



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

October 4, 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
- Lee Backston, Commissioner
- Hollis Briggs, Commissioner
- Bryan Greene, Commissioner
- Joan Johnson, 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 4:04 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 Backston, seconded by Commissioner Briggs and unanimously approved.

4. Old Business

Minutes of the September 13, 2022 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Kahn, seconded by Commissioner Backston and unanimously passed.

5. New Business

- **Community Outreach and Resident Relations Committee**

Commissioner Jones reported that the committee met on September 27th and there was a quorum. No residents or public were present. WHA staff reported updates and the Housing Taskforce also reported. Crime overall on sites remains lower than the same time last year.

- **Real Estate Development Committee**

Commissioner Greene said that the committee met and there was a quorum. Items covered included a Solomon Towers RAD conversion, Houston Moore redevelopment, meeting with Hillcrest development partners, Jervay RAD status and discussion with Telesis.

- **Policy, Administration and Finance**

Commissioner Briggs said that the committee met and there was a quorum. Resolutions were recommended for approval.

Mr. Garrett said that regarding Resolution 1506, any unused portion will be allocated differently in future budgets.

6. Resolutions

FINANCE RESOLUTION

Resolution No. 1504 – Resolution Approving the Bills for the Period Beginning August 1, 2022 and Ended August 30, 2022

A motion from Committee was passed unanimously.

Resolution No. 1505 – Resolution Authorizing the Write-Off of Residents' Accounts Receivable in the Amount of \$31,557.14 for the Period Started April 1, 2022 and Ended June 30, 2022

A motion from Committee was passed unanimously.

PROCUREMENT RESOLUTIONS

Resolution No. 1506 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Bedbug Treatment Services in an Amount Not to Exceed \$200,000 over Two Years with Bug-N-a-Rug Exterminators

A motion from Committee was passed unanimously.

Resolution No. 1507 – Resolution Authorizing the Chief Executive Officer to Execute a Contract for Pest Control Services with Clegg's Pest Control in an Amount of \$72,848 for the First Year and \$76,140 for the Second Year for a Total Amount Not to Exceed \$148,988 Over Two Years

A motion from Committee was passed unanimously.

7. Department Updates

- **Housing Choice Voucher**

Ms. Elkins said that 82 vouchers have been distributed to eligible displaced families.

Staff is undergoing training and testing.

- **Property Management**

Ms. Sidberry said that Property Management is working with the ROTC department to assist displaced families return to units or receive a voucher.

- **Community Engagement**

Ms. McIver reported that there are 118 families in hotel and corporate apartments, 5 should be moved into a unit this week.

Mr. Garrett explained that the testing process has been averaging about a 60% pass rate. Once a unit passes, it should be 3-4 weeks until the unit is ready. When a unit doesn't pass, the contractor determines the issue and addresses it, and there is another post-inspection test.

Some initial communications with contractors were ironed out and we're now picking up the pace.

8. Other Business

Mr. Batey said that 26 units are scheduled for post-remediation testing this week and, based on the current trend, 18 should pass.

9. CEO Update

Mr. Garrett showed an example of an employee evaluation form. Clear measures will be in place for staff.

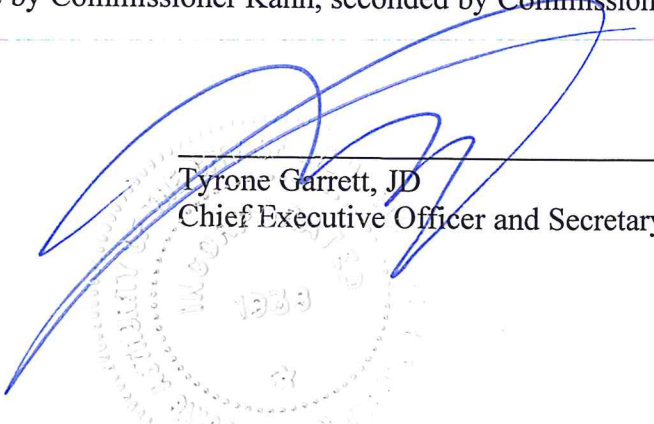
Unit remediation is picking up momentum.

Commissioner Johnson said that she wants to thank Mr. Garrett because everything he's said he will do, he's done.

10. Adjournment

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

(SEAL)



Tyrone Garrett, JD
Chief Executive Officer and Secretary