

**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 WEDNESDAY, SEPTEMBER 16, 2024, 5:30 p.m.**

Committee Members in Attendance:

Gregory Lewis, Chair
Charlene Pitchford, Vice Chair

RRHA Staff:

Steven Nesmith, Chief Executive Officer
Precious Faust, Senior Vice President, Chief Financial Officer
Kimberly Cole, Chief of Staff
Sherrill Hampton, Senior Vice President, Real Estate
Patrick Baisi, Associate Counsel
Jessica Hardin, Vice President of Human Resources
Reed Johnson, Deputy Director of Human Resources
Jackie Salaam-Hicks, Vice President, Information Technology
Colene Orsini, Vice President, Procurement & Contract Administration
Angela Fountain, Vice President Communications and Public Relations
Ben Funkhouser, Senior Budget Analyst
Pamela Thompson, Executive Assistant to the Sr. VP, CFO

Virtual Attendance

Mike Kelly, Chief Operating Officer
Tonise Webb, Associate General Counsel & Compliance Administrator
Joe Sarver, Assistant Director, Maintenance Operations
Don Mullins, Vice President, Capital Projects

Call To Order

Chair Gregory Lewis called the meeting to order at 5:30. A quorum was established.

Approval of the Minutes

**Motion (Pitchford/Lewis) to accept the Minutes from regular monthly meeting of June 17
and Special Called Virtual Meetings of September 4, 2024, the**

Administration and Finance Committee Meeting were approved.

Motion carried unanimously.

Citizens Comment

No citizens have signed up to speak.

Formal 2025 Formal Budget, Precious Faust, Senior Vice President & CFO.

Challenges

Agency wide – The HR Department achieved an almost 0% vacancy status for the agency which incurred some extra expenses on the budget and the challenge will be to find ways to generate additional revenue to cover those costs.

Real Estate and Community Development Department – There were some additional carrying costs on unsubsidized RRHA owned properties due to having to maintain the vacant lots as well as increased personnel costs.

Homeownership Department – There were some unfunded staffing positions and associated start-up costs that are involved with the program.

RDC – CEO Nesmith has put a team in place to help find opportunities to generate revenue to cover operational and other costs.

Opportunities

Agency side – A hiring freeze will be put in place with a plan to “right size” the agency based on public housing industry standards. CEO Nesmith has also put a team in place with outside bond counsel to generate revenue from bond issuances. In January 2025 a program will be launched called RRHA’s Moonshot Mission to generate revenue from foundations and philanthropic organizations.

Real Estate and Community Development Department – RRHA will seek to be partners with developers which will generate a larger percentage of shared developer fees which will then be shared in the economic upside of the project. RRHA will also seek to ground lease some properties

to generate revenue. Speeding up real estate transactions and closings will hopefully bring in additional revenues timely and more quickly.

Home Ownership Program – Partnering with Truist and Bank of America to secure funding through grants for things such as resident services programs.

RDC – Applying for CDIF designation to possibly issue homeownership mortgage loans to our residents to help potentially bring in more unrestricted funds for RRHA.

Agency wide Revenue Source Trend

Increase by \$4.5 million due to a few different things, one tenant income and trying to reach a 98% goal. There was an increase of grant income of \$6,000,000. There was an increase in the COCC of approximately \$1.5 million due to LIPHA occupancy goal of 98% as well as the on the voucher side of 94% utilization goal. Agency side revenue trend shows growth over the last 6 years of \$24,000,000. The FY2025 fiscal year total budget is \$108,611,528.

Expenses

With revenue increase there is also an increase in expenses, however through a more aggressive budgeting approach expenses have gone down by 2%.

Reserves

COCC -- \$411,047 projected loss.

RDC -- \$626,000 projected loss.

Real Estate Department -- \$868,514 projected loss.

HCVP Department -- \$128,025 projected loss.

LIPH -- \$516,098 projected profit.

Total reserve contribution is \$1,547,556.

Resolution requested to be sent to the full board for adoption of final budget for FY2025.

Motion (Pitchford/Lewis) to send the FY2025 budget to the full board for final approval.

Motion carried.

Agency Wide Vacancy Report

Ms. Hardin reported that the agency is 100% staffed and focus is now directed on employee retention with things such as performance reviews, employee recognition and wellness programs.

IT/Technology

The new Cisco Webex system training will be on September 18th and 19th and on Friday, September 20th the phone systems will go down from 12:00 noon until 5:00 for installation. The new system will be up and running on Monday, the 23rd.

Procurement Planning/MBE/WBE/Section 3

- JOC Services have been completed.
- Contract for grass cutting for the real estate properties have been completed.
- Private guard services for the administrative offices contract has been completed.
- On call HVAC services contract has been completed.
- Pest control contract has been completed.
- The Grace Street project is under review as well as on call plumbing services and the physical needs assessment for Fay Towers. With the senior sites the relocation aspect is being looked at as well.
- Goals are being met with MBE/WBE/Section 3.

Resolutions

- #2 Approval to execute change order #1 for contract No. RRHA 2024-02 with Gibraltar Construction Company, Inc. for the rehabilitation of 700 South Lombardy.
- #3 Approval to renew the contract with Sentry Force Security LLC for armed guard security services at the Big 6 properties.
- #4 Approval to execute a contract with American Security Group, LLC for armed guard security services at RRHA main office, Fay Towers, East Grace Street and Calhoun Family Center.

- #5 Approval to execute a contract with Vertosoft, LLC to provide a human resources information system (HRIS) software solution that will deliver human capital management (HCM) services for the employees of Richmond Redevelopment and Housing Authority (RRHA).

- #6 Approval to execute a contract with Retrofit Services, Inc. and Plumber Near Me, LLC to provide on call HVAC and boiler maintenance and repair services to all RRHA.

**Motion (Pitchford/Lewis) to send Resolutions #2 through 6 to the full board
for final approval.**

Motion carried.

Adjournment

Chair Lewis adjourned the meeting at 6:29 p.m.