

# Board of Commissioners September Board Meeting Information



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#### U. S. Department of Housing and Urban Development



South Carolina State Office Strom Thurmond Federal Building 1835 Assembly Street Columbia, South Carolina 29201-2480

September 5, 2017

Ms. Terril Bates
Executive Director
Spartanburg Housing Authority
2271 South Pine Street
Spartanburg, South Carolina 29302

Dear Ms. Bates:

SUBJECT: Fiscal Year Beginning October 1, 2017, One Year Plan Spartanburg Housing Authority

This letter is to inform you that the Annual Public Housing Agency (PHA) Plan for the Spartanburg Housing Authority for the Fiscal Year beginning October 1, 2017 (SC003v02) is approved. This approval of the PHA Plan does not constitute an endorsement of the strategies and policies outlined in the plan.

In providing assistance to families under programs covered by this plan, the Spartanburg Housing Authority will comply with the rules, standards, and policies established in its approved plan, as provided in 24CFR Part 903 and other applicable regulations. Your approved plan and all required attachments and documents must be made available for review and inspection at the principal office of the Spartanburg Housing Authority during normal business hours.

If you have any questions regarding your PHA Plan or the information in this letter, please contact Randy Dyal at (803) 765-5312.

Sincerely,

Eric Bickley Director

Public Housing Program Center



#### U. S. Department of Housing and Urban Development

South Carolina State Office Strom Thurmond Federal Building 1835 Assembly Street Columbia, South Carolina 29201-2480

September 8, 2017

Ms. Terril Bates Executive Director Spartanburg Housing Authority 2271 S. Pine Street Spartanburg, SC 29302

Dear Ms. Bates:

Subject: Spartanburg Housing Authority, SC025

Audit Review for Fiscal Year Ended September 30, 2016

This letter is to acknowledge receipt of the Spartanburg Housing Authority's Audit for the fiscal year ended September 30, 2016. We are pleased to note that the report contained no audit findings or questioned costs; therefore, a response is not required.

If you have any questions or concerns pertaining to this letter, please contact Randy Dyal at (803) 765-5312.

Sincerely,

Eric Bickle

Director

Public Housing Program Center

GLENN G REESE

SEMATOR SPARTANBURG GOLANGE

SENATE ADDRESS: P 0 80X 142

502 GRESSETTE SENATE OFFICE 8| DG COLUMBIA SC 29202 (803) 212 6|08

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INVITATIONS
JOINT BOND REVIEW COMMITTEE
LABOR COMMERCE AND INDUSTRY
RULES

September 4, 2017

Terril Bates Executive Director Spartanburg Housing Authority 2271 S Pine Street Spartanburg, SC 29302

Dear Mr. Bates:

It gives me pleasure to congratulate you on for Born Learning Resource Center at Prince Hall and Victoria Garden Apartments for receiving the national award of merit. It is great to see positive result of partnerships working together for our community. This speaks highly of our community and parents taking advantage of the learning opportunities and educational play for children. Your accomplishments are to be commended and I wish you the best of luck in your future endeavors.

If I can ever be of any assistance to you, please do not hesitate to let me know.

Sincerely,

Glenn G. Reese

South Carolina Senate

The Honorable Lindsey Graham 290 Russell Senate Office Building United States Senate Washington, DC 20510

Dear Senator Graham:

I write to you today out of concern for the important programs we administer to assist elderly, disabled and families with affordable housing in our community. As Executive Director for the Housing Authority of the City of Spartanburg, we serve nearly 3,000 households in your district through a variety of assisted housing programs.

The Housing Authority of the City of Spartanburg, serves 493 via the public housing program, 2177 via the Housing Choice Voucher program. We administer ROSS and Family Self Sufficiency programs as well. The SHA is forced to take drastic action in order to support its continued operations, due to ongoing pro-rations. The amount of regulatory activity continues as the ability to support staff to manage these programs shrinks.

