



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

April 4, 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  
Zorya Elkins, VP of Housing Choice Voucher  
Helen Sidberry, Deputy VP of Property Management  
Hattie McIver, VP 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, a motion to approve the agenda was made by Commissioner Kahn, seconded by Commissioner Green and unanimously approved.

**4. Old Business**

Minutes of the previous meeting were reviewed, the motion to approve the minutes was made by Commissioner Briggs, seconded by Commissioner Kahn, and passed unanimously.

**5. New Business**

• **Finance and Development Committee**

Commissioner Franck said that the committee met and reviewed the FY 2023 operating budget, and bond issuance for Cape Fear Apartments. Mr. Garrett reiterated that WHA is merely a conduit for funding and has no control over management or unit configuration.

- **Community Outreach and Resident Relations Committee**

Mr. Garrett said that he has asked staff to continue working on returning families to units.

Jobs Plus will host a job fair at Creekwood on 4/12 and at Houston Moore on 4/20.

Commissioner Kahn said that there was a resident who spoke about plumbing issues in their unit. Ms. Kahn suggested that it would be helpful if residents document dates and the names of those they spoke with when reporting issues. This would help staff to follow up efficiently.

## 6. Resolutions

- Resolution No. 1533 Approving the March 2023 Bills
- Resolution 1534 Approving WHA Operating Budget for the Fiscal Year Ending March 31, 2024
- Resolution 1535 Approving the Disposal of Household Appliances and Equipment

A motion made by Committee to recommend Resolutions numbered 1533, 1534, and 1535 to the full Board passed unanimously.

- Resolution 1536 Approving Financing Team and Making Certain Findings With Respect to the Issuance of Multifamily Notes (CAPE FEAR HOTEL APARTMENTS), SERIES 2023
- Resolution No. 1537 Authorizing Issuance and Sale of Multifamily Notes (CAPE FEAR HOTEL APARTMENTS), SERIES 2023

A motion made by Committee to recommend Resolutions numbered 1536 and 1537 to the full Board passed unanimously.

## 7. Department Updates

- **Housing Choice Voucher**

- **Property Management**

Mr. Garrett reported that 45 units at Creekwood are offline – either under contract or slated to go under contract when funds are available.

Physical Needs Assessments are complete which will inform the 5-Year Plan.

Mr. Garrett said that now that the mold issue is winding up, attention can be turned back to the basics, including preventive maintenance. Work orders need to be at a 90% completion rate. A third training for the Property Management department is upcoming, a manual exists, and evaluations will be forthcoming.

**8. CEO Updates**

Nothing additional.

**9. 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 Kahn and passed unanimously.

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

**10. Other Business**

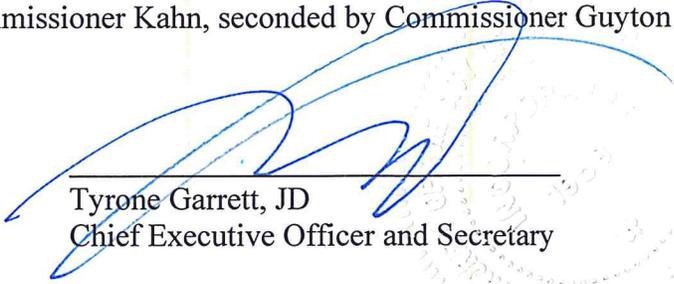
Commissioner Greene said that the food bank on Greenfield Street is completed, and the ribbon-cutting will take place this evening.

Commissioner Jones asked for a moment of silence in honor of Deb Hays, County Commissioner, and former WHA Commissioner, who passed away unexpectedly. Commissioner Hays was a strong supporter of WHA and served Wilmington for years on various Boards and Committees.

**11. Adjournment**

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

(SEAL)

  
\_\_\_\_\_  
Tyrone Garrett, JD  
Chief Executive Officer and Secretary