was last updated in 2016 for the Committee's review and discussion. Per discussions, the Plan will be updated to include current procedures and the applicable responsible parties and/or community partners. A revised draft will be distributed to the Committee for an additional review prior to the next Human Services Committee meeting, scheduled for Thursday, November 14, 2019. The final draft of the Emergency Preparedness Plan will be presented to the full Board of Commissioners for approval at the November 21, 2019 Board meeting.

## **ADJOURNMENT**

There being no further business the meeting was adjourned at 3:45 pm.

The next meeting is scheduled for 3:00 pm on Thursday, November 14, 2019.





# INTERIM EXECUTIVE DIRECTOR'S REPORT

*Building Communities of Opportunity*  
**INTERIM EXECUTIVE DIRECTOR'S REPORT**

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**FEDERAL UPDATE**

The Senate Appropriations Committee approved its FY 2020 Transportation-HUD (THUD) spending bill on September 19, advancing to the floor legislation that largely maintains current spending levels. Meanwhile, the House approved a short-term spending bill that seeks to avoid a government shutdown when the fiscal year ends on September 30. As expected, the Senate THUD bill is not as robust as the House bill, though it does maintain current spending levels for nearly every HUD program, with a couple of exceptions.

**Public Housing Operating Fund:** The Senate bill would provide \$4.650 billion to support the operation and management of public housing. This is \$3 million less than FY 2019 funding and \$103 million less than the House and \$1.787 billion more than the President's FY 2020 budget proposal.

The Senate bill would also set aside \$25 million of the Operating Fund to be allocated to public housing agencies that experience insolvency. This set-aside would be distributed via a need-based application process not subject to the Operating Fund formula. HUD may distribute any remaining funds to all public housing agencies on a pro-rata basis after all insolvency needs are met.

The Senate bill recognizes the challenges of operating a calendar year program with fiscal year appropriations; as a result, the bill would continue to extend the period of availability of Operating Funds from one year to two years.

As opposed to the President's proposed budget, the Senate bill, like the House bill, would not move current Capital Fund set-aside accounts to the Operating Fund.

**Public Housing Capital Fund:** The Senate bill would provide \$2.855 billion for the Capital Fund, \$80 million more than FY 2019 funding and level with the House. The President's FY 2020 budget proposed eliminating the Capital Fund. NAHRO has long advocated for increases to the Capital Fund and is pleased that the House bill would provide increased funding in 2020. That said, funding for the Capital Fund still remains lower than the \$3.4 billion annual accrual baseline established by HUD's 2010 Capital Needs Assessment.

The Senate bill once again includes hard-fought language that would require HUD to notify PHAs of their formula allocation within 60 days of enactment.

**Rental Assistance Demonstration (RAD):** The Senate bill would provide no additional funding to the RAD program nor expand the cap or extend the deadline for submissions. The President's 2020 budget proposed providing an additional \$100 million for RAD while eliminating the cap on conversions and eliminating the September 2024 deadline for submission under the first component. The House bill did not include this provision either. The 2018 Appropriations Act expanded the cap on Public Housing conversions to 455,000 units and extended the deadline for submission of RAD applications under the first component to September 30, 2024.

**Housing Choice Voucher (HCV) Housing Assistance Payments (HAP) Renewals:** The Senate bill includes \$21.502 billion for HAP renewals. This is \$1.087 billion more than the Fiscal Year (FY) 2019 enacted budget and \$102 million more than the House FY 2020 bill. At this time, NAHRO estimates that this represents full funding for voucher renewals, though this may change as additional information becomes available.

## *Building Communities of Opportunity* **INTERIM EXECUTIVE DIRECTOR'S REPORT**

**HAP Renewal Formula:** The Senate bill calculates HAP renewal funding based on validated calendar year (CY) 2019 voucher management system (VMS) leasing and cost data adjusted by an inflation factor set by HUD. Enacted budgets have used a formula which bases renewals on actual HAP costs and utilization since 2007.

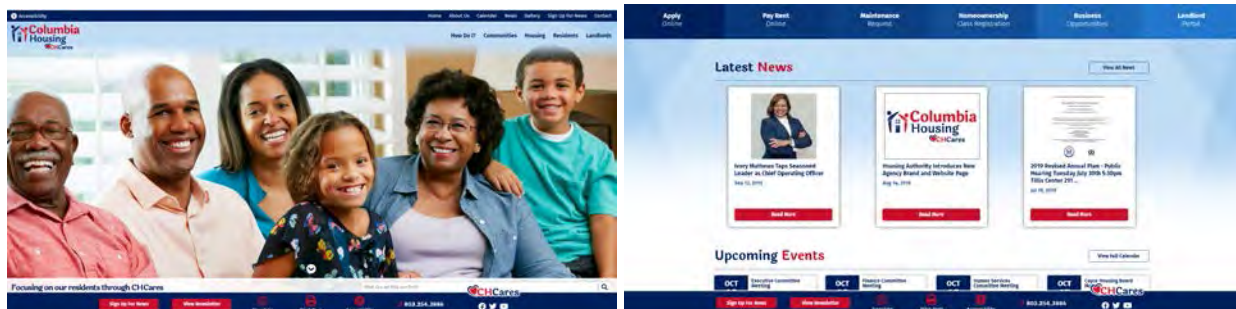
**HUD-VASH:** The Senate bill allocates \$40 million for new HUD-VASH vouchers. HUD will make the funding available to PHAs that partner with eligible United States Department of Veterans Affairs (VA) Medical Centers or other entities based on geographical need, PHA administrative performance, and other factors specified by HUD. HUD may waive or specify alternative requirements to any provision of any statute or regulation that it administers in connection with the use of HUD-VASH funds. This HUD-VASH assistance shall continue to remain available for homeless veterans upon turn-over. The FY 2019 enacted budget and the House bill both allocate \$40 million for HUD-VASH vouchers.

Additionally, the Senate bill allocates \$1 million for HUD-VASH funding “to serve Native American veterans that are homeless or at-risk of homelessness living on or near a reservation or other [Native American] areas.” This amount includes both HAP and administrative fees for renewals, although any additional amounts remaining after renewals may be used for new vouchers. The FY 2019 enacted budget provided \$4 million for tribal HUD-VASH allocations, while the House bill provided \$4 million.

