

**COMMISSIONERS' REGULAR BOARD MEETING**  
*May 17, 2023*

**Resolution(s) Pulled:**

Resolution approving the renewal of the contract for Project Management and Contract Administration Services for the Capital Improvement Program between the Richmond Redevelopment and Housing Authority and CHA Consulting, Inc and authorizing the Chief Executive Officer to execute the Contract renewal on behalf of Richmond Redevelopment and Housing Authority

**MOTION:** (Pitchford/Parker) Move to Pull Resolution #1 and Re-submit it for Consideration and Approval at the June 21, 2023 Board of Commissioners Meeting

**VOTE: Aye:** Hardiman, Jackson, Johnson, Lewis, Parker, Pitchford

**ABSTAIN:** None

**ABSENT:** Blount, Elliott, Shelton

**Resolution(s) Passed:**

23-21 Resolution approving the renewal of contracts for RECD Legal Services between the Richmond Redevelopment and Housing Authority and McGuireWoods, LLP/Harrell & Chambliss, LLP and Reno & Cavanaugh, PLLC and authorizing the Chief Executive Officer to execute the Contract renewals on behalf of Richmond Redevelopment and Housing Authority

**MOTION:** (Parker/Johnson) Move to Adopt Resolution #2

**VOTE: Aye:** Elliott, Hardiman, Jackson, Johnson, Lewis, Parker, Pitchford, Shelton

**ABSTAIN:** None

**ABSENT:** Blount

23-22 Resolution approving the Amendment to the 2022-2023 Admission and Continued Occupancy Plan ("ACOP") to Implement the changes in the Housing Opportunities through Modernization Act ("HOTMA") Section 103 Final Rule

23-23 Resolution approving the Amendment to the FY2022-2023 Administrative Plan for the Housing Choice Voucher program to Implement the changes in RRHA's Contract Rent Increase Cap Policy for HCVP Landlords

23-24 Resolution approving the Amendment to the 2022-2023 Administrative Plan for the Housing Choice Voucher Program to Implement the changes in the Payment Standards

**MOTION:** (Property Management Committee) Move to Adopt Resolutions #3 - #5

**VOTE: Aye:** Elliott, Hardiman, Jackson, Johnson, Lewis, Parker, Pitchford, Shelton

**ABSTAIN:** None

**ABSENT:** Blount

MINUTES OF REGULAR MEETING  
OF THE COMMISSIONERS OF  
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
AT 600 EAST BROAD STREET  
5TH FLOOR BOARD ROOM  
IN RICHMOND, VIRGINIA  
ON WEDNESDAY, MAY 17, 2023

**Board of Commissioners**

**In Attendance:**

Barrett Hardiman, Chair  
W. R. "Bill" Johnson, Jr., Vice Chair  
Kyle Elliott  
Eddie Jackson, Jr.  
Gregory Lewis  
Harold Parker, Jr.  
Charlene Pitchford  
Patrice Shelton

**Absent:**

Veronica Blount

**RRHA Staff**

Steven Nesmith, Chief Executive Officer  
George Martin, General Counsel  
Tonise Webb, Associate General Counsel

Chair Barrett Hardiman called the meeting to order at 5:30 p.m. with Tonise Webb serving as General Counsel. A quorum was established.

**Minutes**

The Minutes from the *March 20, 2023 Board Work Session and the April 19, 2023 Regular Board of Commissioner's Meeting* were approved.

***Motion: (Parker/Johnson) Move to adopt the Minutes from the March 20, 2023 Board Work Session and the April 19, 2023 Regular Board of Commissioner's Meeting***

**Motion Carried Unanimously**

**Absent: Blount, Elliott, Shelton**

*Note: Commissioners Kyle Elliott and Patrice Shelton arrived at the meeting at 5:34 p.m. after the minutes from the March 20, 2023 Board Work Session and the April 19, 2023 Regular Board of Commissioners meeting were voted on.*

**Resolution**

***Agenda Item No. 1*** – Resolution approving the renewal of the contract for Project Management and Contract Administration Services for the Capital Improvement Program between the Richmond Redevelopment and Housing Authority and CHA Consulting, Inc and authorizing the Chief Executive Officer to execute the Contract renewal on behalf of Richmond Redevelopment and Housing Authority

***Motion: (Pitchford/Parker) Move to Pull Resolution #1 and Re-submit it for Consideration and Approval at the June 21, 2023 Board of Commissioners Meeting***

**Motion Carried Unanimously**

**Absent: Blount, Elliott, Shelton**

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*Note: Commissioners Kyle Elliott and Patrice Shelton arrived at the meeting at 5:34 p.m. after the Board voted to pull Resolution #1 and re-submit it at the June 21, 2023 Board of Commissioners meeting.*

#### **Citizen Comment Period**

Omari Al-Qadaffi addressed the Board of Commissioners regarding the housing crisis that the city has declared for Richmond. He stated that the city's consolidated plan states that extremely low-income households would be an imminent risk of homelessness if they did not have mainstream public benefits.

