

**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  
ON WEDNESDAY, OCTOBER 15, 2024, 5:30 p.m.**

**Committee Members in Attendance:**

Gregory Lewis, Chair  
Charlene Pitchford, Vice Chair  
Harold Parker, Jr.

**RRHA Staff:**

Steven Nesmith, Chief Executive Officer  
Mike Kelly, Chief Operating Officer  
Kimberly Cole, Chief of Staff  
Corey Franklin, Senior Vice President, Affordable Housing  
Tonise Webb, Associate General Counsel & Compliance Administrator  
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  
Pamela Thompson, Executive Assistant to the Senior Vice President, CFO

**Virtual Attendance**

Precious Faust, Senior Vice President, Chief Financial Officer  
Ben Funkhouser, Senior Budget Analyst  
Martin Harrison, IV Vice President Public Safety  
Joe Sarver, Assistant Director, Maintenance Operations  
Don Mullins, Vice President, Capital Projects  
Monte Gayles, Public Safety  
Tyrese Green, Public Guest

**Call To Order**

Chair Gregory Lewis called the meeting to order at 5:37. A quorum was established.

## Approval of the Minutes

**Motion: (Pitchford/Parker) to approve the Administration and Finance Committee Minutes from September 16, 2024 regular monthly meeting.**

**Vote (Aye): Pitchford, Parker, Lewis.**

**Motion carries Unanimously.**

## Citizens Comment

Mr. Tyrese Green signed up to speak but stated he would save his question for the October 16th, board meeting.

## New Business

### August 2024 Financials (Monthly) – Budget to Actuals

#### COCC

- Revenue 5% variance (no real change).
- Expenses -23% variance: Due to building capacity and inflation as well as unbudgeted expenses such as temporary staff, getting things caught up such as invoices, etc.
- Reserve 1½ months.
- Loss: \$1,691,81.

#### HCVP ADMIN

- Revenue 15% variance, Expenses -15% variance (down from May).
- Reserve 3 months.
- \$43,000 profit.

#### HCVP/HAP

- Revenue 9% variance, Expenses 4%.
- HAP Reserves are kept with the Treasury.
- Loss: \$1,000,000 (due to funds being held at Treasury).
- No significant variance to report.

#### LIPH

- Revenue 1% variance, Expenses 2% variance.
- Reserve 4½ months.
- Profit: \$2.3 million.
- No significant variance to report.

#### RDC

- Balance Sheet was presented – 2-month report.
- Deficit of \$218,825 with \$4.5 million available to cover the deficit.

### **Finance Department Highlights**

- First phase of accounts payable workflow was rolled out with the COCC department that will help with timely invoice payments.
- Resident Council Leadership and Tenant Participation training was held October 9th.
- The Finance Department is working on two major items:
  - Submission of operating subsidy.
  - Unaudited FDS submission of financials to HUD on time (60 days after the fiscal year ends).

### **Agency Vacancy Report & Section 3 Hires (October Report)**

- 7 Total Positions Vacant
  - LIPH Maintenance:* One position for Assistant VP of Housing Maintenance.
  - Finance:* One position for Deputy CFO.
  - Mosby:* Senior Office Support for Mosby.
  - HCVP:* Three Assisted Housing Specialist positions.
  - Real Estate:* One VP position.
- All SVP positions are filled concluding with the hiring of Cory Franklin.
- Welcome to Cory Franklin as the new Senior Vice President for Affordable Housing.

### **IT Highlight Updates**

- Cisco Webex Calling System is fully integrated and live as of Monday, September 23, 2024.
- Red Sky Training was held.
- A meeting with the Department of Parks and Recreation of the city concerning the transfer of the Calhoun Center and what would be required of the IT Department.
- SOP's for the IT Help Desk were created.
  - 85 Open tickets with 98% customer satisfaction and first call resolution was at 100%.
- Dark Trace –
  - 82,000 inbound emails.
  - 24,000 outbound emails.
  - Emails moved to junk: 3,366.
  - Lock Linked emails disabled: 2,031.
  - Held emails: 1,067.
  - Double locked linked emails: 165.
  - Converted attachments: 60.

### **Procurement Planning/MBE/WBE & Section 3**

- JOC Contract is complete and will be presented to the board.
- Grace Street: Discussions with developer is being held.
- Fay Towers: Still under review.
- Other Senior Sites: Hoping to be out for solicitation by the end of the year.
- MBE: 31.17%, surpassed the 30% goal.
- WBE: 11.6%, surpassing the 10% goal.
- Section 3: 26.5% surpassing HUD's goal of 25%.
- Small Businesses: 31% of contractor payments went to small business.

**Resolutions**

- #1 Approval to execute Contract No: RRHA C25-006 with Waco Construction Company, Inc. for the rehabilitation of Friends Daycare Center located at Gilpin Court in the amount of \$214,570.
  
- #2 Approval to execute a contract with United Unlimited Construction and Plumber Near Me, LLC to provide on-call plumbing maintenance and repair services to all Richmond Redevelopment and Housing Authority (RRHA) in the amount of \$100,000 per year for a 5-year term for each vendor not to exceed \$1,000,000 total.

**Motion (Parker/Pitchford) to send both Resolutions #1 and #2 to the full board as stated.  
Vote (Aye): Parker, Pitchford, Lewis.  
Motion carries unanimously.**

**Adjournment**

Chair Lewis adjourned the meeting at 6:44 p.m.

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**Chairman**

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**Chief Executive Officer/Secretary**