

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

6:00 p.m.

JUNE 28, 2021

Present Representing the Board of Commissioners

Matthew Heckles
Jane Vincent
Steven Washington
Ben Cohen

Betty Pinkett
Earl Jeter
Maureene LaFate
Vincent White (joined at 7:30 p.m.)

Present Representing WHA (Executive Staff):

Ray Fitzgerald
Andrew Johnson
Anthony Sampson
LaVerne Hanson
Nancy Clark (scribe)

Kathi McGinnes
Rose Bizune
Sandi Rosmini
Tom Harkless
Irmina Williams

Other

Lauren Russell – General Counsel, YCST

The meeting was called to order at 6:03 p.m. Chairman Heckles called for the roll. A quorum was established to proceed with the Public Session.

1. PUBLIC COMMENT – Commissioner Pinkett (Compton Towers President) discussed an incident which occurred on April 10. Her husband put a rug in the back door so she would be able to access the building after 9:00 PM (when the door is locked). She had just returned from the hospital. Commissioner Pinkett received a notice of a \$100 fine. She filed a grievance and met with Ms. Bryson (Park View Manager) on June 9, however, she just received another letter that she will still be charged \$100. Mr. Fitzgerald will follow-up and provide an update.

2. APPROVAL OF MINUTES (from the Regular Meeting of May 24, 2021)

The Chairman called for a motion to approve the Minutes of the May 24, 2021 Board meeting. Commissioner J. Vincent made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.

3. EXECUTIVE DIRECTOR'S REPORT

Mr. Fitzgerald provided a brief overview. Highlights include:

- A discussion was held regarding two documents that were signed in May (which were reviewed by our attorney, Chris Lamb) in support of the Riverside project. Mr. Fitzgerald requested a motion to ratify after the fact. Commissioner J. Vincent made the motion and Commissioner Cohen seconded. Motion carried.
- We are in the planning stages of creating a comprehensive 10-15 year plan for WHA.
- Pictures are included in the report which show stages of the Riverside project.

4. BUDGET & FINANCE REPORT

May 2021 Financial Statement

Ms. Bizune provided a brief review of the financial report.

5. RESOLUTIONS

- a) Authorizing an Additional Fifty Thousand Dollars (\$50,000) from the Operating Fund to BDO USA, LLP for Additional Tasks. (Resolution 21-15)
- b) Increasing the Contract Amount for the Legal Services Approved November 23, 2020 with Young Conaway Stargatt & Taylor, LLP (YCST). (Resolution 21-16)
- c) Authorizing the Wilmington Housing Authority to Add an Additional \$65,000 (Sixty Five Thousand Dollars) to Pennrose for Sub Surface Conditions Left from the Demolition of Riverside Phase 1. (Resolution 21-17)
- d) Authorizing the Wilmington Housing Authority to Accept Corrected Bid Amount for New Water Piping at Compton Towers. (Resolution 21-18)

The Chairman called for a motion to adopt Agenda Resolutions 21-15, 21-16, 21-17 and 21-18. Commissioner J. Vincent made the motion and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion.

Resolutions 21-15, 21-16, 21-17 and 21-18 adopted unanimously.

- e) Revising the Admissions and Continued Occupancy Policy. (Resolution 21-19)

The Chairman called for a motion to adopt Agenda Resolution 21-19. Commissioner J. Vincent made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions on the motion.

Resolution 21-19 adopted unanimously.

- f) Amending Resolution 16-24 Authorizing the Wilmington Housing Authority to Add Funds to Contract for Housing Quality Standards (HQS) Inspections Awarded to McCright & Associates for Wilmington Housing Authority Housing Choice Voucher Program. (Resolution 21-20)

The Chairman called for a motion to adopt Agenda Resolution 21-20. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.

Resolution 21-20 adopted unanimously.

6. BOARD COMMITTEE REPORTS

- Audit Committee – No report
- Finance and Development Committee – The resolutions were reviewed at this meeting.
- IT Committee – The Technology Committee met and discussed current projects.

