



REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON, NORTH CAROLINA

August 2, 2022
4:00 p.m.

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held at Rankin Place Terrace, 415 N 12th Street, Wilmington, NC.

Commissioners Present: Jeff Hovis, Chair
Nancy Guyton, Vice Chair
Lee Backston, Commissioner
Stuart Franck, Commissioner
Bryan Greene, Commissioner
Livian Jones, Commissioner
Betsy Kahn, Commissioner

Others Present: Tyrone Garrett, CEO
Vernice Hamilton, Sr. VP/Administration and Human Resources
Kinteh Darboe, Senior Vice President/Chief Financial Officer
John Batey, Senior Vice President of Operations & Development
Chauntrell Burns, Procurement Manager
Collese Morris, Director of Property Management
Hattie McIver, Director of Resident Services
Julia Shaw, Administrative Manager

The meeting was called to order by Commissioner Hovis at 4:07 p.m. pursuant to the Public Notice.

1. Roll Call

Roll call was taken and a quorum was present.

2. Approval of Agenda

Mr. Garrett asked that Resolution No. 1499 and a closed session be added. A copy of Resolution No. 1499 was handed out. The agenda was reviewed, the motion to approve the agenda with the noted additions was made by Commissioner Guyton, seconded by Commissioner Jones and unanimously approved.

3. Old Business

Minutes of the July 12, 2022 WHA Board of Commissioners Annual Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Jones and unanimously passed.

4. New Business

- **Community Outreach and Resident Relations Committee**

Commissioner Kahn reported in Commissioner Johnson's absence. The committee met on July 7th, WHA staff reported updates and the Housing Taskforce also reported. While crime overall on sites remains low, breaking and entering vacant units continues to be an issue. There was a second arson at

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Creekwood. Both have been outside and children or teenagers are suspected.

Four residents are now members of the landscaping team.

Commissioner Backston reiterated there is a need for resident surveys, that the Board is missing part of their oversight function. Commissioner Guyton said the Resident Advisory Board is a good way to get feedback. Commissioner Backston said they have asked “continually” for that to be up and running. The Resident Advisory Board is not staff managed, they are independent and self-governed.

- **Real Estate Development Committee**

Mr. Garrett gave an update regarding his meeting with Telesis. They have a development partner and have received an extension for submitting a financial plan. They are request Project-Based Vouchers. They will come back with a proforma and there will be further discussions.

Mr. Garrett said that we are awaiting an MOA from Related Urban, development partners for Hillcrest.

- **Policy, Administration and Finance**

Commissioner Franck reported that the committee met, there was a quorum, April – June 2022 financial statements were reviewed, and several resolutions were recommended for approval. WHA is getting caught up on bills and is making increased efforts to collect late rent. Mr. Garrett said that he has instituted monthly site reports on rent collection. Also, inspections are done during recertification but will be done again 6 months later.

5. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1494 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Beginning April 1, 2022 and Ended June 30, 2022

Resolution No. 1495 – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Beginning April 1, 2022 and Ended June 30, 2022

Resolution No. 1496 – Resolution Approving the Bills for the Period Beginning April 1, 2022 and Ended June 30, 2022

PROCUREMENT RESOLUTIONS

Resolution No. 1497 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Refuse Collection with Waste Industries, LLC DBA GFL Environmental in an Amount not to Exceed \$135,000 over Three Years

Resolution No. 1498 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Plumbing Services with Watson Electrical Construction Company in an Amount Not to Exceed \$300,000 over Three Years

A motion by Commissioner Kahn was seconded by Commissioner Jones and approved unanimously.

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ADMINISTRATIVE RESOLUTION

Resolution No. 1499 – Resolution Authorizing the Chief Executive Officer to Convert 265 Housing Choice Vouchers to Project Based Vouchers to Project Based Vouchers

Mr. Garrett said that 20% of HCVs may be allocated to become Project Based Vouchers (PBV). Utilization of PBVs avoids recapture of funds by HUD and creates affordable housing quickly.

It was noted that the correct number of vouchers to be allocated is 265. A motion by Commissioner Greene was seconded by Commissioner Guyton and approved unanimously with the noted correction.

6. Department Updates

- **Housing Choice Voucher**
Nothing additional.

- **Property Management**
Ms. Morris reported that Property Management has five new employees. There's a new manager at Houston Moore.

Mr. Garrett added that the landscape team is now on a rotating schedule.

- **Community Engagement**
Ms. McIver reported that 11 families moved the Resident Services Department continues to assist families displaced and returning to units on a daily basis.

