



MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
March 23, 2020

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, March 23rd, 2020 at 4:00 p.m. at Rankin Place Terrace, 415 N 12^h Street, Wilmington, NC.

Commissioners Present: Kenneth S. Chestnut, Sr., Chair
Lee Backston, Commissioner
Theresa Everett, Commissioner
Nancy Guyton, Commissioner
Joan Johnson, 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
Julia Shaw, Executive Assistant/Communications Coordinator

1. Call to Order

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was called to order by Chair Chestnut at 4:03 p.m. on March 23rd, 2020 pursuant to the Public Notice.

2. Roll Call

Roll call was taken and a quorum was present. Three Commissioners attended the meeting by telephone due to social distancing measures being implemented in response to the coronavirus pandemic.

3. Approval of Agenda

Ms. Redmon informed the Commissioners that there is no closed session, this should be removed from the agenda. Additionally, Resolution # 1321 should read "Resolution Approving the Selection of Centennial Contractors Enterprises, Inc. to Remediate Crawl Space and Humidity Control issues at Eastbrook".

The Agenda of the March 23rd, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda, with the noted addition, was made by Commissioner Sharp, seconded by Commissioner Guyton and unanimously approved.

4. Old Business

Minutes of the February 24th, 2020 WHA Board of Commissioners Meeting were reviewed, the motion WHA Board of Commissioners

to approve minutes was made by Commissioner Guyton, seconded by Commissioner Johnson and unanimously approved.

5. New Business

- **Resident & Community Relations Committee Report**

Chair Chestnut said that the RCR Committee was cancelled due to lack of attendance. Reports have been sent out to all Commissioners and are viewable on the WHA website.

Ms. Hamilton added that six new hires are through the Section 3 program.

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

Committee Chair Sharp informed us that the ARD Committee met on March 18th, 2020 and there was a quorum. Items covered in the meeting were reflected in resolutions recommended for approval by the Board.

- **Finance & Audit Committee Report**

Chair Chestnut informed us that the F&A Committee met on March 18th, 2020 and there was a quorum. The February 2020 financial statements were reviewed and all resolutions were recommended for approval.

Mr. Fitzwater reviewed the proposed FY 2021 Operating Budget.

7. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1314 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended February 29, 2020

Resolution No. 1315 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended February 29, 2020

Resolution No. 1316 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$1,706.18 for the Period Ended February 29th, 2020

A motion from Committee to approve Resolutions Nos. 1314, 1315, and 1316 were seconded by Commissioner Sharp and passed unanimously



Resolution No. 1318 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Operating Budget for Fiscal Year Ending March 31, 2021

A motion made by Commissioner Sharp to approve Resolutions No. 1318 was seconded by Commissioner Guyton and passed unanimously.

PROCUREMENT RESOLUTIONS

Resolution No. 1319 – Resolution Approving the Selection of Four Star Heating and Air to Replace HVAC Units at Creekwood South

Resolution No. 1320 – Resolution Approving the Selection of Four Star Heating and Air to Replace HVAC Units at Woodbridge

Resolution No. 1321 – Resolution Approving the Selection of Centennial Contractors Enterprises, Inc. to Remediate Crawl Space and Humidity Control issues at Eastbrook”.

Resolution No. 1322 – Resolution Approving the Selection of Watson Electrical to Remediate Wiring Health and Safety Issues at Houston Moore

Chair Chestnut said that these resolutions were discussed in ARD committee and were recommended for approval. Contract amounts to be filled in for resolution titles.

A motion from Committee to approve Resolutions Nos. 1319, 1320, 1321, and 1322 were seconded by Commissioner Sharp and passed unanimously

8. Department Updates

Housing Choice Voucher

Mr. Kelly said there is nothing additional to report.

Property Management

Mr. Kelly said there is nothing additional to report.

9. Other Business

Commissioner Backston asked how the pandemic will affect operations and impact plans for determining metrics with regard to the Strategic Plan. Ms. Redmon summarized each of the operational changes which have been sent out to all staff and residents, and posted on the website. These mainly consist of maintain social distancing guidelines and conducting business by telephone or electronically whenever possible.



While trying to gather the necessary information for an April 6th committee meeting, generally, efforts around the Strategic Plan will have to remain somewhat fluid for now.

11. CEO Remarks

Ms. Redmon elaborated that while HUD can elect to provide regulatory waivers and administrative relief, only congress can make changes to statutory requirements that Housing Authorities must operate by.

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 Guyton, seconded by Commissioner Sharp and passed unanimously.

(SEAL)

A handwritten signature in blue ink that reads "Katrina H. Redmon".

Katrina H. Redmon

Chief Executive Officer and Secretary