



MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
February 2, 2021

The Annual Meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Tuesday, February 2, 2021 at 4:00 p.m. at 415 N 12th Street, Wilmington, NC.

Commissioners Present:

Kenneth S. Chestnut, Sr., Chair
Lee Backston, Commissioner
Theresa Everett, Commissioner
Keith Gearity, 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
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 February 2nd, 2021 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda, with the noted addition, was made by Commissioner Guyton, seconded by Commissioner Everett and unanimously approved.

4. Old Business

Minutes of the December 7th, 2020 WHA Board of Commissioners 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**



Acquisition, Renovation & Development Committee Report

Commissioner Sharp said that the committee met on January 26th and there was a quorum. Current projects were reviewed. There is nothing additional to report.

Finance & Audit Committee Report

Committee Chair Gearity informed us that the Finance & Audit Committee met on January 26th and there was a quorum. Financial Statements were reviewed and resolutions were recommended for approval.

6. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1383 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended November 30, 2020

Resolution No. 1384 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended November 30, 2020

Resolution No. 1385 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended December 31, 2020

Resolution No. 1386 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended December 31, 2020

A motion from Committee to approve Resolution No. 1383 through 1386 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1387 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$7,752.37 for the Period Ended December 31, 2020

A motion from Committee to approve Resolution No. 1387 seconded by Commissioner Sharp and passed unanimously.

ADMINISTRATIVE RESOLUTION

Resolution No. 1388 – Resolution Continuing Authorization of the Chief Executive Officer of the Housing Authority of the City of Wilmington, North Carolina (WHA) to Continue to Adopt HUD Waivers and Administrative Relief in Response to the COVID-19 Pandemic, as Needed, and to Communicate the Effects of these Actions to Residents, Participants, Landlords, and Stakeholders

A motion from Committee to approve Resolution No. 1388 seconded by Commissioner Backston and passed unanimously.

PROCUREMENT RESOLUTIONS

Resolution No. 1389 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Critical Repairs at Eastbrook Apartments in the Amount of \$94,400

A motion from Committee to approve Resolution No. 1389 seconded by Commissioner Everett and passed unanimously.

WHA Board of Commissioners

Resolution No. 1390 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Lead and Asbestos Abatement and Mold Remediation Authority-Wide in an Amount not to Exceed \$500,000

There was discussion about engaging in a three-year vs. a five-year contract.

Ms. Redmon mentioned that many of the sites have gone through a gut-rehab and that those which have not, have had any known lead and asbestos removed or encapsulated. The purpose of this contract is to have a company on hand to address these issues as they are found.

The committee is interested in an assessment, by property, of lead, asbestos, and mold.

A motion from Committee to approve Resolution No. 1390 was seconded by Commissioner Sharp and passed unanimously.

7. Department Updates

• Housing Choice Voucher

Ms. Hamilton gave an update on the search for a Director of HCV. There have been 12 interviews. One person accepted and then changed their mind. There is an interview tomorrow and the candidate is very promising with relevant experience.

There were some questions regarding Ms. Padgett's report. Ms. Redmon said that our combination properties require a Yardi upgrade which must first be put on a test system. The upgrade will be at no charge. Staff training has taken place since the report was written. Regarding Ms. Padgett's recommendation that a staff person be hired part time to do file audit and validation, Ms. Redmon said that these steps are being completed by the UNCW interns until they are caught up.

• Property Management

Mr. Kelly reported that actual occupancy is 92%, effective occupancy is 97%. Unit turns have been quicker, however, it's still difficult to get certain items.

• Community Engagement

Ms. Picard reported that in November and December. Her department's activities included:

- Coastal Kia donated 100 turkeys and these were distributed to residents.
- Support the Port and Monteith Construction upgraded the Creekwood basketball courts.
- The FSS program hosted a virtual financial literacy event.
- Union Baptist Church continued to supply Glover residents with food.

In December:



- Wilmington Health and a Men's Club distributed art kits to resident children and will do so again.

Ms. Picard said that next month, her report will show not only number of visits as a measurement but number of people.

8. Closed Session

Commissioner Sharp 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 Everett and approved unanimously.

Commissioner Sharp made a motion to go into closed session, seconded by Commissioner Gearity and passed unanimously.

9. Other Business

Chair Chestnut said that Commissioner Backston is now Chair of the Strategic Planning Committee and has been added to the Real Estate Committee.

Mr. Chestnut handed out a draft format for Board action items. He said he will work with the CEO on how to track requests to staff. These will be two separate lists.

The committee has asked for a comprehensive assessment of Eastbrook.

Commissioner Everett brought up the subject of speakers and suggested Lloyd Singleton of the Arboretum. Commissioner Chestnut said to put him in touch with the CEO and relevant staff.

10. CEO Remarks

None at this time.

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 Everett, seconded by Commissioner Guyton and passed unanimously.

(SEAL)

A handwritten signature in blue ink that reads "Katrina H. Redmon". The signature is written over a faint, circular official seal of the Wilmington Housing Authority.

Katrina H. Redmon
Chief Executive Officer and Secretary