



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

January 10, 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  
Lee Backston, Commissioner  
Hollis Briggs, Commissioner  
Stuart Franck, Commissioner  
Joan Johnson, Commissioner  
Livian Jones, Commissioner  
Betsy Kahn, Commissioner

**Others Present:**

Tyrone Garrett, CEO  
Vernice Hamilton, Sr. VP of Administration and Human Resources  
Francis Vicere, Controller/VP of Finance Operations  
John Batey, Senior Sr. Vice President of Operations & Development  
Chauntrell Burns, VP of Procurement  
Zorya Elkins, VP of Housing Choice Voucher  
Collese Morris, VP of Property Management  
Hattie McIver, VP of Resident Services  
Julia Shaw, Administrative Manager  
Amy Passaretti, Port City Daily

**1. Call to Order**

The meeting was called to order by Commissioner Hovis at 4:02 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 made by Commissioner Kahn, seconded by Commissioner Jones and unanimously approved.

**4. Old Business**

Minutes of the December 6, 2022 WHA Board of Commissioners Meeting were reviewed, the motion to approve the minutes was made by Commissioner Kahn, seconded by Commissioner Lee and passed unanimously.

**5. New Business**

**• Finance and Development Committee**

Mr. Garrett reported that a kickoff meeting took place with BBG Assessments for the Physical Needs Assessment. Also, there was a kickoff meeting with Nassau Partners, financial advisors for Solomon-Towers RAD. A cost analysis will be done to determine priorities. Some administrative corrections need to be made to the Annual Plan and it will then be submitted to HUD ahead of the deadline.

Hillcrest development partners Urban Related/TEDc will be in Wilmington and attend a series of meetings on January 23<sup>rd</sup> and 24<sup>th</sup>. The meetings will be with residents, stakeholders, partners, and the City.

Telesis has been granted an extension for submission of their financing plan for Jervay RAD. Next steps are to assemble an HOA Board of which WHA would be a member.

- **Community Outreach and Resident Relations Committee**

Ms. McIver reported that the response to the RAB interest letter to residents was not great.

Mr. Garrett said that in the next few months, there will be several events on sites featuring services available from partner organizations including CFCC, Novant, and The Cameron Art Museum. WHA is attempting to increase resident engagement.

## **6. Resolutions**

### **Resolution No. 1526**

Resolution Approving the December 2022 List of Bills

A motion by Commissioner Jones to approve Resolution No. 1526, was seconded by Commissioner Kahn and passed unanimously.

### **Resolution No. 1521**

Authorizing the Write-off of Vacated Tenants Accounts Receivable in the Amount of \$3,040 for the Period Started July 1, 2022 and Ended December 31, 2022

A motion by Commissioner Kahn to approve Resolution No. 1521, was seconded by Commissioner Backston and passed unanimously.

### **Resolution No. 1522**

Authorizing the Write-off of Creekwood, LLC Vacated Tenants Accounts Receivable in the Amount of \$12,012.92 for the Period Started July 1, 2022 and Ended December 31, 2022

A motion by Commissioner Kahn to approve Resolution No. 1522, was seconded by Commissioner Backston and passed unanimously.

### **Resolution No. 1523**

Approving Contract with Certified Public Accountant Peter Oke-Bello in an Amount Not to Exceed \$150,000

A motion by Commissioner Backston to approve Resolution No. 1523, was seconded by Commissioner Briggs and passed unanimously.

### **Resolution No. 1524**

Approving Rental Assistance Demonstration (RAD) Conversion of Solomon Towers

Mr. Garrett said that this doesn't commit us to anything but allows WHA to apply for a CHAP from HUD.

A motion by Commissioner Briggs to approve Resolution No. 1524, was seconded by Commissioner Kahn and passed unanimously.

**Resolution No. 1525**

Approving Adoption of 120% HUD Fair Market Rent Voucher Payment Standard

A motion by Commissioner Jones to approve Resolution No. 1525, was seconded by Commissioner Briggs and passed unanimously.

**7. Department Updates**

- **Housing Choice Voucher**

Ms. Elkins reported that 32 displaced families have leased up with a HCV, 6 leases are pending.

- **Property Management**

Ms. Morris said her staff is working hard to get residents into units.

Mr. Garrett reported that we have requested an extension to bring the Rankin and Creekwood (LIHTC) recertifications current. Some shifts in management have taken place.

- **Community Engagement**

Ms. McIver said that letters went out today for RAB elections.

**8. Other Business**

Mr. Garrett reported that there was an issue with a water leak at Taylor Homes that WHA just became aware of. It will be repaired by Thursday and Mr. Garrett is speaking with Excel about the importance of keeping us informed of such issues.

**9. CEO Comments**

Mr. Garrett reported that all heads of departments are now completing 90 day action plans on which evaluations will be based. Also, a Compliance Officer will be hired.

The NCORR funding for the Woodbridge units has not yet been released.

A quality control system has been developed for units coming back online. This includes staff personally checking in with the returned residents to see if they have any issues.

**10. Adjournment**

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

(SEAL)

  
Tyrone Garrett, JD  
Chief Executive Officer and Secretary