When Congress is back in session after Labor Day, we know there is important legislative work to do. There are three major items that we need Congress to address immediately. We will be unable to administer our programs effectively if Congress fails to act. As your constituent, we hope that you will be mindful of our critical mutual interests. These priorities are as follows:

#### 1. The Need to Address the Debt Limit Ceiling

As you well know, unless Congress acts by September 29<sup>th</sup>, the federal government will be unable to borrow money because it has hit the statutory debt limit and, as a result, will default on its obligation to pay its bills. Since our public housing and voucher programs operate almost entirely on federal funding, failure to increase the debt limit would be catastrophic to our agency and the residents we serve, including the elderly, disabled and families with children.

## 2. Increase the Budget Caps on Domestic Discretionary Spending

Congress also must determine how to deal with the budget caps that are still in place for domestic discretionary spending. If Congress and the White House fail to agree to a deal to lift these very strict budget caps, we know that sequestration will become effective once again. Without an agreement, the cap on non-defense discretionary (NDD) spending will fall below FY 2017 levels. This could lead to devastating cuts to our affordable housing programs. We strongly urge you to work with the White House to reach, at a minimum, short-term agreements to provide limited budgetary relief for NDD programs. In 2015, Congress reached an agreement to increase the spending caps for FY 2016 and FY 2017, and we are hopeful that this can happen again for FY 2018 and FY 2019.

# 3. Adopt, At a Minimum, the Senate Appropriations Figures for Public Housing Operating, Capital, Vouchers and Administrative Fees

The Trump Administration and Congress have severely underfunded public housing and voucher programs with eviscerating cuts to Operating, Capital, Voucher Subsidy and Administrative Fees.

Of course, we support full funding for all programs, but at a minimum, we encourage you to work toward agreement on the higher funding appropriated by the Senate for public housing and voucher programs.

## These figures are as follows:

• Public Housing Operating Fund: \$4.5 billion

• Capital Fund: \$1.945 billion

• Housing Voucher Renewals: \$19.370 billion

• Administrative Fees: \$1.725 Billion

We urgently need these funds to operate our public housing and voucher programs, to maintain our public housing inventory and to administer these complicated programs. For more information about funding needs relative to appropriations, please go to: <a href="https://www.phada.org/pdf/FY18Appropriations">www.phada.org/pdf/FY18Appropriations</a> FINAL.pdf

We hope that we can count on your support on these very important issues so that we can continue to serve our residents as well as meet our federal obligations.

Sincerely,

Terril Bates
Executive Director
Housing Authority of the City of Spartanburg
2271 S Pine St
Spartanburg, S. C. 29302

The Honorable Trey Gowdy 2418 House Office Building U.S. House of Representatives Washington, DC 20515

Dear Representative Gowdy:

I write to you today out of concern for the important programs we administer to assist elderly, disabled and families with affordable housing in our community. As Executive Director for the Housing Authority of the City of Spartanburg, we serve nearly 3,000 households in your district through a variety of assisted housing programs.

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I write to you today to ask you to support the Affordable Housing Credit Improvement Act of 2017 (S. 548 or H.R. 1661). S. 548 was introduced first by Senators Maria Cantwell (D-WA) and Orrin Hatch (R-UT) as an enhanced version of the Low Income Housing Tax Credit (LIHTC) program. One of the key provisions in S. 548 is increasing the amount of available tax credits by 50 percent over 5 years. Sen. Cantwell estimated that this provision would create or preserve approximately 1.3 million rental units over 10 years, an increase of 400,000 units over the current program. The companion House bill, sponsored by Pat Tiberi (R-OH) and Richard Neal (D-MA), is identical to the Senate bill in most respects except it does not have the 50% increase in tax credits, which is critical to creating more affordable housing.

