

**MINUTES OF THE ALL VIRTUAL MEETING OF THE
ADMINISTRATION AND FINANCE COMMITTEE OF
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
ON MONDAY, JANUARY 13, 2025, 5:30 p.m.**

Committee Members in Attendance:

Gregory Lewis, Chair
Charlene Pitchford, Vice Chair
Harold Parker, Jr.
Marika McCray, Commissioner

RRHA Staff:

Steven Nesmith, Chief Executive Officer
Precious Faust, Sr. Vice President, Chief Financial Officer
Mike Kelly, Chief Operating Officer
Kimberly Cole, Chief of Staff
Sherrill Hampton, Sr. Vice President of Real Estate
Tonise Webb, Associate General Counsel & Compliance Administrator
Patrick Baisi, Associate Counsel
Jessica Clarke 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
Angela Fountain, Vice President Communications and Public Relations
Christie Smith, Asst. Vice President of Homeownership
Ben Funkhouser, Sr. Budget Analyst
Pamela Thompson, Executive Assistant to the Senior Vice President, CFO

Call To Order

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

Approval of the Minutes

Approval of the October 15, 2024, Meeting Minutes.

**Motion: (Parker/Pitchford) to approve the Administration and Finance Committee
Minutes from October 15, 2024 regular monthly meeting.**

Vote (Aye): Lewis, Parker, Pitchford.

Motion carries Unanimously.

Citizens Comment

No citizens signed up to speak.

New Business

October/November 2024 Financials – Budget to Actuals

Total Agency Profit

- \$5,751,282.

COCC

- \$1,688,862, profit.
- 25% positive variance.

HCVP ADMIN

- \$124,763, profit.
- 17% positive variance.

HCVP/HAP

- \$160,500, profit.
- 12% positive variance.

LIPH

- \$3,346,774, profit.
- No significant variances.

RECD

- \$87% positive variance.

RDC

- Loss of \$324,839.02, primarily due to lease payments.

Finance Department Highlights

- HUD audit was submitted on time.
- Working towards getting the audit presented to the committee in May.

CEO Nesmith welcomed Commissioner McCray to the Admin and Finance Committee and also spoke about how well CFO Faust and her team have done with the budget.

Agency Vacancy Report & Section 3 Hires

- 2 Total Positions Vacant.
- 4 Section 3 hires for the year.

IT Highlight Updates

- New system Center Configuration Manager Server installation is underway. The annual staff security awareness training campaign is underway and 53% have completed the training.
- Current go live date for the Case Manager Module is set for March 2025.
- 92 Open tickets (November) for the help desk with 87% first call resolution.
 - 44% were account administration such as logging in, changing passwords, unlocking accounts.
 - 74 calls (December) that were resolved by first level help desk.

Procurement Planning/MBE/WBE & Section 3

- 3 current solicitations are out with 2 ending 01/13/2025.
- MBE contract payments goal is 30%, currently at 25.44 (3 months in)
- Women Owned goal is 25% and is currently at 20%.
- There was discussion about having an additional report of further break down by category listing what was spent as far as supplier costs.

Resolutions

- #1 Approval to execute change order #01 for Contract No. RRHA 2022-35 with Plumber Near Me, LLC, Inc. for replacement of the HVAC system.
- #2 Approval to execute change order #01 for Contract No. C24-0019 with Nan McKay & Associates.

Motion (Parker/Pitchford) to send both Resolutions #1 and #2 to the full board as stated.

Vote (Aye): Lewis, McCray, Parker, Pitchford.

Motion carries unanimously.

Adjournment

Chair Lewis adjourned the meeting at 6:40 p.m.