#### **Chair Updates**

Chair Barrett Hardiman stated that he met with RRHA's new auditors to discuss the 2022 audit. In addition, he had a meeting with George Martin, RRHA's new General Counsel to discuss RRHA. He expressed his excitement to have Mr. Martin serve as General Counsel through the existing contract that RRHA has with McGuireWoods.

#### **CEO and Agency Updates**

Kenyatta Green, Senior Vice President of Affordable Housing provided updates on the following items:

- HCVP Rent Burden:
  - Due to the inflation factor, RRHA received an increase in funds from HUD for the HCVP and Project Based Voucher programs. This increase in funds will provide an opportunity for RRHA to increase all payment standards (the way rents are calculated) so that the units can remain affordable for our families. In addition, staff is proposing that we increase the rent cap from 5% to 10% to regulate rent increases from landlords.
- Lease Enforcement:
  - As of May 10, 2023, 1,633 residents owed a balance of \$51 or more. Staff continues to increase efforts to get families to come in and sign up for repayment agreements.

Mike Kelly, RRHA's Chief Operating Officer provided an update on the following item:

- HUD Comprehensive Review:
  - On March 1, 2023 RRHA received formal notice from the Richmond HUD Field Office stating their intent to conduct a comprehensive monitoring review of RRHA. The purpose of this review is to determine RRHA's operational compliance with all federal program requirements. On April 10<sup>th</sup>, HUD began conducting site visits to interview employees and residents. HUD will publish their final report within 45 days.

## Action Item:

1. Staff should provide the Board with a copy of the final report from HUD.  
Depending on the results of the report, staff should schedule a work session, if necessary, with the Board of Commissioners to review the report.

Fabio Spino, Senior Vice President and Chief Financial Officer provided an update on the following item:

- FY 2022 Audit:
  - The 2022 Audit has been closed out.
  - Rubino and Company have started the auditing process. They have been doing fieldwork and conducting interviews with staff for the report.

Alicia Garcia, Vice President of Redevelopment provided an update on the following item:

- Signing of the Cooperative Agreement for Creighton Court Development Infrastructure
  - The Cooperative Agreement between RRHA and the City of Richmond for Creighton Court Infrastructure has been fully executed.
  - KBS, the general contractor has been onsite to begin the stabilization process in Creighton.
  - Employment opportunities for residents are being advertised for this project.

### Committee Updates

The *Real Estate and Community Development Committee* met on May 9, 2023. Senior Vice President of Real Estate Darrell Davis provided an update on the items that were discussed during the meeting.

- Gilpin Master Plan.
- Richmond Family 1 and 2 are under construction,
- Brookland Park Building is back in RRHA's possession.
- Calhoun Center Disposition.

## Action Item:

1. Chair Hardiman requested that staff refer to Project Based Vouchers as **Property Based** Vouchers during internal discussions.

The *Administration and Finance Committee* met on May 16, 2023. Senior Vice President and Chief Financial Officer Fabio Spino provided an update on the items that were discussed during the meeting.

- Nan McKay Services – action plan produced.
- Financial Presentation.

- Agency Vacancies Update.
- IT Update.
- Procurement Update.

The *Property Management Committee* met on May 10, 2023. Senior Vice President of Affordable Housing Kenyatta Green provided an update on the items that were discussed during the meeting.

- Lease Enforcement Efforts.
- Public Safety Update.
- Update on Emergency Housing Voucher Compliance Review.
- Date and Time Change of Property Management Committee Meetings.
  - The meetings will be held on the second Thursday of each month at 5:30 p.m. instead of the second Wednesday at 9:30 a.m.
- Update on HCVP Rent Burden.
- Update on Housing Opportunities through Modernization Act.

The *Minority Contracting and Section 3 Committee* met on May 8, 2023. Interim Vice President of Procurement and Contract Administration Derek Brooks provided an update on the items that were discussed during the meeting.

- MBE Policy.
- Update on Computer Centers at Hillside and Fairfield Courts.
- Update on Minority Women Owned Businesses.
- Section 3 Goals.

#### **Resolution(s)**

***Agenda Item No. 2*** – Resolution approving the renewal of contracts for RECD Legal Services between the Richmond Redevelopment and Housing Authority and McGuireWoods, LLP/Harrell & Chambliss, LLP and Reno & Cavanaugh, PLLC and authorizing the Chief Executive Officer to execute the Contract renewals on behalf of Richmond Redevelopment and Housing Authority

(23-21) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) entered into Contracts with McGuireWoods, LLP/Harrell & Chambliss, LLP and Reno & Cavanaugh, PLLC; and

WHEREAS, the Contracts were entered into in an amount not to exceed \$800,000 and \$400,000 respectively for a period of two (2) years with the option to renew for three (3) additional terms of one (1) year each in the amount of \$400,000 and \$200,000 respectively; and

WHEREAS, it is necessary for the Board of Commissioners of RRHA to take appropriate official action to approve the contract renewals and to authorize the Chief Executive Officer to execute the Contract renewals on behalf of RRHA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Steven B. Nesmith, in his capacity as Chief Executive Officer, is authorized to exercise the first one-year renewal option for RECD Legal Services with McGuireWoods, LLP/Harrell & Chambliss, LLP and Reno & Cavanaugh, PLLC. The renewals will be for a total of \$400,000 and

\$200,000 respectively and each contract will have a new value not to \$1,200,000 and \$600,000 respectively.

