

**COMMISSIONERS' REGULAR ELECTRONIC BOARD MEETING**  
*December 15, 2021*

**Resolution(s) Passed:**

21-21 Resolution of the Richmond Redevelopment & Housing Authority Authorizing the Agency's Interim Chief Executive Officer to Execute Form HUD-1044, and Other Documents as Reasonably Necessary, Related to the Agency's Award of a Choice Neighborhoods Planning Grant

**MOTIONS:** Hardiman

**VOTE: Aye:** Coleman, Gooden, Hardiman, Johnson, Jones, Kessler,  
Pitchford, Shelton

**ABSTAIN:** None

**ABSENT:** Blount

MINUTES OF REGULAR ELECTRONIC MEETING  
OF THE COMMISSIONERS OF  
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
HELD VIA GOTOMEETING  
IN RICHMOND, VIRGINIA  
ON WEDNESDAY, DECEMBER 15, 2021

**Board of Commissioners**

**In Attendance Via GoToMeeting:**

Dr. Basil I. Gooden, Chairman  
Jonathan Coleman  
Barrett Hardiman, Vice Chairman  
W. R. "Bill" Johnson, Jr.  
Robley Jones  
Neil Kessler  
Charlene Pitchford  
Patrice Shelton

**Absent:**

Veronica Blount

**RRHA Staff**

Stacey Daniels-Fayson, Interim Chief Executive Officer

Chairman Basil Gooden called the meeting to order at 5:32 p.m. with Ben Titter serving as General Counsel. A quorum was established.

**General Counsel Comments**

This meeting is an electronic meeting conducted in accordance with City of Richmond Ordinance 2020-093 as amended, which was ordained under authority conferred to the City by Virginia Code Section 15.2-1413. The Board is meeting by entirely remote means, and a quorum of the Board is not physically assembled.

This Board is conducting an electronic meeting due to the COVID-19 pandemic, which has made it unsafe for a quorum of Board members to physically assemble in a single location. This Board is a public body within the meaning of the Virginia Freedom of Information Act as well as Section 1(B)(5) of the ordinance, in that the members of this Board are appointed to office by City Council.

Notice of this meeting was published on RRHA's website on **Wednesday, December 1, 2021**. That notice identified that this meeting will be an electronic meeting conducted through GoToMeeting and that members of the public could observe and participate. Specific instructions to access the meeting by internet and by phone were disclosed in the notice, which also directed members of the public to a link where they could register to deliver public comments. All requests to speak are delivered to Priscilla Jackson, Executive Administrative Assistant.

Members of the public must register in advance in accordance with the Board's bylaws in order to make public comments during the meeting. To register, members of the public must access an online link by which they can provide the registration information required by the Board's bylaws. Public comments must be made at electronic meetings of this Board in real time through the GoToMeeting application either by internet or by phone. Written comments will not be accepted and will not be included in the minutes of this meeting.

In accordance with the Bylaws, no member of the public may address the Board unless they have registered to speak or have otherwise been called upon by the chair to speak. Accordingly, all members of the public are instructed to disable any audio or video broadcasts until and unless the Board has called upon such individual to deliver comments. If a member of the public refuses to disable an audio or video broadcast after having been warned to do so by the chair, then the individual may be permanently banned from the remainder of meeting. Please disable your audio and video broadcasts now.

Please disable your audio and video broadcasts now.

All members of this body in attendance at this meeting are participating electronically. The members who are participating in this meeting include: (1) Commissioner Jonathan Coleman, (2) Commissioner Basil Gooden, Chairman, (3) Commissioner Barrett Hardiman, Vice Chairman, (4) Commissioner W. R. "Bill" Johnson, Jr., (5) Commissioner Robley Jones (6) Commissioner Neil Kessler, (7) Commissioner Charlene Pitchford, and (8) Commissioner Patrice Shelton.

Members are reminded that all voting during this electronic meeting must be conducted by roll call vote. When a motion is on the floor, I will call each member by name in alphabetical order to state their vote individually until all members are polled.

I have no further comments.

### **Agenda**

Chairman Gooden asked if there were any additional items for the December 15, 2021 board agenda. No additional items were recommended; the agenda was accepted as presented.

### **Minutes**

The Minutes from the *November 17, 2021 Regular Board of Commissioner's Meeting and the December 2, 2021 Special Board of Commissioner's Meeting* were approved.