## **AGENCY UPDATE**

**Housing America Month:** In 2007, Housing America was created and October was designated as the annual month for NAHRO and its members to collectively raise awareness of the need for, and the importance of, safe, decent and affordable housing in quality communities. Events are held around the country by housing authorities, redevelopment agencies and government entities to spotlight the great works that have been done and the successes that so many residents have experienced.

In recognition of Housing America Month, Columbia Housing is launching its new website and business portal, [www.columbiahousing.org](http://www.columbiahousing.org).



Some of the design features of our website include:

- Access to all **portals** offered by Columbia Housing on the home page of the website.
- **News feed** from the home page now features three articles for quick review of the latest news posted on the site with archives of older articles.
- **Calendar of Events** feed from the home page now shows 4 upcoming Calendar entries on the home page (all link to a more detailed interactive calendar within the site) for quick review of the next upcoming events.

## *Building Communities of Opportunity*

### INTERIM EXECUTIVE DIRECTOR'S REPORT

- [Poll Question](#) to allow online surveys for the public to complete
- [Publishing to subscribers via text/email](#) - a great way to stay informed about things happening at the Housing Authority
- [Sign Up for News](#) - Those interested in subscribing can sign up on the website & can also (at any time) change their subscription or unsubscribe
- [Residents pages](#) including information for residents/participants, family self-sufficiency (FSS), pay online, and job search.
- [Housing](#), [HCV/Section 8](#) and [Landlord](#) pages
- [Social media integration](#), so content added to the site can be posted to social media without leaving the admin section of the website
- [Quick links](#) in the header for the Housing Authorities social media pages ([Facebook](#), [Twitter](#), and [YouTube](#))
- [Procurement](#) and Resources
- [Communities](#) - Find housing properties in your area by type of property

**Lorick Place:** The overall project is approximately 48% complete with buildings 1, 2 and 3 about 80% complete. The anticipated delivery schedule of buildings is reflected in the chart below. Building 6 is the office and community building.



Building	Estimated Receipt Certificate of Occupancy
6	10/21/2019
1	11/20/2019
2	12/3/2019
3	12/16/2019
5	1/10/2020
8	1/23/2020
4	3/11/2020
7	2/21/2020

Superior Management will be serving as the Property Management agent for this property as approved at the closing by PNC Bank, the lender and investor. Preleasing activities should commence in the next 60 days. The Project Based Vouchers remain outstanding as we work with HUD to resolve the pending issues.

**Gonzales Gardens:** Planning Update – We directed Mungo to redesign the site for Gonzales Gardens from multi-family apartment buildings to a more townhome type design where each resident has their own individual entrance to their unit. This is the type of design that residents are more accustomed to and provides for improved security and safety for residents.

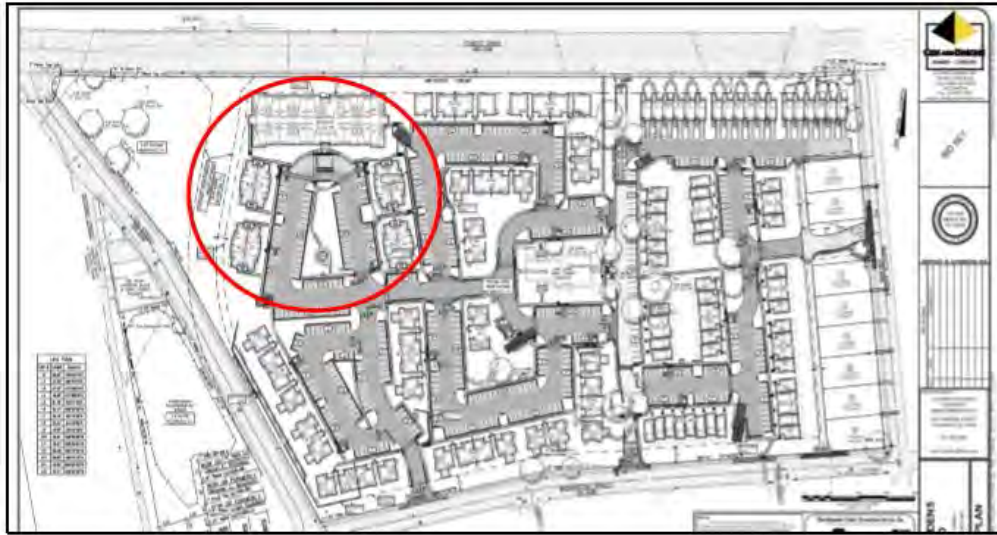
The site plan below is a preliminary layout that is still under discussion. The area circled in red represents age restricted units for seniors. The original plan was to add commercial development on the triangular parcel adjacent to the senior units but we have asked the architect to go back and add additional senior units.

Work on site design, unit mix and financial proforma will continue throughout the next couple of months.



*Building Communities of Opportunity*  
**INTERIM EXECUTIVE DIRECTOR'S REPORT**

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**Allen Benedict Court (ABC):** We are recommending selection of Environmental Consultants at this board meeting. Once selected we will issue a task order to commence the Phase I Environmental Study for ABC. We are currently finalizing the solicitation for a new Master Development Partner with more extensive mixed-income development experience. We anticipate that this solicitation will be issued before the end of the month.

**HUD On-Site Monitoring of Continuum of Care Program:** On June 3, 2019 through June 7, 2019, the SC-Field Office Community Planning and Development Staff conducted an onsite monitoring of the Continuum of Care Program. Program performance was assessed through a review of operations, file documentation, and interviews.

An electronic copy of the report was received in our office on August 5, 2019. The report contained eight findings and two concerns.

On September 3, 2019, we met with the SC-Field Office Community Planning and Development team for a formal introduction of the newly hired Executive Leadership Team. We also discussed our plans to address areas of concern and how we plan to build staff capacity to ensure the Continuum of Care Programs would be administered in compliance with HUD regulations going forward.

On September 14, 2019, we provided a written response to the findings and concerns.