7. REPORT BY INTERIM EXECUTIVE DIRECTOR – THOMAS HARKLESS

Mr. Harkless provided an overview of what he has learned while at WHA. Highlights include:

- WHA needs to prepare a comprehensive plan looking out 15 years and focus on the real-estate since we are the owner, manager and developer of real-estate.
- Scattered site program needs to continue.
- The Development Director position is an important position to fill. Needs to be someone who knows the low income tax credit program inside and out, what non-profits can and can't do, financials, etc.
- WHA has 3 collective bargaining agreements that expired over a year ago. This needs to come to a close.
- Now that WHA has revised policies, we are now in compliance. The Personnel Policy should be done soon and hopefully voted on in July or August.

8. EXECUTIVE SESSION OF THE BOARD

- a) Confidential Report by Interim Executive Director – Thomas Harkless

The Chairman called for a motion to move into Executive Session. Commissioner J. Vincent made the motion and Commissioner Pinkett seconded the motion. Executive Session commenced at 7:15 p.m.

The Chairman called for a motion to move out of Executive Session. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. Executive Session adjourned at 8:19 p.m.

8. ADJOURN MEETING

The Chairman called for a motion to adjourn. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. Motion carried.

The meeting was adjourned at 8:21 p.m.

ADOPTED: 8/23/21


Steven Washington
Secretary, Board of Commissioners

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

6:00 p.m.

MAY 24, 2021

Present Representing the Board of Commissioners

Matthew Heckles
Jane Vincent
Steven Washington
Ben Cohen
Vincent White
Betty Pinkett

Present Representing WHA (Executive Staff):

Ray Fitzgerald	Donna Starkey-Ford
Andrew Johnson	Rose Bizune
Anthony Sampson	Sandi Rosmini
Tyrone Malcom	Tom Harkless
Nancy Clark (scribe)	Irmina Williams

Other

Lauren Russell – General Counsel, YCST

The meeting was called to order at 6:15 p.m. Chairman Heckles called for the roll. A quorum was established to proceed with the Public Session.

- 1. PUBLIC COMMENT – None**
- 2. APPROVAL OF MINUTES (from the Regular Meeting of April 26, 2021)**

The Chairman called for a motion to approve the Minutes of the April 26, 2021 Board meeting. Commissioner J. Vincent made the motion and Commissioner Cohen seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.

3. EXECUTIVE DIRECTOR'S REPORT

Mr. Fitzgerald reviewed his report. Highlights include:

Updates from April's Report

- Housing-Related Health Hazards Capital Funds Grant is in progress.
- Demolition-Disposition of Scattered Sites application will be submitted in June or July; expect to get approval in August.
- Lockbox is in progress; hope to have in place by the summer.

Current Report

- MaryAnn Russ held week-long trainings for Staff last week. Topics included:
 - Rent and Earned Income Disallowance Certification
 - HCV Administrative Plan
 - Procurement Policy
 - ACOP, Lease, Pet Policy and Grievance Procedure
- Working on acquiring technology solutions to improve efficiency (e.g. DocuSign, Call Center, Document Imaging).
- The previous ED entered a contract with WhyFly, however, there is no record of the Board approving the contract. WHA are working with our attorneys to determine if we can terminate the contract. This will be discussed at the next Technology Committee.
- WHA received 43 Emergency Housing Vouchers (EHV). The effective date of the vouchers is July 1, 2021. The Chairman asked if we have started coordination with the CoC. Mr. Fitzgerald responded that this is in progress and a meeting with several housing authorities throughout the state and CoC was held.
- HUD reached out to WHA to ask about our status regarding their Foster Youth to Independence Initiative (FYI). The Delaware Department of Services for Children Youth and Families (DSCYF) informed us that HUD requires that the child welfare agency be at or above 90% utilization of our current allocation of Family Unification Vouchers (FUP); we will revisit once the 90% threshold is achieved.
- COVID-19 update – as of today, there are 0 employees absent.

4. OTHER

The Chairman informed the Board that he and Mr. Fitzgerald participated in an All-Staff Zoom Meeting to give employees an opportunity to meet them and ask questions.

5. PUBLIC COMMENT UPDATE FROM APRIL 26, 2021 ANNUAL MEETING

Ms. Rosmini addressed the issue from Ms. Jacklyn Gentles regarding the parking lot on W 31th Street that is owned by WHA. A meeting was held with Staff and 3 residents in the neighborhood on May 7. An agreement was drafted and approved by our attorney. We have one individual who has signed and executed the agreement to start effective June 1. They will pay WHA \$25/month to park in the lot. It is WHA Maintenance Staff responsibility to keep that parking lot clean. Commissioner V. White asked if people parking on our property are required to have insurance that indemnifies us against any harm to their vehicle. Ms. Rosmini responded that the attorney reviewed the agreement and there is a section that speaks about the use of the space and damage. If anyone parks there without signing an agreement, they will be towed.

