

**COMMISSIONERS' REGULAR BOARD MEETING**  
*March 16, 2022*

**Resolution(s) Passed:**

- 22-07            Resolution of the Richmond Redevelopment & Housing Authority to Approve the Revised Annual Agency Plan for Fiscal Year 2021-2022
- 22-08            Resolution approving a contract for the installation Fire & Security Monitoring, Maintenance, and Fire Inspection Services between Richmond Redevelopment and Housing Authority and Vector Security, Inc. and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority
- 22-09            Resolution approving a contract for replacement of hot water boilers at Whitcomb Court between Richmond Redevelopment and Housing Authority and RMT Construction and Development Group, LLC and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

**MOTION:**    Jones/Hardiman Move to adopt Resolutions #1 - #3  
**VOTE: Aye:** Gooden, Hardiman, Johnson, Jones, Kessler, Shelton  
**ABSTAIN:**    None  
**ABSENT:**    Blount, Pitchford

MINUTES OF REGULAR ELECTRONIC MEETING  
OF THE COMMISSIONERS OF  
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
HELD VIA GOTOMEETING  
IN RICHMOND, VIRGINIA  
ON WEDNESDAY, MARCH 16, 2022

**Board of Commissioners**

**In Attendance Via GoToMeeting:**

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

**Absent:**

Veronica Blount

**RRHA Staff**

Ben Titter, General Counsel

Chairman Basil Gooden called the meeting to order at 5:33 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 Va. Code § 2.2-3708.2(A)(3) as well as City of Richmond Ordinance 2020-R025, which was adopted pursuant to Va. Code § 44-146.21. The Board is meeting by entirely remote means and a quorum is not physically assembled due to the COVID-19 pandemic, which has made it unsafe for a quorum of Board members to physically assemble in a single location. The purpose of this electronic meeting is to allow the Board to provide for the continuity of RRHA operations and carry out the Board's lawful purposes, duties, and responsibilities.

Notice of this electronic meeting was published on RRHA's website on **February 28, 2022**. 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 Chair 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 the meeting.

Please disable your audio and video broadcasts now.

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All members of this body in attendance at this meeting are participating electronically. Members are reminded that all voting during this electronic meeting will 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 March 16, 2022 board agenda. No additional items were recommended; the agenda was accepted as presented.

#### **Minutes**

The Minutes from the *January 31, 2022 Board of Commissioners Work Session* were approved.

***Motion: (Hardiman/Kessler) Move to adopt the Minutes from the January 31, 2022 Board of Commissioners Work Session.***

**Absent: Blount, Johnson**

**Motion Carried Unanimously**

*Note: Commissioner Johnson arrived after the minutes were voted on.*

The Minutes from the *February 16, 2022 Regular Board of Commissioner's Meeting* were approved.

***Motion: (Hardiman/Shelton) Move to adopt the Minutes from the February 16, 2022 Regular Board of Commissioner's Meeting.***

**Absent: Blount, Johnson, Pitchford**

**Motion Carried Unanimously**

*Note: Commissioner Pitchford was absent when the minutes from the February 16, 2022 Board of Commissioners meeting were voted on. Commissioner Johnson arrived after the minutes were voted on.*

#### **Citizen Information Period**

No citizens were signed up to speak.

#### **Chairman's Updates**

Chairman Gooden provided the following comments:

- o He thanked the Commissioners for their continued commitment and work at RRHA.
- o Efforts continues for the recruitment of RRHA's next CEO.

- Due to his work schedule, Jonathan Coleman has stepped down from serving on RRHA's Board of Commissioners.
- He thanked Interim CEO Stacey Daniels-Fayson and the team for their great work at RRHA.

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

General Counsel Ben Titter provided the following updates on behalf of Interim CEO Stacey Daniels-Fayson.

- Virginia Housing Public Housing Revitalization Capital Grant Improvement Program.
  - RRHA was awarded a one-time grant in the amount of approximately \$12.1 million for this program.
- The Armstrong Renaissance community was selected for a national award from the Congress and New Urbanism for the 2022 Charter Award.
- RRHA's Leadership Academy started on March 4, 2022.
- Fire safety training were held at RRHA's senior sites. This same training will be held in RRHA's family communities.
- RRHA's 2022-2023 Annual Plan is out for public comment and review. Public meetings will be held virtually on April 19, 2022, at noon and 5:30 p.m.
- Lease enforcement efforts to assist families who are behind on their rent continues. Various meetings were held with organizations and stakeholders who are interested in assisting the agency to help public housing families avoid lease enforcement action.
- Meetings were held with various partners and organizations throughout the month.
- Community walks are being planned for the Spring.

#### **Lease Enforcement Update:**

Interim COO Kenyatta Green provided the following comments and updates on RRHA's Lease Enforcement efforts.

- RRHA has not filed any unlawful detainers against residents who have failed to pay their rent.
- As of last week, there are 1,748 families with rent balances that range from \$51 or more. The total aged receivable balance for this is approximately \$1.9 million. Staff continues to work diligently to assist families and submit rent relief applications.
- On March 15<sup>th</sup>, RRHA began canvassing efforts to assist residents with rent relief applications. These efforts will conclude on March 17<sup>th</sup>.
  - Staff has received both positive and negative feedback from this effort.
  - Some residents did not respond during the canvassing efforts. An additional attempt will be made to reach these residents.

