



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

July 12, 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  
Nancy Guyton, Vice Chair  
Hollis Briggs, Commissioner  
Stuart Franck, Commissioner  
Bryan Greene, 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  
Francis Vicere, Controller  
Zorya Elkins, Director of Housing Choice Voucher  
Chauntrell Burns, Procurement Manager  
Collese Morris, Director of Property Management  
Julia Shaw, Administrative Manager  
Amy Passaretti, Port City Daily

The meeting was called to order by Commissioner Hovis at 4:08 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 addition of Resolution No. 1494 was made by Commissioner Franck, seconded by Commissioner Guyton and unanimously approved.

**5. Old Business**

Minutes of the June 7, 2022 WHA Board of Commissioners Annual Meeting were reviewed, the motion to approve minutes was made by Commissioner Guyton, seconded by Commissioner Briggs and unanimously passed.

**6. New Business**

- **Community Outreach and Resident Relations Committee**  
Commissioner Kahn reported in Commissioner Johnson's absence. The committee met on July 7<sup>th</sup>, WHA staff reported updates and the Housing Taskforce also reported. While crime overall on sites

remains low, breaking and entering vacant units has been an issue.

- **Real Estate Development Committee**

Commissioner Franck reported that the committee met and there was a closed session to discuss a real estate matter. Mr. Garrett gave an update on the Telesis RAD conversion for which WHA issued a CHAP. Mr. Garrett also met with Related Urban for preliminary discussions on Hillcrest redevelopment. He has requested an MOA and there will be another meeting in August.

- **Policy, Administration and Finance**

Commissioner Franck reported that the committee met, there was a quorum, March financial statements were reviewed, and several resolutions were recommended for approval.

## 7. Resolutions

### FINANCE RESOLUTIONS

**Resolution No. 1487** – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Beginning March 1, 2022 and Ended March 31, 2022

This represents WHA unaudited financial statements for March 1, 2022 through March 31, 2022 which have been submitted to HUD and will be audited by an outside firm.

A motion and second from committee was approved unanimously.

**Resolution No. 1488** – Resolution Approving the Creekwood South, LLC Financial Statements for the Period Beginning March 1, 2022 and Ended March 31, 2022

This represents Creekwood South, LLC unaudited financial statements for March 1, 2022 through March 31, 2022 which have been submitted to HUD and will be audited by an outside firm.

A motion and second from committee was approved unanimously.

**Resolution No. 1491** – Resolution Approving the Bills for the Period Beginning March 1, 2022 and Ended March 31, 2022

This is a list of all bills paid by WHA for the Period of March 1, 2022 though March 31, 2022.

A motion and second from committee was approved unanimously.

### PROCUREMENT RESOLUTIONS

**Resolution No. 1492** – Resolution Authorizing the Chief Executive Officer to Execute Multiple Contracts for Mold Remediation and Restoration of Public Housing Units in an Amount not to Exceed \$3,157,560

This resolution represents multiple contracts to include remediation and reconstruction of effected units across all WHA sites.

WHA Board of Commissioners



A motion and second from committee was approved unanimously.

**Resolution No. 1493** – Resolution Authorizing the Chief Executive Officer to Execute a Contract with The Banks Law Firm, P.A. for Legal Services in an Amount not to Exceed \$240,000

This resolution represents a contract for legal services with the Banks Law Firm.

Mr. Garrett clarified that this is over the course of three years.

A motion and second from committee was approved unanimously.

**Resolution No. 1494** – Resolution Authorizing the Chief Executive Officer to Submit an Application for North Carolina Public Housing Recovery Funds from the North Carolina Office of Recovery and Resiliency (NCORR)

This is a resolution stating that the Board of Commissioners are aware of and supports the application by WHA to NCORR for public housing recovery funds.

A motion by Commissioner Guyton was seconded by Commissioner Briggs and approved unanimously.

## 8. Department Updates

- **Housing Choice Voucher**

Ms. Elkins said that 22 vouchers have been issued to displaced residents.

- **Property Management**

Ms. Morris reported that her department has been working closely with HCV and Resident Services to help displaced residents return to units, whether they be public housing or with a voucher. Property Management has also reinstituted housekeeping inspections and payment plans for late rent.

- **Community Engagement**

Ms. McIver reported that 13 families are moving back to units in the next couple of weeks and 5 families are moving into private units using a voucher.

## 10. CEO Update

Mr. Garrett presented a 60-Day Assessment which is based on 90-Day Action Plans developed by leadership staff in the first weeks of his administration. There will be another such report in 60 days. This reporting will utilize dashboards and will be updated on a regular basis. Of 150, 16 units can be turned in-house and 31 require additional funding beyond the City and County loans. Rent collection is currently around 45% but payment plans are being established and there are increased efforts to collect late rent. Non-emergency work orders should be completed in 7 days, unit turns should not take more than 13 days.

## 11. Other Business

Nothing additional.

**10. Adjournment**

A motion to adjourn the meeting of the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina was made by Commissioner Guyton, seconded by Commissioner Kahn and passed unanimously.



Tyrone Garrett, JD  
Secretary and Chief Executive Officer

(SEAL)