

APPROVED

**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, JUNE 17, 2024**

Committee Members in Attendance:

Gregory Lewis, Chair
Charlene Pitchford, Commissioner

RRHA Staff:

Steven Nesmith, Chief Executive Officer
Mike Kelly, Chief Operating Officer
Precious Faust, Senior Vice President, Chief Financial Officer
Sabrina Civil, Deputy Chief Financial Officer
Tonise Webb, Associate General Counsel & Compliance Administrator
Jessica Hardin, Vice President of Human Resources
Reed Johnson, Deputy Director of Human Resources
Jackie Salaam-Hicks, Vice President, Information Technology
Colene Orsini, Vice President, Procurement & Contract Administration
Alfonzo Mathis, Jr., Deputy Director of Communications and Public Relations
Pamela Thompson, Executive Assistant to the Sr. VP, CFO

RRHA Staff in Attendance via GoToMeeting:

Joe Sarver, Assistant Director of Maintenance Operations
Christie Smith, Assistant Vice President of Homeownership
Ben Funkhouser, Budget Analysts

Guest(s) in Attendance via GoToMeeting:

Allan Kitchens

Call To Order

Chair, Gregory Lewis called the meeting to order at 5:30 p.m. with no opening comments.
An in-person quorum of the committee was established.

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Approval of Minutes

Motion (Pitchford/Lewis) to accept The Minutes from the June 17, 2024, *Administration and Finance Committee Meeting* were approved.

Motion Carried Unanimously.

Citizens Comment

No citizens were signed up to speak.

Old Business

- **FY2023 Audit** is underway and is due by June 30th. The goal is to submit by June 27th, 2024. There will probably be a deficiency on internal controls, however, will not be a compliance finding and that's probably the only open issue as far as the financial statements. Staff has worked hard to get this process moving along to get it submitted by the 27th so moving Resolution #2 to the full board is recommended.

Motion (Pitchford/Lewis) to move Resolution #2 to the full board for approval.

Motion Carried Unanimously.

New Business

April 2024 Financials (Monthly), *Precious Faust*

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

COCC

Reserves: \$3,000,000 (3½ months), Revenue: 19% variance, Expenses: -37% variance, and Deficit as of 04/22/24: \$522,402. These numbers are due to staff catching up from the previous fiscal year as well as unbudgeted salary expenses as well as professional services, vendor payments that needed to be caught up.

HCVP Admin. Program

Revenue: Profit: \$549,705, 41% positive variance (due to portability revenue not being budgeted), Expenses: -25% variance (due to unbudgeted utility costs and allocations as well as portability rent payments).

HAP Program

Deficit: \$2.8 million dollars (funds have been requested from HUD to cover this deficit). Funding available at the Treasury: As of March, \$7.3 million dollars available.

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LIPH Program

\$3.2 Profit due to getting caught up. No significant variances to report.

Financial Department Highlights

- Submission of Audit June 27, 2024, which will be on time this year.
- Continuing to work on workflow processes with the first phase to begin in July.
- Continuing with conversion of vendors and landlord payments to EFT.
- Yardi training was held.
- Tenant participation funds training.
- Promotion of a staff member to budget analyst.

Vacancy Report/Section 3 Hires for June 2024, Jessica Harding

- 14 total vacancies (down from 19).
- 6 new lease support specialists were hired.
- LIPH maintenance has 6 vacancies.
- HCVP vacancies for 2 program eligibility specialists.
- 2 SVP vacancies (Affordable Housing and Real Estate).
- 2 vacancies for Section 3 hires.

IT Report, Jackie Salaam-Hicks

Infrastructure

- Work with SyCom to connect Cisco Webex was done.
- First part of forced password resets has begun.
- Meetings were held with Resident Services regarding the computer lab placement.
- Proposals will be submitted by Seacom Technology regarding the 5th floor extension.

Yardi Training

- Yardi Executive Briefing was held as well as the Yardi Forum. Several demos for staff has been completed.
- Yardi Procure To Pay training was attended.
- Out of Office contacts and approvers have been set up for PO's.
- IT Staff Development training is ongoing every Friday.

Help Desk

- In May there were 113 calls (most for password reset help) with 97.6% customer satisfaction.

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Dark Trace

- 2,600 emails were moved to junk with over 2,000 emails being locked due to suspicious links.
- 98 attachments to documents were converted.
- Dark Trace processed 80,000 inbound emails and 2,100 outbound emails.

Procurement Planning Report, Colene Orsini

- 7 procurements were issued last month with many more to come (11 RFP's and IFP's to get out for this month/beginning of next month).

Resolution #3 – Approval to execute with BA Construction and Financial Group, Inc. for litter removal for a one-year period in the amount of \$344,381.

Resolution #4 – Approval to execute a Cooperative Purchase Agreement with Wise Movers, LLC for relocation services for the senior sites in the amount of \$558,400.

Resolution #5 – Approval to execute a Cooperative Purchase Agreement with John Deere Construction Retail Sales for the lease of two 320 P-Tiered backhoes for 3 years in the amount of \$222,344.16.

Resolution #6 – Approval to modify the contracts for general legal services with McGuire Woods, LLC/Harrell & Chambliss, LLC and Spotts Fain PC with a new contract value not to exceed \$620,000 for McGuire Woods and not to exceed \$420,000 for Spotts Fain.

**Motion (Pitchford/Lewis) to move Resolutions #3, #4, #5 and #6 (as a Block)
forward to the full board for approval.**

Motion Carries Unanimously.

Next Meeting Date

The next meeting will be Monday, July 15th, 2024.

Adjournment

As there being no further business, the meeting was adjourned.

Chairman

Chief Executive Officer/Secretary