



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

The Annual Meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, July 27th, 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
Joan Johnson, Commissioner
A.R. Sharp, Commissioner

Others Present: Katrina Redmon, Chief Executive Officer
Kim Fitzwater, VP/Director of Finance
Kevin Carlson, VP/CDO
Vernice Hamilton, Director of Human Resources
Lynne Picard, VP, Community Engagement and Enhancement
Collese Morris, Director of Property Management
Julia Shaw, Executive Assistant/Communications Coordinator

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

The Agenda of the August 24th, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Backston, seconded by Commissioner Everett and unanimously approved.

4. Old Business

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

5. New Business

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

Commissioner Sharp said that the committee met on August 19th and there was a quorum. Current projects were reviewed.

WHA Board of Commissioners

- **Finance & Audit Committee Report**

Committee Chair Gearity informed us that the Finance & Audit Committee met on August 19th and there was a quorum. Financial Statements were reviewed and Mr. Fitzwater provided an update on his progress drawing down CARES Act funds. All resolutions were recommended for approval.

7. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1356 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended July 31 2020

Resolution No. 1357 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended July 31, 2020

A motion from Committee to approve Resolution Nos. 1356 and 1357 was seconded by Commissioner Sharp and passed unanimously.

Resolution No. 1358 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$2,101.97 for the Period Ended July 31, 2020

A motion from Committee to approve Resolution No. 1358 was seconded by Commissioner Backston and passed unanimously.

PROCUREMENT RESOLUTION

Resolution No. 1359 – Resolution Authorizing the Chief Executive Officer to Execute Multiple Award Contracts for Staffing and Recruiting Services in the Amount of \$36,700 Per Year Per Contract for a Total of \$330,300 for the Three Contracts Over a 3-Year Period

A motion from Committee to approve Resolution No. 1359 was seconded by Commissioner Backston and passed unanimously.

8. Department Updates

Housing Choice Voucher

Ms. Morris said that PIC is 89.44% complete, there are 2,300 on waiting list. VASH and mainstream vouchers have 100% utilization. Inspections are current. 5 vouchers were issued in July and 298 inspections completed. Ms. Redmon added that some of the larger landlords are still not allowing inspections.

1,430 vouchers are currently issued but we are at capacity in regards to funds due to our 110% of FMR payment standards.

Property Management

Ms. Morris said that effective occupancy is 95.4%. 47 units are vacant, including the 31 offline units undergoing extensive work at Houston Moore.

Commissioner Sharp asked how long the units will be offline. Mr. Carlson says the contract allows for a year but that units may come back online as they are completed.

Ms. Picard is assisting residents who are late with rent to set up a reasonable repayment plan.

Community Engagement and Enhancement

Ms. Picard reported on activities of Resident Services in the last month including food distribution, bookbag and school supply giveaway, Friendly Dental Van visits to sites.

Starting today, WHA, Brigade Boys' and Girls' Club and Community Boys' and Girls' Club, are providing a remote learning center at the Houston Moore community building. WHA has provided ipads and Boys' and Girls' Club has provided hot spots. Internet connectivity is the greatest challenge. CARES Act funds expire on December 31st so WHA would no longer be able to provide connectivity after that date. We are working with Laney High School on a possible additional learning center at Creekwood.

9. Other Business

Mr. Fitzwater provided information regarding our response to the Local Government Coalition letter. He said that the letter is finished but he is checking with HCV and Public Housing on the facts. Once the issues were identified, the HCV department was completely revamped and a consultant hired. A 100% file audit began in March for both HCV and Public Housing and will be complete by the end of the year.

The letter will be submitted to counsel for review and sent out to the Board by the end of the week. It was initially planned that Ms. Shaw would obtain signatures from Board members individually, but then there was a request that the Board hold a special meeting in order to sign the letter. It was decided that would take place on August 31st.


10. CEO Remarks

None at this time.

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