

**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 MONDAY, MARCH 17, 2025**

Committee Members in Attendance:

Gregory Lewis, Chair
Charlene Pitchford, Vice Chair
Harold Parker, Jr.
Marika McCray, Commissioner – Virtual

Committee Members Not in Attendance:

Kyle Elliott

RRHA Staff:

Steven Nesmith, Chief Executive Officer
Precious Faust, Sr. Vice President, Chief Financial Officer
Kimberly Cole, Chief of Staff
Corey Franklin, Sr. Vice President, Affordable Housing
Tonise Webb, Associate General Counsel & Compliance Administrator
Patrick Baisi, Associate Counsel
Jessica Clarke Hardin, Vice President 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
Stephanie Robertson, Guest

Staff in Attendance - Virtual:

Christie Smith, Assistant Vice President of Homeownership
Joe Sarver, Assistant Director of Maintenance Operations
Ben Funkhouser, Senior Budget Analyst
Shaquanna Becoat, Communications Department
Monte Gayles, Public Safety

Call To Order

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

Remote Participation:

Marika McCray participated in the March 17, 2025, board meeting in Richmond, VA remotely due to medical reasons.

***Motion: (Pitchford/Parker) Move to allow Commissioner Marika McCray to participate in the March 17, 2024 Administration and Finance Committee Meeting remotely.
Motion Carried Unanimously***

Approval of the Minutes

Approval of the January 13, 2025 Virtual Meeting Minutes.

***Motion: (Parker/Pitchford) to approve the Administration and Finance Committee Minutes from January 13, 2025, virtual monthly meeting.
Motion Carried Unanimously***

Citizens Comment

Ms. Tanesha Spell signed up to speak but was not present online when called upon.

Ms. Stephanie Roberston spoke with concerns about her unit and also had questions about Section 3 hires.

January 2025 Financials

~ LIPH Reserves have dwindled, which is a cause for concern. Plans are being developed to address this issue in the event of a Federal funding cut.

COCC

- 27% positive variance.
- No significant variances to report for expenses.

HCVP ADMIN

- 16% negative variance.
- No significant variances to report for expenses.

HCVP/HAP

- 27% positive variance.

RECD

- \$45% positive variance.
- No significant variances to report for expenses.

LIPH

- On the PNL statement we are doing fine, we just need to collect the cash.

RDC

- No changes really from month to month, just slight fluctuation, the cash is still \$3.3 million, but the same assets and liabilities.
- The biggest expense is the portion of the lease for the building. RDC is paying for HVCP's portion of the lease for the building.

Finance Department Highlights

- A meeting was had with auditors 2 weeks ago and a few things were asked for the audit, and they were scheduled to come back, however they said things were looking very good and there would not be a need to come onsite, it could be handled virtually. A draft is still on target to be presented by April 30th.
- Budget season is coming up and will begin in May and a draft calendar will be presented to the executive team the beginning of April.

Agency Vacant Positions and Section 3 Hires

Ms. Hardin reported that taking the budget very seriously for this year has resulted in some changes in how recruitment is being done. There are currently 19 vacant positions, however only 7 of those positions are being actively recruited. The HR Department is fully staffed, there are no vacant positions. There have been no new Section 3 hires so far in 2025 which is due mostly to the position count being so low.

IT Update

Ms. Jackie Salaam-Hicks reported they are continuing to monitor Dark Trace for threatening activity. New relay agents have been created in case anything happens to the servers. Mandatory staff security awareness training is ongoing. The live goal date for the case management module is still May 2025. The document management module is underway and has been activated in Fairfield and Creighton. The construction module live and test modules have been created in Voyager. The Help Desk had 119 open tickets and 93% were solved with the first call. One percent were abandoned. Customer satisfaction is at 72%. For the month there were 81,000 inbound emails and 24,000 outbound emails and all were in the green there were no red indicators.

Procurement Planning/MBE/WBE & Section 3

- There are no current solicitations out. One will be submitted today for a project manager for the real estate department.
- Neutral accessibility consultant is closed and under review.
- Project based vouchers is complete and awarded to 6 different properties.
- Security cameras, architectural engineering services and HCVP recertification solicitations will be coming out soon.

MBE/WBE & Section 3

- MBE is at 26.2% with the goal being 30%.
- WBE is at 17.8 with the goal being 10%.
- Section 3 is at 40% and the goal is 25%.
- March payments to small businesses is at 34%.

Discussion was had concerning the Sentry Force officers and if they were still onsite. Also questions were raised concerning new cameras being placed and updated due to residents expressing the need for safety for their children to be able to go outside and play. CEO Nesmith advised that Corey Franklin is working on a report, and it will be provided upon completion.

Next Administration & Finance Meeting

The next meeting will be Monday, April 14, 2025.

Adjourn

Chair Lewis adjourned the meeting at 6:42 p.m.