

**COMMISSIONERS' REGULAR BOARD MEETING**  
*September 20, 2023*

**Resolution(s) Passed:**

- 23-32 Resolution of the Richmond Redevelopment and Housing Authority to Approve the Authority-wide operating budget of \$94,629,091 for the Fiscal Year Ending September 30, 2024. See Exhibit A.
- MOTION:** (Administration and Finance Committee) Move to Adopt Resolution #1
- VOTE: Aye:** Blount, Broidy, Elliott, Hardiman, Johnson, Lewis, Parker, Pitchford
- ABSTAIN:** None
- ABSENT:** Jackson
- 23-33 Resolution approving the renewal of contract for Criminal Background Checks between the Richmond Redevelopment and Housing Authority and Online Rental Exchange and authorizing the Chief Executive Officer to execute the Contract renewal on behalf of Richmond Redevelopment and Housing Authority.
- MOTION:** (Administration and Finance Committee) Move to Adopt Resolution #2
- VOTE: Aye:** Blount, Broidy, Elliott, Hardiman, Johnson, Lewis, Parker, Pitchford
- ABSTAIN:** None
- ABSENT:** Jackson
- 23-34 Resolution approving a contract for the purchase of Water Source Heat Pumps for 1920 Stonewall and 1611 4th Avenue between Richmond Redevelopment and Housing Authority and Shultz & James, Inc. and authorizing the Chief Executive Officer, or his designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority
- MOTION:** (Administration and Finance Committee) Move to adopt Resolution #3
- VOTE: Aye:** Blount, Broidy, Elliott, Hardiman, Johnson, Lewis, Parker, Pitchford
- ABSTAIN:** None
- ABSENT:** Jackson
- 23-35 Resolution authorizing the Richmond Redevelopment and Housing Authority's Amendment of the First Application for Demolition and Disposition of the Public Housing Community known as Creighton Court
- MOTION:** (Johnson/Parker) Move to adopt Resolution #4
- VOTE: Aye:** Blount, Broidy, Elliott, Hardiman, Johnson, Lewis, Parker, Pitchford
- ABSTAIN:** None
- ABSENT:** Jackson

MINUTES OF REGULAR MEETING  
OF THE COMMISSIONERS OF  
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
HELD AT 600 EAST BROAD STREET, 5<sup>TH</sup> FLOOR  
IN RICHMOND, VIRGINIA  
ON WEDNESDAY, SEPTEMBER 20, 2023

**Board of Commissioners**

**In Attendance:**

Barrett Hardiman, Chair  
W. R. "Bill" Johnson, Jr., Vice Chair  
Veronica Blount  
Dyanne Broidy  
Kyle Elliott  
Gregory Lewis  
Harold Parker, Jr  
Charlene Pitchford

**Absent:**

Eddie Jackson, Jr.

**RRHA Staff**

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

**Call to Order**

Chair Barrett Hardiman called the meeting to order at 5:30 p.m. A quorum was established.

**Approval of Minutes**

The Minutes from the *July 19, 2023, Regular Board of Commissioners Meeting* were approved.

***Motion: (Johnson/Parker) Move to adopt the Minutes from the July 19, 2023, Regular Board of Commissioners Meeting***

**Motion Carried Unanimously**

**Absent: Blount, Jackson**

*Note: Commissioner Blount arrived at the meeting at 5:42 p.m., after the minutes were voted on.*

**Citizens' Comment Period**

Cynthia Vaughn addressed the Board of Commissioners regarding the poor conditions that the people in Old Brook were living in, and the changes that occurred after this was brought to the attention of RRHA's leadership. She stated that the conditions have improved dramatically, and everything is now extremely clean.

Robert Linkonis addressed the Board of Commissioners to discuss the Credit Restoration Institute which helps people with credit issues.

**Chair Updates**

Chair Barrett Hardiman announced that there will be special call meetings for the Real Estate Committee and Board of Commissioners meetings during the week of September 25, 2023, to discuss negotiations with a prospective developer for Gilpin Court.

The developer must be under contract prior to submission of the Choice Neighborhood Planning Grant so that RRHA can apply for the Implementation Grant.

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

*Hope, Jobs, and Security Initiative:* A press announcement regarding this initiative was made last week. RRHA is focused on the upfront investments being made for residents. Part of this initiative includes job training for residents, a private sector entity that will provide conflict resolution and de-escalation training, and funding for mental illness, healthcare disparities, and wellness issues. Sentry Force was chosen to provide these services because they are trained in de-escalation and conflict resolution. William Swafford, the director of operations of Sentry Force, introduced himself to the Board and stressed their focus on building a relationship with the residents. He clarified that, for the most part, it will be the same officers patrolling the same communities. Commissioner Veronica Blount suggested that the officers receive trauma-informed training as well as special training related to domestic violence.

