

**MINUTES OF IN PERSON MEETING OF THE
ADMINISTRATION AND FINANCE COMMITTEE OF
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
AT 600 EAST BROAD STREET
5TH FLOOR CONFERENCE ROOM
IN RICHMOND, VIRGINIA
WITH A HYBRID OPTION VIA GOTOMEETING
ON MONDAY, APRIL 15, 2024**

Committee Members in Attendance:

Commissioner Veronica Blount, Chair
Commissioner Gregory Lewis

Commissioners in Attendance via GoTo

Commissioner Charlene Pitchford, Vice Chair

RRHA Staff:

Steven Nesmith, Chief Executive Officer
Mike Kelly, Chief Operating Officer
Precious Washington, Senior Vice President, Chief Financial Officer
Sabrina Civil, Deputy Chief Financial Officer
Kenyatta Green, Senior Vice President, Affordable Housing
Tonise Webb, Associate General Counsel & Compliance Administrator
Jessica Clark Hardin, Vice President, Human Resource
Reed Johnson, Deputy Director of Human Resource
Jackie Salaam-Hicks, Vice President, Information Technology
Colene Orsini, Vice President, Procurement & Contract Administration
Alicia Garcia, Vice President Redevelopment
Pamela Thompson, Executive Assistant to the Sr. VP, CFO

RRHA Staff in attendance via GoTo:

Angela Fountain, Vice President, Communications and Public Relations
Christie Smith, Asst. Vice President, Homeownership Manager.
Joe Sarver, Assistant Director, Maintenance Operations.

Call To Order

Chair Veronica Blount called the meeting to order at 6:00 p.m.

**Motion (Blount/Lewis) to allow Commissioner Pitchford to participate
virtually due to personal reasons.**

Motion Carried Unanimously.

Approval of Minutes

Motion (Lewis/Pitchford) to accept The Minutes from the *March 18, 2024,*

***Administration and Finance Committee Meeting* were approved.**

Motion Carried Unanimously.

Citizens' Comment Period

No citizens signed up for citizens' comment.

New Business

February 2024 Financials (Monthly)

Precious Washington presented the February 2024 Financials with budget to actuals with variances over 10%.

Reserves

COCC– 2½ months of operating.

HCVP Admin. Program – 9 months.

HAP Program – Break even.

LIPH Program – 3 ½ months.

Profit/Loss (revenue and expenses) -- Variances (over 10%)

COCC

- 51% positive variance for revenue (tenant income, grant income).
- 51% negative variance for expenses (administrative expenses, professional services, tenant services, utilities, maintenance and operations, protective services, public safety as well as general expenses, HAP expenses).

HCVP Admin. Program

- 26% positive variance for revenue (contributed to unbudgeted portability revenue and offset by portability expenses). Net effect being zero for this program.

HCVP/HAP Program

- 11% negative variance (due to shortfall funding). Reconciliation has been completed. HUD held reserve balance is \$7.4 million for landlord payments.

LIPH Program

- 18% positive variance (due to reconciliation of staff for CFG Grant which created a influx of funds from the CFG Grant). No significant variance for expenses.

RDC

- \$5.6 million in cash in the RDC account.

- \$575,000 building and improvements (Armstrong development).
- Liabilities – Payable to COCC \$823,000), an update will be provided at the May meeting.
- \$1.2 million income to RDC (COVID relief funds). There are no plans to use these funds at this time. CEO Nesmith is to correspond with the IRS to confirm the appropriate way these funds can be used. This will be reported back after correspondence from the IRS is received.
- Standard operating expenses.

Finance Department

- Upcoming training to include Capital Fund Training, Affordable Housing. The Capital Fund Project team as well as some Real Estate Department team members will attend.
- Working with IT to identify call savings with cell phones and other equipment. Working on providing the actual cost savings from implementing evaluations on unnecessary equipment post COVID.
- New Hires: Full time position added for Accounts Payables (internal promotion).
- FY2025 budget kickoff in May.
- Yardi Training in May for staff.
 - Chair Blount inquired about Commissioners attending training and it was discussed by Mr. Nesmith that having available training for anyone that is interested is something the Governance Committee and CEO Nesmith are working on. Board training should be available for anyone that is interested in additional training and Mike Kelly is working on this as well as far as funding. Chair Blount expressed that she feels any and all training would be helpful to know any and all aspects. CEO Nesmith mentioned the possibility of having a minimum amount of annual training for the Board members.

