



MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
February 24, 2020

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, February 24th, 2020 at 4:00 p.m. at Wilmington Housing Authority, Executive Conference Room, 1524 South 16th 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
Vernice Hamilton, Director of HR/RS
Kim Fitzwater, VP/Director of Finance
Kevin Carlson, VP/CDO
Patrick Kelly, VP/COO
Chauntrell Burns, Procurement Manager
Collese Morris, Director of Property Management
Pat Kehoe, Controller
Julia Shaw, Executive Assistant

1. Call to Order

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was called to order by Chair Chestnut at 4:00 p.m. on February 24th, 2020 pursuant to the Public Notice.

2. Roll Call

Roll call was taken and a quorum was present.

3. Approval of Agenda

The Agenda of the February 24th, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda, with the noted addition, was made by Commissioner Guyton, seconded by Commissioner Gearity and unanimously approved.

4. Old Business

Minutes of the January 27th, 2020 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Guyton, seconded by Commissioner Backston and unanimously approved.

WHA Board of Commissioners

5. New Business

- **Resident & Community Relations Committee Report**

Ms. Hamilton said that the RCR Committee met on February 18th, 2020 at Solomon Towers and there was a quorum. There were no public comments.

Housing Task Force:

Lt. Dover gave the report. Overall, crime is down across the city. Major crimes are down on WHA sites but aggravated assaults persist. There were no homicides on WHA sites in January.

Crime was down on WHA sites by 57% overall in 2019 vs. 2018. Crime is down 44% vs. the same time last year.

ROSS Highlights:

- Resident Organization elections will take place at Vesta on February 25th.
- Financial literacy classes took place at Hillcrest and at Creekwood in January.

Elderly Services Highlights:

- Low Income Energy Assistance continues.
- UNCW Nursing Department is back at Glover providing screenings and health education.
- NHRMC providing board games and bingo.
- A health fair will take place at Glover on 3/24 and 3/25.

FSS: Ms. Redmon said that the FSS grant has been renewed for one position.

RAB:

Commissioner Johnson reported that the RAB met at Creekwood but it was chaotic due to another meeting scheduled at the same time.

A performing arts charter school is being proposed and proponents will come out to speak with parents. K-3rd grade being proposed initially with possibility of extending through 12th grade later.

Before the meeting closed, Ms. Hamilton reported that the Section 3 program is being implemented with applications being submitted from residents of a number of WHA sites. Four offer letters have already been sent out. Additionally, ROSS staff has met with New Hanover County Schools regarding a new Pre-K to 3rd grade program.

- **Strategic Planning Committee Report**

Commissioner Everett reported that the committee met to discuss the process going forward and determined that it will meet periodically to identify and track priorities and targets. Ms. Redmon will determine and assign an internal schedule for reporting.



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

Committee Chair Sharp informed us that the ARD Committee met on February 19th, 2020 and there was a quorum.

Mr. Carlson provided the following update:

- Dawson Lofts ribbon-cutting took place Monday, resident applications are being processed
- Eastbrook HVAC SOW is complete
- Solomon Towers plumbing work is on the radar
- 3-year capital fund plan to come

- **Finance & Audit Committee Report**

Committee Chair Gearity informed us that the F&A Committee met on February 19th, 2020 and there was a quorum. The financial statements were reviewed and all resolutions were recommended for approval.

7. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1306 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended January 31, 2020

Resolution No. 1307 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended January 31, 2020

Resolution No. 1308 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$6,996.73 for the Period Ended January 31, 2020

A motion from Committee to approve resolutions No. 1306 through 1308 were seconded by Commissioner Everett and passed unanimously

Resolution No. 1312 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable for Creekwood South, LLC in the Amount of \$97.38 for the Period Ended January 31, 2020

A motion from Committee to approve resolution No. 1312 was seconded by Commissioner Sharp and passed unanimously



PROCUREMENT RESOLUTIONS

Resolution No. 1309 – Resolution Approving Change Order in the Amount of \$12, 262.79 to an Existing Prime Construction Contract with Harold K. Jordan, Inc.

Resolution No. 1310 – Resolution Approving Change Order in the Amount of (61,979.57) to an Existing Prime Construction Contract with Harold K. Jordan, Inc.

A motion from Committee to approve resolutions No. 1309 and 1310 were seconded by Commissioner Sharp and passed unanimously

Resolution No. 1311 – Resolution Approving Change Order in the Amount of \$12,600 to an Existing Contract with U.S. Inspections Group, Inc.

A motion from Committee to approve resolution No. 1311 were seconded by Commissioner Backston and passed unanimously

Resolution No. 1313 – Resolution Ratifying Change Order to an Existing Contract with ERA Consulting in an Amount not to Exceed \$150,000 for Increased Scope of Work and Term of Contract

A motion from Committee to approve resolution No. 1313 was seconded by Commissioner Everett and passed unanimously

8. Department Updates

Housing Choice Voucher

Mr. Kelly introduced Summer Padgett who will be the Interim Director of Housing Choice Voucher. She will work on restructuring the department and increasing accountability.

Property Management

Mr. Kelly said that Woodbridge received a REAC score of 84.5 with no health and safety issues. Creekwood, Hillcrest, and Solomon Towers inspections are later this week.

Effective occupancy was 95% for January.

14 new hires are being added as part of the Section 3 program. Commissioner Chestnut said that participation in that program needs to be a requirement for all contractors.

9. Other Business

Commissioner Backston expressed concern about poor attendance at meetings and the resulting lack of quorum as well as the empty Board position. Commissioner Chestnut said he is addressing these issues.

10. Closed Session

A motion was made to go into closed session pursuant to NCGS 143-318.11 (a)(5), to discuss a real estate matter, seconded by was made by Commissioner Everett and approved unanimously.

A motion was made by Commissioner Guyton to move out of the closed session, seconded by Commissioner Backston and approved unanimously.

11. CEO Remarks


Ms. Redmon reported that her annual report to City Council will take place on Tuesday, March 3rd.

She and Mr. Carlson attended a meeting at HUD Greensboro regarding RAD. Various promising opportunities were discussed.

12. Adjournment

A motion to adjourn the regular meeting of the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina was made by Commissioner Backston, seconded by Commissioner Gearity and passed unanimously.

(SEAL)


Katrina H. Redmon
Chief Executive Officer and Secretary

