

**Finance & Administration Committee
Meeting Minutes**

Attendance:

Commissioners: Veronica Blount, Barrett Hardiman, William “Bill” Johnson, Charlene Pitchford, Harold Parker
Staff: Sheila Hill-Christian, Interim Chief Executive Officer; Shannon Sterling, Interim Controller; Kenyatta Green, Sr. Vice President, Affordable Housing; Tonise Webb, Assoc. General Counsel; Priscilla Bartee, Interim Vice President of HR; Desi Wynter, VP Redevelopment; Jackie Salaam-Hicks, Vice President of IT; Arthur Walker, VP, Procurement & Contract Administration; Sherri Thompson, Finance Manager – Operations; Charles Williams, Vice President Public Housing; Monte Gayles, Public Safety Administrative Asst. and Recorder of the Minutes
Visitors: None

The “electronic” meeting of the Administration and Finance Committee began at 6:04 p.m. on August 15, 2022 with use of a video conferencing platform in Richmond, Virginia.

I. Chair’s Comments

Meeting called to order by Committee Chair, Commissioner Veronica Blount.

II. General Counsel’s Comments

TOPIC: General Counsel’s Comments regarding Electronic Meetings

DISCUSSION:

RRHA’s Associate General Counsel provided the opening statement about the legal basis for the electronic meeting.

III. Approval of Minutes

TOPIC: Approval of Minutes from July 18, 2022 meetings

DISCUSSION:

A motion by Commissioner Johnson and seconded by Commissioner Pitchford to accept the minutes was made. The motion passed and the minutes were approved.

IV. Citizens’ Comment Period

None

V. New Business

TOPIC: Proceeds from 901 Semmes Avenue

DISCUSSION:

The Interim CEO reported that the resolution being presented was more of a formality. The Agency had received the proceeds from the sale of the Semmes Avenue Sun Trust building and that the proceeds would be put into the RDC account to separate same from the Housing Authority funds. It was the desire to give full transparency to the Board and that the funds are now in that account. She further noted that a brief presentation was done a few months ago on the Development Corporation and what it can be used for, and that the funds cannot be moved to buy property or sell property without it is coming before the Board for approval.

TOPIC: FY2023 Budget Review

DISCUSSION:

The Interim CEO shared that the team was not ready to present and therefore needed to be tabled. Staff has been working on two things simultaneously, (the budget and the audit) with limited staff. This has been challenging. She

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has instructed the Vice President of Finance to focus on finalizing the audit and then move forward with the budget. The ICEO expressed that she believed that the budget would be ready for presentation at the next month's Board of Commissioners meeting.

TOPIC: Agency Vacancies/ Section 3 Hires

DISCUSSION:

The Interim Vice President of Human Resources (HR) provided the updates on the agency's new hires. She noted that there were no changes for the month. Regarding the Vacancies Report, it was stated that this report will be reformatted and that from last month there was just a few changes. It was highlighted that two positions had been filled by temps who have been brought on permanently – 1) HR Payroll, Training and Benefits Manager and 2) Vice President of Finance. Three positions not reflected in this report - Finance Manager, Maintenance Specialist and Customer Call Center Specialist positions have been filled. The start date will be September 3rd.

The Interim VP of HR concluded her report by stating that they are still working diligently to fill vacancies. A full week of interviews for senior office support specialists are scheduled; as well as, interviewing for a Chief Real Estate Officer. The department continues to look at resumes and screen for all positions that are posted.

Discussion pertaining to the number of hires for the Customer Call Center, recruiting efforts for Section 3 Hires, the Case Management system and the handling of resignations and efforts to fill these positions were addressed. Included in the discussion was the use of advertisement and the Communications Departments efforts which has included radio and television spots.

For additional information or details regarding HR reports, please refer to the handouts.

TOPIC: IT Updates

DISCUSSION:

The ICEO shared that the IT updates have been previously emailed to the committee members and unless there are any specific questions to be addressed, we can move to the next item on the agenda. There was a question pertaining to partner with VCU to bring GIS to the organization.

For additional information or details regarding IT's report, please refer to your handouts.

TOPIC: Procurement Reporting

DISCUSSION:

The Vice President of Procurement & Contract Administration highlighted the following:

Completed Procurement – awarded a contract for **A&E services at Fay Towers** which was approved last month by the Board.