***Motion: (Jones/Hardiman) Move to adopt the Minutes from the November 17, 2021 Regular Board of Commissioner's Meeting and December 2, 2021 Special Board of Commissioner's Meeting***

**Motion Carried Unanimously**

**Absent: Blount, Kessler**

*Note: Commissioner Kessler was absent when the minutes were voted on.*

### **Citizen Information Period**

*Kenisha Willis* addressed the Board of Commissioners to discuss privacy issues, the same maintenance staff person entering her unit and retaliation. Chairman Gooden thanked Ms. Willis for expressing her concerns. He stated that the Board will look into this matter and will have staff to follow up with her on these issues.

*Milton Pratt* with The Michaels Organization addressed the Board of Commissioners and provided comments regarding the Richmond Family projects. Renovations on this project began in May 2021. The Michaels property management team has been working diligently to address both immediate and long-term needs of these communities. A professional relocation specialist has been based in Richmond to assist with relocations. Additional creative strategies are being explored to help better execute relocations. On-site property management staff is documenting all actions. He said "*We*

*are working hard to establish a community of trust and partnership with the residents of these various communities. We are going to do a better job of communicating with all residents regarding relocation activities and be transparent. Our number one priority is to take care of our residents during this difficult time and to follow through on what we say we are going to do regarding the rehabilitation of these communities”.*

**Action Item:** The Michaels Organization should provide documentation to the Board regarding issues that are occurring during the transition period for the Richmond Family projects.

#### **Chairman’s Updates**

Chairman Gooden thanked Interim CEO Stacey Daniels-Fayson and her team for the great work that they have done over this year. He also thanked the Commissioners for their dedication and commitment to the housing authority and to the Board. He recognized Commissioner Neil Kessler for stepping in and serving as the acting chair of the Board and Commissioner Veronica Blount for serving as the chair of the Board prior to that.

#### **Interim Chief Executive Officer’s Updates**

Interim CEO Stacey Daniels-Fayson provided the following updates and comments.

- In terms of COVID, we remain vigilant in ensuring that staff are wearing masks and social distancing.
- The CARES Act funding must be expended by December 31, 2021. Staff has expended 95% of the funds for the LIPH program and 99% of the funds for the Housing Choice Voucher Program.
- Several community events and meetings with various partners and organizations were held throughout the month.

#### **RRHA Agency Updates**

##### ○ Strategic Planning Process Overview

Sarah Milston with The Spark Mill provided an overview of the strategic planning process. The Spark Mill follows the following three-step process:

- **GATHER:** a collection of information from internal and external stakeholders. **GATHER** looks different for every client and is guided by your mission, vision, values, and your strategic questions.
  - Fourteen to fifteen community stakeholder interviews will be conducted.
  - Four small group gatherings will be held with residents.
  - Six residential interviews with public housing residents and voucher holders will be conducted.

- **SOAK:** a facilitated time to dive into the data collected and make strategic decisions. **SOAK** is composed of retreats, negotiations, and an attempt to clarify and focus the plan.
- **RADIATE:** writing the plans and operationalizing the work over three - five years. **RADIATE** relies on all of the data and feedback collected to craft plans that articulate strategy and operations.
- A Preliminary Findings Report will be provided to RRHA.

Action Item: The Spark Mill will provide the Commissioners with a listing of the entities that will be interviewed.

- o “Come Current” Campaign
  - Staff continues to work with residents to apply for rent relief.
  - RRHA has received \$1.8 million in rent relief funds for residents.
  - Effective December 1, 2021, the rent relief program will be handled by the Department of Housing and Community Development instead of Virginia Housing.
- o RRHA Leadership Academy
  - RRHA has partnered with Virginia Commonwealth University to provide leadership training to current and prospective RRHA managers and supervisors.
  - Forty-three staffers have expressed an interest in participating in the leadership training.
  - The Leadership Academy will officially begin with the first cohort of staff on January 7, 2022 and will end on March 4, 2022.
  - After completion of the first training, staff will get feedback from VCU to determine how the training went, to see what things can be done differently, and determine how to continue to grow this partnership.
  - Training for the second cohort of staff will begin a couple weeks after April 1, 2022.

### Committee Updates

The *Real Estate and Community Development Committee* met on December 14, 2021. Commissioner Barrett Hardiman, Chairman of the Real Estate Committee provided an update on the items that were discussed during that meeting:

- o Presentation from the Richman Group regarding the Mosby Court South RFP.
- o The Choice Neighborhood Planning Grant was awarded for the Jackson Ward and Gilpin neighborhoods. Community meetings are being planned for January 2022.

