

**MINUTES OF IN PERSON MEETING OF THE
ADMINISTRATION AND FINANCE COMMITTEE OF
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
ON TUESDAY, OCTOBER 14, 2025, 5:02 p.m.**

Committee Members in Attendance:

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

Committee Members Absent:

Kyle Elliott

RRHA Staff:

Steven Nesmith, Chief Executive Officer
Precious Faust, Sr. Vice President, Chief Financial Officer ~ virtual
Mike Kelly, Chief Operating Officer ~ virtual
Kimberly Cole, Chief of Staff
Corey Franklin, Sr. Vice President of Affordable Housing
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 ~ virtual
Reed Johnson, Deputy Director of Human Resources ~ virtual
Jackie Salaam-Hicks, Vice President, Information Technology
Colene Orsini, Vice President, Procurement & Contract Administration
Alfonzo Mathis, Deputy Director of Communication and Public Relations
Pamela Thompson, Executive Assistant to the Sr. Vice President, CFO
Shaquanna BeCoat, Administrative Assistant, Communications ~ virtual

Call To Order

Chair Gregory Lewis called the October 14, 2025, Administration and Finance Committee Meeting to order at 5:00 p.m. and a quorum was established.

Approval of Minutes

Approve June 16, 2025 Meeting Minutes.

Motion (*Pitchford/Parker*) to approve the June 16, 2025 Meeting Minutes

Motion carries unanimously.

Citizens Comment Period

There were no citizens comments for this meeting.

New Business

August 2025 Financials

With everyone concerned with the government shutdown, Ms. Faust informed the board that there is enough cash reserve available for major programs for the month of November and assistance will be provided for the month of December per HUD officials that CEO Nesmith has spoken with. There's \$9,000,000 cash in the bank accounts presently.

COCC

- Net profit of \$160,357.
- **Revenue** -- 9% unfavorable variance which was due to projected fee income that was less than what was anticipated which was due to occupancy for the LIPH Program.
- **Expenses** – 12% favorable variance.

HCVP

- Slight loss of \$299,685.
- **Revenue** – 9% favorable variance. Leasing is around 88%.

HCVP/HAP

- Surplus of \$1,591,953.
- Favorable variance is 26% (due to leasing up more units).

RECD

- Profit of \$634,000 (due to sale of Nine Mile lots).
- 64% favorable variance.

LIPH

- Deficit of \$2,475,640 (This will catch up with the September financial statements).
- 10% favorable variance due to tenant rental revenue coming in less than anticipated.

RDC

- Not much change
- There is a \$61,000 loss which is due to office rent.

Aging Accounts – (0-30, 31-60, 61-90, over 90 days

- \$1,900,000 – which is down due to additional subsidies and will improve with the September report.

Admin/Finance Highlights

- 2025 audit will be submitted on time.
- The next report will be given in January 2026.

Agency Vacancy Report

- There are 7 vacant positions.
 - Real Estate – VP of Real Estate.
 - LIPH (2) – Property Manager II at Gilpin and Assistant Property Manager at Whitcomb.
 - HCVP – 2 open positions.
 - 2 - Housing Specialists positions open.
 - 1 - Eligibility specialist position open.

IT Update

- Rubic Data Backup had 26,000 successful tasks with 99.6 accuracy.
- SOAR Tool Replication – Took 4:03 to backup data and to restore data it was 8 seconds.
- There are presently 10 servers using 28 gigabytes of RAM. Six are monitored 24/7.

Case Manager

- 2,100 cases logged. The call center did go live on September 15, 2025.
- There is a scheduled pickup of 125 boxes to be scanned (boxes were located at 901 Chamberlayne).
- There will be an upgrade to Yardi 7.21.
- Meeting with Yardi to discuss a business process review for HCVP and tenant selection to make sure it is being utilized properly and also to optimize utilization.
- Help Desk had 73 open tickets which included 4.2% abandon calls which were just hangups.
- First call resolution was 100% with no one completing surveys at the end of the call. The majority of the calls were username, password issues and account lockouts, etc.

- Dark Trace –
 - 7,600 emails moved to junk.
 - 2,772 were prohibited from being opened.
 - 126 emails with attachments and 78 that were converted due to being suspicious.
 - 84,0000 inbound emails.
 - 21,304 outbound emails.
 - Suspicious emails had an increase and were caught and did not penetrate the network.
 - Dark Trace was a 5-year contract and Ms. Salaam-Hicks is very pleased with their services. The contract will be coming up next year for negotiations.

Procurement Update

At the current time there are no solicitations out, but there are numerous ones that are in the works to get out. There are some solicitations still under review. The call center is under review as well as Fay Towers. Establishing the JOC Program is still planned and in the works. Commissioner Parker mentioned it would be advantageous to advertise for the JOC program to get as much participation as possible.

Resolutions

- #5 Approval to Execute Contract No. RRHA-IFB-205-19 with Stuarts Contracting LLC for the rehabilitation of 918 Chamberlayne Parkway.
- #6 Approval to Modify the Contracts for General Legal Services with McGuire Woods LLP/Harrell & Chambliss, LLP and Spotts Fain PC.

Motion (*Parker/McCray*) to approve sending Resolutions #5 and #6 to the Full Board for approval.

Motion carries unanimously.

Adjourn

Chair Lewis adjourned the meeting at 5:56 p.m.