

**MINUTES OF IN PERSON MEETING OF THE
ADMINISTRATION AND FINANCE COMMITTEE OF
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
AT 600 EAST BROAD STREET
5TH FLOOR CONFERENCE ROOM
IN RICHMOND, VIRGINIA
WITH A HYBRID OPTION VIA GOTOMEETING
ON MONDAY, MARCH 18, 2024**

Committee Members in Attendance:

Commissioner Veronica Blount, Chair
Commissioner Charlene Pitchford, Vice Chair
Commissioner Gregory Lewis

Attendance via GoTo

Precious Washington, Senior Vice President/Chief Financial Officer

RRHA Staff:

Steven Nesmith, Chief Executive Officer
Sabrina Civil, Deputy Chief Financial Officer
Mike Kelly, Chief Operating Officer
Priscilla Bartee, Vice President of Human Resource
Jackie Salaam-Hicks, Vice President, Information Technology
Colene Orsini, Vice President, Procurement & Contract Administration

Call To Order

Chair Veronica Blount called the meeting to order at 6:02 with Mr. Carter serving as General Counsel. A quorum was established.

Approval of Minutes

The committee approved the minutes from the February 20, 2024 were approved.

***Motion: (Pitchford/Lewis) Move to adopt the Minutes from the February 20, 2024,
Administration and Finance Committee Meeting.***

Motion carried Unanimously.

Citizens' Comment Period

No citizens were signed up to speak.

New Business

January 2024 Financials (Monthly)

A summary was given of the budget to actuals for major programs for the agency.

Commissioner Lewis had previously asked for cash flow projection, the format presented is the standard in terms of what HUD expects to be followed. The following was reviewed: COCC has 1½ months of reserves; HCVP-Admin program has 8 months of reserves; HAP program very minimal as HUD doesn't want funds just sitting in the account; LIPH program has 2½ months of reserves. The variances by sections showed

- **COCC** has 19% positive variance which was an increase caused by checks and rebates from HD Supply.
- **Capital Fund** shows an increase in revenue.
- **Expenses** show 53% negative variance which is due to an increase in salaries due to new hires and getting caught up with vendor payments.
- **Housing Choice Voucher Program (administration portion)** shows a 24% positive variance which was due to unbudgeted portability tenants. *Expenses* here show a 24% negative variance which is due to the HAP program and again due to not budgeting for the portability tenants.
- **HAP Program** shows no significant variance to report.
- **Low Income Housing Program** shows no significant variance to report, however expenses were a little higher which was due to the Nspire work/inspections.

During discussion there were questions raised. Commissioner Blount asked how does a 24% positive variance and a 24% negative variance wash out. Ms. Washington explained that with the portability tenants the PHA is billed that holds the voucher and all RRHA does is take that money and pay the rent to the landlord, so it is not RRHA vouchers it is considered an administrative expense and so therefore is an unbudgeted expense. Noting that typically this is always a net wash. Commissioner Pitchford inquired about why the Marriott project didn't have significant variance and why it wasn't reported. Ms. Washington explained it is a wash because when money for the ground lease is received there is documentation that the funds are to be turned over to the City. This is being reviewed as the documentation could not be found to support this. Mr. Nesmith confirmed this and stated George Martin, general counsel is reviewing

this and will supply a report. Commissioner Pitchford asked if the developer fees go into RDC. Ms. Washington confirmed they do go into the RDC and the RDC financials are still in review and a full presentation will be available by the April meeting. Commissioner Lewis' question was in regard to what is the amount of dividends that were received that is unrestricted. Ms. Washington responded that the insurance is unrestricted and was about \$200 and some thousand and is unsure of the HD Supply, but details of these can be provided.

Chair Blount expressed she appreciated Ms. Washington taking the time to do a cumulative report and would like to continue with this going forward.

Ms. Washington reported the FY 2022 audited FDS was approved. The FY 2023 unaudited was approved and the FY 2023 audited FDS is still in progress (due to HUD 06/30/2024). Ms. Washington mentioned that the auditors were very impressed with the coordination efforts and that the efforts were day and night differences from last year in getting the auditors the information needed. She stated that there has been training such as BDO Nuts & Bolts training, credit card training, Cost Principle training and more training is upcoming.

RDC Financial Review

RDC financial review has been requested and is in process but slower than expected due to training and getting staff settled in.

Agency Vacancies/Section 3 Hires

For the month of March: 25 open vacancies. The department will be going through some staffing changes to include Jessica Clarke heading up the department and providing agency records and reports going forward. Regarding Section 3 hires – there have been two (2) to date. Commissioner Pitchford asked about those positions where interviews were conduct - have those applications been closed. Ms. Bartee explained that those positions are not closed until an offer is extended and accepted.

C. IT Q&A, Jackie Salaam-Hicks, Vice President IT

- Firewall was updated.
- New Juniper AI Mist switch replacement reviewed so Juniper AI technology can be used when new switches are replaced.
- Uniflow software application was implemented for use of new Cannon copiers.
- Yardi: Work with Smothers Hargroves to prepare a report in Excel for all applicants for “Save My Spots” notification which provides Joe Sarver with utility information as well as day-to-day things.

