



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

November 1, 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 12<sup>th</sup> Street, Wilmington, NC.

**Commissioners Present:**

- Jeff Hovis, Chair
- Lee Backston, Commissioner
- Hollis Briggs, Commissioner
- Livian Jones, Commissioner
- Betsy Kahn, Commissioner

**Others Present:**

- Tyrone Garrett, CEO
- Vernice Hamilton, Sr. VP/Administration and Human Resources
- Kinteh Darboe, Senior Sr. Vice President/Chief Financial Officer
- John Batey, Senior Sr. Vice President of Operations & Development
- Chauntrell Burns, VP of Procurement
- Zorya Elkins, VP of Housing Choice Voucher
- Helen Sidberry, Deputy VP of Property Management
- Hattie McIver, Director of Resident Services
- Julia Shaw, Administrative Manager

**1. Call to Order**

The meeting was called to order by Commissioner Hovis at 4:13 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 was reviewed, the motion to approve the agenda with the noted additions was made by Commissioner Kahn, seconded by Commissioner Franck and unanimously approved.

**4. Old Business**

Minutes of the October 4, 2022 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Kahn, seconded by Commissioner Jones and unanimously passed.

**5. New Business**

- **Community Outreach and Resident Relations Committee**

Commissioner Kahn reported that the committee met and there was a quorum. No residents or public were present. WHA staff reported updates and the Housing Taskforce also reported. Crime continues on a downward trend.

- **Real Estate Development Committee**

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Mr. Garrett reported that Telesis has received an extension to the financial portion of the RAD application for Jervay. Discussions with them will continue.

- **Policy, Administration and Finance**

Commissioner Franck reported that the committee met and there was a quorum. Discussion included recertification for tax credit properties, tenant receivables, and the ERAP cap on the funds being used by the county to assist paying hotel bills for some of the displaced residents. Resolutions were recommended for approval.

## 6. Resolutions

### FINANCIAL RESOLUTIONS

**Resolution No. 1508** – Resolution Approving the Bills for the Period Beginning July 1, 2022 and Ended September 30, 2022

**Resolution No. 1509** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Beginning July 1, 2022 and Ended September 30, 2022

**Resolution No. 1510** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Beginning July 1, 2022 and Ended September 30, 2022

A motion by Commissioner Kahn to approve Resolutions Numbered 1508, 1509, and 1510 was seconded by Commissioner Franck and passed unanimously.

**Resolution No. 1511** – Resolution Approving Payment to ShotSpotter in the Amount of \$56,800 to Maintain the Safety of the Sites

A motion by Commissioner Kahn to approve Resolution No. 1511 was seconded by Commissioner Greene and passed unanimously.

**Resolution No. 1513** – Resolution Accepting the Creekwood South, LLC Audited Financial Statements for the Fiscal Year Ended March 31, 2021

A motion by Commissioner Kahn to approve Resolution No. 1513 was seconded by Commissioner Briggs and passed unanimously.

### HOUSING CHOICE VOUCHER RESOLUTION

**Resolution No. 1512** – Resolution Authorizing Change to the Housing Choice Voucher Program Payment Standards Schedule to Reflect 112% of 2023 HUD Fair Market Rents Effective January 1, 2023

A motion by Commissioner Kahn to approve Resolution No. 1512 was seconded by Commissioner Franck and passed unanimously.

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**POLICY RESOLUTION**

**Resolution No. 1514** – Resolution Approving the Addition of an Addendum to the Personnel Policy Clarifying HUD Regulations for the Handling of Personally Identifiable Information

Ms. Hamilton said that this addendum will be distributed to all staff and included in an updated Personnel Policy.

**7. Department Updates**

- **Housing Choice Voucher**  
Nothing additional to report.
- **Property Management**  
Ms. Sidberry said that Property Managers are working with residents on payment plans.
- **Community Engagement**  
Nothing additional to report.

**8. Other Business**

Nothing at this time.


**9. CEO Update**

Mr. Garrett reported that WHA is bringing in another Housing Authority to assist staff catch up with recertifications of tax credit properties. This must be completed by December 31<sup>st</sup>.

**10. Adjournment**

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

(SEAL)

  
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Tyrone Garrett, JD  
Chief Executive Officer and Secretary