



**MEETING OF THE BOARD OF COMMISSIONERS**  
OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLINA  
May 18th, 2020

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, May 18th, 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  
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 4:04 p.m. pursuant to the Public Notice.

**2. Roll Call**

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

**3. Approval of Agenda**

The Agenda of the May 18th, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Everett, seconded by Commissioner Sharp and unanimously approved.

**4. Old Business**

Minutes of the April 27th, 2020 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**

• **Resident & Community Relations Committee Report**

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The RCR Committee meetings are suspended until further notice. However, Ms. Hamilton provided an update.

Staff has been working with residents to help them connect with services related to the pandemic and to apply for and certify for unemployment.

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

Committee Chair Sharp informed us that the ARD Committee met on May 13, 2020 and there was a quorum. There is nothing additional to report.

Capital Funds projects in excess of \$2.6 million. New development efforts have been delayed but some activity recently. Fee for Service recruitment in effect.

- **Finance & Audit Committee Report**

Committee Chair Gearity informed us that the F&A Committee met on May 13, 2020 and there was a quorum. Financial Statements were reviewed and all resolutions were recommended for approval. Development of quarterly fluctuation reports were discussed and Commissioner Gearity and Mr. Fitzwater will work on this. There was discussion regarding Resolution 1330, for the purchase of recapture bonds for purchase of the Taylor sites.

## 7. Resolutions

### FINANCE RESOLUTIONS

**Resolution No. 1328** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended March 31, 20

**Resolution No. 1329** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended March 31, 2020

A motion from Committee to approve Resolutions No. 1328 and 1329 was seconded by Commissioner Sharp and passed unanimously

**Resolution No. 1330** – Resolution Authorizing the Purchase of Recapture Bonds in Amounts not to Exceed \$49,272 and \$18,435 for the Acquisition of 100% Interest in Two Tax Credit Properties

A motion from Committee to approve Resolution No. 1330 was seconded by Commissioner Everett and passed unanimously

**Resolution No. 1331** – Resolution Authorizing Employee Health Insurance Coverage

WHA will renew with BCBS Silver plan.

A motion from Committee to approve Resolution No. 1331 was seconded by Commissioner Sharp and passed

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unanimously.

Commissioner Gearity said that an additional item covered in the committee meeting was that WHA can draw down CARES Act funding but all Covid-19 related qualified expenses must be tracked carefully.

In response to a question about layoffs, Ms. Redmon said that no staff has been laid off but rather have had responsibilities temporarily shifted as a result of the pandemic.

## 8. Department Updates

### Housing Choice Voucher

Mr. Kelly said there is nothing additional to report.

### Property Management

Mr. Kelly stated that occupancy is at 94%, including the units that will undergo

## 9. Other Business

## 11. CEO Remarks

An organizational chart will be sent out this week.

No additional HUD waivers have been utilized regarding the pandemic.

HUD has agreed that we may purchase the bonds out of the Turnkey III money.

Ms. Redmon then gave an update on the status of her work on the Strategic Plan.

## 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 Everett, seconded by Commissioner Johnson and passed unanimously.

(SEAL)



Katrina H. Redmon  
Chief Executive Officer and Secretary