*Lease Enforcement:* Kenyatta Green, Senior Vice President of Affordable Housing, provided an update on lease enforcement. As of September 2023, there were 1,647 residents with an aged receivable balance of \$51.

*Status of HUD Audit of RRHA:* Mike Kelly, Chief Operating Officer provided an update on the status of the HUD audit. The audit is one of several programmatic audits that HUD is conducting in the region. The review commenced on April 10, 2023. Observations from the auditors included the need for better recordkeeping, increased staff training, and better-quality control systems. To date, RRHA has yet to receive the official review from HUD, but staff has already prepared to address the issues that are expected to be included in the HUD report.

#### Action Item:

1. Commissioner Hardiman requested that once staff receives the HUD report, they forward a copy to the Board of Commissioners for review.

*Anonymous Donation of \$25,000:* CEO Steven Nesmith reported to the Board that RRHA received an anonymous donation of \$25,000. The check came in with a note that said the money was given because of the trajectory of the organization and what is happening there. In addition, the CEO reported a \$5,000 donation from VUU for the Open House in the Village scholarship recipients.

*Chief Compliance Officer:* CEO Nesmith announced that Tonise Webb has been elevated to the position of Associate Lead Counsel and Chief Compliance Officer for the agency.

*Strategic Plan:* CEO Nesmith announced that he plans to submit to the Board of Commissioners a draft five- to ten-year strategic plan for review by January 2024.

*Real Estate Priority Update:* RRHA real estate staff has compiled a list of all RRHA properties, both land and buildings. This list of properties were reviewed extensively at the Real Estate Committee meeting. Currently, staff is reviewing the properties to determine the best use for them.

*STEM Video:* The Board of Commissioners viewed a video on RRHA's STEM event that took place at the Calhoun Center on July 28, 2023. Over 400 residents attended the event.

### **FY2024 Budget**

CEO Nesmith and Tianna Wooldridge presented the proposed budget for fiscal year 2024. One primary opportunity for RRHA is to leverage the Richmond Development Corporation (RDC), which would allow RRHA to be its own developer. RRHA has signed an MOU with a private investor and with AFL-CIO that will help facilitate this. This will potentially generate substantial new revenue. One of the main challenges for RRHA will be obtaining the funding necessary for these projects and for retaining employees.

Agency-wide, RRHA's total revenue in the proposed FY24 budget is \$94.6 million. The majority of the decrease is in the capital fund program and is largely due to a \$10.5 million decrease in HUD revenues. Eighty percent of RRHA's funding comes from HUD grants, while twenty percent comes from other sources, such as tenant income, developer fees, and cash reserves.

### **Committee Updates**

The *Real Estate and Community Development Committee* met on September 12, 2023. Darrell Davis, Senior Vice President of Real Estate and Community Development, provided an update on the items that were discussed during the meeting.

- Community engagement events surrounding the redevelopment of Mosby South.
- Closing for Creighton Phase A.
- Selection of the Gilpin Co-developer.

The *Administration and Finance Committee* met on September 18, 2023. Acting Chief Financial Officer Katrena Wolfram provided an update on the items that were discussed during the meeting.

- FY2024 Budget.
- Agency vacancies and Section 3 hires.
- Successful quarterly intrusion data testing, quarterly cloud service business review, and multifactor authentication deployed for multiple departments.
- Procurement contracts: criminal background checks and purchasing a water source heat pump.
- July and August 2023 financials.

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Priscilla Bartee, Vice President of Human Resources, provided a report on the extremely low number of staff vacancies (14) and the successful hiring event that RRHA held on July 14, 2023 which led to nine new hires.

The *Property Management Committee* met on September 14, 2023. Kenyatta Green, Senior Vice President of Affordable Housing, provided an update on the items that were discussed during the meeting.

- Lease enforcement.
- RRHA apprenticeship program.
- 2024 operational goals.
- Sentry Force security team.
- Ion radios.

The *Minority Contracting and Section 3 Committee* met on September 11, 2023. Derek Brooks, Vice President of Procurement and Contract Administration, provided an update on the items that were discussed during the meeting.

- MBE policy.
- Section 3 outreach strategy.
- J&G event at Armstrong Renaissance on October 3.
- MBE, WBE, and Section 3 reports.

### **Resolutions**

***Agenda Item No. 1*** – Resolution of the Richmond Redevelopment and Housing Authority to Approve the Authority-wide operating budget of \$94,629,091 for the Fiscal Year Ending September 30, 2024.

(23-32) BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (the “Commissioners”) that the proposed operating budget for the fiscal year ending September 30, 2024 is reasonable and representative of the estimated operating income and expenditures associated with the operation of the Authority; and

BE IT RESOLVED that HUD has defined certain budgetary mandates related to Asset Management implementation including:

- ❖ Operating budgets developed for each Asset Management Project (AMP),
- ❖ AMP operating budgets must be approved by the public housing authority’s Board before commencement of the fiscal year; however, the Board is not required to pass a resolution for each project budget, and
- ❖ The Board resolution must be filed at the local field office. (HUD-FORM 52574)

BE IT RESOLVED that funding sources for Richmond Redevelopment and Housing Authority includes the U. S. Department of Housing and Urban Development, the City of Richmond Virginia, and other independent and private sources.

