



REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
October 5, 2021

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held at 1524 S 16th Street, Wilmington, NC.

Commissioners Present: A.R. Sharp, Chair
Lee Backston, Vice Chair
Hollis Briggs, Commissioner
Theresa Everett, Commissioner
Nancy Guyton, Commissioner
Joan Johnson, Commissioner

Others Present: Vernice Hamilton, Acting Executive Director
Kim Fitzwater, VP/CFO
Lynne Picard, VP/Community Engagement and Enhancement
Julia Shaw, Exec. Asst./Communications Coord.

1. Call to Order

The meeting was called to order by Chair Sharp at 4:03 p.m. pursuant to the Public Notice.

2. Roll Call

Roll call was taken and a quorum was present.

3. Approval of Agenda

The Agenda of the October 5, 2021 Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Everett, seconded by Commissioner Hollis and unanimously approved.

4. Old Business

Minutes of the September 7, 2021 WHA Board of Commissioners Regular Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Briggs and unanimously approved.

5. New Business

• **Committee Updates**

Real Estate Development Committee Report

Ms. Picard reported that, of 1,044 units, 76 are vacant, mostly due to mold. 72 families have been relocated, 57 units are designated as offline for a total of 205 units empty, approximately 20% of WHA's portfolio.

She said that we've had some issues in the past but these issues are recently occurring. Some may reach back to Hurricane Florence. When a resident reports mold, a staff person will visually check that potential mold exists and then the environmental testing company comes in to test for airborne and surface mold. When complete, they provide us with a report and remediation protocol. At that point, the licensed remediation company comes in to remove the problem which often results in a unit being completely torn out and having to be as to be rebuilt before residents can return. We have a complete inventory of which units need work, it's a matter of finding contractors to do the necessary work to rebuild units.

Another challenge is that, initially, belongings were put into pods but due to the local climate and no climate control, the pods now have mold, especially because there may have already been mold on the items. An attorney has advised us that we should communicate that the items may be covered by renters' insurance if they have it.

Commissioner Everett asked for more background including causes and what we can do to address it. Commissioner Sharp says that staff is working on gathering this information and it will be the subject of a special meeting.

Policy, Administration and Finance Committee Report

6. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1439 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended August 31, 2021

A motion from committee to approve Resolution No. 1439 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1440 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended August 31, 2021

A motion from committee to approve Resolution No. 1440 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1441 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$3,349.50 for the Period Ended August 31, 2021

A motion from committee to approve Resolution No. 1440 was seconded by Commissioner Backston and passed unanimously.

POLICY RESOLUTION

Resolution No. 1438 – Resolution Approving Temporary Vaccination Policy for All Employees

A motion from committee to approve Resolution No. 1438 was seconded by Commissioner Johnson and passed unanimously.

Ms. Hamilton explained that the policy will be rolled out on the 20th so staff will have two weeks warning before it goes into effect. We won't require employees to be vaccinated but will require weekly testing of unvaccinated employees and will reimburse employees \$50 for the tests. However, we don't anticipate many instances where reimbursement will be necessary due to all of the free testing available. This is based on recommendation of legal counsel.

7. Department Updates

- **Housing Choice Voucher**

Ms. Hamilton said that an offer has been accepted for the HCV Director position. The background check is being completed and she will start in early November.

- **Property Management**

Ms. Picard said that there is nothing additional.

- **Community Engagement**

Ms. Picard's said that three positions need to be filled for the Jobs Plus program. Jasmine Henry will be promoted to the Manager position.

9. Other Business

Commissioner Sharp said that there needs to be a special meeting scheduled and offered three dates. The meeting will take about 3 – 3 1/2 hours. 18th at 5:00 p.m. was chosen.

10. CEO Remarks


Ms. Hamilton asked Ms. Picard to update the Board on her news. Ms. Picard said that she has submitted her resignation and that her last day will be October 15th.

Ms. Hamilton said the staff survey will kick off on November 1. It will be conducted by an outside company and will be anonymous.

Results of the resident surveys will be compiled before Ms. Picard's last day. CEE staff collected surveys. Results will be by development and overall. Ms. Henry is using Survey Monkey to compile results. This can be used in the future and compared.

11. Adjournment

A motion to adjourn the meeting of the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina was made by Commissioner Johnson, seconded by Commissioner Backston and passed unanimously.


G. Vernice Hamilton
Acting Executive Director and Secretary
(SEAL)