

MINUTES OF IN PERSON MEETING OF THE  
MINORITY CONTRACTING AND SECTION 3 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, JANUARY 8, 2024

**Committee Members In Attendance:**

Harold Parker, Jr., Chair  
Eddie L. Jackson, Jr.  
Charlene Pitchford, Board Vice Chair

**Commissioners Not Present:**

Barrett Hardiman

**RRHA Staff**

Steven Nesmith, Chief Executive Officer  
Michael Kelly  
Precious Washington  
Tonise Webb

**Call to Order**

Chair Harold Parker, Jr., called the meeting to order after the technical difficulties were corrected. Expressed appreciation for everyone's patience.

**Approval of Minutes**

The Minutes from the *October 9, 2023 Minority Contracting and Section 3 Committee Meeting* were approved.

***Motion: (Jackson/Parker) Move to adopt the Minutes from the  
October 9, 2023, Minority Contracting and Section 3 Committee  
Meeting***

**Motion Carried Unanimously**

**Discuss and confirm agenda for February’s Strategy Breakfast Session at the Hildon Hotel re: Increasing Minority Business Contracting Opportunities with RRHA**

Staff reviewed the target items that would be discussed at the February event, determined a date so that “Save-the-Date” announcements could be sent. Staff indicated that they are looking for a venue off-site to allow for more room and to provide breakfast. Determined tentative date to be February 13, 2024, from 10 though as far as total dollar amount spent, this year’s total is greater than last year’s.

Agenda items highlighted - the lack of access to capital, will look to have non-traditional financial institutions that would be willing to invest. Want to provide information about joint ventures, inclusive of minority-to-minority firms, as well as majority-to-minority firms. It was also noted that a PowerPoint document would be provided to help simplify the steps needed to do business with RRHA.

Prior to adjourning the meeting, Mike Kelly apprised the committee on the efforts being made in developing an annual procurement plan and is strategizing with the various departments on development of an ‘intake log’ to understand the needs. He stated, Procurement IT and Finance are service entities. Everyone else is a client, therefore, if someone wants to get something procured, there needs to be an intake form that gets tracked when it comes in and how much it’s going to cost and when they need it. In addition, there will be an emergency response piece this, so a vendor in need can get paid quickly/or by the next day.

**Next Meeting Date**

The next meeting date will be Monday, February 12, 2024.

**Adjournment**

Hearing no further concerns, the chair adjourned the meeting.