



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

March 1, 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 12<sup>th</sup> Street, Wilmington, NC.

**Commissioners Present:**

A.R. Sharp, Chair  
Lee Backston, Vice Chair  
Hollis Briggs, Commissioner  
Theresa Everett, Commissioner  
Stuart Franck, Commissioner  
Bryan Greene, 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.  
Zorya Elkins, Director of Housing Choice Voucher  
Sherrod Banks, The Banks Law Firm  
Preston Lennon, Port City Daily  
Heather Kelejan  
Maren Jensen

The meeting was called to order by Chair Sharp at 4:03 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. The Agenda of the March 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 Briggs and unanimously approved.

**4. Old Business**

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

**5. New Business**

- **Committee Updates**

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### **Ad hoc Committee Report**

Commissioner Everett reported that this committee has been subsumed into the other committees. Members are doing a lot of community outreach.

### **Community Outreach and Resident Services Committee Report**

Ms. Hamilton said that the committee met on February 24<sup>th</sup>, several residents were present and discussion was mainly about relocation and their losses due to mold.

### **Real Estate Development Committee Report**

Commissioner Greene said that the committee met on February 24<sup>th</sup> and there was discussion regarding contracts and unit counts.

### **Policy, Administration and Finance Committee Report**

Commissioner Backston said that the committee met on February 24<sup>th</sup>. Mr. Fitzwater reported that we have not yet received the 2022 capital funds, and that Duke Energy has changed billing systems creating difficulty allocating payments. Mr. Fitzwater said that the October, November, and December bills were paid Friday enabling Finance to close the books for 2021.

Commissioner Backston said that the emergency grant request for \$13 million is being reviewed by Greensboro and routed to DC. Mr. Fitzwater said that he sent in what should be the last piece requested.

## **6. Resolution**

The Board is in support of the Mold Procedure but as an administrative item, it doesn't require Board approval. Ms. Hamilton walked through the procedure.

### **ADMINISTRATIVE RESOLUTION**

**Resolution No. 1469** – Resolution Approving the Housing Authority of the City of Wilmington, North to Implement an Addendum to the ACOP Establishing a Mold Procedure

A motion from committee to approve implementation of a mold protocol was unanimously approved.

## **7. Department Updates**

- **Housing Choice Voucher**

Ms. Elkins said that the waiting list for HCV opened at 8:00 this morning and so far we have given out approximately 1,000 applications. This doesn't include applications printed out from the website. They are being divided up among staff to enter into the system. Once entered, they must be sorted, selected, and then the eligibility process will be started. Ms. Elkins gave out her phone number for any questions from applicants because she wants to be sure that the correct information is communicated.

Commissioner Hovis commented that the community outreach process was very well done.

- **Property Management**

Ms. Hamilton said that while residents are being back into units, new units are identified and the

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residents have to be moved out.

- **Community Engagement**

Ms. Hamilton said that Resident Services staff is working with displaced residents to ensure they get the support they need and receive items donated by the community and partner organizations.

**9. Property Management Update**

28 families needing to be moved from hotels by Friday are down to 10. 5 families need to be moved out of units and into hotels.

**10. Resident Services**

Ms. Hamilton said that Resident Services staff has been highly involved with assisting displaced residents. In the past couple of weeks they have been working on organizing and distributing donated blankets, towels, laundry and cleaning supplies donated by Novant Health and the Good Shepherd.

**11. Interim Executive Director Update**

Ms. Hamilton said that we have been on weekly calls with New Hanover Disaster Coalition who are now the lead agency in the effort initiated by the County to assist displaced residents.

Nourish NC donated food last week and will donate again on March 16<sup>th</sup>.

DHHS has supplied counseling.

NHCS is ensuring that children are being transported to their schools.

The Housing Taskforce has been helpful by providing patrols and assistance at the hotels. Commissioner Sharp handed out a diagram of the recruitment process timeline for CEO.

**12. Closed Session**

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

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

**PROCUREMENT RESOLUTION**

**Resolution No. 1471** – Resolution Authorizing the Chief Executive Officer, in Conjunction with the Chairperson and General Counsel, to Enter into Negotiations with Related Urban Toward a Master Development Agreement for the Revitalization of Hillcrest Apartments

A motion by Commissioner Guyton to approve Resolution No. 1471 was seconded by Commissioner Hovis and approved 7 – 1.

### 13. Other Business

Commissioner Sharp distributed a diagram of a timeline for the selection of CEO. A steering committee Chaired by Commissioner Backston. Interviews will take place online and then in person for the finalist.

### 14. 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 Hovis, seconded by Commissioner Franck and passed unanimously.



G. Vernice Hamilton  
Interim Executive Director and Secretary

(SEAL)