On October 3, 2019, we received a response from HUD's Office of Community Planning and Development that 6 of the 8 findings have been closed and two will remain open upon receipt of additional documentation. The additional documentation requires the agency to reimburse HUD for ineligible expenses in the amount of \$94.22 (disconnect utility service fees) and the other includes submitting documentation that identified maintenance issues have been addressed on six units that failed the Housing Quality Standards Inspections.

We will have the two open findings cleared on or before the November 8, 2019 deadline.

**HUD Limited Management Review Report:** On September 3, 2019 through September 6, 2019 the HUD SC-Field Office Public Housing Department staff completed a Limited Management Review. HUD

# *Building Communities of Opportunity*

## INTERIM EXECUTIVE DIRECTOR'S REPORT

staff reviewed the performance of the Authority's compliance with HUD program requirements and regulations. The compliance included the review of (a) Project-Based Voucher contracts and supporting documentation, (b) list of developments owned (in whole or in part) and/or management by the agency and or affiliate entities, including but not limited to Public Housing, Project-Based Section 8, Project-Based Vouchers, Moderate Rehabilitation, Low Income Housing Tax Credits, market rate housing, etc., (c) Organizational Chart, (d) PHA By-Laws, (e) Admissions and Continued Occupancy Policy (ACOP), (f) PHA Plan, (g) Six months of board meeting minutes (h) two months of the detailed general ledger, (i) Year-to-Date Financial Statements, with comparisons of budgeted and actual revenues/expenses, (j) current operating budgets, (k) copies of depository agreements, (l) copies of insurance policies, (m) flat rent schedules, (n) two months of work order logs, (o) procurement policy, (p) application for residency, (q) utility allowance schedule with supporting materials and methodology, (r) procurement files, (s) files of open CFP grants, (t) disposition records for land, structures and property, (u) Human Resources Policy and (v) Public Housing offline unit listing within effective dates.

An electric copy of the report was received by our office on October 9, 2019. HUD is mailing a hard copy of the report to all Board Members. The report includes 18 findings and 14 observations for ongoing improvement. We have 30 days to provide a response to HUD. My team and I are working on drafting the response. Many of the responses require Board Approval of updated and/or new policies.

**Agency Wide Financial Summary:** Reconciliation of fiscal year end June 30, 2019 unaudited financial statements have been completed and are awaiting audit review by the independent audit firm. The audit firm will be in during the first week of November to begin auditing FYE June 30, 2019 financial statements. A summary of the FYE June 30, 2019 unaudited financial statements and comparison to June 30, 2018 is listed below.

- Agency wide operating revenue from 2019 to 2018 decreased slightly. In 2018 the agency received a one-time US Depart. of Treasury Neighborhood Initiative Program Grant (NIP) for demolition activities at Gonzales Gardens
- Agency wide operating expenses increased a little over \$2M as a result of Allen Benedict Court relocation activities, de-minimis maintenance repairs on newly acquired properties (English Meadows and Bentley Court) and unreimbursed pre-development costs for Gonzales Gardens and Lorrick Place and an increase in uncollected tenant rent.

Agency Wide Financial Summary	Fiscal Year Ending Audited 06-30-2018	Fiscal Year Ending UnAudited 06-30-2019
<b>Operating Income</b>		
Tenant Revenue	\$ 6,540,202	\$ 8,188,596
HUD Grant Revenue	40,047,252	40,337,366
Other Revenue	2,518,138	(119,471)
<b>Total Operating Income</b>	<b>\$ 49,105,592</b>	<b>\$ 48,406,491</b>
<b>Operating Expenses</b>		
Housing Assistance Payments	\$ 25,945,135	\$ 25,910,861
Administrative Operating Costs	6,889,368	7,595,614
Tenant Services	858,119	1,764,561
Utilities	2,051,431	2,078,450
Maintenance	5,125,149	6,460,862
Protective Services	608,942	1,004,413
Insurance	502,145	500,303
Other Operating Costs	318,238	409,335
Bad Debts-Tenants	89,602	228,175
Demolition Costs	1,614,289	-
Unreimbursed Pre-Development Costs	-	707,085
Extraordinary Maintenance	409,681	-
Payment in Lieu of Taxes	303,987	347,525
Financing- Tax Credit Fees	377,004	-
Interest Expense	739,330	860,890
<b>Total Operating Expenses</b>	<b>\$ 45,832,420</b>	<b>\$ 47,868,074</b>
<b>Operating Income (Loss)</b>	<b>\$ 3,273,172</b>	<b>\$ 538,417</b>
<b>Operating Income (Loss) by Program:</b>		
Low Rent Public Housing	\$ 2,760,916	\$ 1,582,103
Housing Choice Voucher	150,271	(239,274)
Resident Opportunity and Supportive Service Grants	-	-
Central Office Cost Center	36,355	87,390
Business Activities (Properties-Activities in the Name of the HA)	(218,928)	(490,105)
Blended Component Unit (CHAD & CHAD owned Properties)	251,905	(617,179)
Discrete Component Unit (Celia Saxon I & II and Lorick) FYE 6-30-2019 forward	-	86,398
Misc Special Housing Programs	252,653	129,194
<b>Operating Income (Loss)</b>	<b>\$ 3,273,172</b>	<b>\$ 538,417</b>

A breakdown by department is highlighted in the shaded yellow box.

**Family Self-Sufficiency Program Grant:** The FSS Program Grant is due to HUD on October 28, 2019. We will be submitting an application on or before the October 28<sup>th</sup> deadline.