Current Procurements –

-**Private Security Guard Services for Fay Towers** – almost completed. Want to keep the facility secure through redevelopment process.

-**Playground Equipment Installation for Hillside Court** - bid issued, this is in partnership with the City.

-**Pressure Washing Services** - initiative to improve the curb appeal around the Bid 6; evaluation to be completed and an award made within the next two weeks.

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Future Procurements – **Co-Developer Gilpin Court**; working with RRHA’s Real Estate team to hire a developer to begin the process in transforming Gilpin property.

The VP of Procurement & Contract Administration presented the following resolutions:

Resolution #8 – Plumbing Maintenance and Repair Services

Seeking approval to execute contracts with the RMT Construction and Development, Virginia Gambit doing business as Temperature Control Mechanical Services, and C&L Plumbing Company for Plumbing Maintenance and repair services.

Resolution #9 – Purchase of Compact Utility Tractors and Accessories

Seeking approval to execute contracts with Deere and Company to purchase compact utility tractors and accessories. Our public housing maintenance staff use these types of tractors for all kinds of various activities, including material handling, slow work, trash removal, and general landscape maintenance.

Resolution #10 – Ratification of Emergency Purchase for Roofing Services

Seeking approval to ratify the contract for emergency roofing services at Fairfield Court management office with Vertex Roofing. RRHA’s Capital Improvement staff have determined that this was no small patch to be done, that we needed to immediately address and replace the entire roof. In the past, have utilized Vertex Roofing on several projects over the past few years. They are a Class A contractor.

TOPIC: MBE, WBE & Section III Reporting

The VP of Procurement & Contract Administration reported on the MBE, WBE, and Section III contracting efforts.

As of July, our goal is 30 percent expenditures for MBE contractors, and our year-to-date expenditures are at about 33 percent, which is above our goal. The goal for WBE contractor payments is 10 percent, and we today have expended 24.76 percent, which is above our goal. And lastly, Section 3 contractor payments, our goal is 10 percent. Year to date we’ve expended 6.84 percent, which is below our goal. And it is liable to be below goal for the remainder of the fiscal year, which ends on September 30th.

For more details regarding the MBE, WBE and Section III reports, please refer to your handout.

At this time Chair entertained a motion to approve the discussed resolutions presented by the VP of Procurement & Contract Administration in a block.

A motion by Commissioner Johnson and seconded by Commissioner Pitchford that resolution #8, #9 and #10 would be carried forward to the full board for approval. The motion unanimously passed.

In addition, the Chair also accepted a motion by Commissioner Pitchford and seconded by Commissioner Johnson that resolution #7 be carried forward to the full board for approval. The motion unanimously passed.

TOPIC: May 2022 Financials (Summarized Report)

DISCUSSION:

The Vice President of Finance reviewed the agency’s -wide income statement and balance sheet for the month of May 2022. Overall, agency-wide there was a profit of \$541K.

The VP of Finance shared that efforts were being made securing a Financial Reporting Manager in the upcoming month. She advised some of the areas that have been outstanding for the department and that many of the staff in the Finance Department are fairly new. This has impacted the efforts to provide the reports, however, assured the board that they were working diligently on wrapping up the FY ’21 audit soon. She shared some other areas regarding

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the fixed assets that are being reconciled and have solicited the assistance from former employees in helping to correct and fix transaction errors.

During the review, questions regarding Cash flow, if all the COVID-19 monies were spent, and were any money allowable for employees whose performance's warranted a 2% raise. Staff responded by stating that there is currently a complete audit by HUD of the COVID funds, which is to be submitted by September 6th. The VP of Finance then stated that she was positive that all funds were spent. Regarding raises, we should be able to respond to this inquiry once the budget process is finalized. Staff will investigate revising and providing a quarterly cashflow report, as well as a monthly breakdown of the financials. It was also shared that in working through the financials it appears that there may be areas of moneys that haven't been fully utilized, citing asset management fees from COCC and other areas.

For more details regarding the financial reports, please refer to your handout.

Before closing, it was determined that the budget review of the fiscal year 2023 would not take place as planned due to staff efforts to wrap up the CARES audit and the regular audit. The ICEO expressed that the need to move the finance reporting up on next month's agenda, as the information to be reviewed will require more critical conversation.

With nothing else to come before the committee for discussion the meeting was adjourned at 7:17 p.m.

NEXT MEETING:

September 19, 2022