6. BUDGET & FINANCE REPORT

April 2021 Financial Statement

Ms. Bizune reviewed the financial report.

Operating Fund – Public Housing Program

Commissioner Cohen made a comment that the Public Housing grant allocation is 95% vs. 98% which was budgeted. Ms. Bizune responded that in March and April, it was at 95.7% and budgeted at 98.5%.

Operating Fund – Park View Program

Revenue

Commissioner Cohen asked if there were any updates to the timeline for the move-ins. Ms. Rosmini replied that there has been a delay since a part needed to be ordered for the freight elevator which will take us into July.

7. RESOLUTIONS

- a) Authorizing WHA to Award a Contract to Chief Mechanical Construction to Install New Domestic Water Piping at 325 E 5th St. Compton Towers for the Amount of \$590,812.89. Presented by Andrew Johnson (Resolution 21-14)

The Chairman called for a motion to adopt Agenda Resolution 21-14. Commissioner J. Vincent made the motion and Commissioner V. White seconded the motion. The Chairman asked for questions on the motion.

Commissioner J. Vincent asked for more information on the contractor (e.g. Delaware-based, Section 3, minority business, or women owned). Mr. Johnson replied that that contractor is Delaware-based and not S3. Commissioner V. White mentioned there were 97 solicitations and we received 2 bids. He recommended to Ms. Hanson that in the future, bids would also be

advertised in the Newark paper, as well as Dover. The Chairman asked if access to the units would be needed. Mr. Johnson responded that residents won't be readily affected and access to the units is not needed (only common areas and hallways). Notices will be provided to the residents.

Resolution 21-14 adopted unanimously.

8. BOARD COMMITTEE REPORTS

- Audit Committee – No report
- Finance Committee – The Finance Committee plans to meet again in June, combined with Development.
- IT Committee – The Technology Committee met in May and will meet again in June.
- Development Committee – No report
- The Chairman mentioned that we have some membership turnover on the Board. He's hoping that we can have these committees limp along until we have folks reappointed or fill vacancies, and then review the Committee structure. We have several Board members whose terms have expired. Commissioner Cohen will also need to cycle off the Board. The Mayor is aware of these term and vacancy issues.

9. NEW BUSINESS

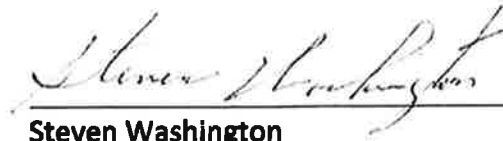
- Commissioner V. White discussed creating an Operations Committee that will allow the Commissioners to gain a little more understanding about the inter-workings of the commission. He believes an overall Operations Committee can allow new members to gain a further understanding and allow more seasoned members to use their experience in helping move the agency forward. Commissioner V. White has an outline of what that committee would look like, and he would like to have that conversation at an appropriate time.
- The Chairman mentioned that we have the benefit right now of Mr. Harkless being on contract with us and would like to use an Executive Session or Open Meeting for Mr. Harkless to provide a report. Perhaps MaryAnn Russ should be included as well.
- Commissioner V. White asked if our future meetings will be in person. The Chairman replied that there are benefits to providing remote access for the general public, but the Commissioners could meet in one room. However, if someone participates remotely, they cannot vote. This will be reviewed.

10. ADJOURN MEETING

The Chairman called for a motion to adjourn. Commissioner J. Vincent made the motion and Commissioner Cohen seconded the motion. Motion carried.

The meeting was adjourned at 7:12 p.m.

ADOPTED: 6/28/21

A handwritten signature in cursive script, appearing to read "Steven Washington", is written over a horizontal line.

**Steven Washington
Secretary, Board of Commissioners**

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

ANNUAL MEETING MINUTES

6:00 p.m.