Miscellaneous IT

First IT staff development session was held. Intrado 911, Adobe admin console, eFax, and KnowB4 admin portal for security awareness training was discussed.

Help Desk

121 calls were received with a 96% satisfaction rate.

DarkTrace

82,515 inbound emails and 27,718 outbound emails were filtered for potential vulnerabilities.

Question (Pitchford): What is Jabber. Ms. Salaam-Hicks explained that this is what is used with Cisco Voice IP. It’s an application that is placed on your laptop/desktop that converts your phone onto your laptop/desktop so a phone on your desk is not needed. This also allows when working remotely phone calls can still be received. This will be implemented when the new phone system is updated. This will be for RRHA, only the Cisco phones, not cell phones.

D. Procurement Reporting, Colene Orsini, VP, Procurement & Contract Admin.

- **Actuarial Services Contract** was awarded to Actuarial Consulting Group (listed as a small business) for \$11,000 over 5 years.
- **South Lombardy Rehabilitation** bid closed on 03/07/2024, two bids were received and bid tabulation has been completed and sent to Don Mullins for review/approval. The anticipated contract amount will be \$3.2 million with 15% MB participation. The resolution will be brought to the April board meeting.

- **Grass/Ground Maintenance** bid closed on 03/11/2024, three bids were received. The bid tabulation is being completed and will go to Charles Williams for review on 03/19/2024 and is anticipated to be presented at the April board meeting.
- **2024-03 Litter Removal Services** which includes litter removal for the Top 6 and Gilpin Stairwells bid closed on 03/11/2024 and two bids were received. The bid tabulation was completed and sent to Charles Williams. The bids received exceeded the estimated cost and this will likely go back out for a final time.

Newly posted solicitations

- Real Estate Legal Services (due to procurement on 03/21/2024).
- Development of Parcels for Nine Mile lots (due to procurement on 04/30/2024).
- 1611 Fourth Avenue rehab, new rehab (due to procurement 04/08/2024).
- 1920 Stonewall Avenue rehab (due to procurement 04/08/2024).
- Fay Towers is out for bid and due 04/2024.

Question (Lewis): Is there an exact date for project completion. Ms. Orsini explained that there isn't an exact date because it is a construction project.

Discussion

CEO Nesmith explained that the South Lombardy Rehabilitation project is part of an announcement to be made later this month which will include that senior sites will receive comprehensive modernization which will begin with this project.

Question (Pitchford): Can you explain the procurement process as a whole.

Ms. Orsini explained that the process as a whole is being improved. Some issues with policies and procedures mentioned by HUD are currently being rectified. There are no major issues, just trying to make the process faster.

Question (Lewis): Are vendors being paid beyond 45-60 days. Mr. Nesmith stated no vendors are being paid beyond 45-60 days, however at times PO's are not attached to invoices which will result in a delay.

Discussion

Ms. Washington explained that the finance department has trouble due to turnover but the Finance Department is working with the real estate department to implement processes that help expedite and improve payments to contractors.

Mr. Nesmith stated that there have been no issues paying contractors on time the issue is with the large contractors, they have problems at times paying subcontractors which can be minority and women owned businesses. *Mr. Nesmith* expressed that these large companies have the available funds to pay the subcontractors and not wait for payment from RRHA.

Mr. Kelly also stated that they are revising the center operating procedure so they are doing the right things and training is being implemented.

Ms. Blount expressed that the meeting at the Hilton was had to show people they can do business with RRHA and they are giving the needed information out to make that happen.

Mr. Nesmith in closing stated that he appreciated the leadership on this committee and a follow-up zoom meeting will be held with the attendees from the Hilton event to ensure that everyone has received all necessary help and information needed to do business with RRHA.

- **Resolution #1 – Approval to Renew the Contract with Ocean’s 10 Security, LLC for Security Camera Services, Colene Orsini**

Ms. Orsini explained this resolution is to have approval to renew the contract with Ocean’s 10 Security for security camera services for the Big 6 properties. It will include 62 cameras as well as subscriptions to the software and camera maintenance. In 2021, 21 cameras were added and the contract was awarded for a 3-year term with two 1-year options and we are at the end of the final year. An approval for \$551,000 is being asked for which is an amount not to exceed \$2,869,000 over a 5-year period, which has not been exceeded.

Mr. Nesmith expressed that at the last cabinet meeting he attended that the Chief of Police for Richmond City, Chief Edwards expressed how beneficial these cameras are to the Richmond City Police Department.

Motion: (Lewis/Pitchford) Move to accept Resolution #1 to renew the contract with Ocean’s 10 Security, LLC for security camera services.

Motion Carried Unanimously

Next Meeting Date

The next meeting date will be Monday, April 15, 2024.

Adjournment

Hearing no further concerns, the chair adjourned the meeting at 7:04 p.m.