



REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
September 7, 2021

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held at Rankin Place Terrace, 415 N 12th Street, Wilmington, NC.

Commissioners Present:

A.R. Sharp, Chair
Kenneth S. Chestnut, Sr., Commissioner
Lee Backston, Commissioner
Hollis Briggs, Commissioner
Theresa Everett, Commissioner
Bryan Greene, Commissioner
Nancy Guyton, Commissioner

Others Present:

Katrina Redmon, Chief Executive Officer
Kim Fitzwater, VP/CFO
Vernice Hamilton, Director of Human Resources
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 4:12 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 September 7, 2021 Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Guyton, seconded by Commissioner Everett and unanimously approved.

4. Old Business

Minutes of the August 3, 2021 WHA Board of Commissioners Regular Meeting were reviewed, the motion to approve minutes was made by Commissioner Chestnut, seconded by Commissioner Backston and unanimously approved.

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

Minutes of the August 18, 2021 WHA Board of Commissioners Special Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Guyton and

unanimously approved.

5. New Business

- **Committee Updates**

Real Estate Development Committee Report

Commissioner Greene said that the committee met on August 31, 2021 and there was a quorum. Most of the discussion was regarding Hillcrest redevelopment. Ms. Picard handed out a timeline of the project.

Commissioner Backston said that, for his and the Board's understanding, there is a sort of parallel process to the RFQ process that involves meeting steps and deadlines in regards to HUD and HUD policy. These steps apply wherever a PHA is in the country.

Ms. Picard agreed. She also said that a development partner must be chosen before the project can move ahead. The evaluation panel met virtually on September 1st to discuss questions for the interviews. The interviews are scheduled for October 11th and 15th and may be attended virtually or in person.

Policy, Administration and Finance Committee Report

Commissioner Chestnut informed us that the committee met on August 31, 2021 and there was a quorum. Financial Statements were reviewed and all but one resolution was recommended for approval, which the committee felt required full Board discussion.

6. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1431 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended July 31, 2021

Resolution No. 1432 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended July 31, 2021

A motion from committee to approve Resolution Nos. 1431 and 1432 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1433 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$4,291.80 for the Period Ended July 31, 2021

Resolution No. 1434 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable for Creekwood South, LLC in the Amount of \$5,905.93 for the Period Ended July 31, 2021

A motion from committee to approve Resolution Nos. 1433 and 1434 was seconded by Commissioner Guyton and passed unanimously.

PROCUREMENT RESOLUTIONS

Resolution No. 1435 – Resolution Approving Payment to ShotSpotter in the Amount of \$56,800 to Maintain the Safety of the Sites

A motion from committee to approve Resolution No. 1435 was seconded by Commissioner Everett and passed unanimously.

Resolution No. 1436 – Resolution Approving the Disposition of Household Appliances at Houston Moore

A motion from committee to approve Resolution No. 1436 was seconded by Commissioner Guyton and passed unanimously.

Resolution No. 1437 – Resolution Authorizing Chief Executive Officer to Execute a Contract with Deck and Patio Tune-Up in the Amount of \$100,485 for the Repair and/or Replacement of Exterior Stairs, Ramps, Porch Decking, Concrete Piers and Railings at Woodbridge

A motion from committee to approve Resolution No. 1437 was seconded by Commissioner Backston and passed unanimously.

POLICY RESOLUTION

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

Commissioner Greene said that the resolution is not written correctly and should not contain policy language. He elaborated on how a policy and resolution should be done as well as displayed for employees. He also said that he doesn't think this goes far enough. Mr. Greene then handed out a policy that he wrote and an edited resolution marked up with his comments and read them.

Some Commissioners pointed out that the existing personnel policy addresses many of the concerns Commissioner Greene raised. Also, this is really an addendum to the larger policy.

Ms. Redmon added that Ms. Hamilton has personally called and spoken with the Health Department on a near daily basis regarding COVID and concerns of individuals or WHA.

Commissioner Briggs said that he thinks we need to move as quickly as possible on this in order to protect staff.

Ms. Redmon proposed that the resolution be pulled and revisited by staff. Chair Sharp said it is the will of the Board to not vote at this time.

There was no action taken and the resolution was referred back to staff to work on with attorneys.

7. Department Updates

- **Housing Choice Voucher**

Ms. Picard said that there was an excellent interview with an HCV Director candidate.

- **Property Management**

Ms. Picard said that a timeline will be distributed for each major project.

WHA Board of Commissioners

Ms. Picard has created a more comprehensive list of vacancies and their status. She reviewed that list by site. The extent of remediation in many of the units means there are no walls left and the cost to repair one could be \$75,000 - \$100,000. In the case of Hillcrest, a judgement call needs to be made whether repairing such units can be done without disqualifying WHA from the demo-dispo process. Also, is the investment worthwhile when the site is beyond repair? Currently, all Hillcrest residents with mold issues, except for three households in a hotel, have been relocated to other sites.

Asked about possible causes, Ms. Picard said it's probably an array of issues from undetected storm damage, to condensation, to housekeeping. Chair Sharp asked for a report of all related costs.

Ms. Picard said that WHA has gone back to emergency work orders only and by appointment only office visits. 60% of staff has been out due to COVID-related reasons.

- **Community Engagement**

Ms. Picard's said that the Family Self-Sufficiency renewal application has been submitted. We should hear about the status in November.

9. Other Business

None at this time.

10. Closed Session

Commissioner Greene made a motion to go into closed session pursuant to NCGS 143-318.11 (a)(6), to discuss personnel matter, seconded by was made by Commissioner Briggs and approved unanimously.

Commissioner Guyton made a motion to come out of into closed session, seconded by Commissioner Briggs and passed unanimously.


Chair Sharp said that the Acting CEO employment agreement was approved.

11. CEO Remarks

None at this time.

12. 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 Backston, seconded by Commissioner Everett and passed unanimously.


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