

**WILMINGTON HOUSING AUTHORITY BOARD OF COMMISSIONERS  
WORK SESSION MINUTES  
Council Chambers, Thalian Hall  
102 N 3<sup>rd</sup> Street, Wilmington, NC 28401  
September 10, 2020  
9:00 a.m. – 1:00 p.m.**

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**Committee Members Present:** Kenneth Chestnut, Sr., Chair  
Nancy Guyton, Vice Chair  
Lee Backston, Commissioner  
Theresa Everett, Commissioner  
Keith Garity, Chair  
Joan Johnson, Commissioner  
Al Sharp, Commissioner

**Others Present:** Katrina Redmon, CEO  
Vernice Hamilton, Director of HR/RS  
Lynn Picard, VP, Community Engagement & Enhancement  
Julia Shaw, Executive Asst./Communications Coord.

The meeting of the Board of Commissioners was called to order by Commissioner Chestnut, at 9:08 a.m., pursuant to the public notice.

### **1. Roll Call**

Roll call was taken and a quorum was present.

### **2. Approval of Agenda**

The Agenda of the September 10<sup>th</sup>, 2020 special meeting was reviewed. The motion to approve the agenda was made by Commissioner Everett, seconded by Commissioner Backston and passed unanimously.

### **3. Work Session**

Commissioner Chestnut spoke about the purpose and goals of the meeting and reviewed the list of suggested topics sent to him by Board members.

#### Governance

There was discussion regarding the WHA By-Laws, the Department of Housing and Urban Development's (HUD's) Annual Contributions Contract (ACC), NC General Statutes Chapter 157, and NAHRO's Handbook for Commissioners.

Some items highlighted included:

- HUD's encouragement of PHAs to develop alternatives to public housing
- The ACC is the funding document used by HUD which includes Conflict of Interest

- An overview of NAHRO's Handbook for Commissioners was completed by the Chair. The handbook includes information about HUD's major programs and responsibilities of a Board.
- There was a reminder that Board sets policy, with the expectation that the Executive Director executes.

### Equal Opportunity

Commissioner Chestnut gave a historical perspective of Equal Opportunity requirements from HUD. Originally, protections and opportunities were for minorities. Later, it came to include economically disadvantaged, and finally, gender-based. These programs can be on local, state, or federal levels.

Ms. Picard gave an overview of the Section 3 program. Development funds, operating funds, modernization funds are all subject. Preference must be given to Section 3 residents, however, they must have the necessary qualifications for the job in question. This applies to new jobs created by contracts with the PHA. A Section 3 component is written into all of WHA's contracts.

### Hiring Policies and Practices

Ms. Redmon gave an overview of the Employment Policies covered in the Employee Handbook which was adopted by the Board in October, 2017.

Ms. Hamilton provided information about the hiring process including the many publications and industry groups we use to advertise positions. Additionally, positions may be filled by word of mouth, referral, or from within the organization.

The personnel policy does include a statement of equal opportunity.

### Strategic Direction of WHA

Commissioner Chestnut gave a recap of where we are with the Strategic Plan. The plan lays out avenues to facilitate the growth of affordable units by developing partnerships with other entities. With the knowledge that HUD funds will continue to be reduced, the goal is to identify and obtain alternative sources of revenue and be a catalyst and thought leader in regards to affordable housing.

### Committee and Board Meetings

There was discussion about the possibility of learning more about Wilmington history as a Board.

There was then discussion about scheduling of meetings to allow for additional time for reporting and review.

### Year in Review

Ms. Redmon was asked to go through a few major highlights of the past year. This highlighted some of the accomplishments of WHA in the past year including initiating the demo-dispo of Hillcrest, the purchase of two of the apartment communities at Taylor Estates, and navigation of the pandemic without laying off or furloughing any staff.

### Partnerships and Affiliated Nonprofits / Instrumentalities

Ms. Redmon said there are two main types of partnerships, one of which is for services and the other is for real estate development.

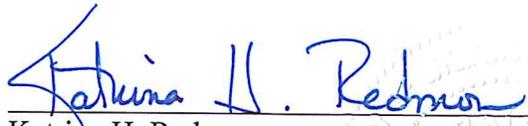
HUD went to an asset management model in 2006 and eliminated funding for resident services. ROSS and FSS grant programs are intended to be a link to outside services for our residents. The purpose of a nonprofit affiliate is to be able to raise funds as a 501© (3) nonprofit.

Commissioner Chestnut added that public-private partnerships are increasingly being used and are continuing to evolve. It is a way of leveraging our assets to carry out our mission.

#### 4. Adjournment

A motion by Commissioner Everett to adjourn the meeting was seconded by Commissioner Guyton and passed unanimously.

(SEAL)

  
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Katrina H. Redmon  
Chief Executive Officer and Secretary

