



**MEETING OF THE BOARD OF COMMISSIONERS**  
OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLINA  
June 22nd, 2020

The Annual Meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, June 22nd, 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  
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  
Vernice Hamilton, Director of HR and Resident Services  
Julia Shaw, Executive Assistant/Communications Coordinator

**1. Call to Order**

The meeting 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.

**3. Approval of Agenda**

Chair Chestnut said that a closed session will be added to the agenda. Ms. Redmon asked that a walk-on resolution regarding security camera installation be added as well. This is Resolution No. 1342.

Commissioner Chestnut said that the items proposed by Commissioner Backston by email will be covered under Other Business.

The Agenda of the June 22nd, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda, with the noted additions, was made by Commissioner Gearity, seconded by Commissioner Everett and unanimously approved.

**4. Old Business**

Minutes of the May 18th, 2020 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Everett, seconded by Commissioner Backston and  
WHA Board of Commissioners

unanimously approved.

## 5. New Business

- **Resident & Community Relations Committee Report**

The RCR Committee meetings are suspended until further notice. A report was included in Board materials.

- **Strategic Planning Report**

Commissioner Everett reported that the committee met on June 9<sup>th</sup> and there was a quorum. The meeting prior to that was in February and the CEO was to develop operational metrics. The committee was briefed on this at the June meeting. Progress was made on assigning accountability for each of the goals. The next steps are for Commissioner Everett and the CEO to further discuss and then to have another meeting before updating the Board in July.

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

Committee Chair Sharp informed us that the ARD Committee met on June 17<sup>th</sup>, 2020 and there was a quorum. The committee was informed that there were four potential business opportunities in the works and eight projects totaling \$1.8 million in progress. It was also reported that Eric Pate joined WHA as Project Manager, Capital Projects. Commissioner Sharp asked when he started, if the position was advertised, and how many applications were received. Mr. Carlson answered that it was, and 12 applications were received.

- **Finance & Audit Committee Report**

Committee Chair Gearity informed us that the F&A Committee met on June 17<sup>th</sup>, 2020 and there was a quorum. Financial Statements were reviewed and all resolutions were recommended for approval.

## 7. Resolutions

### FINANCE RESOLUTIONS

**Resolution No. 1332** – Resolution Approving the Wilmington Housing Authority Financial Statements for the Period Ended April 30, 2020

**Resolution No. 1333** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended April 30, 2020

A motion from Committee to approve Resolution Nos. 1332 and 1333 was seconded by Commissioner Backston and passed unanimously.

### PROCUREMENT RESOLUTIONS

**Resolution No. 1334** – Resolution Ratifying the Execution of a Contract by the Chief Executive Officer for Roof Repair and Replacement at Houston Moore, Hillcrest, and Vesta Village in an Amount not to Exceed \$389,000





A motion from Committee to approve Resolution No. 1334 was seconded by Commissioner Backston and passed unanimously.

**Resolution No. 1335** – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Renovations at Houston Moore Apartments in an Amount not to Exceed \$800,000

A motion from Committee to approve Resolution No. 1335 was seconded by Commissioner Everett and passed unanimously.

**Resolution No. 1336** – Resolution Approving the Selection of Four-Star Heating and Air to Replace HVAC Units at Creekwood South Apartments in an Amount not to Exceed \$77,350

A motion from Committee to approve Resolution No. 1336 was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1337** – Resolution Approving the Selection of Watson Electrical to Replace HVAC Units at Woodbridge Apartments in an Amount not to Exceed \$62,910

A motion from Committee to approve Resolution No. 1337 was seconded by Commissioner Backston and passed unanimously.

**Resolution No. 1338** – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Police Services in an Amount not to Exceed \$158,000

A motion from Committee to approve Resolution No. 1338 was seconded by Commissioner Sharp and passed unanimously.

### **HCV RESOLUTIONS**

**Resolution No. 1339** – Resolution Authorizing the Change of the Housing Choice Voucher Program Payment Standards Schedule Effective July 1, 2020

Ms. Redmon explained HUD issues Fair Market Rents (FMR) each year. Wilmington's has gone down but we are still requesting 110% of that value. This helps to address the escalating rents in the area.

A motion from Committee to approve Resolution No. 1339 was seconded by Commissioner Johnson and passed unanimously.

Commissioner Sharp asked that the title of the resolution be changed to indicate adjusting to 110% of the new RHF Fair Market Rents. Ms. Redmon said that that change will be made.

### **ADMINISTRATIVE RESOLUTIONS**

**Resolution No. 1340** – Resolution Acknowledging an Amendment to the August 2018 Board Minutes



Ms. Redmon explained that the August 2018 Board minutes state that the COO at the time reported that a working family waiting list preference would be applied to various sites, when it should have said the preference is for all sites and this is what is stated in the ACOP. This includes seniors and disabled.

A motion from Committee to approve Resolution No. 1340 was seconded by Commissioner Sharp and passed unanimously.