7. CEO Update

Nothing additional.

8. Other Business

Ms. Hamilton said that staff is working on getting the Little Free Libraries up and running again. 9 new have been hired and two more are in the process.

9. Closed Session

Commissioner Guyton made a motion to go into closed session, pursuant to NCGS 143-318.11 (a)(4), to discuss a real estate matter. this was seconded by Commissioner Kahn and passed unanimously.

Commissioner Kahn made a motion to come out of closed session, this was seconded by Commissioner Guyton and passed unanimously.

10. Adjournment

A motion to recess the meeting and continue it on Thursday, August 4th, 2022 at 11:00 a.m. was made by Commissioner Guyton, seconded by Commissioner Kahn and passed unanimously.

(SEAL)


Tyrone Garrett, JD
Secretary and Chief Executive Officer



REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON, NORTH CAROLINA

August 4, 2022
4:00 p.m.

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held remotely by RingCentral.

Commissioners Present:

Jeff Hovis, Chair
Nancy Guyton, Vice Chair
Lee Backston, Commissioner
Hollis Briggs, Commissioner
Stuart Franck, Commissioner
Bryan Greene, Commissioner
Livian Jones, Commissioner
Betsy Kahn, Commissioner

Others Present:

Tyrone Garrett, CEO
Vernice Hamilton, Sr. VP/Administration and Human Resources
Kinteh Darboe, Senior Vice President/Chief Financial Officer
John Batey, Senior Vice President of Operations & Development
Julia Shaw, Administrative Manager

1. Call to Order

The recessed meeting of the Housing and Economic Opportunities, Inc. Board of Directors was called to order at 11:04 a.m. by Director Hovis pursuant to an announcement made at the August 2nd, 2022 meeting.

2. Roll Call

Roll was called and a quorum was present.

3. Closed Session

Commissioner Guyton made a motion to go into closed session, pursuant to NCGS 143-318.11 (a)(4), to discuss a real estate matter. this was seconded by Commissioner Kahn and passed unanimously.

Commissioner Kahn made a motion to come out of closed session, this was seconded by Commissioner Guyton and passed unanimously.

Resolution No. 1499 – Resolution Authorizing the Chief Executive Officer to Convert 265 Housing Choice Vouchers to Project Based Vouchers to Project Based Vouchers

A motion made by Commissioner Greene to approve resolution No. 1499 was seconded by Commissioner Kahn and passed unanimously.

Resolution No. 1500 – Resolution Authorizing the Chief Executive Officer to Exercise Right of First

WHA Board of Commissioners



Refusal and Purchase Village at Greenfield Apartments

A motion made by Commissioner Guyton to approve resolution No. 1500, with proposed language added, was seconded by Commissioner Jones and passed unanimously.

4. Recess

A motion to recess the meeting and continue it on Thursday, August 9th, 2022 at 10:00 a.m. was made by Commissioner Kahn, seconded by Commissioner Greene and passed unanimously.



Tyrone Garrett, JD
Secretary and Chief Executive Officer

(SEAL)

A faint, circular official seal is visible in the background, partially obscured by the signature and text. It appears to contain the text "OFFICE OF THE SECRETARY AND CHIEF EXECUTIVE OFFICER" around the perimeter.



REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON, NORTH CAROLINA

August 9, 2022
4:00 p.m.

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held remotely by RingCentral.

Commissioners Present:

Jeff Hovis, Chair
Nancy Guyton, Vice Chair
Lee Backston, Commissioner
Hollis Briggs, Commissioner
Stuart Franck, Commissioner
Bryan Greene, Commissioner
Livian Jones, Commissioner
Betsy Kahn, Commissioner

Others Present:

Tyrone Garrett, CEO
Vernice Hamilton, Sr. VP/Administration and Human Resources
Kinteh Darboe, Senior Vice President/Chief Financial Officer
John Batey, Senior Vice President of Operations & Development
Julia Shaw, Administrative Manager

1. Call to Order

The recessed meeting of the Housing and Economic Opportunities, Inc. Board of Directors was called to order at 10:00 a.m. by Director Hovis pursuant to an announcement made at the August 4th, 2022 meeting.

2. Roll Call

Roll was called and a quorum was present.

3. New Business

None at this time.

4. Adjournment

A motion to adjourn the meeting was made by Commissioner Kahn, seconded by Commissioner Greene and passed unanimously.



Tyrone Garrett, JD
Secretary and Chief Executive Officer

(SEAL)