- On March 18<sup>th</sup>, volunteers and RRHA staff will enter rent relief applications for residents.
- March 19<sup>th</sup> has been designated as RRHA Volunteer Day. Staff from other departments within the agency will volunteer to canvass and/or to submit rent relief applications.

Discussion: The discussion centered around next steps once the canvassing efforts are complete. Staff will ensure that applications have been submitted for all residents who responded to the canvassing efforts before filing any unlawful detainer. If a family does not qualify or is not eligible to receive rent relief, staff will work with that family and make them aware of additional options that are available to them before filing an unlawful detainer on them. Filing an unlawful detainer will be the absolute last resort.

A question was raised about how much time will be allowed before moving forward with filing unlawful detainers on those families who did not respond to RRHA's canvassing efforts. Staff has not determined the timeframe for this but will meet to discuss this item.

A suggestion was made for staff to publicize RRHA's plans for moving forward with filing unlawful detainers to encourage residents to respond to these efforts to assist them with applying for rent relief.

#### Strategic Plan Update:

Rachael Randall with The Spark Mill provided the following update on the Strategic Plan initiative.

- o The Strategic Plan Team met in November 2021 to start the planning process for the strategic plan.
- o A kick-off meeting was held with the Board of Commissioners in November 2021 to discuss information gathering process.
- o From January – March 2022, interviews were conducted with selected partners, stakeholders, and community members to gather information.
- o On March 22<sup>nd</sup>, The Spark Mill will meet with RRHA staff to gather information from them.
- o After the meeting with RRHA staff, The Spark Mill will prepare the preliminary findings report based on the information that was collected during the gathering session.
- o The Strategic Plan Team will meet in April to review and discuss the preliminary findings report.
- o The preliminary findings report will then be shared with the Board of Commissioners for review and input.
- o Based on input from the Board, a rough outline of the strategic plan will be developed and shared with the Strategic Plan Team for review and discussion.
- o In April, the Strategic Plan Team will present the final strategic plan to the Board for approval.

- Once the plan has been approved, The Spark Mill will work with RRHA staff to determine how to implement the plan.

#### Organizational Assessment Update:

Procurement Director Art Walker provided the following update on the

#### Organizational Assessment.

- TAG Associates is in the process of scheduling final interviews with the Board of Commissioners.
- The draft report will be submitted to staff for review on March 18<sup>th</sup>.
- The final report will be sent to the Board of Commissioners for review on April 6<sup>th</sup> for review.
- TAG Associates would like to discuss the final report with the Commissioners during the week of April 18<sup>th</sup>.

#### Legislative Update:

General Counsel Ben Titter provided the following legislative update on various House Bills.

- HB214: “Redevelopment and Housing Authorities; naming convention”.
- HB400: “Assessment of real property; affordable housing”.
- HB402: “Tax credit for participating landlords”.
- HB1216: “Housing authorities’ law; powers of legal entity; use of funds and tax credits”.
- HB1227: “Housing authorities; appointment of commissioners, exception”.
- HB1286: “Notice of intent to dispose of housing”.

#### **Committee Updates**

The *Real Estate and Community Development Committee* met on March 8, 2022. Commissioner Barrett Hardiman, Chairman of the Real Estate Committee provided an update on the items that were discussed during that meeting:

- Property dispositions.
- The Jackson Project – The Moon Sisters.
- City Center’s request for parcels for the Blues Armory and Festival Park.
- Acquisition of property adjacent to Gilpin Court.

Discussion: Deputy Chief Real Estate Officer, Desi Wynter informed the Board and staff that Alicia Garcia, Deputy Chief Real Estate Officer will be leaving RRHA. He said “*We will definitely miss her time and talents and would like to thank her for her one-year tenure at RRHA. We will miss her passion for the residents and her drive for perfection. We wish her well in her future endeavors*”. On behalf of the Board of Commissioners, Chairman Gooden thanked Ms. Garcia for her service and hard work at RRHA.

The *Administration and Finance Committee* met on March 14, 2022. Interim CEO Daniels-Fayson provided an update on the items that were discussed during that meeting. A quorum was not established.

- o Legislative Update.
- o HR Update.
- o IT Update.
- o Procurement Update.
- o Section 3/MBE Update.
- o Financials.

The *Property Management Committee* met on March 9, 2022. Interim Chief Operating Officer Kenyatta Green provided an update on the items that were discussed during that meeting.

- o Fire education training in partnership with the Richmond Fire Department.
- o Mobile maintenance work orders.
- o Closure of 22 wait lists.
- o 2022 RFP for Project Based Vouchers.
- o R.I.S.E. Award winner.