APRIL 26, 2021

Present Representing the Board of Commissioners

James Spadola	Vincent White
Jane Vincent	Maureene LaFate
Steven Washington	Betty Pinkett
Ben Cohen	Earl Jeter
Matthew Heckles	

Present Representing WHA (Executive Staff):

Ray Fitzgerald	Rose Bizune
Tom Harkless	Donna Starkey-Ford
Andrew Johnson	Bola Odueke
Anthony Sampson	Sandi Rosmini
Tyrone Malcom	LaVerne Hanson
Nancy Clark (scribe)	

Other

Lauren Russell – General Counsel, YCST
Chelsea Liedstrand – EJP

The meeting was called to order at 6:00 p.m. Chairman Spadola called for the roll. A quorum was established to proceed with the Public Session.

1. PUBLIC COMMENT

Ms. Jacklyn Gentles (resident of W 31st Street) discussed an issue regarding parking on W 31st Street that is owned by WHA. This issue has not yet been resolved for non-WHA residents who live on the block and are now banned from parking in the parking lot, unless they pay a fee. The original fee was extremely high. At this point, there is no resolution on how to move forward. Ms. Gentles requested that WHA employees come out and speak to residents of the block so that a decision can be made for everyone involved. If there is a fee, \$20 would be acceptable, but a \$75 fee is too high. Ms. Monk reiterated Ms. Gentles' comments. She has lived at W 31st Street for over 50 years, but within the last year, it has become almost unbearable. Ms. Monk's husband cleaned from West Street to 30th Street, including WHA's lot which is across the street. There's a street bed which does not belong to WHA, but the residents were grandfathered that lot. However, over the last 2 months, WHA Security has started putting stickers on the street bed

even though it's not WHA's land. According to Ms. Monk, the neighbors have been keeping the WHA parking lot clean for years even though they are not parking there, however, the lot behind it and on it is filthy. Also, the dumpster between 30th and 1st street is overflowing with trash and Ms. Monk has provided pictures to WHA; they have requested the dumpster be moved and were told that it cannot be moved; a couple neighbors were taking pictures and were cursed out.

2. ELECTION OF OFFICERS

- a) **Nomination and Election of Chairman of the Board**
The Chairman nominated Matthew Heckles. Commissioner Heckles accepted the nomination. Commissioner Pinkett nominated Commissioner Washington. Commissioner Washington accepted the nomination.

Roll Call Vote:

	<u>Matthew Heckles</u>	<u>Steven Washington</u>	<u>Abstain</u>
Ben Cohen	X		
Betty Pinkett		X	
Earl Jeter		X	
James Spadola	X		
Jane Vincent	X		
Maureene LaFate	X		
Vincent White			X

Commissioner Matthew Heckles is elected Chairman.

- b) **Nomination and Election of Vice Chairman of the Board**
Commissioner LaFate nominated Vincent White. Commissioner V. White accepted the nomination. With no further nominations, Commissioner V. White is elected Vice Chairman.
- c) **Nomination and Election of Treasurer of the Board**
Chairman Heckles asked for nominations. Commissioner Cohen commented that the Treasurer position was removed from the updated Bylaws and no longer exists.
- d) **Nomination and Election of Secretary of the Board**
Mr. Spadola nominated Steven Washington. Commissioner Washington accepted the nomination. With no further nominations, Commissioner Washington is elected Secretary.
- e) **Designation by Chairperson of Assistant Secretary of the Board**
The Chairman will handle at a later time.

3. APPROVAL OF MINUTES (from the Regular Meeting of March 22, 2021)

The Chairman called for a motion to approve the Minutes of the March 22, 2021 Board meeting. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Fitzgerald reviewed his report. Highlights include:

- WHA was notified on March 10, 2021 that our February 24, 2021 application to HUD's Special Applications Center (SAC) for the proposed demolition-disposition of 30 units in Scattered Sites is incomplete. The application will be resubmitted. Staff has contracted EJP Consulting Group to assist and estimated submission is ~2 months.
- Development staff have been notified of funds available for Housing-Related Health Hazards Capital Funds Grant. Housing authorities can request up to \$4 Million in grant funding. Comprehensive Grants Management has been chosen to submit the application which is due May 25, 2021.
- The Procurement Policy and Procedures have been completed and training is scheduled the week of May 10, 2021.
- All hi-rise resident councils held their elections of officers for the three (3) year term of 2021 to 2024.
- COVID-19 update – Since January 26, 2021, a Housing Manager has been off work and is scheduled to return on April 15, 2021. A Southbridge employee tested positive and another employee was exposed to that person. A Park View employee tested positive and is out as well.