# DEPARTMENTAL REPORTS

Accounting  
HCV Operations  
Family Self Sufficiency (FSS)  
Public Housing Operations  
The Board Room- Communications Report  
Resident Programs  
Development

# Columbia Housing Authority

## Summary : Results of Operations

<b>Agency Wide Financial Summary</b>	<b>Fiscal Year Ending Audited 06-30-2018</b>	<b>Fiscal Year Ending UnAudited 06-30-2019</b>
<u>Operating Income</u>		
Tenant Revenue	\$ 6,540,202	\$ 8,188,596
HUD Grant Revenue	40,047,252	40,337,366
Other Revenue	2,518,138	(119,471)
<b>Total Operating Income</b>	<b>\$ 49,105,592</b>	<b>\$ 48,406,491</b>
<u>Operating Expenses</u>		
Housing Assistance Payments	\$ 25,945,135	\$ 25,910,861
Administrative Operating Costs	6,889,368	7,595,614
Tenant Services	858,119	1,764,561
Utilities	2,051,431	2,078,450
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Insurance	502,145	500,303
Other Operating Costs	318,238	409,335
Bad Debts-Tenants	89,602	228,175
Demolition Costs	1,614,289	-
Unreimbursed Pre-Development Costs	-	707,085
Extraordinary Maintenance	409,681	-
Payment in Lieu of Taxes	303,987	347,525
Financing- Tax Credit Fees	377,004	-
Interest Expense	739,330	860,890
<b>Total Operating Expenses</b>	<b>\$ 45,832,420</b>	<b>\$ 47,868,074</b>
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Housing Choice Voucher	190,271	(239,274)
Resident Opportunity and Supportive Service Grants	-	-
Central Office Cost Center	36,355	87,280
Business Activities (Properties-Activities in the Name of the HA)	(218,928)	(490,105)
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Discrete Component Unit (Celia Saxon I & II and Lorick) FYE 6-30-2019 forward	-	86,398
Misc Special Housing Programs	252,653	129,194
<b>Operating Income (Loss)</b>	<b>\$ 3,273,172</b>	<b>\$ 538,417</b>



**COLUMBIA HOUSING**  
**HOUSING CHOICE VOUCHER PROGRAM MONTHLY REPORT**  
**MONTH ENDING: Aug-19**

HOUSING CHOICE VOUCHER PROGRAM		
	This Month	Year To Date
PROGRAM UTILIZATION		
Baseline Units	4034	4,034
Unit Months Available	4034	31926
Unit Months Under Contract	3671	28,418.00
Unit Utilization YTD(%)	91.0%	89.0%
Budget Authority Available		\$26,764,182
Budget Authority Utilized		\$16,354,924
ABA Utilization YTD (%)		61%
NRA Available		\$663,423
NRA Utilized		\$0
HUD Held Reserve		\$710,693
HHR Utilized		\$0
Total Reserves Available		\$1,374,116
RECERTIFICATION DATA		
Annual Recertifications Scheduled	327	2615
Annual Recertifications Completed	327	2615
Non-Responsive - EOP Completed	0	0
Annual Recertifications Pending	0	0
Interim Recertifications Completed	87	591
HQS INSPECTIONS		
Total Annual Inspections Scheduled	225	2146
Failed First Inspection	44	326
Fail Rate	20%	15%
Failed Second Inspection	0	3
Percent Failed 2nd Inspection	0%	1%
Initial Inspections - New Contracts	104	874
Failed Initial Inspection	12	58
Fail Rate	12%	7%
VOUCHERS PENDING DATA		
Vouchers Pending Previous Month	132	
Vouchers Issued	82	
Vouchers Expired/Terminated	0	
Total Vouchers Issued-Not Leased	214	
Average Days to Lease		60
Success Rate New Admissions (%)		81%
Program Moves	22	147
Percent of Program Moving	0.60%	0.52%
PROGRAM TERMINATION DATA		
Terminations -EOP	8	152
Annual Turnover Rate	0.2%	4.1%
WAIT LIST DATA		
Applicants on Wait List		193
New Applications Received		0
Applicants Purged		0
Balance of Applicants on Wait List		193
Oldest Application Date		7/21/16

**FAMILY SELF-SUFFICIENCY PROGRAM MONTHLY REPORT**

**September, 2019**

<b>FAMILY SELF-SUFFICIENCY PROGRAM</b>	<b>This Month</b>	<b>Year-to-Date</b>
New Contracts Signed	0	0
Contracts Terminated	0	1
Contracts Completed and Graduated	4	5
Contract not completed	0	0
Total Families in FSS	40	46
<b>FSS ESCROWS</b>		
Number of participants carrying escrow balance	34	56
Amount escrowed	\$1312.00	\$ 4,646.00
Escrow disbursed for graduation	\$15,509.32	\$ 15,509.32
Interim disbursements	0	0
Amount forfeited	\$ 2,750.29	\$ 2,750.29
Balance Remaining in Escrow	\$ 200,502.71	\$301,687.06
Average Escrow Per Participant	\$5012.66	\$5,387.26
<b>SERVICES / REFERRALS</b>		
FSS appointments	36	75
FSS Orientation	0	10
New employment for FSS participants	0	2
FSS clients to increase escrow	0	2
FSS clients to become zero-HAP	0	1
FSS promo @ HCV briefing	87	87
Resume assistance	1	17
Obtained/ Referrals GED	4	10
Housekeeping Inspections	2	5
Completed Homeownership Inquiries	17	42
Completed Home Buyers classes	0	8
Home ownership inquiries	5	12
Closed on purchase of home utilizing voucher	2	2
# of college scholarship applications submitted	0	0
# of students who applied for college scholarships	0	0
College scholarship counseling/appointments	0	5
College scholarships awarded	0	0
College tour fliers mailed	0	8
Assistance with locating community resources/ community outreach	62	125
Provided computer assistance	7	14
Mini Library (Books)	200	200
SNAP benefits assistance	0	0
Client Contacts / Home visits, telephone and Office	129	310
Counseling / Mentoring	43	88
VAWA Counseling	2	2

Mass Mailing	630	700
Distributed fliers @ National Night Out	0	300
Distributed fliers @ PH Career Development	0	260
Distributed fliers @ HCV Career Development	0	60
Distributed fliers @ Promoting FSS	0	60
Richland ONE GED Program	0	5
Healthcare Occupational Preparation for Employment (HOPE)	5	19
Career Development Training	0	1
EAU Behavioral Health Service	4	6
Wateree Educational Program	2	2
Richland Library Computer Library	19	19
Grace-Mar Mentor Program	4	22
Harvest Hope Food Bank	2	8
Salvation Army	2	12
Goodwill	1	21
School supplies Distribution	230	460
Ameris Bank Down Payment Assistance	0	1
Childcare Referral Assistance	2	2
Night of Empowerment	0	56
Expungement referral	2	2
Transportation	2	9
Project Hope	4	12
Carolina Cares for Kids	17	34
Referred for families helping families	108	108
ROSS Enrolled	4	4
FSS promo @ HCV briefing	0	87
Meeting with GED Program Coordinator	1	1
Distributed fliers @ Section 8 promoting Career Development	60	60
Distributed fliers @ Section 8 promoting Elevate/Life Skills	60	60
Distributed fliers @ section 8 promoting FSS/ to Face to Face in Sec 8	60	60
C.N.A. Orientation referral	1	1
Completed Digital Program	7	7
Job referrals	2	4
Football Tickets	23	23
Counseling / Mentoring	0	200
housekeeping class Referrals	0	15
GED Referrals	0	26
Wateree Educational, Nutritional and Utilities	3	3
Fast Forward Digital Literacy Program Referrals	0	12
Catholic Charities Referrals	1	1
Free Medical Clinic Referrals	1	1
Richland county Health Department	1	1