The Housing Authority of the City of Spartanburg is currently transitioning it's remaining public housing communities, some of which are more than 30 years old, utilizing the HUD, Rental Assistance Demonstration Program. Our capital needs are \$15-20mil while the HUD Capital Fund offers less than \$1mil annually. This transition is vital to those families who depend on affordable housing if it is to be safe, decent and sanitary. The RAD program is only successful when the developer is able to leverage tax credits through the LIHTC program to serve low income elderly, disabled or families with children. We anticipate redeveloping over 500 units with this program. In addition to the provision of housing, this work stimulates the local economy. The estimated cost of this project is \$60mil conservatively estimated. We have just closed an RFP for Fee Developers and are awaiting scoring and contract issuance.

Tax Credits are a reliable and predictable method of producing or rehabilitating new housing. The LIHTC has produced almost 3 million affordable rental housing units since 1986. As you know, developers must receive an allocation from their state or local housing finance agency. However, competition at the state level is keen, especially for 9% credits. There is not enough LIHTC allocation available to fund requests and demand is likely to increase with conversions of public housing to a Section 8 platform.

In addition to the production and preservation of affordable housing, the LIHTC program has a positive economic impact on communities as demonstrated by the following statistics:

- \$100 billion leveraged in private capital to finance the cost of building quality affordable housing
- 96,000 jobs created annually, 3 million jobs since inception of program
- Generates \$3.5 billion in federal, state and local taxes and \$9.1 billion in wages and business income

I urge you to support S. 548 or H.R. 1661, as appropriate, as well as add the 50% expansion for H.R. 1661 so that the differences in the House and Senate bills can be resolved in conference.

Thank you for your consideration in supporting this important legislation.

Sincerely,

Terril Bates
Housing Authority of the City of Spartanburg
2271 S Pine St
Spartanburg, S. C. 29302
864-598-6010

The Honorable Lindsey Graham 290 Russell Senate Office Building United States Senate Washington, DC 20510

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Housing Authority of the City of Spartanburg
2271 S Pine St
Spartanburg, S. C. 29302
864-598-6010

## ARTICLE III-ELECTIONS AND APPOINTMENTS

## **Section I. Board of Commissioners Officers.**

The officers of the Authority's Board of Commissioners shall be Chairperson, Vice-Chairperson and Secretary.

**Chairperson:** The Chairperson shall preside at all meetings of the Board of Commissioners, in accordance with S.C. law The Chairperson is responsible for assembling a committee of the board to conduct the Executive Director's annual review and any other matters related to the Executive Director. The Chairperson is responsible for board governance.

**Vice-Chairperson:** The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the case of the resignation, dismissal, or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board of Commissioners shall elect a new Chairperson.

**Secretary:** The Executive Director shall fill the position of Secretary and shall be responsible for keeping all records of the Authority, shall act as Secretary at meetings of the Board of Commissioners, record all votes, keep a record of proceedings of the Board of Commissioners in a journal, and perform all duties incidental to the office. The Secretary shall keep in safe custody, the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed.

#### Section 2 — Executive Director

The Board of Commissioners will employ an Executive Director who will also act as Secretary on the Board of Commissioners. The Executive Director shall have general supervision over the administration of the Authority operations.

# <u>Section 3 — Election or Appointment</u>

The Chairperson and Vice-Chairperson shall be elected at the Annual Meeting of the Board of Commissioners and shall hold office for one (1) year. The office of Secretary shall be filled by the Executive Director. No Commissioner shall be eligible to fill this office except as a temporary appointee.

The City Council of the City of Spartanburg will appoint eligible residents to the of Spartanburg County Board of Commissioners for five (5) year terms or portions thereof to complete terms of Commissioners who have left the Board. The Board of

Revised and Adopted: September 20, 2016

Wasch Live. White House holds glass ingeling as Harricane time approaches the U.S.