5. BUDGET & FINANCE REPORT

March 2021 Financial Statement

Ms. Bizune reviewed the financial report.

Operating Fund – Park View Program

Revenue

Ms. Bizune mentioned that the freight elevator is scheduled to be back in service in June 2021. Commissioner Cohen commented that there was some discussion at the Finance Committee meeting regarding the elevator coming back on-line sooner. Mr. Johnson responded that the elevator is supposed to be completed on April 30 pending an elevator inspection on March 5. This will hopefully move up the "move ins" before June.

PHAS Designation Status

Management Indicator

Commissioner V. White requested confirmation that HUD will use our 2020 scores and if that will be for allocation of funds. Ms. Bizune replied that it shouldn't impact our allocation of funds. Commissioner V. White also asked that once we come out of this pandemic, will our numbers improve or do we need an action plan to make sure we're on point. Ms. Bizune responded that the budget says we will do well unless we have additional expenses that we can't afford. Commissioner Cohen recommends adding Overall Mass and Total FASS Score to the next Finance Committee agenda so that we can develop a plan for improving Occupancy Rates and AR as well, so we can get the score up.

6. RESOLUTIONS

- a) Awarding a Contract to Rock Solid Contracting for the Rehabilitation of the Scattered Site Home at 815 W 9th Street. Presented by Andrew Johnson (Resolution 21-10)

The Chairman called for a motion to adopt Agenda Resolution 21-10. Commissioner V. White made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions on the motion.

Resolution 21-10 adopted unanimously.

- b) Authorizing the Wilmington Housing Authority to Adopt the Revised Procurement Policy. Presented by LaVerne Hanson (Resolution 21-11)

The Chairman called for a motion to adopt Agenda Resolution 21-11. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.

Resolution 21-11 adopted unanimously.

7. BOARD COMMITTEE REPORTS

- Audit Committee – No meetings have been held.
- Finance Committee – The Finance Committee met in April to consider the Finance reports, as well as the Procurement Policy. Another meeting will be held in May.
- IT Committee – The Technology Committee met in April and reviewed various technical projects.
- Development Committee – The Development Committee met in April. The Committee reviewed the resolution and are in the process of developing a more standard agenda with the ongoing issues. Commissioner V. White suggests holding a joint Finance/Development Committee meeting in the next couple of months. A tour of the Riverside site has been scheduled for Wednesday at 8:30 a.m.

8. NEW BUSINESS

- Commissioner V. White received an annual dues notice for NAHRO and requested that WHA pay this fee, which has been done in the past.

9. EXECUTIVE SESSION OF THE BOARD

- a) Discussion of Attorney-Client Privileged Communications

The Chairman called for a motion to move into Executive Session. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. Executive Session commenced at 7:08 p.m.

Executive Session adjourned at 7:24 p.m.

10. ADJOURN MEETING

The Chairman called for a motion to adjourn. Commissioner Pinkett made the motion and Commissioner J. Vincent seconded the motion. Motion carried.

The meeting was adjourned at 7:26 p.m.

ADOPTED: May 24, 2021



Steven Washington
Secretary, Board of Commissioners

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
6:00 p.m.**

MARCH 22, 2021

Present Representing the Board of Commissioners

James Spadola	Vincent White
Jane Vincent	Maureene LaFate
Steven Washington	Betty Pinkett
Ben Cohen	Earl Jeter
Matthew Heckles	

Present Representing WHA (Executive Staff):

Tom Harkless	Donna Starkey-Ford
Andrew Johnson	Rose Bizune
Anthony Sampson	Sandi Rosmini
Frank Eirich	Tyrone Malcom
Nancy Clark (scribe)	LaVerne Hanson

Other

Lauren Russell – General Counsel, YCST
Ryan Bailey – Pennrose
Chelsea Liedstrand – EJP
Chris Lamb – Troutman Pepper

The meeting was called to order at 6:03 p.m. Chairman Spadola called for the roll. A quorum was established to proceed with the Public Session.

1. PUBLIC COMMENT – None

The Chairman called for a motion to move into Executive Session. Commissioner V. White made the motion and Commissioner Washington seconded the motion. Executive Session commenced at 6:05 p.m.

2. EXECUTIVE SESSION OF THE BOARD

- a) Discussion of the New Executive Director

Executive Session adjourned at 6:32 p.m.

