



MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
July 27th, 2020

The Annual Meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held on Monday, July 27th, 2020 at 4:00 p.m. 415 N 12th 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
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 4:00 p.m. 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 July 27th, 2020 WHA Board of Commissioners Meeting was reviewed, the motion to approve the agenda was made by Commissioner Backston, seconded by Commissioner Everett and unanimously approved.

Ms. Redmon introduced Lynne Picard, new VP of Community Engagement and Enhancement. Ms. Picard will oversee the ROSS, Elderly Services and FSS grants. She will also work on establishing the 501c3 nonprofit organization and be the point person for the implementation, tracking, and reporting with regard to the Strategic Plan. Ms. Picard was asked to say a few words about her background.

Ms. Picard said she worked 27 years at the Denver Housing Authority and in that time has run the FSS and ROSS programs as well as was the Director of Communications. She has grown with the Denver Housing Authority from when it was a small agency with few resident services into what it is today. She was very involved with redevelopment and making sure residents' concerns were heard during the process. She established a nonprofit called Youth Empowerment Academy that provided training for in-demand careers in culinary arts, construction, healthcare, and information technology. Ms. Picard established first Housing Authority youth-run café which provided training and internship for

young adults. Graduates were highly sought after by the best restaurants. She believes there is a great deal of opportunity to do similar things here.

Commissioner Sharp asked when she left Denver and if it was before or after this job with WHA. She explained that she moved here because of family and arrived in May.

Commissioner Backston asked what is her highest priority. Ms. Picard said that as of right now, education and helping residents' children get and stay connected to school and educational resources is her highest priority.

4. Old Business

Minutes of the June 22nd, 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**

The RCR Committee meetings are suspended until further notice. A report was included in Board materials. Ms. Hamilton said there is nothing additional to report.

- **Strategic Planning Report**

Commissioner Everett reported that the committee met on July 21st and there was a quorum. Operational metrics devised by the CEO were reviewed. There was also discussion about timeframes for the committee meetings. For the time being, the committee will meet on an ad-hoc basis.

The updated version of the Strategic Plan working document was distributed to the Commissioners.

Commissioner Chestnut said that the three takeaways are to send comments to the Chair and CEO, discuss committee structure in the upcoming workshop, begin establishing baseline measurements internally. Ms. Redmon said she expects the dashboard will come together in November based on the measurements that can be taken now, given the limitations imposed by the pandemic. Also, Ms. Picard will need to meet with the committee in order to get a better sense of what is wanted for the dashboard.

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

Commissioner Sharp said that the committee met on July 22nd, there was a quorum. Following a presentation by Ocean10, the maker of the Tsunami system, the resolution for security cameras was recommended for approval with the rejoinder that it remain non-operational until protocols are developed with regard to access to data.

Resolution No. 1349 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Security Cameras in an Amount Not to Exceed \$325,000 Per Year for Three Years for a Total not to Exceed \$975,000

A motion from Committee to approve Resolution No. 1349 was seconded by Commissioner Gearity and WHA Board of Commissioners

passed unanimously.

- **Finance & Audit Committee Report**

Committee Chair Gearity informed us that the F&A Committee met on July 22nd, 2020 and there was a quorum. Financial Statements were reviewed as well as various contracts. All resolutions were recommended for approval.

7. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1343 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended May 31, 2020

Resolution No. 1344 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended May 31, 2020

Resolution No. 1345 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended June 30, 2020

Resolution No. 1346 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Ended June 30, 2020

A motion from Committee to approve Resolution Nos. 1343 through 1346 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1347 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$1,190.43 for the Period Ended June 30, 2020

A motion from Committee to approve Resolution No. 1347 was seconded by Commissioner Everett and passed unanimously.

Resolution No. 1348 – Resolution Authorizing Write-off of Creekwood South, LLC Vacated Tenants Accounts Receivable in the Amount of \$2,147.42 for the Period Ended June 30, 2020

A motion from Committee to approve Resolution No. 1348 was seconded by Commissioner Backston and passed unanimously.

PROCUREMENT RESOLUTIONS

Resolution No. 1350 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Pest Control Services in the Amount of \$79,350 Per Year for a Total of \$158,700

A motion from Committee to approve Resolution No. 1350 was seconded by Commissioner Sharp and passed unanimously.

Resolution No. 1351 – Resolution Authorizing the Chief Executive Officer to Execute a Change Order in the Amount of \$40,600 for the Additional Repairs and/or Replacement of Roofs at Houston Moore, Hillcrest and Vesta Village

A motion from Committee to approve Resolution No. 1351 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1352 – Resolution Approving Payment to ShotSpotter in the Amount of \$56,800 to Maintain the Safety of the Sites

A motion from Committee to approve Resolution No. 1352 was seconded by Commissioner Everett and passed unanimously.