**Resolution No. 1341** – Resolution Approving an Amendment to Update the 5-Year Plan Originally Submitted to and Accepted by the Department of Housing and Urban Development on January 16, 2020

Mr. Carlson explained that HUD has contacted us regarding the 5 Year Plan which was submitted in January. They say that the dates listed are 2020-2024, although our records show that the plan says 2020-2025. That issue was easily resolved. The other concern is that one section of the plan “Goals and Objectives” includes the language “implement a work preference policy to our site-based waitlist at various public housing communities”. This should read “implement a working family waiting list preference to our site-based waiting lists at all WHA public housing communities”. The goal of the resolution is to obtain Board approval to make the change.

Ms. Redmon said that the 5 Year Plan should be seen as a list of any and all possible actions an authority may take over that course of time. Not including an item would preclude us from choosing to do it without a significant amendment which is an involved and time-consuming process. It is a form of notice to HUD and the public that any of the listed possible actions may be taken over the period of time.

A motion from Commissioner Guyton to approve Resolution No. 1341 was seconded by Commissioner Sharp and passed unanimously.

### **WALK-ON PROCUREMENT RESOLUTION**

**Resolution No. 1342** – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Security and Surveillance Cameras in an Amount Not to Exceed \$325,000 per year for Three years for Total Not to Exceed \$975,000

A hand-out of the resolution was distributed and Mr. Fitzwater provided the following background. The Tsunami system was selected through the procurement process. WHA has been involved in negotiation with the police department for a few years regarding the cameras. The bulk of the funding will come from capital funds, which were included in the budget and approved by HUD. This would cover a four-year lease and installation of 11 cameras. The number of cameras may be added to over time. The cost \$325,000 per year for a total not to exceed \$975,000.

There was a lengthy discussion about various concerns of committee members including privacy. Ms. Redmon said that the committee can opt to take it to the next committee meeting.

Commissioner Chestnut said that the resolution will be tabled for now so that staff can address questions.





## **8. Department Updates**

### Housing Choice Voucher

Inspections deferred due to coronavirus must be made up no later than September 30. The goal is September 1.

There is a new landlord initiative underway.

The department is fully staffed except for the Director position. WHA is seeking applicants through a variety of sources nationwide including industry associations (CLPHA, NAHRO, PHADA), LinkedIn, etc.

### Property Management

Deferred work orders are being cleared. Maintenance is working in compliance with CDC guidelines and offering masks to residents whose units they go into. Mr. Kelly stated that WHA is down \$6,900 in rents as a result of coronavirus. Income changes account for some of this. Rent collections stay in the mid-90s percentile. Effective occupancy is at 94%, including the units that will undergo rehab. Working in right-sizing families in units.

## **9. Annual Conflict of Interest Certification/Code of Ethics**

Each Commissioner received a copy of the Annual Conflict of Interest Certification/Code of Ethics and was asked to sign and return within two weeks.

Ms. Redmon explained that there have not been any changes from last year. It outlines conflicts of interest under our ACC agreement with HUD.

## **10. Closed Session (6)**

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

A motion was made by Commissioner Guyton to move out of the closed session, seconded by Commissioner Everett and approved unanimously.

A motion made by Commissioner Gearity to authorize the Board Chair to negotiate and execute the new contract with the CEO, was seconded by Commissioner Everett and passed unanimously.

## **11. Election of Officers for FY 2020-2021**



Chair Chestnut said that the by-laws state that the Chair and Vice Chair shall be elected at the Annual Meeting and hold office for one year. Commissioner Chestnut nominated Commissioner Guyton for Vice Chair. There were no other nominations. Commissioner Backston made the motion to elect Commissioner Guyton to the role of Board Vice Chair, the motion was seconded by Commissioner Everett and passed unanimously.

Commissioner Guyton nominated Commissioner Chestnut for the role of Board Chair. There were no other nominations. Commissioner Sharp made the motion to elect Commissioner Chestnut as Chair, the motion was seconded by Commissioner Everett and passed unanimously.

The terms will be served in accordance with the by-laws.

## **12. Other Business**

Commissioner Everett discussed a potential real estate opportunity (Haddon Hall). Chair Chestnut asked Commissioner Everett to obtain some more detail and then he and she and the CEO can discuss.

## **13. CEO Remarks**

Ms. Redmon said that the SEMAP score will carry forward per the HUD waiver.

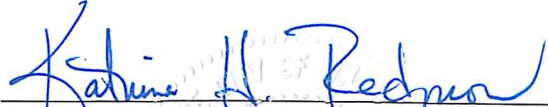
Mr. Chestnut said there was a request to have a strategic work session. Commissioners are to send dates that do not work.

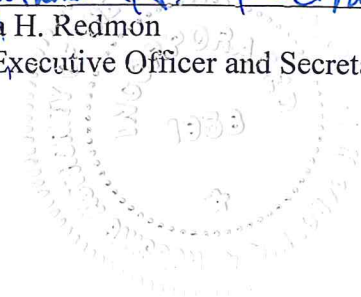
Hiring policies and procedures were requested by Commissioner Sharp. Please send out prior to next meeting.

## **14. 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 Everett, seconded by Commissioner Guyton and passed unanimously.

(SEAL)

  
Katrina H. Redmon  
Chief Executive Officer and Secretary

A circular official seal of the Wilmington Housing Authority is visible in the background. It contains the text "WILMINGTON HOUSING AUTHORITY" around the perimeter and "1033" in the center.