



**MEETING OF THE BOARD OF COMMISSIONERS**  
OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLINA  
April 27, 2020

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, April 27th, 2020 at 4:00 p.m. at 1524 S 16<sup>th</sup> Street, Wilmington, NC.

**Commissioners Present:** Kenneth S. Chestnut, Sr., Chair  
Lee Backston, Commissioner  
Theresa Everett, 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  
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 4:00 p.m. on April 27th, 2020 pursuant to the Public Notice.

**2. Roll Call**

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

**3. Approval of Agenda**

The Agenda of the April 27th, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Sharp, seconded by Commissioner Backston and unanimously approved.

**4. Old Business**

Minutes of the March 23rd, 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**

- **Resident & Community Relations Committee Report**

WHA Board of Commissioners



The RCR Committee meetings are suspended until further notice.

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

Committee Chair Sharp informed us that the ARD Committee met on April 22nd, 2020 and there was a quorum. There is nothing additional to report.

- **Finance & Audit Committee Report**

Committee Chair Gearity informed us that the F&A Committee met on April 22nd, 2020 and there was a quorum. All resolutions were recommended for approval.

## 7. Resolutions

### FINANCE RESOLUTION

**Resolution No. 1323** – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$5,777.76 for the Period Ended March 31, 2020

A motion from Committee to approve Resolution No. 1323 was seconded by Commissioner Sharp and passed unanimously

### PROCUREMENT RESOLUTIONS

**Resolution No. 1324** – Resolution Approving Change Order in the Amount of \$6,800.00 to an Existing Service Contract with Mojo Lawn Services to include service at Dawson Lofts

A motion from Committee to approve Resolution No. 1324 was seconded by Commissioner Johnson and passed unanimously

**Resolution No. 1325** – Resolution Ratifying Executed Change Order in the Amount of \$384.00 to an Existing Service Contract with Clegg's Pest Control to include service at Dawson Lofts

A motion from Committee to approve Resolution No. 1325 was seconded by Commissioner Guyton and passed unanimously

**Resolution No. 1326** – Resolution Approving Disposal of Household Appliances as Surplus

A motion from Committee to approve Resolution No. 1326 was seconded by Commissioner Guyton and passed unanimously

**Resolution No. 1303** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Procurement Policy Revisions

A motion from Committee to approve Resolution No. 1303 was seconded by Commissioner Sharp and passed unanimously



## **ADMINISTRATIVE RESOLUTION**

**Resolution No. 1327** – Resolution Authorizing the Chief Executive Officer of the Housing Authority of the City of Wilmington, North Carolina to Adopt HUD Waivers and Administrative Relief as Needed in Response to Effects of the COVID-19 Pandemic

Ms. Redmon explained that HUD has issued a list of waivers and administrative relief that PHAs may elect to adopt. There would be no amendment to policy, only procedure. The resolution allows the CEO to adopt any of these between Board meetings and report on those actions at the next meeting.

Commissioner Sharp said he would like language directing that adoption of these waivers to be reported within 60 days to be incorporated into the final, conclusive, paragraph of the resolution

A motion made by Commissioner Sharp to approve Resolution No. 1327 with the noted change was seconded by Commissioner Johnson 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 Sharp said that he would like these Board meetings during the pandemic to utilize more sophisticated means of teleconferencing. Because of the security issues with Zoom, perhaps staff could research other platforms.

Commissioner Guyton inquired about whether we have seen an increase in domestic violence on the sites. Mr. Kelly said there there has been some increase, as there has been across the city and the country. As far as offering assistance, we follow the lead of the WPD. They offer information and resources to victims when they respond to such calls.

Chair Chestnut informed the group that Commissioner Webb is no longer a member of the Board.

Chair Chestnut made a motion to make the following adjustments to the CEO's compensation effective April 1, 2020. Salary would be increased by 6% and become \$182,320 annually, a \$900 vehicle allowance, \$350 phone allowance, and a \$15,000 bonus. The motion was seconded by Commissioner Guyton and passed unanimously.



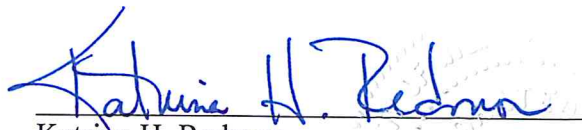
## 11. CEO Remarks

Ms. Redmon said she is pleased to see that residents have been stepping up as far as observing the CDC recommendations for mitigating effects of the coronavirus.

## 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)

  
Katrina H. Redmon  
Chief Executive Officer and Secretary