Counsel Tenants at Eviction Hearings	5	5
Home Visit Contact	19	19
Digital Literacy Program Flyers	260	260
Mentoring Grace Mar Intern	1	1
<b>Total overall services rendered to Columbia Housing residents</b>	<b>2140</b>	<b>4055</b>

**PUBLIC HOUSING BOARD REPORT  
SEPTEMBER 2019**

PROPERTY		OCCUPANCY				WORKORDERS				
AMP	Property Name	No. of Units	Occupied	Vacant	Rate	Previous Month	Current Month	Total	Completed	Outstanding
<b>1</b>	Arrington Manor Highrise	58	58	0	100%	192	21	213	194	19
	Atlas Road	25	25	0	100%	38	8	46	26	20
	Eastover	67	66	1	99%	48	36	84	52	32
	Single Family	1	1	0	100%	1	0	1	1	0
	Yorktown	16	16	0	100%	11	12	23	6	17
	English Meadows	44	31	13	70%	23	13	36	14	22
	Petan	99	69	30	70%	46	27	73	25	48
	South Beltline	16	16	0	100%	8	33	41	19	22
	Windsor Point 1/11	44	34	10	77%	36	16	52	30	22
	Yorktown Building 4	4	3	1	75%	1	18	19	2	17
	Springwood	8	6	0	75%	0	1	1	1	0
		<b>382</b>	<b>327</b>	<b>55</b>	<b>87%</b>	<b>404</b>	<b>185</b>	<b>589</b>	<b>370</b>	<b>219</b>
<b>2</b>	Arsenal Hill	20	19	1	95%	19	7	26	24	2
	Single Family East	123	120	3	98%	48	47	95	89	6
	Vista 1	25	23	2	92%	36	11	47	43	4
	Vista 2	3	3	0	100%	2	0	2	2	0
	Waverly	20	18	2	90%	47	19	66	65	1
	Wheeler Hill	16	16	0	100%	27	6	33	33	0
	Carter Street	4	4	0	100%	0	3	3	2	1
	Cayce	41	41	0	100%	53	13	66	66	0
		<b>252</b>	<b>244</b>	<b>10</b>	<b>96%</b>	<b>232</b>	<b>106</b>	<b>338</b>	<b>324</b>	<b>14</b>
<b>3</b>	Hammond Village	78	77	1	99%	103	50	153	152	1
	Latimer Manor	200	192	8	96%	208	155	363	359	4
	Single Family West	145	141	4	97%	94	79	173	164	9
	St. Andrews Terrace	25	25	0	100%	62	5	67	67	0
		<b>448</b>	<b>444</b>	<b>4</b>	<b>98%</b>	<b>467</b>	<b>289</b>	<b>756</b>	<b>742</b>	<b>14</b>
	Archie Drive	25	25	0	100%	53	13	66	66	0
	Dorrah Randall	20	19	1	95%	36	9	45	44	1
	Dorrah Street	20	20	0	100%	14	9	23	23	0
	Fontaine Place	25	25	0	100%	41	18	59	59	0
	Greenfield	8	8	0	100%	21	4	25	25	0

**PUBLIC HOUSING BOARD REPORT  
SEPTEMBER 2019**

<b>4</b>	Pine Forrest	28	28	0	100%	30	15	45	45	0
	Pinewood	13	12	1	92%	26	12	38	37	1
	Randall-Oakland Ave	12	12	0	100%	6	3	9	9	0
	Reserve at Faraway Terrace	131	131	0	100%	94	67	161	159	2
	Rosewood Hills	31	31	0	100%	28	21	49	49	0
	Rosewood Hill Sr Bldg	52	52	0	100%	40	18	58	58	0
	The Corners	24	24	0	100%	30	17	47	47	0
	Thornwell/ Overbrook	6	6	0	100%	2	4	6	5	1
	HOPWA	6	6	0	100%	3	2	5	4	1
	REO	4	3	1	75%	0	0	0	0	0
		<b>405</b>	<b>402</b>	<b>3</b>	<b>99%</b>	<b>424</b>	<b>212</b>	<b>636</b>	<b>630</b>	<b>6</b>
<b>5</b>	Columbia Apartments	24	23	1	96%	34	12	46	43	3
	Elderly Cottages	10	10	0	100%	20	10	30	29	1
	Fair Street	16	16	0	100%	26	13	39	39	0
	Lower Saxon	36	36	0	100%	50	17	67	51	16
	Marion Street Highrise	146	146	0	100%	244	80	324	318	6
	Oak- Read Highrise	111	110	1	99%	263	75	338	321	17
	Upper Saxon	23	23	0	100%	52	20	72	55	17
		<b>366</b>	<b>364</b>	<b>2</b>	<b>99%</b>	<b>689</b>	<b>227</b>	<b>916</b>	<b>856</b>	<b>60</b>
<b>Occupancy/Work Orders Goal = 100%</b>		<b>1853</b>	<b>1781</b>	<b>72</b>	<b>96%</b>			<b>3235</b>	<b>2922</b>	<b>90%</b>
<b>LOW INCOME HOUSING TAX CREDITS PROGRAM</b> <i>*Managed by Superior Property Management Company</i>										
<b>PROPERTY</b>		<b>OCCUPANCY</b>				<b>WORKORDERS</b>				
<b>Property Name</b>		<b>No. of Units</b>	<b>Occupied</b>	<b>Vacant</b>	<b>Rate</b>	<b>Previous Month</b>	<b>Current Month</b>	<b>Total</b>	<b>Completed</b>	<b>Outstanding</b>
Single Family Homes		2	2	0	100%	3	2	5	4	1
Village of Rivers Edge		60	60	0	100%	61	28	89	88	1
Bentley Court		48	44	4	91%	25	31	56	34	22
T S Martin		36	36	0	100%	54	45	99	88	11
Capital Heights		102	100	2	98%					
Celia Saxton I		39	38	1	97%					
Celia Saxton II		32	32	0	100%					
Bayberry		100	96	4	96%					
		<b>419</b>	<b>408</b>	<b>11</b>	<b>98%</b>	<b>143</b>	<b>106</b>	<b>249</b>	<b>214</b>	<b>35</b>