**Motion: (Parker/Johnson) Move to adopt Resolution #2**

**Motion Carried Unanimously**

**Absent: Blount**

**Agenda Item No. 3** – Resolution approving the Amendment to the 2022-2023 Admission and Continued Occupancy Plan (“ACOP”) to Implement the changes in the Housing Opportunities through Modernization Act (“HOTMA”) Section 103 Final Rule

(23-22) WHEREAS, Richmond Redevelopment and Housing Authority (“RRHA”) must amend its 2022-2023 Admissions and Continued Occupancy Plan to include the recent changes related to families that have exceeded RRHA’s maximum income limit for twenty four (24) consecutive months under Section 103 of the Housing Opportunities Through Modernization Act (“HOTMA”) that became effective on March 16, 2023; and

WHEREAS, RRHA is required to implement the over-income requirements under Section 103 of HOTMA by June 14, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendment of RRHA’s 2022-2023 Admissions and Continued Occupancy Plan to include the over-income requirements under Section 103 of HOTMA.

**Agenda Item No. 4** – Resolution approving the Amendment to the FY2022-2023 Administrative Plan for the Housing Choice Voucher program to Implement the changes in RRHA’s Contract Rent Increase Cap Policy for HCVP Landlords

(23-23) WHEREAS, Richmond Redevelopment and Housing Authority (“RRHA”) desires to amend its 2022-2023 Administrative Plan for the Housing Choice Voucher Program to increase RRHA’s contract rent increase cap policy from five percent (5%) to ten percent (10%); and

WHEREAS, this increase in the rent increase cap policy will be included in RRHA’s 2023-2024 Administrative Plan for the Housing Choice Voucher Program; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendment of RRHA’s 2022-2023 Administrative Plan for the Housing Choice Voucher Program to include the increase in the contract rent cap policy from five percent (5%) to ten percent (10%); and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board hereby approves the addition of RRHA’s 2023-2024 Administrative Plan for the Housing Choice Voucher Program to include the increase in the contract rent cap policy from five percent (5%) to ten percent (10%);

**Agenda Item No. 5** – Resolution approving the Amendment to the 2022-2023 Administrative Plan for the Housing Choice Voucher Program to Implement the changes in the Payment Standards

(23-24) WHEREAS, Richmond Redevelopment and Housing Authority (“RRHA”) desires to amend its 2022-2023 Administrative Plan for the Housing Choice Voucher Program to include the United States Department of Housing and Urban Development (“HUD”) Richmond local office recommendation for RRHA to increase its tenant-based voucher

payment standards from one hundred percent (100%) to one hundred ten percent (110%) of the fair market rents; and

WHEREAS, RRHA desires to increase the payment standard for an efficiency bedroom size unit from \$1,157 to \$1,272; and

WHEREAS, RRHA desires to increase the payment standard for a one-bedroom size unit from \$1,183 to \$1,301; and

WHEREAS, RRHA desires to increase the payment standard for a two-bedroom size unit from \$1,336 to \$1,469; and

WHEREAS, RRHA desires to increase the payment standard for a three-bedroom size unit from \$1,727 to \$1,899; and

WHEREAS, RRHA desires to increase the payment standard for a four-bedroom size unit from \$2,100 to \$2,310; and

WHEREAS, RRHA desires to increase the payment standard for a five-bedroom size unit from \$2,415 to \$2,656; and

WHEREAS, RRHA desires to increase the payment standard for a six-bedroom size unit from \$2,730 to \$3,003; and

WHEREAS, RRHA desires to increase the payment standard for a seven-bedroom size unit from \$3,045 to \$3,349; and

WHEREAS, RRHA desires to implement the above payment standard increases by June 1, 2023; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendment of RRHA's 2022-2023 Administrative Plan for the Housing Choice Voucher Program to include the increased payment standards for tenant-based vouchers from one hundred percent (100%) to one hundred ten (110%) of fair market rents.


**Motion: (Property Management Committee) Move to adopt Resolutions #3 - #5.**

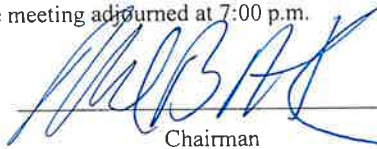
**Motion Carried Unanimously**

**Absent: Blount**

Adjournment

There being no further business, the meeting adjourned at 7:00 p.m.

  
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 Chief Executive Officer/Secretary

  
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 Chairman