Resolution No. 1353 – Resolution Authorizing the Chief Executive Officer to Execute a Change Order with ERA Consulting to Extend a Housing Choice Voucher Contract to October 31, 2020 for an Amount Not to Exceed \$48,000 and \$5,600 for Travel Expenses

Ms. Redmon said that this is to add two months to the contract for Interim Director. Monitoring period is pushed back.

A motion from Committee to approve Resolution No. 1353 was seconded by Commissioner Chestnut and passed unanimously.

ADMINISTRATIVE RESOLUTIONS

Resolution No. 1354 – Resolution Authorizing the Chief Executive Officer to Submit a Section 18 Application to the U.S. Department of Housing and Urban Development (HUD) for the Demolition/Disposition of Hillcrest (AMP 005) and Hillcrest Annex (AMP 082) Located at 1402 Meares Street, Wilmington, North Carolina

Mr. Carlson reiterated that this is just to allow us to begin the application process.

A motion from Committee to approve Resolution No. 1354 was seconded by Commissioner Everett and passed unanimously.

Resolution No. 1355 – Resolution Authorizing the Chief Executive Officer to Continue to Adopt HUD Waivers and Administrative Relief in Response to the Covid-19 Pandemic, As Needed, and to Communicate the Effects of These Actions to Residents, Participants, Landlords, and Stakeholders

A motion from Commissioner Everett to approve Resolution No. 1355 was seconded by Commissioner Gearity and passed unanimously.



Commissioner Chestnut commented that this is the first step in being truly strategic about rebuilding communities. This takes a long-term view rather than continuing to invest money into an obsolete situation. There were a number of questions which were answered by Mr. Carlson and Ms. Redmon.

8. Department Updates

Housing Choice Voucher

Ms. Redmon said that self-certifications continue. The catch-up time was extended to one year but trying to complete sooner if landlords will allow.

Property Management

Ms. Redmon said the rent moratorium is expired. This was really a deferral and WHA is working with residents behind on rent on repayment plans.

Crime is up 57%, this is mostly domestic violence and shootings.

9. Other Business

Commissioner Chestnut raised the question of potential date for the Board workshop. The morning of September 10th was the agreed upon date and time. Ms. Redmon reminded the group that this is a public meeting and can only go into closed session for one of the reasons listed in the NC state statutes.

Topics suggested for the agenda were Strategic Plan, governance, structure, partnerships, affiliated nonprofits, and Equal Employment Opportunity (EEO). There was discussion about topics, etc.

10. CEO Remarks

Ms. Redmon reported on some of the effects of the pandemic on the operations and activities of the Housing Authority, as requested by a Commissioner:

Staff must remain informed as HUD issues FAQs and Notices, regulations that constantly change.

WHA must keep residents and participants informed of all changes.

Staff are on calls at least once a week with HUD and with industry groups.

Finance must keep up with all of the regulations regarding how the CARES funding can be spent and this too is constantly changing. This spending must also be carefully tracked.

Guidance is often extremely slow to come, leaving us at a loss to complete necessary paperwork.



Staff are experiencing delays in obtaining approvals and authorizations from HUD as well as funding because HUD staff are not in the office.

Banks are not interested in lending money.

Contractors have walked off jobs due to coronavirus fears on sites.

Permitting process has been significantly delayed.

Much Procurement time has been spent obtaining PPE.

There are delays in hiring processes. For example, cannot get background checks completed.

There is some inability to obtain appliances for units as well as computer equipment.

Human Resources has daily conversations with the Health Department. Constant monitoring of CDC, state, and local reports and guidelines.

Staff must execute multiple recertifications due to many changes in residents' employment status.

CEO has increased visits to sites and personally visited and spoke with every Resident Organization representative at the beginning of the pandemic.

Staff is addressing a significant increase in requests for information regarding housing.

There is a constant need to address staff concerns/rumors.

There have been significant changes to processes to allow for social distancing which have affected every department.

Enhanced cleaning and sterilization on sites and in main building

Weekly COVID staff meetings since March 1.

HIPPA training for all staff.

Efforts to provide connectivity for residents' children. Working to have internet classified as a utility.


There were no questions or comments.

WHA Board of Commissioners

11. 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 Gearity and passed unanimously.

(SEAL)



Katrina H. Redmon
Chief Executive Officer and Secretary

