



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

April 5, 2022
4:00 p.m.

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
- Lee Backston, Vice Chair
- Theresa Everett, Commissioner
- Stuart Franck, Commissioner
- Bryan Greene, Commissioner
- Nancy Guyton, Commissioner
- Jeff Hovis, Commissioner
- Joan Johnson, Commissioner

Others Present:

- Vernice Hamilton, Interim Executive Director
- Kim Fitzwater, VP, Finance and Administration
- Francis Vicere, Controller
- Zorya Elkins, Director of Housing Choice Voucher
- Julia Shaw, Exec. Asst./Communications Coord.

The meeting was called to order by Chair Sharp at 4:04 p.m. pursuant to the Public Notice.

2. Roll Call

Roll call was taken and a quorum was present.

3. Approval of Agenda

A closed session was added to the agenda of the April 5, 2022 Board of Commissioners Meeting. The agenda was reviewed, the motion to approve the agenda with the noted change was made by Commissioner Guyton, seconded by Commissioner Johnson and unanimously approved.

4. Old Business

Minutes of the March 1, 2022 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Hovis, seconded by Commissioner Guyton and unanimously approved.

5. New Business

- **Committee Updates**

- Community Outreach and Resident Services Committee Report**

- Ms. Hamilton said that the committee met on March 26. Discussion was mainly about relocation and mold.



Real Estate Development Committee Report

Commissioner Guyton said that the committee met on March 26. Construction and pending contracts were the main topics.

Policy, Administration and Finance Committee Report

Commissioner Backston said that the committee met on March 26 and reviewed financial statements and the FY 2023 operating budget.

It was announced that Mr. Fitzwater is retiring.

6. Resolutions

FINANCIAL RESOLUTIONS

Resolution No. 1474 – Resolution Approving the Wilmington Housing Authority Unaudited Financial Statements for the Period Beginning December 1, 2021 and Ending February 28, 2022

Resolution No. 1475 – Resolution Approving the Creekwood South, LLC Unaudited Financial Statements for the Period Beginning December 1, 2021 and Ending February 28, 2022

A motion from committee to approve Resolutions No. 1474 and 1475 was unanimously approved.

Resolution No. 1476 – Resolution Approving the Write-off of Vacated Tenants Accounts Receivable in the Amount of \$3,040 for the Period Ending February 28, 2022

A motion from committee to approve Resolution No. 1476 was unanimously approved.

Resolution No. 1477 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Operating Budget for Fiscal Year Ending March 31, 2023

A motion from committee to approve Resolution No. 1477 was unanimously approved.

Resolution No. 1478 – Resolution Authorizing the use of \$2.0 Million in Operating Reserves for Capital Activity

Mr. Fitzwater said that 2022 capital funds have not yet been released requiring the use of operating reserves until received.

A motion from committee to approve Resolution No. 1478 was unanimously approved.



PROCUREMENT RESOLUTIONS

Resolution No. 1479 – Resolution Approving Yardi Systems Renewal of Annual License and User Fees for Visual Homes Software in an Amount not to Exceed \$80,000

A motion from committee to approve Resolution No. 1479 was approved 7-1 with Commissioner Johnson opposing.

Resolution No. 1480 – Resolution Authorizing the Purchase and Installation of 100 Dehumidifier Units for a Total Amount not to Exceed \$126,000

Mr. Fitzwater said the cost includes installation and monitoring of moisture levels.

A motion from committee to approve Resolution No. 1480 was unanimously approved.

Resolution No. 1481 – Resolution Approving the Disposal of Household Appliances and Office Furniture Past their Lifecycle at Creekwood and Rankin

A motion from committee to approve Resolution No. 1481 was unanimously approved.

HOUSING CHOICE VOUCHER RESOLUTION

Resolution No. 1482 – Resolution Authorizing Change to the Housing Choice Voucher Program Payment Standards Schedule to Reflect 120% of 2022 HUD Fair Market Rents Effective May 1, 2022

Ms. Elkins said it has been recommended by HUD to bring payment standards to 120%. We are awaiting approval from HUD DC.

A motion from committee to approve Resolution No. 1482 was unanimously approved.

7. Department Updates

- **Housing Choice Voucher**

Ms. Elkins said that, so far, we have received 1,000 applications bringing the waiting list to 2,600. 96 are displaced public housing families.

- **Property Management**

Ms. Hamilton said that there are currently 139 families displaced. We are facing a challenge finding temporary housing for large families. Currently, applications are being completed for 11 additional market-rate apartments. Procurement is working to obtain furniture for the corporate apartments. Per diem payments will be made by debit card rather than check.

Mr. Fitzwater said that 50 corporate apartments would save WHA \$4.6 million per year over

hotels.

- **Community Engagement**

Ms. Hamilton said that Resident Services staff continues to work with displaced residents to ensure they get the support they need.

7. Interim Executive Director Update

8. Closed Session

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

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

9. Other Business

None at this time.

10. Interim Executive Director Update

Ms. Hamilton reported that HUD Greensboro will be conducting a remote review from 4/27 – 4/29.

HUD SNAP will be conducting a review of Hopewood (recipient of pass-through funds) starting on 5/4.

Continuum of Care (CoC) will also be at WHA conducting a review of Hopewood starting on 5/24.

The resident hotline is live and notices have gone out.

On 4/11 community rooms will reopen.

The auditors will be at WHA starting on 4/25.

11. Adjournment

A motion to recess the meeting of the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina was made by Commissioner Guyton, seconded by Commissioner Greene and passed unanimously.



G. Vernice Hamilton
Interim Executive Director and Secretary

(SEAL)