



MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
May 4, 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
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 May 4, 2021 WHA 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 April 6, 2021 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Everett and unanimously approved.

5. New Business

- **Committee Updates**

Real Estate Committee Report

Commissioner Sharp said that the committee met on April 27, 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 April 27, 2021 and there was a quorum. Financial Statements were reviewed and resolutions were recommended for approval. Discussed resolution that appears on agenda. Ms. Redmon asked that additionally, the contract be extended to June 30 due to illness.

Commissioner Backston said that we don't have a proper report from Ms. Padgett. Ms. Redmon said she has been ill and will do a sum up report.

Commissioner Sharp says that, including this, we have spent roughly \$450,000. The report ought to reflect what we get for \$450,000.

Commissioner Backston said the report he saw was qualitative, not quantifiable. There were no metrics.

Commissioner Sharp asked if the report can go out earlier than the packets. Ms. Redmon said it will probably go out with the packet.

Mr. Sharp said he would like the record to show that he sent out a resolution and items to be covered before the meeting. Commissioner Chestnut said that will be addressed.

Strategic Planning Committee Report

The committee met on April 26, 2021. The updated draft was reviewed. It was decided that the committee will follow a decentralized model meaning goals will be tracked by the appropriate committee and rolled up into the dashboard. The pilot should be rolled out by the end of summer with operationalization in the fall.

6. Resolutions

PROCUREMENT RESOLUTION

Resolution No. 1404 – Resolution Authorizing the Chief Executive Officer to Execute a Change Order with ERA Consulting in an Amount not to Exceed \$30,000

Ms. Redmon explained that, due to illness, additional time is needed to complete training as well as oversee the HCV department. Also, the contract is extended to June 30th.

Commissioner Everett asked if this is because there is additional work or if she couldn't complete work. Ms. Redmon said it's due to additional work needed.

A motion from Commissioner Sharp to approve Resolution No. 1404, as amended, was seconded by Commissioner Backston and passed unanimously.

Commissioner Sharp said he wants the report to include which fiscal year the funds for the contract came out of. Commissioner Chestnut said this won't be incorporated into the resolution but will be noted for the

report.

Commissioner Sharp said another issue is where is the Board in the budget process. How much discretion does WHA have for identifying a local prerogative?

Commissioner Guyton said that she has concerns about Commissioners' input into the budget. She doesn't think it's within Commissioners' scope to direct the Authority in regards to budget. Sharp said he meant the "corporate body" of the Board.

Commissioner Everett said we need to clarify roles and responsibilities of the Board. If Board members are not apprised of everything how can they respond in the community? Board members have a right to be involved and make sure things are being done effectively and efficiently. The Board has a right to guide anything that might cause problems in the future.

Commissioner Chestnut said that referring to the NAHRO Commissioner Handbook, P. 55 "How to Help without Interfering", may be helpful. Any potential pet projects should be referred to the CEO. We have context and guidance on how to proceed. Ms. Everett said it's not just p.55, there are some other pages. If there's an issue from the community, this should be a priority of the Board. This specific issue has been ongoing for some time.

Commissioner Chestnut said he is not dismissing these concerns but there is policy and procedure for responding to these requests.

Commissioner Chestnut asked CEO to look into facilitating water supply for gardens at Creekwood, Hillcrest, and Glover, taking into consideration funding as well as HUD rules.

Commissioner Sharp said that his attempt was not to identify a pet project but to work with the Board "to see if their heart is in being responsive to the community. It's important that we see this as policy directive, not interference".

Commissioner Chestnut said this will happen again in the future and the policy is to refer a project to the CEO. One project is not necessarily more important than another because a Board member is approached. There may be other partners that can help.

Commissioner Chestnut says the CEE report contains a lot of information and names many of the service providers. It is a good source of information for the Board.