# The BOARD ROOM

Please visit our new interactive website! [www.columbiahousing.org](http://www.columbiahousing.org)

## Let's Welcome Cynthia Gore! Director of Human Resources Becomes Newest Member of the Leadership Team

Ms. Gore has an extensive background in Human Resources, most recent as Assistant Director of HR at South Carolina Department of Education. Prior to that, she served in various Human Resources roles where she managed employee engagement, recruitment and talent acquisition, and employee relations.

Ms. Gore is responsible for directing and leading the human resources activities of Columbia Housing, including training and development, perform-



## REC Elects New Officers

Officers were elected for the 2020-2023 term at the REC meeting held Tuesday, September 24, 2019.

President - Thompsona Brown  
Vice President - Catherine Hargrove  
Secretary - Geneva Dean  
Treasurer - David Caldwell  
Parliamentarian - Nathaniel Outing

**Congratulations!**

## LOOK Who Stopped BY



Angie Stone, Wall of Fame Honoree & Grammy Award Winning Entertainer, was in town this week for the Women's Empowerment Event and stopped by our offices to meet Mrs. Mathews and Mrs. Bean.

**Brandis McGriff**  
*"My Case Worker Believed in Me.  
Pretty Soon She Made a Believer  
Out of Me!"*

## RESIDENT SPOTLIGHT



When Brandis came to Columbia Housing for help, she was ready for a change. She wanted a better life for herself and her family.

Brandis stopped by recently to thank her case worker Cynthia Boykin, who didn't just help with her housing, but helped her get back in school and get a better job.

Brandis was also featured on the U. S. Department of Housing and Urban Development website for her efforts to improve her quality of life and ultimately be self-sufficient.  
<https://www.hud.gov/HumansofHUD#brandis>

## BENEDICT HOMECOMING & TAILGATE COOKOUT

On Saturday, October 12 Columbia Housing will host a Tailgate Party and Cookout for our residents at the 2019 Benedict College Homecoming Game versus Miles College. The game begins at 2pm and Tailgate activities will begin at 11am.

## DATES TO REMEMBER:

### October:

- 17 - CH Board Meeting, 4:30 pm Central Office Board Room
- 17 - Seniors to the SC State Fair
- 18 - Columbia Housing Employee Relations (CHER) Lunch at the SC State Fair for Staff
- 25 - Fall Festival
- 28 - REC Meeting - 5:30 pm Tillis Center
- 31 - Columbia Housing Employee Relations Halloween Costume Contest and Pizza Party

### November:

- 5 - Election Day
- 21 - CH Board Meeting, 4:30 pm Central Office Board Room
- 22 - Staff Thanksgiving Luncheon
- 25-26 - Thanksgiving Basket give aways (CH and Benedict College)
- 28-29 - Thanksgiving Holiday

### December:

- 6 - Board Workshop
- 7 - Columbia Christmas Parade
- 12 - Community Christmas Drop In
- 17-21 - Families Helping Families
- 25-26 - Christmas Holidays

Election Day is  
**NOVEMBER 5, 2019**  
Check [SCVotes.org](http://SCVotes.org) for  
Election Information







## **CHA Resident Programs Department October 2019 Board Report**

### **Senior Programs**

CSFP Senior Food Box Program: 155 Residents rec'd boxes  
64 New Seniors (Interviewed/Assessed for Eligibility)  
Supervised distribution and documentation process

Families Helping Families: 140 Seniors (Interviewed and completed required paperwork)

Senior Assessments (Needs): Supervised Homemaker's completion of assessments at Oak Read

Senior Flu Shots: Flu Shots for all senior high-rise will be **Friday, October 11<sup>th</sup>**  
Met with and completed plans for this year's flu shot program

Number of Residents appointments or interviews:

CSFP (Food Box) Program: 220 Residents

Families Helping Families: 135 Senior Residents and PH Families

Number of community Partner meetings and who you met with:

PRISMA (Janice Dinkins);

Families Helping Families (Volunteer Staff)

SC Dept. Education (Valerie Layne)

United Way of the Midlands: Laura Haney

New St. Thomas Missionary Society (Ms. Davis)

Allen University/UMC Women's Ministry (Ms. Adamson)

### **Education & Scholarships**

Met with Doris Glymph Greene, SC Partnership Specialist U.S. Census Bureau on Friday, September 20<sup>th</sup>. Discussed Columbia Housing residents participation and partnership for the upcoming 2020 US Census. Invited Ms. Greene and her team to speak at our upcoming resident community meetings.

Met with Richland One School District One, high school guidance counselors to form a collaborative partnership that will focus on helping prepare our Columbia Housing High School juniors and seniors for higher education.

#### **September:**

20<sup>th</sup> - C.A Johnson and Dreher High School

23<sup>rd</sup> - RNE and A C Flora High School

25<sup>th</sup> - Spring Valley, **Westwood** and Ridge View High School



26<sup>th</sup> - Brooklyn Cayce and Lower Richland High School  
30<sup>th</sup> - [Eau Clair](#) and Keenan High School

- **October:**  
1<sup>st</sup> - Columbia High school and Irmo High School

The week of September 23<sup>rd</sup>, Mr. Carter met with the Richland One Director of Guidance to discuss ways we can collaborate on college readiness initiatives. The goal is to start preparing our residents for college as juniors and tracking their progress through sophomore year of college. The plan is to put every high school junior on a higher education track that can be monitored by CH to ensure success. Apricot can be a wonderful database tracking system to utilize for this effort.

