

COMMISSIONERS' REGULAR ELECTRONIC BOARD MEETING
May 18, 2022

Resolution(s) Passed:

- 22-18 Resolution approving a contract for installation of exterior lighting at Gilpin Court between Richmond Redevelopment and Housing Authority and Dement Development, Inc. and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority
- MOTION:** Hardiman/Johnson
VOTE: Aye: Gooden, Hardiman, Johnson, Pitchford, Shelton
ABSTAIN: None
ABSENT: Blount
- 22-19 Resolution approving a contract for repair of fire damaged units at 2305-2315 Ambrose in 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:** Hardiman/Pitchford
VOTE: Aye: Gooden, Hardiman, Johnson, Pitchford, Shelton
ABSTAIN: None
ABSENT: Blount
- 22-20 Resolution approving the Transfers of Five Parcels of Real Estate to the City of Richmond
- MOTION:** Hardiman/Johnson
VOTE: Aye: Gooden, Hardiman, Johnson, 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, MAY 18, 2022

Board of Commissioners

In Attendance Via GoToMeeting:

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

Absent:

Veronica Blount

RRHA Staff

Sheila Hill-Christian, Interim Chief Executive Officer
Ben Titter, General Counsel

Chairman Basil Gooden called the meeting to order at 5:30 p.m. with Ben Titter serving as General Counsel. A quorum was established.

General Counsel Comments

RRHA's General Counsel offered an opening statement about the legal basis for the electronic meeting.

Agenda

Chairman Gooden asked if there were any additional items for the May 18, 2022 board agenda. No additional items were recommended; therefore, the agenda was accepted as presented.

Minutes

The Minutes from the *April 20, 2022 Regular Board of Commissioner's Meeting* were approved.

***Motion: (Hardiman/Johnson) Move to adopt the Minutes from the
April 20, 2022 Regular Board of Commissioner's Meeting.***

Absent: Blount

Motion Carried Unanimously

Citizen Information Period

No citizens were signed up to speak.

Chairman's Updates

Chairman Gooden informed the Commissioners that City Council is considering making additional appointments to fill the vacant seats on RRHA's Board. He thanked the Commissioners for taking on additional leadership roles until the vacant seats are filled. He also thanked the RRHA staff for taking on additional responsibilities during this transition period. He said "*I want to personally thank each and every one of you for*

your tremendous work and contribution to RRHA and the families we serve. I want to thank you on behalf of the Board as well. We really do appreciate your work; we recognize it, we see you, we hear you, and we're here to support you to the best of our ability as a Board".

Interim Chief Executive Officer's and Agency Updates

Interim CEO Sheila Hill-Christian provided the following update:

- Meetings were held with various partners throughout the month (HUD, DHCD Mayor's office, city staff, council representatives and Virginia Housing).
- During the meeting with DHCD, the discussion centered around the rent relief program and whether there were plans for their agency to provide additional funding or grant extensions for the program. It does not seem likely that DHCD will be providing additional funding or grant any extensions for submitting applications.
- Topics of discussion for the meetings that were held with the other partners included current projects, communication, grant opportunities, and enhanced Wi-Fi access for residents.
- Staff prepared and submitted a fact sheet for RRHA's lease enforcement process. The fact sheet has been well received by RRHA's partners. She thanked the team for their work in keeping this item updated.
- The demolition of Creighton Court will start within the next 30 days.
- The draft development agreement for Mosby will be presented to the Board in July.
- The Choice Neighborhood Grant project for Gilpin continues to move forward.
- Maps are being prepared that shows RRHA properties that are adjacent to city projects. These maps will be presented at the next real estate meeting to discuss future planning and opportunities.
- The vice president of finance and the finance manager positions are being advertised.
- The vice president of real estate position has been open for two years. Given the magnitude of current and future real estate projects, she suggested having conversations to discuss recruiting for this position. After a brief discussion, the Board agreed for staff to proceed with filling this key position.
- Staff met to discuss setting up a larger homeownership program that will include across the board training for those individuals interested in homeownership opportunities. Outside funding options are being explored for this program.
- Recommendations on whether to relocate or rehab the 901 Chamberlayne Parkway office building should be received within the next couple of days.

Lease Enforcement Update:

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

- As of May 9th, there were 1,875 families with rent balances that range from \$51 or more. This is an increase of about 270 families for an additional \$300,000.
- Events were held on May 5th – 15th to assist residents with submitting rent relief applications before DHCD's application portal closes on May 15th.
- She acknowledged and thanked Charles Williams and the public housing staff for their efforts to assist our families with applying for additional assistance before the deadline.
- A number of families did not submit their portion of information in the portal.
- A committee has been created to discuss how RRHA will move forward with lease enforcement on those residents who have not paid their rent or submitted an application for rent relief. The committee decided to move forward with lease enforcement on those families with higher rent balances. Only those families who have not responded, have not reached out to RRHA, or who do not make their rental payment will be subject to lease enforcement activities. Lease enforcement will begin the week of May 23rd.

Discussion: Commissioner Pitchford expressed concerns about lease enforcement for the elderly and wanted to know if RRHA would contact the next of kin regarding their rental payments. In addition, some children may be impacted by the issuance of unlawful detainers. She wanted to know if staff had communicated with the superintendent of schools and informed him of the number of families that may be impacted by lease enforcement.