7. Department Updates

- **Housing Choice Voucher**

Mr. Kelly reported that staff is being trained on the new HUD HCV dashboard. Some of the information we have extracted is that 1,572 vouchers are leased currently, 76% of WHA's allotment. The average cost is \$623 which is almost \$100 more per voucher than anywhere else in the state. WHA uses 76% of voucher allotment but pays more per participant and is at 100% of funds. We have many port-ins and our existing participants already can't find places to live. We have 110% utilization of Veteran's vouchers.

Commissioner Backston was very interested in the dashboard, its metrics and data sources.

- **Property Management**

Mr. Kelly said that 23 families are temporarily relocated, 9 in leased apartments, the rest in hotels. Since last month 6 families have been switched over and put back in their unit. Effective occupancy is over 94%. Basic turns are currently taking under two weeks.

- **Community Engagement**

Ms. Picard's report included the following for March:

Cape Fear Volunteer Center sponsored Easter dinner for 26 Houston Moore families, then partnered with Landfall Foundation and had a book mobile and pizza party. Working on providing virtual tutoring.

Union Baptist Church continues food distribution at Glover, Rock Church continues food box distribution at Creekwood, Hillcrest, and Houston Moore, Feast Down East continues to hold over 50% of their markets on WHA property.

The Cameron Art Museum worked with youth on a Pandemic Story Quilt Project. This is on display at the museum.

Emergency rental assistance from the County— received \$8,715 for four tenants. She will track. This will not cover balances prior to COVID.

Ms. Picard sat on CLPHA's Housing Is conference a panel regarding the digital divide. WHA's new initiative to supply 10 ipads to seniors on a loan basis was discussed.

WHA has been awarded a Jobs Plus grant for \$2.3 million for 54 months for a complete job training program for Houston Moore and Creekwood. Planning begins June 1 and the program starts December 1. This program can be a gamechanger for residents. Any increase in pay will not affect rent. Partners have committed to in-kind services worth \$1 million.

Commissioner Chestnut congratulated Ms. Picard and WHA.

Commissioner Backston asked about identifying leaders in the communities to spread the word about getting vaccinated. Ms. Picard said that, yes, this is what her department is doing. We are partnering with MedNorth and going door to door to make sure residents are aware of the vaccination events on site.

Commissioner Backston asked if we are tracking numbers? Ms. Picard said it is very difficult because of HIPAA. We cannot ask and those vaccinated may not be residents.

Commissioner Backston said it would be great messaging to be able to identify percentages of residents vaccinated. Commissioner Sharp said that if they can self-identify, why can't we survey and ask if they were vaccinated, if there were any problems and if they need help? Ms. Picard said that she would not advise it as we are not healthcare professionals. Commissioner Chestnut agreed that there would be risk involved.

Commissioner Everett asked if we could use numerical identifiers. Ms. Picard said it would be a matter

of cost vs. outcome. This would require huge effort on the part of staff. Ms. Redmon added that many residents tend to be cautious of the Housing Authority. Commissioner Everett said it's all about messaging and what we tell them we're using it for. Commissioner Everett said it could be a good news story.

Commissioner Chestnut said we will check with the county on how they are measuring percentages and that we can release the information about the vaccination events as a press release.

9. Other Business

Ms. Redmon introduced new Board member, Bryan Greene. Ms. Redmon read his bio to the group. Ms. Redmon and Board Chair Chestnut welcomed him.

Commissioner Sharp announced that in the June 1 meeting will be the Annual Meeting and will need to be in person because of a closed session. Sherrod Banks will speak at the meeting. There will also be an election of officers. The meeting will likely take place at Rankin.

Ms. Redmon said we will send out the Conflict of Interest statements by email or hard copy, if needed. These need to be signed and returned at the June 1 meeting.

Mr. Fitzwater said that the Creekwood LLC audited financials and draft tax returns have been sent to RBC and the equity providers.

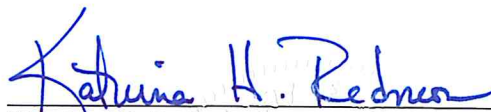
10. CEO Remarks

Nothing additional.

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 Backston, seconded by Commissioner Guyton and passed unanimously.

(SEAL)



Katrina H. Redmon
Chief Executive Officer and Secretary