



MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
April 6, 2021

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

Commissioners Present: Kenneth S. Chestnut, Sr., Chair
Theresa Everett, Commissioner
Nancy Guyton, Commissioner
Joan Johnson, Commissioner
A.R. Sharp, Commissioner

Others Present: Katrina Redmon, Chief Executive Officer
Kevin Carlson, VP/CDO
Kim Fitzwater, VP/CFO
Vernice Hamilton, Director of Human Resources
Patrick Kelly, VP/COO
Lynne Picard, VP/Community Engagement and Enhancement
Justin Miller, IT Manager
Julia Shaw, Exec. Asst./Communications Coord.

1. Call to Order

The meeting was called to order by Chair Chestnut at 4:11 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 April 6, 2021 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Guyton, seconded by Commissioner Sharp and unanimously approved.

4. Old Business

Minutes of the March 2, 2021 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Sharp, seconded by Commissioner Guyton and unanimously approved.

5. New Business

• **Committee Updates**

Real Estate Committee Report

WHA Board of Commissioners



Commissioner Sharp said that the committee met on March 30, 2021 and there was a quorum. Current projects were reviewed. There is nothing additional to report.

Finance & Audit Committee Report

Commissioner Chestnut informed us that the Finance & Audit Committee met on March 30, 2021 and there was a quorum. Financial Statements were reviewed and resolutions were recommended for approval.

Strategic Planning Committee Report

Commissioner Chestnut reported on behalf of Commissioner Backston. The committee met on March 29, 2021 and there was not a quorum. Those present reviewed the draft matrix. The committee will complete the matrix and then develop the board dashboard.

6. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1397 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended February 28, 2021

Resolution No. 1398 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended February 28, 2021

A motion from Committee to approve Resolutions No. 1397 and 1398 was seconded by Commissioner Sharp and passed unanimously.

Resolution No. 1399 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$2,353.82 for the Period Ended February 28, 2021

Resolution No. 1400 – Resolution Authorizing Write-off of Creekwood South, LLC's Vacated Tenants Accounts Receivable in the Amount of \$283.12 for the Period Ended February 28, 2021

A motion from Committee to approve Resolutions No. 1399 and 1400 was seconded by Commissioner Everett and passed unanimously.

PROCUREMENT RESOLUTIONS

Resolution No. 1402 – Resolution Authorizing Disposal of Office Furniture and Appliances from Public Housing Units as Surplus

A motion from Committee to approve Resolution No. 1402 was seconded by Commissioner Guyton and passed unanimously.

Commissioner Chestnut asked the Board to consider resolution No. 1401 and 1403 together since they are related. The increase in internet speed is needed to support the new phone system.

Resolution No. 1401 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for a Voice Over IP Phone System in an Amount Not to Exceed \$126,000 over Three Years

Resolution No. 1403 – Resolution Authorizing the Chief Executive Officer to Execute a Contract to Increase Internet Speed in an Amount Not to Exceed \$82,000 over Three Years

Commissioner Sharp asked for annual reporting on the contract since it is a “multi-year contract”.

A motion from Committee to approve Resolutions No. 1401 and 1403 was seconded by Commissioner Sharp and passed unanimously.

7. Department Updates

- **Housing Choice Voucher**

Mr. Kelly reported that the Director position has been filled. Consultant is continuing to find and correct errors in Yardi related to the conversion.

- **Property Management**

Mr. Kelly reported that effective occupancy is 94%. He reminded the board that this will not change much in the immediate future because of all of the work being done on units, particularly at Hillcrest and Houston Moore. Currently, 15 families are in hotels, 3 are in apartments, 3 more to go into apartments on the 10th, and 4 more applications are in progress. Ms. Redmon said that whether a family goes to a hotel or an apartment is based on the length of time they are expected to not be able to return to their unit.

- **Community Engagement**

Ms. Picard’s report included the following: During the month of February there were three FSS orientations, a virtual Program Coordinating Committee meeting, the dental van visited sites, and residents were referred to income tax assistance centers. Ms. Picard nominated FSS Coordinator, Jasmine Henry, for a WILMA scholarship which she won.

Ms. Picard was asked about the COVID 19 grant from CLPHA. She aid that the last of the supplies have been received and that the bags will be distributed by mid-April to residents 60+. Also, 10 ipads are available for loan to seniors. This has been advertised on the sites and anyone interested can call Ms. Picard.

Asked about the county funds available for back rent due to loss of income attributable to the pandemic, Ms. Picard said that our participants and residents are eligible to apply. Her staff has already been assisting residents complete the application. This is a long process which will likely take months to complete.

9. Other Business

None at this time.



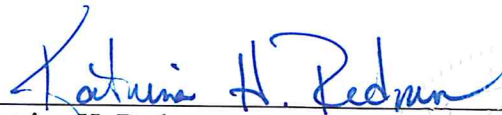
10. CEO Remarks

Ms. Redmon reported that Rankin Property Manager, Quanesha Mullins, was awarded the Public Service Award by YWCA. All present were very happy to hear this news and expressed their congratulations.

11. Adjournment

A motion to adjourn the Annual Meeting of the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina was made by Commissioner Sharp, seconded by Commissioner Guyton and passed unanimously.

(SEAL)


Katrina H. Redmon
Chief Executive Officer and Secretary