Staff responded that while they have not reached out to the superintendent of schools directly, he has heard about RRHA's lease enforcement efforts. As far as notifying the next of kin for the elderly residents, staff will discuss this item and provide the Board with an update on it.

Action Item: Staff will meet to discuss how to handle notifying the next of kin for elderly residents in terms of lease enforcement.

CEO Search Update:

Sarah Gobble with Fahrenheit Advisors discussed the timeline for the CEO search.

- Needs Assessment/Stakeholder Engagement/Profile Creation will be completed by May 18, 2022.
- Research/Recruitment/Sourcing/Screening by Fahrenheit will be completed between May 18, 2022 – June 15, 2022.
- Interview Process will take place from June 15th – August 2022.
- Background Check/References/Other Negotiations will be completed by September 2022.
- The goal is to have a CEO in place by September – October 2022.

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- The Opportunity Profile was briefly discussed. The Board was requested to review this document and provide comments by May 20, 2022.

Discussion: A brief discussion was held regarding creating an assessment process and setting goals/metrics for the next CEO. It was suggested that Interim CEO Sheila Hill-Christian and Commissioners Hardiman and Shelton should meet to discuss the goals and metrics for the CEO candidate.

Action Items:

1. The Commissioners were requested to provide comments on the Opportunity Profile to Fahrenheit Advisors by May 20, 2022.
2. Interim CEO Sheila Hill-Christian and Commissioners Hardiman and Shelton will meet to discuss the goals and metrics for the CEO candidate.

Committee Updates

The *Real Estate and Community Development Committee* did not meet on May 10, 2022. The next meeting will be held on May 26, 2022.

The *Administration and Finance Committee* met on May 16, 2022. Chairman Gooden provided an update on the items that were discussed during the meeting.

- Resolutions.
- Agency Vacancies/Section 3 Hires.
- Procurement Update.
- Budget Update.

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

- Recognition of RRHA Leadership Academy graduates.
- R.I.S.E. Winners.
- Lease Enforcement.
- HCVP Homeownership Program.
- Vacancies.
- Process for requesting topics for discussion at the committee meeting.

The *Governance Committee* did not meet during the month of May 2022. The next meeting will be held on June 8, 2022.

Action Item: Ben Titter will send the amended Bylaws to the Commissioners to review.

Resolution(s)

Agenda Item No. 1 – Resolution approving a contract for installation of exterior lighting at Gilpin Court between Richmond Redevelopment and Housing Authority and Dement Development, Inc. and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

(22-18) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) issued an Invitation For Bids on January 28, 2022 for installation of exterior lighting at Gilpin Court (“the Project”); and

WHEREAS, Dement Development, Inc. 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 Sheila Hill-Christian, in her capacity as Interim Chief Executive Officer, is authorized to execute a Contract between RRHA and Dement Development, Inc. The total contract amount is \$1,269,686.00

Motion: (Hardiman/Johnson) Move to adopt Resolution #1

Absent: Blount

Motion Carried Unanimously

Agenda Item No. 2 – Resolution approving a contract for repair of fire damaged units at 2305-2315 Ambrose in 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

(22-19) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) issued an Invitation For Bids on March 11, 2022 for repair of the fire damaged units at 2305-23015 Ambrose 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 Sheila Hill-Christian, 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 \$287,089.00

Motion: (Hardiman/Pitchford) Move to adopt Resolution #2

Absent: Blount

Motion Carried Unanimously

Agenda Item No. 3 – Resolution approving the Transfers of Five Parcels of Real Estate to the City of Richmond

(22-20) WHEREAS, RRHA currently owns certain real estate commonly known as 411 North 6th Street, 406 North 7th Street, 408A North 7th Street, 530 East Marshall Street, and 550 East Marshall Street, all located in the City of Richmond, Virginia (collectively, the “Property”); and

WHEREAS, in January 2022, the Richmond City Council adopted the City Center Innovation District Small Area Plan (the “SAP”) to redevelop and revitalize the Property and the surrounding area; and

WHEREAS, the SAP contains the City’s commitment to developing new affordable housing options, including an explicit goal of at least 20% of the created housing units being affordable to households at or below 60% of the area median income; and

WHEREAS, the City has further stated a goal of using at least 5% of the created housing units as replacement and relocation units for families who relocate as part of RRHA’s planned redevelopment of Gilpin Court; therefore

BE IT RESOLVED that the Chief Executive Officer, or her designee, is authorized and directed to negotiate, execute and deliver a signed Special Warranty Deed to convey the Property to the City’s Economic Development Authority for no monetary consideration.

Motion: (Hardiman/Johnson) Move to adopt Resolution #3.

Absent: Blount

Motion Carried Unanimously

Commissioners Comments

- o Commissioner Johnson thanked Interim CEO, Sheila Hill-Christian and the staff for the yeoman’s work that they are doing. Commissioner Pitchford also commended the staff on the work that they are doing.
- o Commissioner Shelton mentioned that two events that were recently held in RRHA’s communities; the garden event in Whitcomb Court and the Hillside Court community day and basketball events. These events were well attended.

Adjournment

Chairman Gooden called for a motion to adjourn the meeting.

Motion: (Hardiman) Move to adjourn the meeting.

There being no further business, the meeting adjourned at 6:53 p.m.



Chairman



Interim Chief Executive Officer/Secretary