



MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
December 7th, 2020

The Annual Meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, December 7th, 2020 at 4:00 p.m. 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
A.R. Sharp, Commissioner

Others Present: Katrina Redmon, Chief Executive Officer
Kim Fitzwater, VP/Director of Finance
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

Ms. Redmon asked that the Department Updates be moved to the first item under New Business in order to allow staff to leave following their reports in compliance with the Governor's 10 person maximum order.

The Agenda of the December 7th, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda, with the noted addition, was made by Commissioner Backston, seconded by Commissioner Everett and unanimously approved.

4. Old Business

Minutes of the October 26th, 2020 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Sharp, seconded by Commissioner Everett and unanimously approved.

5. New Business

• **Department Updates**

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Housing Choice Voucher

Mr. Kelly reported that 11 families ported in last month, and WHA is being billed for 19. 49 units were leased. VASH vouchers are up to 83 issued from 77.

Property Management

Mr. Kelly reported that there are six vacancies at Creekwood, 3 are finished and ready to be leased, 3 are almost ready. In regards to Houston Moore, materials are on back-order and the unit turn contract had to be re-bid for the remaining units. Overall effective occupancy is 95.5%.

Community Engagement and Enhancement

Ms. Picard reported that the Health Department completed free COVID testing on WHA sites.

The crime stats have been put into a graph which tracks trends.

Two Saturdays ago Support the Port and Monteith Construction installed new basketball goals at Creekwood.

Coastal Kia donated 100 turkey dinners for Thanksgiving.

Union Baptist Church continues to supply food at Glover Plaza.

FSS orientation will begin in December, 5 at a time for social distancing.

Application completed for Jobs Plus grant for \$2.5 million. Would be for Creekwood and Houston Moore. The program offers training and certifications for residents.

Commissioner Backston asked about the rebranding project with UNCW. Ms. Redmon answered that due to COVID this is on hold and she will reach back out to the professor we were working with.

Commissioner Backston asked about wifi availability to resident students. Ms. Picard said that we have been working with NHCS and that every student who needs it has received a device and a hot spot.

- **Acquisition, Renovation & Development Committee Report**

Commissioner Sharp said that the committee met on October 21st 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 October 21st and there was a quorum. Financial Statements were reviewed and resolutions were recommended for approval.

6. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1375 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended October 31, 2020

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Resolution No. 1376 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended October 31, 2020

A motion from Committee to approve Resolutions No. 1376 and Resolution 1376 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1377 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$579.00 for the Period Ended October 31, 2020

A motion from Committee to approve Resolution No. 1377 was seconded by Commissioner Sharp and passed unanimously.

Resolution No. 1378 – Resolution Approving Creekwood South, LLC Operating Budget for Fiscal Year Ending December 31, 2021

A motion from Committee to approve Resolution No. 1378 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1374 – Resolution Authorizing the Chief Executive Officer to Execute a Joinder Contract with Nan McKay and Associates for Broad Services in an Amount Not to Exceed \$150,000

A motion made by Commissioner Sharp to approve Resolution No. 1374 was seconded by Commissioner Guyton and passed unanimously.

Resolution No. 1380 – Resolution Authorizing Renewal of Insurance Coverage with NCHAARP for Public Housing Sites, Glover Plaza, Inc., Pearce House and Jervay House for a Total Cost of \$300,088

A motion Commissioner Everett to approve Resolution No. 1380 was seconded by Commissioner Backston and passed unanimously

Resolution No. 1381 – Resolution Authorizing Renewal of Insurance Coverage for Creekwood South, LLC with Wells Insurance Company in an Amount of \$124,969.11

A motion Commissioner Everett to approve Resolution No. 1381 was seconded by Commissioner Backston and passed unanimously

Resolution No. 1382 – Resolution Authorizing A Loan in the Amount of \$307,943 from the Housing Authority of the City of Wilmington, North Carolina (WHA) to Housing and Economic Opportunities Inc, (HEO)

Finance Committee Chair Gearity sent a detailed email to the Board explaining this resolution and its cause prior to the meeting as several members of the committee had to leave before this matter was covered in the Finance Committee meeting. Mr. Fitzwater also reviewed the matter and said that all parties are in agreement and that, in WHA Board of Commissioners

the future, he will personally review the input of base rates into the system.

Commissioner Guyton asked that the extraneous word “years” be removed from the second paragraph in the body of the resolution.

A motion Commissioner Guyton to approve Resolution No. 1382, with the noted correction, was seconded by Commissioner Sharp and passed unanimously.

ADMINISTRATIVE RESOLUTION

Resolution No. 1379 – Resolution Approving the 2021 Agency Annual Plan

The Board received the document by email on November 20th. On December 3rd, Ms. Redmon gave a summary of the document in the Finance Committee meeting. The summary was then emailed out as requested.

A motion from Commissioner Guyton to approve Resolution No.1379 was seconded by Commissioner Everett and passed unanimously

8. Other Business

2021 Board and Committee meeting schedules were distributed as well as updated committee assignments.

9. Closed Session

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

Commissioner Guyton made a motion to come out of closed session, this was seconded by Commissioner Backston and passed unanimously.


10. CEO Remarks

Ms. Redmon said that HUD has issued a new notice extending some and offering new waivers in response to the pandemic. Any updates or extensions we elect will be communicated to all stakeholders.

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 Backston and passed unanimously.

(SEAL)


Katrina H. Redmon
Chief Executive Officer and Secretary

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