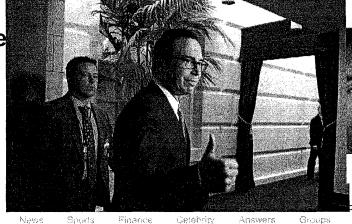
# You don't have to be an expert to invest like one





# **S** Congress pproves hurricane elief, debt ceiling ike

Michael Mathes AFP September 8, 2017



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House Republican Conference to push for President Donald Trump's hurricane

arrives at a

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Washington (AFP) - The US House of Representatives passed a \$15 billion hurricane relief package Friday that included raising the debt ceiling and funding government until early December, sending the bill Hurricane Irma threatens 'to devastate the to President Donald Trump.

United States,' FEMA chief says

Terril

314 reactions

Lawmakers voted 316 to 90 to approve the package, which was the result of an agreement struck between Trump and congressional Democrats in a hurried effort to free up emergency funding in the wake of Hurricane Harvey, and as a second monster storm bears down on Florida.

"The House just voted to send critical aid to the victims of #HurricaneHarvey. Next stop → @POTUS," House Speaker Paul Ryan said in a tweet, referring to the president.

The Senate easily passed the

measure on Thursday, 80 to 17.

**Related Searches** 

Hurricane Donation Relief Hurricane Relief Efforts

Hurricane Relief Fund

Hurricane Sandy Relief Bill

Hurricane Relief Organizations

If Trump signs the bill, as expected, it would extend US borrowing authority and prevent a government shutdown by funding federal operations until December 8, and free up emergency relief funding 15 Makeup Tips All Older Women Should

Choice Weekly Sponsored :5:

Preparations underway ahead of Hurrican Irma

5%

7776

because they wanted a stand-alone hurricane relief bill unconnected to efforts to raise the federal borrowing limit and keep the government open.

All 90 House members who opposed the measure were Republicans.

"This was a bad deal, this was a foolish deal," House Republican Sean Duffy told Fox Business Network, stressing Trump inadvertently Before Escaping handed Democrats substantial leverage when it comes to revisiting the debt ceiling and government funding in December, in large part because Republicans will be pressing ahead at that time with a tax reform bid.

Horrific New Details About What Happene To The 15-Year-Old Minnesota Girl While ! Was Held Captive By 3 Men For A Month

1.199 reactions

3% 69%

"When we're trying to do these big issues that we promised, this is going to come blow back right in our face," Duffy said.

- 'Necessary relief' -

Congress's immediate focus however was funnelling sufficient funding to government authorities like the Federal Emergency Management Administration, which has been helping thousands of victims of Hurricane Harvey that pummelled Texas late last month.

"Thanks 2 my colleagues in Congress 4 approving a supplemental funding package 4 @FEMA relief efforts," tweeted House Republican Ileana Ros-Lehtinen, whose Florida district is bracing for a direct impact from Irma.

Of the \$15.25 billion in relief funding, about half is designated for FEMA's disaster relief fund.

FEMA has burned through much of its disaster funding, due to the scope of Harvey and technical advancements that allow the agency to distribute money more quickly than in previous disasters.

With relief efforts for Harvey expected to top \$100 billion, many lawmakers, like House Rules Committee chairman Pete Sessions, said the approved aid should be just a first step in broader federal assistance to come.

"Today's measure will provide necessary relief and resources to help our fellow Americans as they face an extraordinarily difficult time," Sessions said.

As Floridians made preparations for the storm or evacuated to safer ground, Trump assured the government was "ready" for Irma.

