

MINUTES OF THE MEETING OF THE
GOVERNANCE COMMITTEE MEETING
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
HELD AT 600 EAST BROAD STREET, 5TH FLOOR
IN RICHMOND, VIRGINIA
ON MONDAY, MAY 8, 2024, 5:30 P.M.

Committee Members in Attendance

Kyle Elliott, Committee Chair
Charlene Pitchford
Gregory Lewis

Absent

Barrett Hardiman

RRHA Staff

Steven Nesmith, Chief Executive Officer
Tonise Webb, Associate Lead Counsel

Commissioners Attending Virtually

Bill Johnson, Chair of the Board
Veronica Blount

Call To Order

Chair Kyle Elliott called the meeting to order at 5:36 p.m. A quorum was established.

Remote Participation

W. R. “Bill” Johnson, Chair of the Board of Commissioners participated in the May 8, 2024 Governance meeting from his home in Richmond, VA remotely for medical reasons.

Motion: (Pitchford/Lewis) Move to allow Chair W.R. “Bill” Johnson to participate in the May 8, 2024 Governance Committee Meeting remotely.

Motion Carried Unanimously

Absent: Hardiman

Approval of Minutes

The Minutes from the *March 13, 2024 Governance Committee Meeting* were approved.

***Motion: (Johnson/Pitchford) Move to adopt the Minutes from the
March 13, 2024 Governance Committee Meeting.***

Motion Carried Unanimously

Absent: Hardiman

Citizens Comment Period

No citizens were signed up to speak.

Review Draft RRHA Bylaws

Associate Lead Counsel Tonise Webb highlighted the following updates on RRHA's Bylaws.

Article 1 - Section 4 – **Board of Commissioners.** A new Commissioner shall complete the *Department of Housing and Urban Development (HUD) training and RRHA specific training* within 120 days following their first official board meeting after being installed in office. The Board shall complete training either virtual or in-person every year. *Topics for the annual training will be determined by the Chair of the Board of Commissioners.*

Article 1, Section 5 – **Duties of Commissioners.** The Board shall adopt policies and resolutions, *determine policy guidelines, and provide oversight.*

Article II - Section 11 – **Standing Committees.** Standing Committees shall hold *meetings on a quarterly basis but may hold additional meetings as the Committee Chair deems necessary. The Committee Chair may cancel any meeting at least one day prior to the scheduled meeting date.* The Chair of each Standing Committee *or his or her designee* shall present a written report which shall be included in *the Board of Commissioners' meeting minutes.* Any standing committee shall be composed of Commissioners, *unless the Chair of the Board of Commissioners deems it necessary to appoint any other person based on the Committee's needs.*

Article II - Section 11.5 – **Other Committees.** Other committees shall be composed only of Commissioners *unless the Board Chair deems it necessary to appoint any other persons based on the committee's needs.*

Motion: (Johnson/Lewis) Move to advance the Bylaws with the proposed changes to the full Board of Commissioners for review and approval.

Motion Carried Unanimously

Absent: Hardiman

Travel Policy/Board Budget

Chair Elliott asked that the Travel Policy and Board Budget be tabled until the next Governance committee meeting.

Motion (Pitchford/Lewis) Move to table the Travel Policy/Board Budget until the July 10, 2024 Governance Committee Meeting.

Motion Carried Unanimously

Absent: Hardiman

HUD Audit Update

Chief Operating Officer Mike Kelly provided an update on the HUD Audit. During the audit, HUD identified 44 findings and 22 observations. Of the 44 findings, only one of those findings regarding policy required the Board to weigh in on. The other 43 findings are related to operational matters. Staff has prepared a Corrective Action Plan to address the findings and is working closely with the local field office on these items. On December 15, 2023, staff provided HUD with responses to the 22 observations even though the Authority was not required to respond to these items.

Closed Session

At 6:38 p.m., Commissioner Lewis asked to go into Closed Session and read the following motion:

I move that we go into closed meeting to consult with legal counsel and staff about the actual and probable litigation involving lease enforcement as permitted by Section 2.2-3711(A)(7) of the Virginia Freedom of Information Act.

Motion: (Lewis/Pitchford) Move to go into Closed Session.

Motion Carried Unanimously

Absent: Hardiman

At 7:49 p.m., the Board of Commissioners came out of Closed Session.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Governance Committee (the “Committee”) of the Board of Commissioners of Richmond Redevelopment and Housing Authority convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act.

WHEREAS, Section 2.2-3712(D) of the Code of Virginia of 1950, as amended requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Committee hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board

Motion: (Lewis/Pitchford) Move to come out of Closed Session

Motion Carried Unanimously

Absent: Hardiman

Adjournment

There being no further business, the meeting adjourned at 7:51 p.m.