



**ANNUAL MEETING OF THE BOARD OF COMMISSIONERS**  
OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLINA  
June 1, 2021

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

**Commissioners Present:** Kenneth S. Chestnut, Sr., Chair  
Lee Backston, Commissioner  
Theresa Everett, Commissioner  
Bryan Greene, Commissioner  
Nancy Guyton, Vice Chair  
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 4:00 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 June 1, 2021 Annual Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Backston, seconded by Commissioner Everett and unanimously approved.

**4. Old Business**

Minutes of the May 4, 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**

Commissioner Sharp said that the committee met on May 25, 2021 and there was a quorum. Current projects were reviewed. The need for a Hillcrest demo-dispo flowchart was discussed. There is nothing additional to report.

### **Finance & Audit Committee Report**

Commissioner Chestnut informed us that the Finance & Audit Committee met on May 25, 2021 and there was a quorum. Financial Statements were reviewed and resolutions were recommended for approval.

### **Strategic Planning Committee Report**

The Strategic Planning Committee didn't meet in May.

## **6. Resolutions**

### **FINANCE RESOLUTIONS**

**Resolution No. 1405** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended March 31, 2021

**Resolution No. 1406** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended March 31, 2021

A motion from committee was seconded by Commissioner Guyton and passed unanimously.

**Resolution No. 1407** – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$771.95 for the Period Ended April 30, 2021

**Resolution No. 1408** – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable for Creekwood South, LLC in the Amount of \$864.94 for the Period Ended April 30, 2021

A motion from committee was seconded by Commissioner Sharp and passed unanimously.

### **HUMAN RESOURCES RESOLUTION**

**Resolution No. 1409** – Resolution Authorizing Employee Health Insurance Coverage

Mr. Fitzwater provided some background. This year, four companies were considered and United Healthcare was chosen. The plan will save WHA \$60,000 per year and copays are lower for employees.

A motion from committee was seconded by Commissioner Guyton and passed unanimously.

## **7. Department Updates**

- **Housing Choice Voucher**

Mr. Kelly reported that there are reports now available from HUD that provide useful information that was previously not very easy to access.

WHA is authorized to administer 2,070 vouchers. Currently, there are 1,408 leased and 33 “on the street”. The issue is that housing in Wilmington is very expensive, and is a resort area. Landlords can get triple and more for what we can pay. We continue to grant extensions to the time period a participant has to find housing. Ms. Redmon said that we need to dispute HUD’s fair market rent (FMR) for the area. Wilmington is lumped in with more rural areas and the FMR does not at all reflect the reality of the cost of living here. Our payment standards are at 110% of HUD’s FMR, which cannot be sustained, and participants still can’t find housing.

- **Property Management**

Mr. Kelly said that actual occupancy is 90%. 24 families are currently either in apartments leased by WHA or hotels while their units are being remediated by a certified remediation and abatement company. 3 are ready to be moved back in.

- **Community Engagement**

Ms. Picard’s report included the following for May:

- WHA and Wilmington Fire Department distributed 300 basic needs bags to seniors
- WHA kicked off an iPad lending program for seniors
- Cape Fear Volunteer Center delivered 355 Easter Meals
- Northside Food Cooperative and LINC distributed 30 meal ingredient boxes at Houston Moore
- Novant assisted with a community center clean-out at Creekwood, working on obtaining new computers
- MedNorth held a vaccination event at Creekwood during which 35 people were vaccinated, the next event will take place this Friday at Rankin, and then on June 11<sup>th</sup> at Houston Moore. These are open to anyone and a choice of vaccine type is offered. WHA staff and MedNorth are canvassing WHA properties to get the word out.

Commissioner Johnson asked when Resident and Community Relations (RCR) Committee meetings will resume. Ms. Picard said that she and Ms. Redmon just discussed this and this will definitely take place after all of the vaccination events. Conditions will be monitored for any uptick in cases or new variants. When that committee does resume meetings, the Strategic Planning Committee will move up to 3:00.

## **9. Other Business**

Nothing at this time.

## **10. Closed Session**

Commissioner Backston 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 Johnson and approved unanimously.

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

**11. Annual Conflict of Interest Certification**

Ms. Redmon said that these are the same as last year and must be signed and returned each year. These were distributed by email prior to the meeting and paper copies offered.

**12. Election of Officers for FY 2021-2022**

Commissioner Chestnut said that it's the time of year when the Board votes on a Board Chair and nominated Commissioner Guyton. Commissioner Backston said he nominates Commissioner Sharp. Commissioner Chestnut asked for a vote by raised hands for Commissioner Guyton who received three votes. Commissioner Chestnut asked for a vote by raised hands for Commissioner Sharp who received four votes. Commissioner Sharp is the next Board Chair.

Commissioner Sharp nominated Commissioner Backston for Vice Chair. There were no other nominations and all agreed.

**13. CEO Remarks**

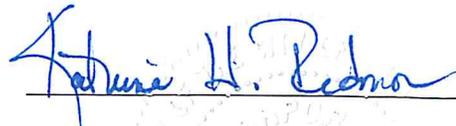
Ms. Redmon said that WHA has been awarded 27 Emergency Housing Vouchers. Ms. Picard has been working with the Continuum of Care (CoC) because direct referral from coordinated entry is required. These are specifically for homeless individuals and families and those with other challenges. A separate waiting list is allowed in this case. Unlike with any other voucher, a \$3,500 stipend accompanies these vouchers to assist with incidental items related to housing (security deposit, furniture, etc.). The Housing Authority is responsible to determining the use of those funds.

Commissioner Chestnut expressed thanks to Ms. Picard for her work securing the Jobs Plus grant for WHA. He said that this is hugely significant, especially considering this is the first year that WHA applied.

Ms. Redmon updated the Board on the County/City Housing Advisory Committee and its collaboration with the City and County. The committee has been asked for opinions and recommendations which have been provided. The City and County are looking at housing trust funds, bonds, etc. This is the second iteration of Housing Advisory Committee and seems to have gained more traction.

**14. 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 Greene and passed unanimously.



Katrina H. Redmon  
Chief Executive Officer and Secretary

(SEAL)