The *Governance Committee* met on March 9, 2022. Commissioner Robley Jones, Chairman of the Governance Committee provided an update on the items that were discussed during the meeting:

- o He expressed appreciation for Jonathan Coleman's service on the Board and suggested that the Board recognize him at a future meeting for his service to RRHA.
- o CEO Search.
- o Revision of RRHA's Bylaws.
  - Several points from Robert's Rules of Order regarding the development of bylaws were highlighted.
  - Staff made the recommendation to remove language from the current Bylaws that limits the number of times that an individual can speak at the board and committee meetings.
  - It was requested that proposed changes to the Bylaws be provided to Commissioner Jones and General Counsel, Ben Titter by April 4, 2022.

**Resolution(s)**

***Agenda Item No. 1*** – Resolution of the Richmond Redevelopment & Housing Authority to Approve the Revised Annual Agency Plan for Fiscal Year 2021-2022

(22-07) BE IT RESOLVED by the Board of Commissioners of the Richmond Redevelopment & Housing Authority that the submission of the Revised Annual Plan, which was read and considered, is approved.

**Agenda Item No. 2** – Resolution approving a contract for the installation Fire & Security Monitoring, Maintenance, and Fire Inspection Services between Richmond Redevelopment and Housing Authority and Vector Security, Inc. and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

(22-08) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) issued an Invitation For Bids on August 3, 2021 for Fire & Security Monitoring, Maintenance, and Fire Inspection Services (“the Services”); and

WHEREAS, the Vector Security, Inc. was the sole bidder for the Services; and

WHEREAS, RRHA staff has reviewed the bid determined that the bidder is responsive and responsible; and

WHEREAS, it is necessary for the Board of Commissioners of RRHA to take appropriate official action to approve the contract and to authorize the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of RRHA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Stacey Daniels-Fayson, in her capacity as Interim Chief Executive Officer, is authorized to execute a Contract between RRHA and Vector Security, Inc. The total contract amount is \$258,560.00.

**Agenda Item No. 3** – Resolution approving a contract for replacement of hot water boilers at Whitcomb Court between Richmond Redevelopment and Housing Authority and RMT Construction and Development Group, LLC and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

(22-09) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) issued an Invitation For Bids on November 29, 2021 for replacement of hot water boilers at Whitcomb Court (“the Project”); and

WHEREAS, RMT Construction and Development Group, LLC was the lowest bidder for the Project; and

WHEREAS, RRHA staff has reviewed the bid determined that the bidder is responsive and responsible; and

WHEREAS, it is necessary for the Board of Commissioners of RRHA to take appropriate official action to approve the contract and to authorize the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of RRHA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Stacey Daniels-Fayson, in her capacity as Interim Chief Executive Officer, is authorized to execute a Contract between RRHA and RMT Construction and Development Group, LLC. The total contract amount is \$697,344.00.

WHEREAS, RRHA, in accordance with relevant law and regulation, adopted a Procurement Policy (the “Policy”) setting forth requirements for RRHA procurement actions; and

WHEREAS, RRHA, with input from the Governance Committee of the Board of Commissioners, and in accordance with relevant law and regulation, drafted a revised Policy, as more particularly shown in Exhibit A, attached hereto; therefore



BE IT RESOLVED that RRHA's Board of Commissioners, believing the proposed changes to the Policy are prudent, approves the same and recommends that RRHA, by and through its Interim Chief Executive Officer, adopt the proposed changes to the Policy.

***Motion: (Jones/Hardiman) Move to adopt Resolutions #1 - #3.***

**Motion Carried Unanimously**

**Absent: Blount, Pitchford**

**Closed Session**

At 7:04 p.m., Commissioner Hardiman moved for the Board to go into Closed Session.

I move that we go into closed meeting for the discussion of the award of a public contract involving the expenditure of public funds, specifically a contract for employee search and recruitment services, as allowed under Virginia Code section 2.2-3711(A)(29).

***Motion: (Hardiman/Johnson) Move to go into Closed Session.***

**Motion Carried Unanimously**

**Absent: Blount, Pitchford**

*Note: Commissioner Pitchford was not present when the vote was taken to go into Closed Session.*

At 8:45 p.m., Commissioner Hardiman asked to come out of Closed Session.

***CERTIFICATION OF CLOSED MEETING***

WHEREAS, the Board of Commissioners of the Richmond Redevelopment and Housing Authority (the "Board") 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; and

WHEREAS, Section 2.2-3711(B) 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 Board 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: (Hardiman/Johnson) Move to come out of Closed Session.**

**Motion Carried Unanimously**

**Absent: Blount**

Once the Board ended its closed session, the following motions were made:

**Motion: (Hardiman/Johnson) Move to enter into a contract with Fahrenheit Advisors to conduct the search for a permanent Chief Executive Officer for RRHA per the terms Fahrenheit offered in its most recent, revised proposal.**

**Motion Carried Unanimously**

**Absent: Blount**

**Motion: (Hardiman/Johnson) Move to enter into a contract with Fahrenheit Advisors to provide RRHA with strategic management and consulting services per the terms Fahrenheit offered in its most recent, revised proposal.**

**Motion Carried**

**Absent: Blount**

**Adjournment**

There being no further business, the meeting adjourned at approximately 8:51 p.m.

  
\_\_\_\_\_  
Interim Chief Executive Officer/Secretary

  
\_\_\_\_\_  
Chairman