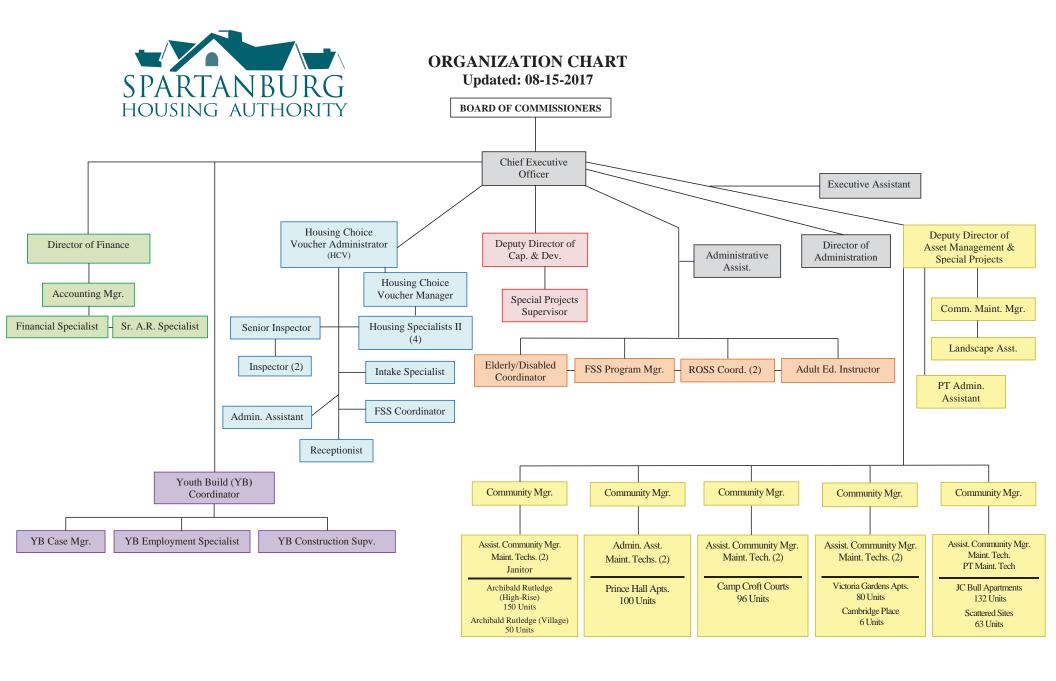
He said his administration was working to help communities facing "a storm of absolutely historic destructive potential," but also urged people to "get out of its way, if possible."

#### Mother, five-year-old son found dead with note after long custody battle

1,878 reactions

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# POSITION DESCRIPTION LEGEND

Finance		HCV		Capital & Development		Executive		AM & Spcl. Projects	
Director of Finance	Responsible for establishing financial policies, procedures, Ensures legal and regulatory compliance for all accounting and financial reporting functions     Oversees staff activities Reviews all fiduciary practices within the organization	HCV Administrator	Oversees the management and operation of the Housing Choice Voucher Program	Deputy Director	Responsible for management of the PHA Capital Fund. Involved with the PHA development project and oversight of capital projects at the AMP Provides NCCER training to Youthbuild	Dir. of Administration	Manages all aspects of HR Functions; Assists with Affiliate Activities; Manages agency insurance obligations; Manages agency's procurement activities.	Deputy Director of Asset Management and Special Projects	Oversees the management of Asset Management, Assisted Housing, Risk Management, RAD, ADA Section 504 process and Maintenance Supervises all Asset Management personnel Manages Information Technology purchases and user setup Manages vendor service contracts
Accounting Manager	Manages integrity of accounting records     Coordinates the development of the organizations budget	HCV Manager	Supervises portions of the HCV staff. Manages HCV work flow in accordance with HUD guidelines	Special Projects Supervisor	Manages COCC building function issues, PHA fleet management, serves two days at Youthbuild	Executive Assistant	- Provides administrative support to the CEO - Assist in coordinating & facilitating communication between CEO, Board, HUD, & Sr. Staff - Coordinates Sr. Staff & other meetings, agendas, & minutes	Community Maintenance Mgr.	Supervises PHA landscape staff and inmates. Manages warehouse at COCC  Prepares applied time reports for maintenance. Supports maintenance projects at.sites
Financial Specialist	- Responsible for the processing of payments of invoices - payroll processing	Housing Specialists II	Interviews participants, process recertification, moves, interacts with landlords			Administrative Asst.	Vacant position	Landscape Asst.	Supervises inmate workers     Conducts landscape maintenance for public housing and other SHA and affiliate sites
Sr. Accounts Receivable Specialist	- Responsible for accounts recievable - Quality controls invoices	Intake Specialist	Determines eligibility for housing for all applicants that apply for HCV, PBV, MOD, and/or TBRA Programs	Resident Services				PT Administrative Asst.	Provides a variety of administrative services to the Deputy Director
		Senior Inspector	- Manages annual and Initial HQS inspections and assigns cases to inspectors for the HCV program - Coordinates, assigns and produces reports and letters to contract inspectors that conduct RAD, PBV and MOD inspections - Conducts an avg. of 100 HQS inspections a month	Elderly/Disable Coordinator	Engages with community partners & resources that aid in assisting residents to live independently - Works as a resident advocate			Community Manager	- Supervises Admin. Assistants & Maintenance personnel - Conducts Move-ins, inspections, property budgets, lease violations - Counsels delinquent residents - Conducts eviction process - Reports improper and illegal behavior & activity
YouthBuild		Inspector	Conducts Housing Quality Inspections for the HCV program	Family Self- Sufficiency (FSS ) Program Mgr.	- Manages program participant's cases - Manages the Program Coordinating Committee PCC, which consists of community partners - Plans workshops/classes to meet client's needs			Admin Assistant	Provides admin assistance to Community Manager at a public housing community
YB Coordinator	Manages program inclusive of recruitment, enrollement, case mgmt.,. support services, construction training, budget compliance, GED attainment,	Admin. Assistant	- Answers & responds to all incoming calls - Responsible for setting up LL EFTs (what is EFT, I assume LL is landlord)&	ROSS Coordinator	Coordinates Connections Program in accordance wth grant goals			Assist Community Mgr.	Provides support to Community Manager, may include recertification, inspections, move ins general customer service.