The *Administration and Finance Committee* met on December 15, 2021. Interim CEO Daniels-Fayson provided an update on the items that were discussed during that meeting:

- o Agency Vacancies.
- o IT Update.
- o Procurement Update.
- o Section 3/MBE Reporting.
- o Cash Flow.
- o September Financials.
- o The firm that will conduct the organizational assessment has been selected.

The *Property Management Committee* met on December 8, 2021. Interim Chief Operating Officer Kenyatta Green provided an update on the items that were discussed during that meeting:

- o Revisions to the FY 2021-2022 Annual Agency Plan.
- o Information on the FY 2022-2023 Annual Agency Plan.
- o "Come Current" Campaign Update/Lease Enforcement Process.
- o HCVP Jurisdiction/MOU with Virginia Housing.
- o HCVP SEMAP Certification.
- o HCVP Homeownership Program.
- o November R.I.S.E. Award Winners.
- o RRHA Leadership Academy.

The *Governance Committee* met on December 8, 2021. Commissioner Robley Jones, Chairman of the Governance Committee provided an update on the items that were discussed during that meeting:

- o Procurement Policy.
  - The draft policy will be presented at the next Governance Committee meeting.
  - A significant change to the policy will be the establishment of a threshold amount that will need to come to the Board for approval.
- o The Committee will also be focusing on developing the plans for the CEO Search as well as revising the current Bylaws.

Discussion: Commissioner Bill Johnson recommended that the Board re-open the CEO Search. Chairman Gooden stated that Ingram Brown, Director of Human Resources will assist with the CEO search and that the Governance Committee will develop the process around the search. The Board agreed to move in this direction.

*Action Item:* At the next board meeting, Commissioner Jones will provide a timeline on the CEO search.

**Resolution(s)**

**Agenda Item No. 1** – Resolution approving a modification to the resale restrictions on those Homeownership Lots designated for construction of Affordable Units pursuant to Addendum No. 2 to Master Development Agreement Addressing Implementation of Homeownership Component by and between Richmond Redevelopment and Housing Authority and The Community Builders, Inc., dated February 28, 2020, and authorizing the Chief Executive Officer, or his designee, to negotiate, execute and deliver an amendment to Addendum No. 2 to Master Development Agreement Addressing Implementation of Homeownership Component to reflect such modification on behalf of Richmond Redevelopment and Housing Authority

Note: Resolution #1 was pulled from the agenda.

**Agenda Item No. 2** – Resolution of the Richmond Redevelopment & Housing Authority Authorizing the Agency’s Interim Chief Executive Officer to Execute Form HUD-1044, and Other Documents as Reasonably Necessary, Related to the Agency’s Award of a Choice Neighborhoods Planning Grant

(21-21) WHEREAS, by resolution dated June 16, 2021, the Board of Commissioners of the Richmond Redevelopment & Housing Authority (“RRHA”) authorized the Interim Chief Executive Officer to submit an application to the United States Department of Housing and Urban Development (“HUD”) for a Fiscal Year 2021 Choice Neighborhoods Planning Grant for Gilpin Court and Historic Jackson Ward (the “Grant”);

WHEREAS, RRHA submitted an application for the Grant, which application was selected by HUD for a grant award of \$450,000.00; and

WHEREAS, as part of the Grant award, HUD requires RRHA’s Interim Chief Executive Officer to sign Form HUD-1044, attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Richmond Redevelopment & Housing Authority that the Interim Chief Executive Officer is hereby authorized to execute Form HUD-1044 and other documents reasonably necessary related to the Grant award.

**Motion: (Hardiman) Move to adopt Resolution #2**

**Motion Carried Unanimously**

**Absent: Blount**

**Commissioners’ Comments**

- o Commissioner Johnson offered a special thank you to Commissioner Hardiman for expanding the real estate committee by inviting community partners to serve on the committee.
- o Commissioner Hardiman asked that staff provide an update on how to address the concerns raised by Ms. Willis.
- o Commissioner Charlene Pitchford informed the Board that residents in Gilpin approached her regarding the removal of the mailboxes on Hickory Street. Staff was not aware of this issue; but will look into this matter and provide the Board with an update on this item.

- Commissioner Hardiman stated that Commissioner Pitchford has come up with a great idea to give gift baskets to some residents on behalf of the Board. Ralph Stuckey, Director of Resident Services has been working with her on this initiative and will provide information on ways that the Board can support this effort.

**Adjournment**

There being no further business, the meeting adjourned at approximately 7:18 p.m.

  
Chairman

  
Interim Chief Executive Officer/Secretary