- **Aged Receivables**

Mr. Nesmith advised that he and Ms. Green had testified to the City Council subcommittee concerning the issue of the \$3 million plus dollars in Aged Receivables. A resolution to help residents is currently underway, however there are approximately 24 residents that the balances are just too high that may not be able to receive help. Lease enforcement is something that will have to be enforced at some point. Mr. Nesmith has committed to putting a pause on evictions to make sure calculations are correct and just to make sure everything is correct. However, there is a date to move forward with evictions. We must move forward. If evictions occur HUD Law and Regulations do not allow us to write these monies off. The only way to potentially write the debt off is if the tenant vacates the unit. Other potential strategies being investigated is possible repayment programs. This is a very serious matter. RRHA would not be penalized as subsidies are only tied to the tenant, not the unit. There are approximately 1,212 residents that have balances of \$2,500 and below and these are the ones that we want to spend the most time to help with early intervention in finding funding, so they won't end up in the eviction bucket. RRHA with work with continuing care and shelters to make sure there is a place the ones that are evicted can go so they won't be on the streets. RRHA is income-based housing, we are not last resort living. Suggestions will be presented to the full board.

Chair Blount expressed her thoughts that helping veterans who need housing should be focused on. RRHA is the last stop due to less restrictions for tenants to get housing. Repayment plants should be offered so tenants can stay on top of things. People are always looking to RRHA to be the answer but there are other resources available. Chair Blount expressed that she has many resources that she is aware of and is willing to help if needed.

Agency Vacancies & Section 3 Hires

- A new way of presenting vacancy numbers in the report has been established and is still being tweaked to be clear, concise and transparent.
- New Deputy Director of Human Resources was hired.
- LIPH
 - Two offers made for Maintenance Specialist. One has been hired and one tentatively to start.
 - LIPH Office (property management staff) – 5 open positions.
 - HCVP – 8 open positions (one offer was made but rescinded and another offer has been made with a tentative start date for the HCVP Supervisor is April 18th).
 - Real Estate – One current opening. An offer was made for Deputy Director of Real Estate and will be starting Thursday, the 18th.
 - Interviews are underway for Senior Project Manager.
 - Resident Services – 0 openings. All those positions were filled.
 - The HR Department is fully staffed.
 - Talent Acquisition Specialist was hired April 4, 2024.
 - To recap: There are a total of 24 vacancies for this month as opposed to 26 for last month. Eight new employees started and/or will start in the month of April.
 - Reed Johnson, Talent Acquisition Specialist was introduced.
- Chair Blount asked Mr. Johnson to discuss the use of AI reading applications. The use of AI reading is common across the board with many employers. It provides a quicker, easier way to read through resumes.

IT Department – Q&A

The highlights for the IT Department include:

- Two kiosks activated on the 4th floor of Broad Street.
- Cannon copiers were updated (16).
- DarkTrace was integrated with firewalls to add more security.
- Met with Yardi (Steve Henning) to discuss additional Yardi services. Yardi Appeared straight based on anterior exam. Yardi SS Unit issues was resolved which had prevented users from logging on to Yardi. Rent statement issues were addressed.
- IT Internal Staff Development Session was held led by Charles Rose.

- 135 open tickets with 92% customer satisfaction.
- DarkTrace health check:
 - 82,517 emails received and checked.
 - External emails sent 27,718. Many were moved to junk, 7%. Some with links within were locked (3% and 2%) with 1,7000 held completely.
 - Phishing Health Test sent out 239 recipients with 195 delivered and 195 were delivered with 14 people clicking on it and one opened attachment.

Procurement Planning Report

Colene Orsini provided a report with additional information of what’s going on in the Procurement Department (it’s self-explanatory). There is a section for recently completed solicitations, newly posted solicitations that are under review, canceled solicitations and upcoming solicitations.

Resolution #1: Approval to Execute Contract RRHA 2024-02 with Gibraltar Construction for the rehabilitation of 1920 Stonewall Avenue. This amount not to exceed \$3,465,127.50. Capital Funds will be used for this project.

Resolution #2: Approval to execute the contract number RRHA 2024-02 with Gibraltar Construction Company for the rehabilitation of South Lombardy. This amount not to exceed \$3,241,984. This is vacant property and will be extensive renovations that include units, mechanical systems, common areas, and laundry rooms.

Resolution #3: Approval to use Capital Funds to purchase refrigerators and stoves in bulk to support the vacancy reduction efforts. This includes the purchase of 500 refrigerators, 500 different varieties of stoves to be purchased from Lowe’s Pro where a rebate of 7% equaling \$36,724.50 will be given which will bring the spend amount to \$487,641.15. These appliances will be used for getting vacant units ready for families and then for the households in disrepair.

Motion (Lewis/Pitchford) to accept all three resolutions as stated above.

Motion Carries Unanimously.

Next Committee Meeting

The next meeting date will be Monday, May 20, 2024.

Adjournment

Hearing no further concerns, the chair adjourned the meeting.