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	leadership development, post-		answering any of their					
	program placement, and		questions,					
	retention		- Process rent increases					
	Monitors partnerships, MOUs,		- Set up hearings, mail out					
	service providers, vendors and		correspondences & process					
	training providers		closed files					
YB Case	- Provides counseling support,	Receptionist	- Manages switchboard and	Adult Ed.	- Provides educational		Maintenance	Conducts a variety of repairs to public
Manager	and advocacy to students with	•	walk-in clients	Instructor	opportunities to the residents of		Tech.	housing or multifamily units, property
Ü	regard to personal, legal, and		- Mail sorting		SHA and participants in SHA			and grounds.
	social needs		- File & Document		grant-funded programs - Offers			Ü
	- Maintains case files		organization for dept.		on-site support for students at			
	- Assists with marketing of the		organization for dept.		three properties			
	YB program				- Provides basic computer			
	1 b program				classes, basic adult literacy			
					classes, and book clubs for			
					elderly/disabled residents			
YB	- Oversees case management	FSS Coordinator	Administers a family self		elderly/disabled lesidelits		PT	Provides a variety of of repairs to
		rss Coordinator	1					
Employment	for students in job training		sufficient voluntary				Maintenance	public housing or multifamily units,
Specialist	programs		program in accordance				Tech.	proper and grounds
	- Prepares students for the		with HUD regulations					
	workforce							
YB	- Develops construction plans						Janitor	Provides janitorial services at
Construction	and schedules for YB students							Archibald Rutledge.
Supervisor	<ul> <li>Oversees on-site construction</li> </ul>							
	training							
	- Certified NCCER instructor							