Mr. Carter established a partnership with the Omicron Phi Chapters of Omega Psi Phi fraternity Inc. to provide workforce development and positive parenting and fatherhood engagement workshops to our residents.

## **Community Programs & Partnerships**

### **CHA 2019 Resident Executive Council (REC) Monthly Meeting**

September 2019 REC meeting was held on Tuesday, September 24<sup>th</sup>

**New Officers were elected for 2020-2023 term**



They are:

**President: Tompsenia Brown, Vice President: Catherine Hargrove, Secretary: Geneva Dean, Treasurer: David Caldwell, Parliamentarian: Nathaniel Outing**

## **Tillis Center Monthly Bookings & Update**

CHA Security Team	Damian White	9/3/2019 CSO Meeting
Family Self Sufficiency	Myrel Hayward	9/4/2019 Home & Yard Maintenance
Coxx Celebration	Aubrianna Cox	9/7/2019 Private Rental
Occupancy	Vera Williams	9/10/2019 Public Housing Screening
Harmony Youth Group	Mike Myers	9/10/2019 Training
CHA United Way Employee Meeting	Faye Daniels	9/11/2019 Employee Meeting
Family Self Sufficiency	Teneasha Perkins	9/11/2019 Community Youth Group

Family Self Sufficiency	Myrel Hayward	1/17/2018 Budget & Credit
Harvest Hope Training	Erika Cheeks	9/12/2019 Site Providers Training
Birthday Party	Kristen Bates	9/14/2019 Private Rental
Wateree	Constanza	9/17/2019 Nutrition
Jaggers Plaza Security	Wingfield	9/17/2019 Community Safety Meeting
Family Self Sufficiency	Damian White	9/18/2019 Budget & Credit
Clisby Family	Teneasha Perkins	9/20/2019 Private Rental
Family Self Sufficiency	Ron Clisby	9/21/2019 Home Buyers Class
Occupancy	Teneasha Perkins	9/24/2019 Public Housing Screening
Resident Programs	Vera Williams	9/24/2019 Resident Executive Council
Lease Up Team	Donna Gilbert Mina	9/25/2019 Section 8 Orientation
CH HR	Scott	9/26/2019 CH FLU Shots
Omega Psi Phi	Cindy Godbey	9/27/2019 Fatherhood Forum
Watkins Family	Mina Scott	9/28/2019 Private Rental
	Tanisha Watkins	

### **Up Coming Events for Resident Programs**

<b>Thursday, October 17<sup>th</sup></b>	<b>Fair Day-Exceptional Citizens/Seniors</b> <i>Columbia Housing Seniors go to the Fair</i>
<b>Friday, October 18<sup>th</sup></b>	<b>CHA Employee Fair Day</b>
<b>Wednesday, October 30<sup>th</sup></b>	<b>Columbia Housing Fall Festival</b> <i>Hammond Village 4:30pm-6:30pm</i>
<b>November-January 2020</b>	<b>UofSC Women's Basketball Games</b> <i>(Tickets have been purchased for CH Residents)</i>
<b>Tuesday, November 26<sup>st</sup></b>	<b>Benedict College Thanksgiving Basket Giveaway</b>
<b>Saturday, December 7<sup>st</sup></b>	<b>Carolina Carillon Parade</b> <i>Columbia Housing will have a float in the Parade.</i>
<b>December 17<sup>th</sup>-21<sup>st</sup></b>	<b>Families Helping Families Gift Pick up</b>
<b>Thursday, December 5<sup>th</sup></b>	<b>Senior Christmas Gala-Greenville, SC</b>
<b>Friday, December 7<sup>th</sup></b>	<b>CHRA Christmas Party-Tillis Center</b>
<b>Thursday, December 12<sup>th</sup></b>	<b>CH Partner Christmas Drop In-Tillis Center</b>



# NEW BUSINESS

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SC

**RESOLUTION 2019-663:** Approval of Environmental Services Pool

### **BACKGROUND**

The Housing Authority has an ongoing need for a variety of environmental services including Phase I Environmental Reports; Phase II Studies; Comprehensive Needs Assessments; Lead Based-Paint and Asbestos Surveys and Remediation Plans; and other studies that may be required based on findings revealed in a Phase I Report. A Request for Qualifications was issued to select one or more firms that can provide services as needed. Staff reviewed the qualification packages received and scored each firm in accordance with the criteria set forth in the solicitation. Task orders will be issued for specific studies as needed. Each task order will be priced at the time of issuance by a minimum of two of the selected firms and the work assigned based on cost and time of completion.

### **RESOLUTION**

**WHEREAS**, the Authority is in need of various environmental services including but not limited to Phase I Environmental Reports; Phase II Studies; Lead-Based Paint and Asbestos Surveys and Remediation Plans; and Comprehensive Needs Assessments; and,

**WHEREAS**, the Authority published a Request for Qualifications (RFQ) and received four (4) responses from qualified vendors; and,

**WHEREAS**, the evaluation committee reviewed the responses and scored each respondent in accordance with the criteria set forth in the solicitation and ranked the firms as reflected in the chart below;

ENVIRONMENTAL SERVICES EVALUATION SCORES				
	APEX	DOMINION	JMT	BAKER
1	90	86	92	88
2	99	96	96	92
3	98	96	88	90
<b>TOTAL</b>	<b>287</b>	<b>278</b>	276	270

**NOW THEREFORE**, be it resolved that the Board of Commissioners hereby approves the selection of Apex Environmental and Dominion Due Diligence Group as qualified environmental firms to complete task orders to be issued by the Authority as needed.

