



REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON, NORTH CAROLINA
February 1, 2022

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held at Holiday Inn Express, 839 Medical Center Drive, Wilmington, NC.

Commissioners Present:

A.R. Sharp, Chair
Lee Backston, Vice Chair
Hollis Briggs, Commissioner
Theresa Everett, Commissioner
Stuart Franck, Commissioner
Nancy Guyton, Commissioner
Jeff Hovis, Commissioner

Others Present:

Vernice Hamilton, Interim Executive Director
Kim Fitzwater, VP, Finance and Administration
Julia Shaw, Exec. Asst./Communications Coord.
Maren Jensen
Pastor Edwin Sutton
Heather K.
Carter Jewell
Clayton Hamershi

1. Call to Order

The meeting was called to order by Chair Sharp at 4:10 p.m. pursuant to the Public Notice.

2. Roll Call

Roll call was taken and a quorum was present.

3. Approval of Agenda

Chair Sharp asked that the Closed Session for Real Estate be moved to the HEO agenda. The Agenda of the February 1, 2022 Board of Commissioners Meeting was reviewed, the motion to approve the agenda with the noted change was made by Commissioner Guyton, seconded by Commissioner Backston and unanimously approved.

4. Old Business

Minutes of the January 11, 2022 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Everett, seconded by Commissioner Guyton and unanimously approved.

5. New Business

- **Committee Updates**

WHA Board of Commissioners

Ad hoc Committee Report

Commissioner Everett said the committee has had meetings with the Mayor and is working to involve the community.

Commissioner Hovis said that it's important to consider long-term solutions because some of the units are not coming back as they are beyond repair, particularly at Hillcrest. A team needs to be set up to assist residents who qualify for vouchers with things like security deposits, utilities and navigating the private market.

Mr. Fitzwater said that HUD Greensboro has asked for additional information in response to our submission of an application for emergency capital funds.

Ms. Hamilton said that of the 22 units turned back over to WHA, 5 required follow-up work to address heating and plumbing issues.

Community Outreach and Resident Services Committee Report

Ms. Hamilton said this committee met following a two-year hiatus due to the pandemic. Resident Services staff provided reports and listened to comments from the public.

Real Estate Development Committee Report

Commissioner Greene said that the committee met on January 22nd and there was a quorum. Nothing additional to report.

Policy, Administration and Finance Committee Report

Commissioner Sharp reported that this committee met January 22nd and there was a quorum. Financial statements were reviewed and several resolutions were recommended for approval.

6. Resolutions

POLICY RESOLUTION

Resolution No. 1462 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Trespass Policy Revisions

Ms. Hamilton reiterated that changes to the policy itself are minor and the greater purpose is to remove the offense from the trespass list that is posted publicly.

A motion by Committee passed unanimously.

ADMINISTRATIVE RESOLUTION

Resolution No. 1463 – Resolution Approving the Housing Authority of the City of Wilmington, North to Implement an Addendum to the Administrative Plan Establishing Preferences for the WHA Board of Commissioners

Wait List

Ms. Elkins said that a local and an involuntarily displaced preference would be applied to the waiting list. All applicants already on the list will be notified and the wait list opening will be advertised publicly.

A motion by Committee passed unanimously.

FINANCE RESOLUTIONS

Resolution No. 1464 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended November 30, 2021

A motion by Committee passed unanimously.

Resolution No. 1465 – Resolution Approving the Creekwood South, LLC Unaudited Financial Statements for the Period Ended November 30, 2021

A motion by Committee passed unanimously.

Resolution No. 1467 – Resolution Approving the Write-off of Vacated Tenants Accounts Receivable in the Amount of \$8,683.63 for the Period Ending November 30, 2021

A motion by Committee passed unanimously.

PROCUREMENT RESOLUTION

Resolution No. 1466 – Resolution Approving the Disposal of Household Appliances Past their Lifecycle at Hillcrest

A motion by Committee passed unanimously.

Resolution No. 1468 – Resolution Authorizing the Interim Executive Director to Execute a Contract for Copier Services with Copiers Plus for an Amount Not to Exceed \$126,000 Over a Three-Year Period

A motion by Committee passed unanimously.

7. Department Updates

- **Housing Choice Voucher**

Ms. Elkins said a new Inspections Coordinator and a new HCV Specialist have been hired.

- **Property Management**

Ms. Hamilton said 20 of the 22 Houston Moore units are coming back online. Two share a common hallway with mold units.

- **Community Engagement**

Ms. Hamilton said that Jobs Plus has hired new staff as well.

8. Closed Session

Commissioner Briggs made a motion to go into closed session pursuant to NCGS 143-318.11 (a)(4), to discuss a personnel matter, seconded by was made by Commissioner Guyton and approved unanimously.

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

9. Other Business

None at this time.

10. Interim Executive Director Update

Ms. Hamilton said that she and staff have had a couple of calls with the county and that a furniture drive is being organized to help accommodate displaced residents whose belongings were damaged or destroyed by mold.

11. 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 Greene, seconded by Commissioner Johnson and passed unanimously.



G. Vernice Hamilton

Acting Executive Director and Secretary

(SEAL)