Executive	Pos.	Svc. Date	Yrs of Svc.	Finance	Pos.	Svc. Date	Yrs of Svc.	Housing Choice Voucher (HCV)	Pos.	Svc. Date	Yrs of Svc.	Capital & Development	Pos.	Svc. Date	Yrs of Svc.	Asset Mgmnt & Spcl Prjcts	Pos.	Svc. Date	Yrs of Svc.
Terril Bates	CEO	6/8/15	2.1	Angela Leopard	Dir. Of Finance	6/12/17	0.25	Tiffany Askew	HCV Admin.	8/2/12	4.9	Joseph Jackson	Dept. Dir.	8/1/16	1	Jessica Holcomb	Dept. Dir.	3/16/12	5.3
Shannell Hardwick	Dir. Of Admin.	10/10/ 16	0.75	Joe Calicdan	Acentg. Mgr.	2/5/13	4.4	Teresa Moultrie	HCV Mgr	5/30/17	0.1	Tyrone Meadows	Spcl. Proj. Mgr.	9/22/00	16.8	Nathan Bragg	Comm. Maint. Mgr.	12/9/11	5.6
Rickie Sarratt	Ex. Asst.	2/6/17	0.6	Tammy Murray	Sr. Accts. Rcv Spclst	2/29/08	9.3	Everett Edwards	Sr. Insptr.	3/11/05	12.3					Anthony Proctor	Lndscp Asst.	2/14/03	14.4
				Osazee Idehen	Fin. Spclst	3/23/16	1.3	Barney Rhinehart	Insptr.	10/7/85	31.7 5	Resident Services				Nadine West	Comm. Mgr.	7/16/79	38
								Terry Blackley	Insptr.	4/26/02	15.2 5	Jayne Floyd	Eldr/ Disable Coor.	5/4/12	5.1	Rena Smith	Comm. Mgr.	2/11/16	1.4
				Youth Build				Lanise Dillard	Intake Spclst.	11/4/05	11.6 7	Ryan Grace	ROSS Coor.	7/13/15	2	Calandra Dendy	Comm. Mgr.	1/25/16	1.5
				Natalie Smith	YB Coor.	5/12/17	0.33	Stacee Henderson	Hsng. Spclst. 2	1/26/16	1.5	Natalie Hurd	ROSS Coor.	4/28/15	2.1	Jill O'Connell	Comm. Mgr.	5/30/17	0.33
				Dickie Adams	YB Case Mgr.	7/17/17	0.08	Meridith Vachon	Hsng. Spclst. 2	12/27/16	0.67	Suzanne Young	FSS Prog. Mgr.	2/6/17	0.6	Tanya Owens	Comm. Mgr.	8/14/17	
				Selena Smith	YB Emply. Spclst.	7/10/17	0.08	Latoya Robinson	Hsng. Spclst. 2	7/24/17	0.1	LouAnn Parris	Adult Ed. Instrctr.	8/4/14	3	Stephanie McDowell	Asst. Comm. Mgr.	2/16/16	1.4
								Ashley Campbell	Hsng. Spclst. 2	6/19/17	0.1					Mary Beth Parton	Asst. Comm. Mgr.	10/28/15	1.7
								Carolyn Wofford	Admin. Asst.	7/9/09	8					Welline Bowles	Asst. Comm. Mgr.	4/6/15	2.25
								Whitney Gaffney	Recptnst.	3/16/12	5.3					Sierra Rookard	Asst. Comm. Mgr.	4/22/16	1.25
								Lorenzo Teasley	FSS Coor.	11/2/12	4.7					Sharie Adams	Asst. Comm. Mgr.	11/21/16	0.7
																John Prophette	Maint. Tech	5/30/08	9.08
																John Geddes	Maint. Tech	7/2/07	10
															ļ	Emory Burris	Maint. Tech	12/21/15	1.6
		ļ													ļ	Jerry Stapleton	Maint. Tech	11/10/92	24.7
	1	ļ													<b>!</b>	Jerried Littlejohn	Maint. Tech	5/12/17	0.33
		<u> </u>													<b>_</b>	Richard Frye	Maint. Tech	8/31/17	+
	+						-		-						-	Robert McCluney Chavis Garner	Maint. Tech PT Maint.	6/5/17 3/7/16	1.5
																Chavis Garner	Tech.	3/1/10	1.3