



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

June 6, 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  
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  
Collese Morris, VP of Property Management  
Hattie McIver, VP of Resident Services  
Elena Camacho, Executive Assistant  
Julia Shaw, Administrative Manager

**1. Call to Order**

The meeting was called to order by Commissioner Hovis at 4:03 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 Guyton and unanimously approved.

**4. Old Business**

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

**5. New Business**

**• Finance and Development Committee**

Commissioner Franck reported that the committee met with Related Urban and revisited the timeline regarding Hillcrest and found that it is taking longer than they had hoped, however units continue to be worked on. Mr. Batey added that a subcommittee has been created. Mr. Garrett reported that all staff are preparing for the U.S Department of Housing and Urban Development visit to central office.

- **Community Outreach and Resident Relations Committee**

Commissioner Johnson reported that the committee met and about seven to eight residents came to the meeting. Some of those residents in attendance spoke about issues they had been facing in their communities, Mr. Garrett had attended the meeting. Commissioner Johnson reported that both Mr. Garrett and the commissioners were working to help the residents and addressed the concerns brought forth at the meeting.

## 6. Resolutions

- **Resolution 1542 Approving the April 2023 Bills**

- **Resolution 1543 Approving WHA Write-Offs**

- **Resolution 1544 Approving Creekwood South, LLC Write-Offs**

A motion to approve resolutions numbered 1542, 1543, 1544, was made by Commissioner Hovis, and passed unanimously.

- **Resolution 1545 Authorizing a Police Services Contract with the Wilmington Police Department in an Amount Not to Exceed \$158,000**

A motion to approve resolutions numbered 1545 was made by Commissioner Hovis and passed unanimously.

- **Resolution 1546 Approving Disposal of Household Appliances and Equipment**

A motion to approve resolutions numbered 1546 was made by Commissioner Hovis and passed unanimously.

- **Resolution 1547 Authorizing the Chief Executive Office to Execute a Contract with LINC, INC. for Temporary Services to Hire Re-Entry Workers**

Mr. Garrett reported that they were having trouble hiring maintenance and temporary staff due to past involvement with law enforcement and that this would require case management assistance. A case management team needs to be created in order to monitor the individuals that are going to be hired and offer different services to help them. This would be a chance to give individuals in the community more opportunities.

A motion to approve resolutions numbered 1547 was made by Commissioner Hovis and passed unanimously.

- **Resolution 1548 Authorizing Employee Health Coverage**

Ms. Hamilton reported that WHA did receive three bids, although Aetna had been the most competitive. The current provider was going to increase the premiums by sixteen percent, so in the best interest of WHA, it would be to switch to Aetna for employee coverage.

Mr. Garrett also reported that there was a reduction in employee-spouse and employee-family contribution which could potentially encourage more families within the agency.

A motion to approve resolutions numbered 1548 was made by Commissioner Hovis and passed unanimously.



**7. Department Updates**

- **Property Management**

Ms. Morris reported that the majority of the residents have returned to their homes. They are working on rent collection and stepping up housekeeping inspections.

Mr. Garrett reported that they are working to achieve 85% occupancy by next week.

- **Housing Choice Voucher**

Ms. Elkins reported that they conducted their end of the year self-audit (SEMAP) and found that they were “standard performers”, which is an improvement although they faced a technical difficulty which prevented them from getting it submitted on time. However, they are optimistic that there will be an opportunity to appeal and get it resolved.

Mr. Garrett reported that the HUD field office was informed of the situation.

**8. Other Business**

Mr. Garrett reported that 11 mold units were still being worked on, 7 of the 11 units were in abatement phase, which means that no more remediation was necessary, and the units were getting prepared to be occupied again. There is only one unit that still needs to be cleaned out.

**9. CEO Update**

Mr. Garrett presented a PowerPoint and reported that they would like to further utilize technology, and improve communication through the use of social media as the organization continues to move toward the redevelopment of Hillcrest and revitalization of the agency as a whole.

**10. Annual Conflict of Interest**

**11. Election of Officers**

A motion to re-elect Commissioner Hovis as Chair and Commissioner Guyton as Vice Chair was made by Commissioner Franck, seconded by Commissioner Jones and passed unanimously.

**12. Adjournment**

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

(SEAL)

  
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Tyrone Garrett, JD  
Chief Executive Officer and Secretary