



P.O. Box 26887  
Richmond VA 23261-6887  
600 East Broad Street, 4th Floor  
Richmond, VA 23219

(O) (804) 780-4200  
TTY: Dial 7-1-1  
[info@rrha.com](mailto:info@rrha.com)  
[www.rrha.com](http://www.rrha.com)

**Chief Executive Officer**  
Steven B. Nesmith

**Board of Commissioners**  
Eddie L. Jackson, Jr., Chair  
Harold Parker, Jr., Vice Chair  
Dyanne Broidy  
Kyle R. Elliott  
Barrett Hardiman  
W.R. "Bill" Johnson, Jr.  
Gregory Lewis  
Marika McCray  
Charlene Pitchford

**DRAFT**

# AGENDA

## Administration and Finance Committee Meeting

Date: November 17, 2025	Time: 5:30 p.m.
-------------------------	-----------------

- I. Call to Order | Gregory Lewis, Chair
- II. Establish Quorum | General Counsel
- III. Approval of Minutes | Committee Commissioners
  - October 14, 2025 Meeting
- IV. Citizens' Comment Period | General Public
- V. New Business |
  - Sieg Chambliss, Senior Financial Advisor to the CEO | January 2026 submission of Financials
  - Agency Vacant Positions and Section 3 Hires | Jessica Clark, Vice President of Human Resource
  - IT Q &A | Jackie Salaam-Hicks, Vice President of Information Technology
  - Procurement Planning Reports | Colene Orsini, Vice President of Procurement and Contract Administration
- VI. Resolutions |
  - Resolution #3 – APPROVAL OF THE COMPILATION OF UPDATED RRHA EMPLOYMENT POLICIES INTO AN EMPLOYEE HANDBOOK | Jessica Clark, Vice President of Human Resource
  - Resolution #4 – APPROVAL TO EXECUTE CONTRACT NO. RRHA-IFB-2021-19 WITH VECTOR FIRE & SPRINKLER SYSTEM MODIFICATION | Colene Orsini, Vice President of Procurement and Contract Administration

**“Building Communities. Changing Lives.”** is the vision of the Richmond Redevelopment and Housing Authority. RRHA is Virginia’s largest public housing authority serving over 10,000 residents and managing nearly 4,000 units through the public housing program. RRHA provides subsidized housing assistance to more than 3,000 families and is a catalyst for quality affordable housing and community revitalization. For more information about RRHA programs and objectives, visit [rrha.com](http://rrha.com), or keep up with us on social media: [Facebook](#), [X \(formerly Twitter\)](#), [Instagram](#) or [LinkedIn](#).



- Resolution #5 – APPROVAL TO EXECUTE CONTRACT NO. RRHA- RFP-2025-04 JENI RIOS CONTRACT MODIFICATION | Fatimah Smothers-Hargrove, Vice President of HCVP and Tenant Selection

## VII. Adjourn



### SPECIAL NOTES FOR VIRTUAL PARTICIPATION:

Members of the public may participate in this meeting in real-time (except during closed session) through either of the following methods:

- On any Internet-enabled device, navigate to <https://meet.goto.com/227540485> at the scheduled meeting time.
- On any telephone, dial [+1 \(571\) 317-3122](tel:+15713173122) at the scheduled meeting time and enter access code 227-540-485#. For audio pin, press #.

To register to speak during the Citizens' Comment Period, please visit <https://fs23.formsite.com/rrhaforms/form1/index.html>. Timely registration in accordance with RRHA's Bylaws is required. Registered speakers must attend the meeting through GoToMeeting or by phone to deliver comments. Written comments will not be accepted in advance. The deadline to sign up to speak is noon (12 p.m.), November 17, 2025.