BE IT FURTHER RESOLVED that the FY 2024 operating budget is hereby approved and adopted.

**Motion: (Administration and Finance Committee) Move to adopt Resolution #1**

**Motion Carried Unanimously**

**Absent: Jackson**

**Agenda Item No. 2** – Resolution approving the renewal of contract for Criminal Background Checks between the Richmond Redevelopment and Housing Authority and Online Rental Exchange and authorizing the Chief Executive Officer to execute the Contract renewal on behalf of Richmond Redevelopment and Housing Authority

(23-33) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) entered into a contract with Online Rental Exchange; and

WHEREAS, the Contract was entered July 29, 2021, in an amount not to exceed \$204,000.00 for a two-year period with the option to renew for two (2) additional one-year period;

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 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 one-year renewal option for Criminal Background Checks Services. The renewal will be for a total of \$102,000.00 and each contract will have a new value not to exceed \$306,000.00.

**Motion: (Administration and Finance Committee) Move to adopt Resolution #2**

**Motion Carried Unanimously**

**Absent: Jackson**

**Agenda Item No. 3** – Resolution approving a contract for the purchase of Water Source Heat Pumps for 1920 Stonewall and 1611 4th Avenue between Richmond Redevelopment and Housing Authority and Shultz & James, Inc. and authorizing the Chief Executive Officer, or his designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

(23-34) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) issued an Invitation For Bids on January 30, 2023 for purchase of Water Source Heat Pumps at 1920 Stonewall and 1611 4th Avenue (“the Project”); and

WHEREAS, Shultz & James, Inc. was the lowest bidder for the Project; and

WHEREAS, RRHA staff has reviewed the bid and 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 Chief Executive Officer, or his designee, to execute the Contract 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 execute a Contract between RRHA and Shultz & James, Inc. The total contract amount is \$ 593,749.00.

**Motion: (Administration and Finance Committee) Move to adopt Resolution #3**

**Motion Carried Unanimously**

**Absent: Jackson**

*Agenda Item No. 4* – Resolution authorizing the Richmond Redevelopment and Housing Authority’s Amendment of the First Application for Demolition and Disposition of the Public Housing Community known as Creighton Court

(23-35) WHEREAS, pursuant to the Resolution dated January 15, 2020, the Board of Commissioners (the “Board”) of Richmond Redevelopment and Housing Authority (“RRHA”) submitted an application for HUD’s approval to demolish and dispose of the first phase of Creighton Court, which the application sought to demolish and dispose of 192 units within Creighton Court (the “First Application”);

WHEREAS, on March 4, 2021 HUD approved RRHA’s First Application;

WHEREAS, RRHA desires to amend the First Application to include the name of the entity that will own and operate the first phase of Creighton Court. The entity’s name is Creighton Court Phase A LLC;

WHEREAS, RRHA further desires to amend the First Application to include the ground lease amount of \$875,000;

BE IT RESOLVED, that the amendments to the First Application are hereby authorized, approved, adopted, ratified and confirmed in all respects;

BE IT FURTHER RESOLVED, that the Board of RRHA does specifically approve and authorize RRHA to submit its amendments of the First Application to HUD to include Creighton Court Phase A LLC as the owner entity’s name and the ground lease amount of \$875,000;

BE IT FINALLY RESOLVED, by the Board of RRHA that the Chief Executive Officer, or his designee, is authorized and directed to execute and deliver any and all documents necessary to carry out the intent of this Resolution provided such documents are in a form acceptable to the Chief Executive Officer.

Commissioner Johnson read the following motion before Resolution #4 was voted on.

As Real Estate Committee Chair, I would like to introduce a motion to approve resolution number 4 amending the Creighton Court Disposition application to HUD. Because of the timing of receiving the instructions from HUD, and the need to move forward quickly with closing Phase A, the resolution did not go through committee. I am offering this Motion. This Motion does not represent a change to the original application, but an inclusion of information that was not available at the time of the original application.

**Motion: (Johnson/Parker) Move to adopt Resolution #4**

**Motion Carried Unanimously**

**Absent: Jackson**

**Commissioners' Comments**

Commissioner Bill Johnson thanked RRHA's staff and the CEO for their work, particularly in changing the appearance and attitude of RRHA. In this matter, he particularly thanked Angela Fountain.

Commissioner Charlene Pitchford thanked Tonise Webb for taking her new position as compliance officer and thanked Kenyatta Green and Tianna Wooldridge for their work.

**Adjournment**

There being no further business, the meeting adjourned at approximately 7:58 p.m.



Chairman



Chief Executive Officer/Secretary