



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

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

**Commissioners Present:** Kenneth S. Chestnut, Sr., Chair  
Lee Backston, Commissioner  
Keith Gearity, Commissioner  
Nancy Guyton, 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  
Chauntrell Burns, Procurement Manager  
Shanetta Moye, Director of Housing Choice Voucher  
Julia Shaw, Executive Assistant

**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 January 27<sup>th</sup>, 2020 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 January 27th, 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 Guyton, and unanimously approved.

**4. Old Business**

Minutes of the December 9th, 2019 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Gearity and unanimously approved.

**5. New Business**

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- **Resident & Community Relations Committee Report**

Ms. Hamilton said that the RCR Committee met on January 21, 2020 at the main office and there was a quorum. No one from the public was present.

**ROSS Highlights:**

- Residents who participated in the Empowering Youth and Families Program were referred to Santa Cop with WPD. This outreach program paired cops with families for a shopping spree with \$100 gift card and a Chik fil A breakfast.
- A financial literacy class took place at Hillcrest in December.
- Step Up Wilmington held a jobs week at Creekwood.
- International Longshoremens Association along with Fred Spain, former Commissioner, supplied a Christmas senior luncheon at Hillcrest.

**Elderly Services Highlights:**

- Low Income Energy Assistance program back.
- Enoch Chapel Missionary Baptist Church adopted Glover Plaza residents again this year providing a full course meal for lunch and gifts for residents. The Missionary Department of the Church also provided gifts for drawings and delivery of meals the to sick.

**FSS:**

Ms. Moyer said there are 24 HCV FSS participants and 27 public housing FSS participants. 35 have escrow accounts.

**RAB:**

Commissioner Johnson reported that the RAB hosted a meeting during which residents were able to ask questions about the ACOP. Mr. Kelly and Ms. Morris attended. The Rankin Resident Organization Christmas party was a success. Thank you to those who attended and donated.

- **Strategic Planning Committee Report**

Commissioner Backston said that the draft was sent out to Commissioners following the December Board meeting and comments were requested. So far there haven't been any. Commissioner Chestnut said that the committee will reconvene and create a schedule for putting the measurements in place.

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

Committee Chair Sharp informed us that the ARD Committee met on January 22<sup>nd</sup>, 2020 and there was a quorum.

Mr. Carlson provided the following update:

- Dawson Lofts is very close to completion

- The leapfrog project needs to be transferred to a new contractor
- Solomon Towers roof is complete
- volunteers planted trees and bushes at Houston Moore auxiliary parking lot

- **Finance & Audit Committee Report**

Committee Chair Gearity informed us that the F&A Committee met on January 22<sup>nd</sup>, 2020 and there was a quorum. The financial statements were reviewed and all resolutions were recommended for approval.

## 7. Resolutions

### FINANCE RESOLUTIONS

**Resolution No. 1297** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended November 30, 2019

**Resolution No. 1298** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended November 30, 2019

**Resolution No. 1299** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended December 31, 2019

A motion from Committee to approve resolutions No. 1297, 1298, and 1299 were seconded by Commissioner Backston and passed unanimously

**Resolution No. 1300** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended December 31, 2019

**Resolution No. 1301** – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$20,663.50 for the Period of November 1 through December 31, 2019

A motion from Committee to approve resolutions No. 1300 and 1301 were seconded by Commissioner Backston and passed unanimously

### PROCUREMENT RESOLUTION

**Resolution No. 1302** – Resolution Ratifying Change Order in the Amount of \$25,158.69 for the Installation of Washers and Dryers at Dawson Lofts

Ms. Redmon polled the Board on January 13<sup>th</sup> and received unanimous support.

A motion from Committee to approve resolution No. 1302 was seconded by Commissioner Sharp and passed unanimously

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## ADMINISTRATIVE RESOLUTIONS

**Resolution No. 1304** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina’s 2020 Strategic Plan

A motion by Commissioner Guyton to approve Resolution No. 1304 was seconded by Commissioner Backston and passed unanimously

**Resolution No. 1305** – Amending and Restating Resolution No. 1295, Approved on December 9<sup>th</sup>, 2019, to Include the 5 Year Agency Plan

A motion by Commissioner Sharp to approve Resolution No. 1305 was seconded by Commissioner Guyton and passed unanimously

### **8. Department Updates**

#### Housing Choice Voucher

Mr. Kelly said the department is working to bring in more veterans and their families to VASH.

Ms. Redmon added that a participant graduated from the FSS program last week.

#### Property Management

Mr. Kelly said that effective occupancy is up overall while vacant unit repair continues.

### **9. Other Business**

Mr. Carlson gave an update on the PIC consultant. In December the PIC score was .21%, now it is 96%. The PIC score is a crucial part of the overall PHAS score that HUD uses to evaluate the success of programs and determine funding.

Ms. Redmon said that some factors have necessitated the need for a change order to the contract with ERA Consulting and she will need to poll the Board before the next meeting.

### **10. CEO Remarks**

Ms. Redmon gave an update on RHF funds. The day before capital fund training, we received a letter from HUD referencing WHA’s request to use funds for hurricane repair. It was WHA’s understanding, based on conversations with HUD, that this was a means to preserve the funds and put them to use in the event that the contract for Dawson Lofts did not come to fruition.



In the letter they mentioned two corrective actions: execution of a new General Depository Agreement and staff participation in capital fund training. Both of these are complete.

## 11. 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 Johnson and passed unanimously.

(SEAL)

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

Katrina H. Redmon

Chief Executive Officer and Secretary