**This 17th day of October, 2019  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SC**

**BY:** \_\_\_\_\_  
**Ernest Cromartie III, CHAIRMAN**

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SC

### **RESOLUTION 2019-664** : Approval of Sale of Waites Road Parcels

#### **BACKGROUND**

The Housing Authority purchased three parcels of land in June 2003 for two hundred, ten thousand dollars and no cents (\$210,000.00) from the Browning Living Trust (William B. and Virginia G. Browning). The parcels remained vacant and in April, 2018, the Authority entered into a purchase agreement with Live Oaks Place, LLC; an affiliate of Homeless No More, SC to sell the three parcels for current appraised value of forty-four thousand, six-hundred dollars and no cents (\$44,600.00). Homeless No More is a nonprofit that provides a continuum of care for homeless families including emergency services, transitional and affordable housing to keep families together and meet their needs with the right services. They intend to develop the three vacant parcels an expansion of their Live Oaks Place permanent housing.

#### **RESOLUTION**

**WHEREAS**, the Authority purchased three vacant parcels in 2003 for a total of \$210,000 and did not develop the parcels; and,

**WHEREAS**, the Authority entered into a purchase agreement with Live Oaks Place, LLC; an affiliate of Homeless No More who intends to develop parcels for permanent housing for homeless families;

**NOW THEREFORE**, be it resolved that the Board of Commissioners hereby approves the sale of the parcels described below for appraised value of \$44,600.

ADDRES	LOT SIZE	SALES PRICE
2320 Waites Road	15,298 square feet	\$19,400
2330 Waites Road	11,518 square feet	\$14,200
2332 Waites Road	9,303 square feet	\$11,000
<b>TOTAL</b>		<b>\$44,600</b>

This 17th day of October, 2019  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SC

BY: \_\_\_\_\_  
Ernest Cromartie III, CHAIRMAN

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SC

**RESOLUTION 2019-665** : Approval of Amendment to Lease Agreement and Sale of Property

### **BACKGROUND**

The Housing Authority entered into a Lease Agreement with Richland County Public Library on July 1, 2016 for a period of three years, through June 30, 2019 for a building located at 2101 Oak Street, Columbia. The lease agreement includes a provision to purchase the property at the end of the lease term for appraised value. The Authority and the Library attempted to complete the purchase transaction but found that the original HUD Declaration of Trust (DOT) had never been released and remains recorded on the Title. The Authority cannot complete the sale until such time that the DOT is released through a HUD disposition approval. Therefore, we are recommending amendment of the Lease Agreement to extend the lease for a period of one year through June 30, 2020 and completion of the sale of the property upon approval from HUD of the release of the DOT. The appraised value is \$295,000 and the sales price was agreed upon for \$300,000.

### **RESOLUTION**

**WHEREAS**, the Authority entered into a Lease Agreement with Richland County Public Library to lease the building located at 2101 Oak Street, Columbia; and,

**WHEREAS**, the Lease Agreement was for a period of three years from July 1, 2016 through June 30, 2019 and provided a purchase option at the end of the lease term for an amount not less than appraised value; and,

**WHEREAS**, the original HUD Declaration of Trust remains recorded on the property and the sale cannot be completed until a HUD disposition application is approved;

**NOW THEREFORE**, be it resolved that the Board of Commissioners hereby approves an amendment to the Lease Agreement between The Authority and Richland County Library for the period or July 1, 2019 through June 30, 2020 and the purchase option in an amount of \$300,000 to be completed upon receipt of the release of the HUD DOT.

**BE IT FURTHER RESOLVED**, that the Interim Executive Director is hereby authorized to execute all documents to amend the lease and complete the sale of the property upon final approval of Legal Counsel.

This 17th day of October, 2019  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SC

BY: \_\_\_\_\_  
Ernest Cromartie III, CHAIRMAN

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SOUTH CAROLINA

**RESOLUTION 2019-666:**      **Resolution to Change the Authorized Signatory for the Housing Authority of the City of Columbia, South Carolina, Bank Accounts and related checks**

### **BACKGROUND**

The United States Department of Housing & Urban Development Annual Contributions Contract (ACC) requires Housing Authorities to deposit and invest all program funds for projects under an ACC in accordance with the terms of a General Depository Agreement. The Housing Authority of the City of Columbia, South Carolina has a Depository Agreement with BB&T Bank for all accounts. The Authority recently hired an Interim Executive Director and the Board of Commissioners officers changed, which requires these individuals to serve as signatory(s) on the accounts.

### **RESOLUTION**

**WHEREAS**, the Housing Authority of the City of Columbia, South Carolina, an autonomous not-for-profit public corporation chartered under state law, has funds held by Synovus Bank, Security Federal Bank, First Community Bank, WoodForest Bank and BB&T financial institutions; and

**WHEREAS**, the authorized persons listed for the Housing Authority of the City of Columbia, South Carolina accounts require updating based on the election of the new Board Chairman and hiring of an Interim Executive Director; and

**WHEREAS**, that any of the individuals listed below (a “Designated Representative”) is hereby authorized to open or close any deposit account with BB&T, Synovus Bank, Security Federal Bank, First Community Bank , and WoodForest Bank; and

**WHEREAS**, to authorize those persons (“Authorized Signers”) who may execute a BB&T, Synovus Bank, Security Federal Bank, First Community Bank , and WoodForest Bank signature card on behalf of the Entity and transact business on such account;

**WHEREAS**, financial transactions greater than \$150,001 must be authorized by two persons. One of the two persons must have the title of Chairman or Vice Chairman of the Housing Authority of the City of Columbia, South Carolina;

**WHEREAS**, financial transactions less than \$150,000 must be authorized by two persons. One of the two persons must have the title of Interim Executive Director or Executive Director of the Housing Authority of the City of Columbia, South Carolina;

**NOW THEREFORE BE IT FURTHER RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Columbia, South Carolina that effective immediately the following individuals are hereby authorized to complete banking transactions on behalf of the Authority and serve as signatory(s) on all bank accounts;

Name	Title	Authorization Amounts
Ernest W. Cromartie, III	Chairman	Two signatures on amounts greater than \$150,001
Anne S. Sinclair	Vice-Chair	
Ivory N. Mathews	Interim Executive Director	Two signatures on amounts less than \$150,000
Yvonda A. Bean	Chief Operating Officer	
Melanie R. Baker	Chief Financial Officer	
Gary M. Wilhelm	Director of Capital Funds	

**This 17<sup>th</sup> day of October, 2019**

**BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SOUTH CAROLINA**

**BY: \_\_\_\_\_**  
**ERNEST W. CROMARTIE, III, CHAIRMAN**