

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 26, 2020

**In Attendance:**

**Board of Commissioners**

Veronica G. Blount, Chairman  
Samuel S. Young, Jr.  
Jonathan Coleman  
Robley Jones

**Absent**

Neil Kessler, Vice Chairman  
Marilyn Olds  
Elliott Harrigan  
Robert J. Adams

**RRHA Staff**

Damon E. Duncan, Chief Executive Officer

Chairman Blount called the meeting to order at 6:39 p.m. with Cory Wolfe serving as Legal Counsel. A quorum was **not** established.

**Minutes**

The Minutes from the *January 15<sup>th</sup> Regular Board of Commissioners Meeting* and the *February 5<sup>th</sup> Special Board of Commissioners Meeting* were not voted on as a result of the inability to establish a quorum for this meeting.

**Citizen Information Period**

No citizens were scheduled to speak.

**Chairman/CEO Reports**

**Chairman of the Board's comments** – Chairman Veronica Blount provided the following comments and/or updates:

- Citizens comments from the last board meeting.
- Progress of the Armstrong project.
- Negative connotations made by various public figures in regards to RRHA's plans for Creighton residents that were counterproductive to RRHA's goals.
- Gratitude and appreciation of RRHA's staff, RPD and all Commissioners for their hard work and support.
- Sending a grief card to Genesis Properties to express condolences for their loss (the passing of an employee).

**Chief Executive Officer's comments** – CEO Damon Duncan provided the following comments and/or updates:

- Echoing Commissioner Blount's expression of gratitude and appreciation to RRHA's staff, RPD and Commissioners for their hard work and support.
- Public access to board meetings and obstacles with scheduling locations to meet.
- The Maximum Occupancy Restriction Code of the large conference room at 901 Chamberlayne Parkway corporate office building. (New signs have been posted on the building detailing the restrictions).
- Lease Enforcement Payment Agreement fact sheet in circulation. The Lease Enforcement freeze will continue until May 1<sup>st</sup>.
- Legal Aid will be available on-site to advise residents on all legalities and interpretations of the Lease Enforcement program.
- Public safety camera installations throughout the communities (leasing new state of the art equipment) starting March 2020.
- The streamlining of the HCVP waitlist process from February 3<sup>rd</sup> through 25<sup>th</sup>.
  - o Save My Spot initiative:
    - 1,862 letters were mailed out to individuals on the waitlist.
    - 1,245 emails were sent out to individuals on the waitlist.
    - 3,585 responses were received as a result of RRHA's outreach to update individuals account.
- Grand opening of the Whitcomb Library that was held on February 20<sup>th</sup> was a huge success.
  - o Three published authors of children's books were on-site with free give aways of their books.
  - o Fountain of Youth Foundation was present at the opening as well.
  - o Four other libraries have already been established and are up and running successfully in our communities (Photos and Press coverage can be found online via RRHA's website and social media).
- First time homeowners' event that took place at the Calhoun Center on February 25<sup>th</sup> was also a huge success.
- HUD's passing score on the fiscal REAC Inspection performed.
- HUD's recent announcement of our SEMAP designation as being a high performer.

#### **Committee Updates**

*Controller, Stacey Daniels-Fayson* reported that the *Administration and Finance Committee* met on Tuesday, February 18, 2020. The following items were reviewed and discussed:

- Audit – Auditors are no longer on the premises; however, they are still doing their review. The draft report is slated to be received by March 9<sup>th</sup>.

- Associate General Counsel Report -- Bylaws of changes regarding public presentation at board meetings.
- IT Update.
  - o Windows 10 upgrade.
  - o Telephone system upgrade.
  - o Upgrading of the company servers.
- Agency vacancies.
  - o 9 vacant positions with 5 positions on hold.
  - o Public Safety Analysis position.
  - o Currently there two Section 3 hires.
- Procurement Update.
  - o Video surveillance system.
  - o Gilpin underground piping replacement project (design work for the project has been reviewed).
- Financial presentation provided by the Finance Reporting Manager – RRHA’s net operating income is approximately \$2.9 million vs. our budget of \$1.9 million. We are performing well as an agency.

The *Property Management Committee* did not meet during the month of February 2020.

Acting Chief Real Estate Officer, *Desi Wynter* stated that the *Real Estate Committee* met on Tuesday, February 18, 2020. The following items were reviewed and discussed:

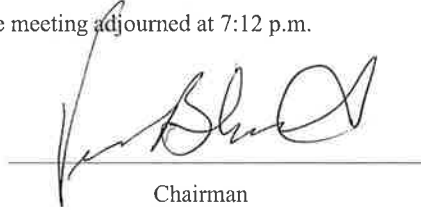
- Old Business: discussed the number of Request For Proposals and the number of Request For Qualifications for the Jackson Place RFP and the Blackwell HOPE VI lots.
- New Business: RFP – Mosby Court Redevelopment.
- Phase II of Highland Grove development – homeownership Section.
- Two Resolutions were discussed:
  - o Resolution approving the acquisition of 2720 Nine Mile Road and 2820 Nine Mile Road in the East End.
  - o Resolution approving the amendment to Master Development Agreement with The Community Builders Regarding Armstrong Renaissance.
- RAD Program updates – A meeting will be held with the community next month for the senior family developments.
- Echoed CEO’s comments about the February 25<sup>th</sup> first time homeowners’ event and how well the event was.

*Note: Please note that this was a very brief meeting. As a result of a quorum not being established, no resolutions were discussed or voted on. The Board as a whole (for those present) agreed to table all resolutions and host a Special Board Meeting later next week when all members can be present to establish a complete quorum.*

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Adjournment

There being no further business, the meeting adjourned at 7:12 p.m.



Chairman



Interim Chief Executive Officer/Secretary