Commissioner V. White made a motion that the WHA Board of Commissioners authorize the hiring of Mr. Ray Fitzgerald as the WHA Executive Director and Commissioner Cohen seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.

AYES

James Spadola
Betty Pinkett
Earl Jeter
Jane Vincent
Maureene LaFate
Ben Cohen
Vincent White
Matthew Heckles

NAYS

ABSENT

Steven Washington

3. APPROVAL OF MINUTES (from the Regular Meeting of February 22, 2021)

The Chairman called for a motion to approve the Minutes of the February 22, 2021 Board meeting. Commissioner V. White made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Harkless reviewed his report. Highlights include:

- WHA was notified on March 10, 2021 that our February 24, 2021 application to HUD's Special Applications Center (SAC) for the proposed demolition-disposition of 30 units in Scattered Sites is incomplete. The application will be resubmitted.
- MaryAnn Russ is in the final stages of updating the Procurement and Personnel policies. The Procurement policy will probably be presented at the April Board Meeting and the Personnel policy around May/June. Once complete, training will be provided for Staff.
- The monthly HUD call is scheduled on March 23, 2021. Maria Bynum (HUD's Field Office Director for Delaware) will participate to address a delinquent portability claim.
- The implementation of bank lockboxes is ~2 months away.
- COVID-19 update – only 1 staff person out at this time. Commissioner Washington had a concern regarding COVID precautions at Crestview...people were just walking in. Mr. Harkless and Ms. Rosmini addressed his concern.

- Resident Council elections started in March.
- Staff have contacted several housing authorities that operate Homeownership programs to see what follow-up they do. After research is completed, it will be reviewed with the Board of Commissioners.

5. OTHER

The Chairman announced that next month will be his last meeting as Chair, as well as on the Board.

6. BUDGET & FINANCE REPORT

February 2021 Financial Statement

Ms. Bizune reviewed the financial report.

7. RESOLUTIONS

- a) Authorizing the Approval of the Wilmington Housing Authority Operating Budgets. Presented by Rosemarie Bizune (Resolution 21-04)

Commissioner Cohen moved for the adoption of 21-04 as written and Commissioner V. White seconded the motion. If there are any changes, it will be amended as needed. The Chairman asked for questions on the motion.

Resolution 21-04 adopted unanimously.

- b) Authorizing the Wilmington Housing Authority to Make a \$150,683 Predevelopment Loan to Phase 2 of the Riverside Development. Presented by Andrew Johnson (Resolution 21-06)

The Chairman called for a motion to adopt Agenda Resolution 21-06. Commissioner Cohen made the motion and Commissioner V. White seconded the motion. The Chairman asked for questions on the motion.

Resolution 21-06 adopted unanimously.

- c) Authorizing the Wilmington Housing Authority to Rescind Resolution 20-16. Presented by Andrew Johnson (Resolution 21-07)

The Chairman called for a motion to adopt Agenda Resolution 21-07. Commissioner V. White made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions on the motion.

AYES

James Spadola
Betty Pinkett
Earl Jeter
Jane Vincent
Maureene LaFate
Steven Washington
Vincent White
Ben Cohen

NAYS

ABSENT

Matthew Heckles

Resolution 21-07 adopted.

- d) Authorizing the Wilmington Housing Authority to 25 Additional Housing Choice Project Based Vouchers to Phase 2 of the Riverside Development. Presented by Andrew Johnson (Resolution 21-08)

The Chairman called for a motion to adopt Agenda Resolution 21-08. Commissioner J. Vincent made the motion and Commissioner Washington seconded the motion. The Chairman asked for questions on the motion.

Commissioner V. White asked Mr. Johnson to provide background on the difference between 21-08 and 21-07 in the reading of the motion.

The Chairman asked how this will affect the Riverside residents. Mr. Johnson replied that Pennrose has 25 Project Based Vouchers so Pennrose can go on the list or move people that are on the Riverside redevelopment site now into these units. Commissioner J. Vincent asked for clarification that once a resident would move in and take advantage of one of the Project Based Vouchers, if they move out to another property, they would not be able to take the voucher with them. Mr. Johnson confirmed. Commissioner V. White reminded everyone that we rescinded the other vouchers in place of this one to give the project a better chance of being fully funded. Commissioner Washington inquired if residents that are being asked to vacate now up until the phase is complete, will they have to use their voucher? Mr. Johnson responded that no one has been asked to vacate. If we vacate under Section 18 Riverside, those people could take that voucher and go wherever they want; they don't have to come back or they could come back on the same voucher. They would have the opportunity to move into the new, if they are in good standing at that time.

