



AGENDA
BOARD OF COMMISSIONERS STRATEGIC PLANNING COMMITTEE
1524 S 16th Street
Wilmington, NC 28401
December 4, 2019
3:00 p.m.

1. Call to Order
2. Roll Call
3. New Business
 - Approval of the Agenda
4. Old Business
 - Approval of minutes from the November 4th, 2019 Meeting
5. Action Item Updates
6. Strategic Planning
7. Next Steps
8. CEO Comments
9. Adjournment



**STRATEGIC PLANNING COMMITTEE MEETING
OF THE HOUSING AUTHORITY OF
THE CITY OF WILMINGTON, NORTH CAROLINA
November 4, 2019**

The regular meeting of the Strategic Planning Committee was held on Monday, November 4th, 2019 at 4:00 p.m., at 1524 S 16th Street, Wilmington, NC 28401.

Committee Members Present: Theresa Everett, Committee Chair
Lee Backston, Commissioner
Kenneth Chestnut, Commissioner

Others Present: Julia Shaw, Executive Assistant
Chauntrell Burns, Procurement Manager

1. Call to Order

The meeting of the Strategic Planning Committee was called to order by Commissioner Everett at 4:00 p.m. on November 4th, 2019, pursuant to the notice sent to the Commissioners and Staff of Wilmington Housing Authority.

2. Roll Call

Roll call was taken and a quorum was present.

3. Approval of Agenda

The Agenda of the November 4th, 2019 Strategic Planning Committee Meeting was reviewed and a motion made by Commissioner Backston to approve the agenda was seconded by Commissioner Chestnut and passed unanimously.

4. Approval of Minutes

The October 23rd, 2019 Strategic Planning Committee Meeting minutes were reviewed, a motion made by Commissioner Backston to approve the minutes, with the noted correction, was seconded by Commissioner Chestnut and carried unanimously.

5. Action Item Updates

None at this time.

6. Strategic Planning

Chauntrell Burns, Procurement Manager, provided a overview of the procurement department and her role.

Following this presentation, committee members spent some time discussing what would be the best operational metrics now that they have a better idea of what each department does.

7. Next Steps

The next meeting will take place on November 18th at 3:00. Following this, a draft plan will be distributed to the Board at the December Board meeting on December 9th. Once the Board has had time to review and discuss, the plan will be considered for approval. The timing of that is to be determined.

8. CEO Remarks

None at this time.

9. Adjournment

A motion made by Commissioner Backston to adjourn the November 4th, 2019 Strategic Planning Committee Meeting was seconded by Commissioner Chestnut and passed unanimously.