

**COMMISSIONERS' REGULAR BOARD MEETING**  
*February 20, 2019*

**Resolution(s) Passed:**

19-02 Resolution of the Richmond Redevelopment and Housing Authority Authorizing the Approval and Affirmation of New Chief Executive Officer

**MOTIONS:** Young/Abbott

**VOTE: Aye:** Adams, Blount, Olds, Harrigan, Young, Coleman, Jones,  
Abbott and Kessler

**ABSTAIN:** None

**ABSENT:** None

MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
HELD IN THE OFFICES OF RRHA  
901 CHAMBERLAYNE PARKWAY, RICHMOND, VIRGINIA  
ON WEDNESDAY, FEBRUARY 20, 2019

**In Attendance:**

**Board of Commissioners**

Robert J. Adams, Chairman  
Veronica G. Blount, Vice Chairman  
Marilyn Olds  
Elliott Harrigan  
Samuel S. Young, Jr.  
Jonathan Coleman  
Robley Jones  
Heidi Abbott  
Neil Kessler

**Absent**

None

**RRHA Staff**

Orlando Artze, Interim Chief Executive Officer

The Chairman called the meeting to order at 5:32 p.m. with Cory Wolfe serving as Legal Counsel. A quorum was established.

**Minutes**

The Minutes from the *January 16, 2019 Regular Board of Commissioners Meeting* were approved.

***Motion: (Jones/Blount) Move to adopt the Minutes from the  
January 16, 2019 Regular Board of Commissioners Meeting***

**Motion Carried Unanimously**

**Citizen Information Period**

No citizens were scheduled to speak.

**Chairman's Comments** - Chairman Adams provided the following comments and/or updates:

- He thanked Orlando Artze for the commitment, time and energy that he has devoted to serving as RRHA's Interim Chief Executive Officer over the last year.
- He congratulated staff for their diligence in working on the ongoing heating issues.
- The HUD budget was approved and funding for public housing was increased.
- He congratulated Kenyatta Green and staff on the SEMAP score of 90%, becoming a high performer in the Housing Choice Voucher Program.

- A meeting will be scheduled with RRHA's Board of Commissioners, Richmond Opportunities Inc., Informed Neighbors and partners to have a dialogue to improve communication between the various organizations.

**Interim CEO Comments** - Interim CEO Artze provided the following comments and/or updates:

- He briefly mentioned highlights of the HUD budget that was approved.
  - o The Housing Operating Fund was funded at \$4.6 billion.
  - o The Housing Capital Fund was funded at \$2.7 billion which is an increase of \$25 million.
  - o HCVP renewals were funded at \$20.3 billion which represents a 99 percent proration.

#### Committee Reports

Controller Stacey Daniels-Fayson reported that the *Administration and Finance Committee* met on February 20, 2019. The following items were reviewed and discussed:

- Update on the current Audit Process.
- SEMAP score is 90 %, which denotes high performer.
- Revised Operating Reserves Policy.
- Procurement, Section 3 and MBE Reporting.
- December 2018 Financials.

Kenyatta Green reported that the *Property Management Committee* met on February 13, 2019. The following items were reviewed and discussed:

- Capital Improvements.
- 5 Year Agency Plan.
- Public Housing.
  - o Fidelity Express Payment options - effective December 2018, 45 locations are accepting rent payments from RRHA public housing residents for a fee of \$1.50.
  - o There are 9 vacant positions within the public housing department.
  - o Key Performance Indicators.
- Resident Services.
  - o The goal is to assist 150 families with gaining employment.
- HCVP.
  - o SEMAP score is 90%, which denotes high performer.
- Clifton Larson Preliminary Review (there were new findings).

Acting Chief Real Estate Officer Desi Wynter stated that the *Real Estate Committee* met on February 20, 2019. The following items were reviewed and discussed:

- Project Homes discussed their ongoing partnership with RRHA.

- Urban Design Associates is conducting a study on the redevelopment of the Big 6 communities. An update on this study will be provided to the Board of Commissioners to review and approve for implementation.

#### **Eviction Diversion Program**

Interim CEO Artze provided a brief update on the Eviction Diversion Program.

The following key points were discussed:

- The Eviction Diversion Program provides residents who are going through an eviction with options to create a payment plan that would allow them to remain in their apartment.
- There are certain requirements that residents must meet.
- Counseling will be provided to those residents facing evictions.

#### **Resolution(s)**

***Agenda Item No. 1*** - Resolution of the Richmond Redevelopment and Housing Authority Authorizing the Approval and Affirmation of New Chief Executive Officer

(19-02) WHEREAS, the Chief Executive Officer is the Executive Director and chief executive and administrative officer of the Richmond Redevelopment and Housing Authority ("RRHA"); and

WHEREAS, pursuant to Section 5 of the Bylaws of the Board of Commissioners of RRHA (the "Bylaws"), the Board of Commissioners (the "Board") may employ an Executive Director, who shall be known as the Chief Executive Officer; and

WHEREAS, such Chief Executive Officer shall serve at the pleasure of the Board, with such compensation as may be determined by the Board, and pursuant to such written employment contract as may be authorized by a majority of the Board; and

WHEREAS, Orlando C. Artze's services as Interim Chief Executive Officer with RRHA will end on March 25, 2019; and

WHEREAS, it is the will of the Board to appoint Damon E. Duncan as Chief Executive Officer to administer, manage and direct the affairs and business of RRHA, subject to the policies, control and direction of the Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA:

1. Damon E. Duncan is hereby appointed, approved and affirmed as the Chief Executive Officer of RRHA;
2. This resolution shall be effective as of March 25, 2019.
3. Robert J. Adams, as Chair of the Board and on behalf of RRHA, is hereby authorized to enter into a written contract for employment with Damon E. Duncan, in substantially the same form as the contract attached hereto as Exhibit A, which is incorporated into this Resolution by reference as if fully laid out herein.

**Motion: (Young/Abbott) Move to adopt Resolution 1 authorizing  
Chairman Robert Adams to enter into an employment contract with  
Damon Duncan**


**Motion Carried Unanimously**

**Adjournment**

**Motion: (Harrigan/Jones) Move to adjourn.**

**Motion Carried Unanimously**

There being no further business, the meeting adjourned at 6:06 p.m.



Chairman



Interim Chief Executive Officer/Secretary