AYES

James Spadola
Betty Pinkett
Earl Jeter
Jane Vincent
Maureene LaFate
Steven Washington
Vincent White
Ben Cohen

NAYS**ABSENT**

Matthew Heckles

Resolution 21-08 adopted.

- e) Authorizing the Wilmington Housing Authority to Submit a Section 18 Disposition Application to HUD for Phase 2 of the Riverside Development. Presented by Andrew Johnson (Resolution 21-09)

The Chairman called for a motion to adopt Agenda Resolution 21-09. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion.

Commissioner V. White mentioned that this is the matter where we're trying to get some clarity on our disposition application. Ms. Liedstrand responded that this is just a disposition for the land to remove it as public housing and allow it to be redeveloped as a mixed finance property for the Riverside Phase 2 development so it's just a technical application.

Resolution 21-09 adopted unanimously.**8. BOARD COMMITTEE REPORTS**

- Audit Committee – No report
- Finance Committee – The Finance Committee met multiple times during the past month regarding the budget and plans to meet again in April in advance of the April Board Meeting
- IT Committee – The Technology Committee met in March and plans to meet again in April.
- Development Committee – Commissioner V. White mentioned that 5 resolutions were just approved which were discussed at the Development Committee and we will continue to monitor the development process.

9. ADJOURN MEETING

The Chairman called for a motion to adjourn. Commissioner Cohen made the motion and Commissioner J. Vincent seconded the motion. Motion carried.

The meeting was adjourned at 7:20 p.m.

ADOPTED: April 26, 2021

A handwritten signature in cursive script, appearing to read "Steven Washington", written over a horizontal line.

**Steven Washington
Secretary, Board of Commissioners**

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
6:00 p.m.**

FEBRUARY 22, 2021

Present Representing the Board of Commissioners

James Spadola	Vincent White
Jane Vincent	Maureene LaFate
Steven Washington	Betty Pinkett
Ben Cohen	Earl Jeter

Present Representing WHA (Executive Staff):

Tom Harkless	Irmina Williams
Andrew Johnson	Rose Bizune
Anthony Sampson	Sandi Rosmini
Bola Odueke	Tyrone Malcom
Nancy Clark (scribe)	

Other

Brent Shaffer, Lauren Russell – General Counsel, YCST
Nathan Schuss – Harper Capital

The meeting was called to order at 6:03 p.m. Chairman Spadola called for the roll. A quorum was established to proceed with the Public Session.

PUBLIC COMMENT – None

1. APPROVAL OF MINUTES (from the Regular Meeting of January 25, 2021)

The Chairman called for a motion to approve the Minutes of the January 25, 2021 Board meeting. Commissioner J. Vincent made the motion and Commissioner Pinkett seconded the motion. The Chairman asked for questions. With no questions from the Board, the Chairman called for the vote. Motion carried.

2. EXECUTIVE DIRECTOR'S REPORT

Mr. Harkless reviewed his report. Highlights include:

- Started meeting w/ staff to identify our Scattered Site property and what condition they are in. Recommendations on what we propose to do will be brought to the Board in ~60 days.
- MaryAnn Russ is working on the Procurement and Personnel policies. Once complete, training will be provided for Staff. Commissioner J. Vincent asked if there is any further Board action as they are updated. Mr. Harkless responded that the Public Housing Admission and Continued Occupancy and Section 8 Administrative policies have been completed which were part of the Annual and 5-Year Plan. The others will come to the Board for approval.
- Finance is working with the bank for lockbox for rent collections.
- COVID-19 Update:
 - Thermometers (kiosk & handheld)
 - Bi-weekly cleaning at WHA (Ms. Rosmini will present the resolution)
 - Sixteen employees tested positive. Commissioners Washington asked if we reach out to our employees who test positive. Mr. Harkless confirmed.
 - Commissioner Washington also asked about cleaning for all tenants who test positive (not just the elderly). Ms. Rosmini replied that we clean the apartments for all residents who test positive and let us know. This is done through the CARES Act.
 - First dose vaccinations have been given at Park View, Crestview, Baynard, Compton and Herlihy. So far, 152 elderly have received the shot. The 2nd shot has been scheduled within 2 weeks. Commissioner LaFate asked how many seniors are remaining to get vaccinated. Ms. Rosmini will follow-up.

