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**MEETING OF THE BOARD OF COMMISSIONERS**  
OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLINA  
September 28th, 2020

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The Annual Meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, September 28th, 2020 at 4:00 p.m. 415 N 12<sup>th</sup> Street, Wilmington, NC.

**Commissioners Present:** Kenneth S. Chestnut, Sr., Chair  
Lee Backston, 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  
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 September 28th, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Backston, seconded by Commissioner Gearity and unanimously approved.

**4. Old Business**

Minutes of the August 24th, 2020 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Johnson and unanimously approved.

**5. New Business**

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

Commissioner Sharp said that the committee met on September 23<sup>rd</sup> 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 September 23rd and there was a quorum. Financial Statements were reviewed and Mr. Fitzwater provided an update on CARES Act reporting as well as the recent CDC eviction moratorium. All resolutions were recommended for approval.

## 7. Resolutions

### FINANCE RESOLUTIONS

**Resolution No. 1360** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended August 31, 2020

**Resolution No. 1361** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended August 31, 2020

A motion from Committee to approve Resolution No. 1360 and 1361 was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1362** – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$1,066.90 for the Period Ended August 31, 2020

A motion from Committee to approve Resolution No. 1362 was seconded by Commissioner Backston and passed unanimously.

### PROCUREMENT RESOLUTION

**Resolution No. 1363** – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Creekwood HVAC Zoning in the Amount of \$159,000 for 60 Public Housing Units

Ms. Redmon said that there is, in fact, ductwork in the second floor units, but it's not balanced correctly and this will address that.

Ms. Redmon asked that "funded by the ARRA" be included in the resolution. Commissioner Sharp asked that "of 2009" be added to that and included.

A motion from Committee to approve Resolution No. 1363 was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1364** – Resolution Approving Disposal of Office Equipment, Furniture and Appliances from Public Housing Units as Surplus

A motion from Committee to approve Resolution No. 1364 was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1365** – Resolution Approving A Change Order in the Amount of \$21,500 to an Existing Prime Construction Contract with Centennial Contractors Enterprises, Inc.

A motion from Committee to approve Resolution No. 1365 was seconded by Commissioner Backston and passed unanimously.

WHA Board of Commissioners



## 8. Department Updates

### Housing Choice Voucher

An offer has been made and accepted for the Director position. Her expected start date is November 1.

### Property Management

Ms. Shaw gave the update in Mr. Kelly's absence. Public housing occupancy rate is 89.6%, effective occupancy is 95%. There are 60 units offline for mod rehab between Houston Moore and Hillcrest.

7 maintenance staff are currently taking the CAMT (Certified Apartment Maintenance Technician) at CFCC.

### Community Engagement and Enhancement

Ms. Picard's report included the following highlights:

- The Friendly Dental Van is on sites
- Remote learning continues with hotspots provided by New Hanover County Schools and ipads by WHA
- There are voter registration efforts on sites, following all COVID related precautions
- Working with the Health Department on providing free COVID testing and flu shots on sites
- 9 UNCW interns continue to work on the file audit project
- Of the original 92 late payments, 29 are fully paid or have agreed to a repayment plan. Ms. Picard continues to work with the remaining 63.

## 9. Other Business

Commissioner Chestnut reminded the Board that Committee preferences were requested and he asked for feedback this week.

Ms. Redmon spoke about the Tsunami cameras and Operational Guidelines developed at the request of the Board. Main points were that data is owned by Tsunami unless downloaded by WHA, then we own it. WHA's data is subject to the NC Public Records Act. The data will be available to law enforcement with jurisdiction. The Memorandum of Understanding (MOU) with the Wilmington Police Department will govern their access.

Ms. Redmon also informed the Board that a timing issue has come up with the contractor working on mod rehab at Hillcrest and Houston Moore. Due to unavailability of materials and labor issues, there is a need to reduce the number of units they are responsible for completing. They have done good work for us in the past and we want to stay on good terms. A substantial negative change order may be on the way and the Board may be polled.

## 10. CEO Remarks


None at this time.

## 11. Adjournment

WHA Board of Commissioners

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 Backston, seconded by Commissioner Sharp and passed unanimously.

(SEAL)

  
Katrina H. Redmon  
Chief Executive Officer and Secretary