



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

May 2, 2023  
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  
Joan Johnson, Commissioner  
Livian Jones, Commissioner  
Betsy Kahn, Commissioner  
Kevin Littlejohn, Commissioner

**Others Present:** Tyrone Garrett, CEO  
Vernice Hamilton, Sr. VP of Administration and Human Resources  
Kinteh Darboe, Sr. VP of Finance and Administration/CFO  
John Batey, Senior Sr. Vice President of Operations & Development  
Chauntrell Burns, VP of Procurement  
Jasmine Henry, Jobs Plus Manager  
Julia Shaw, Administrative Manager

**1. Call to Order**

The meeting was called to order by Commissioner Hovis at 4:01 p.m. pursuant to the Public Notice.

**2. Roll Call**

Roll call was taken and a quorum was present.

**3. Approval of Agenda**

Commissioner Guyton asked that Other Business be moved ahead of Executive Session. The agenda was reviewed, a motion to approve the agenda with the noted change was made by Commissioner Kahn, seconded by Commissioner Briggs and unanimously approved.

**4. Old Business**

Minutes of the April 4<sup>th</sup>, 2023 meeting were reviewed. The motion to approve the minutes was made by Commissioner Briggs, seconded by Commissioner Kahn, and passed unanimously.

**5. New Business**

• **Community Outreach and Resident Relations Committee**

Commissioner Hovis said the many residents attended the meeting at Houston Moore and ten spoke. Mr. Garrett added that the topic was primarily mold and work orders. A plan was recently put in place to create a push to complete work orders, and then immediately follow up with inspections. This identified some housekeeping issues, and some moisture and ventilation issues that were investigated and addressed.

Prior to the new, limited Scope of Work (SOW), there were 33 units completed at Houston Moore. A



mold-certified staff person is going into each unit to assess any mold conditions.

Mr. Garrett also reported that a SOW has been completed for the laundry room fire which was set by a minor.

- **Finance and Development Committee**

Commissioner Franck said that the committee reviewed the inducement resolution for issuance of multifamily housing revenue bonds for Tidewater Townhomes. The amount has increased from \$18 million to \$20 million and this is reflected in the resolution.

The list of bills was also reviewed, and it was noted that as vendors wrap up billing for remediation and rehabilitation of units, monthly costs will come down and level out.

There was some discussion about the renewal of Yardi. Commissioner Johnson felt that the cost is too high for what staff gets out of the system. Mr. Garrett said that staff needs additional training. Mr. Darboe added that Yardi is the premier software in the industry and has functions to assist with compliance which other options do not. Commissioner Franck asked that a review of effective employee usage of Yardi be reviewed in 6 months.

## 6. Resolutions

### FINANCIAL RESOLUTIONS

- Resolution No. 1538 Approving the March 2023 Bills

A motion from Committee to approve Res. No. 1538 to the full Board was passed unanimously.

- Resolution 1540 Approving Yardi Systems Renewal of Annual License and User Fees in an Amount not to Exceed \$80,000

A motion Committee to approve Resolution 1540 was passed unanimously.

- Resolution No. 1541 Giving Preliminary Approval to Issuance of Multifamily Housing Revenue Bonds to Finance Tidewater Townhomes

A motion from Committee to approve Resolution 1541 was passed unanimously.

## 7. Department Updates

- Housing Choice Voucher
- Property Management

Mr. Garrett reported for both departments.

A compliance position has been created and there are some shifts in staff occurring to address the recertifications. Zorya Elkins will be the new Sr. VP of Compliance and Housing Operations. Two HCV staff will be shifted into leadership roles within that department. The goal is to offset the recertification backlog by October 31<sup>st</sup>. By June 1, it will be determined what staffing changes may need to be made.

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Work order backlog must be caught up by July 31<sup>st</sup>. This will require 20 backlogged work orders completed each week in addition to regular work orders. Emergency work orders are still to be completed within 24 hours.

Reinspection of the 33 pre-revised SOW units at Houston Moore will be complete by the end of May.

12 staff will complete Executive Director training with the goal of gaining insight into the why things must be done a certain way.

5 staff have completed Maintenance Certification training.

Formal evaluations begin on July 1<sup>st</sup>. Check-ins are encouraged every three months.

An RFQ has been completed for a staffing agency to work with individuals re-entering the workforce.

#### **8. CEO Updates**

Nothing additional.

#### **9. Other Business**

Nothing additional.

#### **10. Recess**

A motion to recess the meeting until the conclusion of the HEO and Glover Board meetings was made by Commissioner Guyton, seconded by Commissioner Greene and passed unanimously.

#### **11. Call to Order**

Commissioner Hovis called the meeting back to order at 5:02 p.m.

#### **12. Executive Session**

Commissioner Guyton made a motion to go into executive session, pursuant to NCGS 143-318.11 (a)(6), to discuss a personnel matter, which was seconded by Commissioner Briggs and passed unanimously.

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

Commissioner Briggs made a motion to provide a bonus to the CEO in the amount of \$18,000. This was seconded by Commissioner Kahn and passed unanimously.

Commissioner Kahn made a motion to instruct the Banks Law Firm to make the following changes to the CEO's contract:

- 1) Move the evaluation date from December 31 to April 30 and delete all references to the December 31, 2022 evaluation date.
- 2) Cost-of-living increase will be paid in a lump sum on the same date that staff receive theirs.
- 3) Any cost-of-living increase will be payable by May 31 of that year.
- 4) Make any changes necessary to effectuate these changes.

The motion was seconded by Commissioner Briggs and passed unanimously.

**13. Adjournment**

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

(SEAL)

  
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Tyrone Garrett, JD  
Chief Executive Officer and Secretary

