



**MEETING OF THE BOARD OF COMMISSIONERS**  
OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLINA  
October 26th, 2020

The Annual Meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, October 26th, 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  
Nancy Guyton, 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  
Patrick Kelly, VP/COO  
Lynne Picard, VP/Community Engagement and Enhancement  
Summer Padgett, Interim Director of HCV

**1. Call to Order**

The meeting was called to order by Chair Chestnut at 4:02 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 Resolution No. 1374 be added to the agenda.

The Agenda of the October 26th, 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 Johnson and unanimously approved.

**4. Old Business**

Minutes of the September 28th, 2020 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Sharp and unanimously approved.

Minutes of the September 10th, 2020 WHA Board of Commissioners Work Session were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Johnson and unanimously approved.

WHA Board of Commissioners

Minutes of the August 31st, 2020 WHA Board of Commissioners Work Session were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Johnson and unanimously approved.

## 5. New Business

- **Housing Task Force Update**

Ms. Redmon introduced Lt. Sipe, new head of the Housing Taskforce.

Lt. Sipe said that the WPD reviews stats with special attention to changes.

Property crimes have steadily gone down on WHA sites but represent a very small percent. Across the city, property crimes have gone up. He said that the best way for the WPD to understand trends is to go out and actually speak to the public, including a criminal element. This, along with working with statisticians.

Cameras can have a dual effect. They will deter crime where they exist but crime will move to other places.

August – one murder at Creekwood, robberies and assaults down. This may be attributable to COVID. We may see an uptick as people tire of being indoors.

September – property crime down 40%

There has been a lull in community engagement due to COVID. Now trying to re-engage. In doing so, people have been complaining most about speeding and quality of life issues. As a result, has been an effort to install better lighting, cutting back of trees and this had a positive effect on crime as activities became more visible.

Commissioner Sharp asked for a trend analysis. Lt. Sipe said that trend analysis consistently shows that the driving force is the economy.

Cameras are helpful as far as providing evidence when crimes do occur.

- **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. 1366** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended September 30, 2020

**Resolution No. 1367** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended September 30, 2020

A motion from Committee to approve Resolution No. 1366 and Resolution 1367 was seconded by Commissioner Backston and passed unanimously

### PROCUREMENT RESOLUTIONS

**Resolution No. 1368** – Resolution Ratifying the Execution of a Change Order with JRS Construction, Inc., Reducing the Number of Units to 11 and the Amount of the Contract to \$210,000

A motion from Committee to approve Resolution No. 1368 was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1369** – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Mobile Service to Cellular Phones and Tablets Authority Wide in an Amount not to Exceed \$75,000

A motion from Committee to approve Resolution No. 1369 was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1370** – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Bedbug Treatment Services Authority Wide in an Amount not to Exceed \$220,000 over Two Years

Commissioner Sharp asked for this resolution to be amended to clarify that the contract is for \$110,000 per year for a two-year period for a total of \$220,000.

A motion from Committee to approve Resolution No. 1370, with the noted amendment, was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1371** – Resolution Authorizing the Chief Executive Officer to Execute a Change Order with ERA Consulting to Extend a Housing Choice Voucher Contract to May 31, 2021, for an Amount not to Exceed \$120,000 and an Amount Not to Exceed \$8,400 for Travel Expenses

Ms. Redmon said this is a multi-faceted contract and includes help-desk guidance and training, creation of manuals specific to our organization. Additionally, she will now work with the public housing department as well as HCV.



A motion from Committee to approve Resolution No. 1371, with the noted amendment, was seconded by Commissioner Chestnut and passed unanimously.

**Resolution No. 1372** – Resolution Authorizing Disposal of Office Electronic Equipment, Office Furniture, and Appliances from Public Housing Units as Surplus

A motion from Committee to approve Resolution No. 1372, with the noted amendment, was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1373** – Resolution Authorizing the Chief Executive Officer to Execute a Change Order in the Amount of \$18,450 to an Existing Contract with Centennial Contractor Enterprises for the Modification to Gable Vents in Order to Eliminate Water Intrusion Caused by Wind Driven Rain

A motion from Committee to approve Resolution No. 1373, with the noted amendment, 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

There is a need for wide-ranging industry specific services including creation of RFPs and RFQs, recruitment, production of ACOP and Administrative Plan, writing policy and procedures, training of all kinds. This is a joinder contract and has gone through the procurement process and HUD has approved. This is the premiere agency for this type of work. Would be on a task order basis. Many housing authorities are doing this rather than keep extra staff on payroll as budgets are cut. This can help us move quickly as we manage day to day.

Commissioner Sharp requested that this resolution be moved to the next Finance Committee meeting.

## 7. Department Updates

### Housing Choice Voucher

Summer Padgett, ERA Consultants CEO and Interim Director of HCV provided an update.

Significant issues to be corrected: Yardi implementation which affected landlord payments, rent changes, recertifications, inspection processing. Have corrected the data and created new processes. Increased PIC to 88.63% and expect to go up another percentage point by end of December. Have added 189 new units to the portfolio. Training staff on Admin. Plan and how to fix the issues in their areas. Have 1,431 occupied units. Have completed 1,163 recertifications since February.

Yardi helpdesk responsiveness is a problem for HAs across the country, but they are the best program.

Leadership and Yardi utilization are the biggest challenges.



WHA actually got ahead of the challenges that HAs face with regard to Yardi implementation because these were recognized and addressed. Each department will be responsible for their portion of maintaining the system.

#### Property Management

Occupancy includes Taylor sites and is 90%, effective occupancy is 95%. Focus is getting units ready to be filled and streamlining the move-in process.

#### Community Engagement and Enhancement

Health Department has provided COVID testing at Houston Moore last weekend, will be at Hillcrest this weekend.

Working with partner organization to promote on-line after school program,

Feast Down East has held 9 markets during the month of September.

Monthly food bank at Glover continues.

Working with Coastal Horizons to get word out about help for opioid addiction.

Hired FSS Coordinator with Master's Degree in public health and a background in social service.

110 tenants are behind on rent, 20 have entered into repayment agreements.

There was discussion about forgiving or somehow remedying the back rent once the moratorium ends.

Ms. Picard said that HUD has explicitly stated that COVID (CARES Act) money cannot be used for tenant rent. Other programs offered to the public are not available to those living in already subsidized housing. Mr. Kelly said that, unlike in the open market, rent is adjusted based on income. They can pay as little as \$50 per month. The HA can accommodate a month if there is hardship and the \$50 can't be paid. Ms. Picard says that the majority are not in this group.

### **8. Other Business**

It was requested that the most recent PNA report be supplied for the next ARD meeting.

### **9. Closed Session**

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

WHA Board of Commissioners



Commissioner Guyton made a motion to go into closed session, seconded by Commissioner Sharp and passed unanimously.

**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 Guyton, seconded by Commissioner Backston and passed unanimously.

(SEAL)

A handwritten signature in blue ink that reads "Katrina H. Redmon". The signature is written over a horizontal line.

*Katrina H. Redmon*

Katrina H. Redmon  
Chief Executive Officer and Secretary