3. PUBLIC COMMENT UPDATE FROM JANUARY 25, 2021 BOARD MEETING

Mr. Harkless provided an update regarding Ms. Jacklyn Gentles' request for parking. The plan is to stripe the parking lot (once the weather breaks) and determine how many spaces will be committed to residents and how many would be available for others. We are proposing to rent the extra spaces (~\$2/day) on a first-come, first-served basis. We will not tow cars at this time.

4. BUDGET & FINANCE REPORT

January 2021 Financial Statement

Ms. Bizune reviewed the financial report.

CARES Act Funding Budget

Debit Cards

Ms. Bizune provided an update on the debit cards. We had 1480 and spent 868, 612 are on hand at \$100/card for a value of \$61,200.

CARES Act Funding Budget

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5. RESOLUTIONS

Electing Additional Directors of WRC Board and Also to Authorize Entering Into an Engagement Letter with Dwight Capital for the Application to HUD for the Interest Rate Modification Regarding the Existing Mortgage Loan that Finances The Park View – Presented by Rosemarie Bizune. (Resolution 21-03)

The Chairman called for a motion to adopt Agenda Resolution 21-03. Commissioner J. Vincent made the motion and Commissioner LaFate seconded the motion. The Chairman asked for questions on the motion.

Mr. Harkless asked if this is a 30-year deal. Mr. Schuss (CEO - Harper Capital) responded that this is a modification of the existing 35-year fully amortizing mortgage that was closed almost 2 years ago. Mr. Schuss explained that Harper Capital was the underwriter for the loan and Dwight Capital is the servicer for the loan. Dwight Capital currently services all Harper Capital loan transactions.

AYES

James Spadola
Betty Pinkett
Earl Jeter
Jane Vincent
Maureene LaFate
Steven Washington
Vincent White

NAYS

ABSTENTIONS

Ben Cohen

Resolution 21-03 adopted.

Authorizing the Approval of the Wilmington Housing Authority Operating Budgets – Presented by Rosemarie Bizune. (Resolution 21-04)

Ms. Bizune requested that we will withdraw this resolution in order to review with the Board. Budget Meetings for the Board are planned on March 3 and March 10. Commissioner Cohen commented that this is the budget for the upcoming fiscal year beginning April 1. It needs to be approved during the month of March and recommended that the Board members be familiar with the budget prior to voting on it. If there are any modification requests, send them in advance to Commissioner Cohen and Ms. Bizune. Any changes will be reviewed at the March 17 Finance Committee Meeting and then presented to the Board on March 22.

Resolution 21-04 tabled.

Authorizing the Execution of a Contract for COVID-19 Sanitizing and Disinfecting of WHA Properties – Presented by Ms. Rosmini. (Resolution 21-05)

The Chairman called for a motion to adopt Agenda Resolution 21-05. Commissioner Cohen made the motion and Commissioner Washington seconded the motion. The Chairman asked for questions on the motion.

Resolution 21-05 adopted unanimously.

6. BOARD COMMITTEE REPORTS

- Audit Committee – No report
- Finance Committee – The Finance Committee met last week and will meet again in March. Reviewed the financial reports and resolutions.
- IT Committee – The Technology Committee met last week and will meet again in March.
- Development Committee – The Development Committee met February 16. Discussed Section 32 property; still in progress. Commissioner V. White will connect with the Chairman after the meeting to provide an update.

7. NEW BUSINESS

Commissioner LaFate shared that she is a community member of the NCSE Organization in Northeast Wilmington. REACH Riverside reached out for help. They are doing a survey and wanted to reach the community in which NCSE represents. REACH Riverside are offering an incentive to get people to participate. Following a discussion with Legal, Commissioner LaFate assisted but did not participate in taking a gift card.

8. ADJOURN MEETING

The Chairman called for a motion to adjourn. Commissioner Pinkett made the motion and Commissioner LaFate seconded the motion. Motion carried.

The meeting was adjourned at 6:52 PM.

ADOPTED: March 22, 2021



**Steven Washington
Secretary, Board of Commissioners**