MINUTES OF THE MEETING OF THE
ADMINISTRATION AND FINANCE COMMITTEE OF
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
ON TUESDAY, APRIL 27, 2026, 5:30 p.m.

Committee Members in Attendance:
Gregory Lewis, Chair
Harold Parker, Jr.
Marika McCray
Charlene Pitchford

Commissioners Attending Virtually:
Eddie Jackson, Jr.

RRHA Staff:
Steven Nesmith, Chief Executive Officer
David Rekas, Senior Vice President, Chief Financial Officer
Kimberly Cole, Chief of Staff
Tonise Webb, Associate General Counsel & Compliance Administrator
Patrick Baisi, Associate Counsel
Jessica Clarke, Vice President of Human Resources
Mervyn Mitchel, Vice President, IT
Kevin Hunter, Assistant Vice President, IT
Colene Orsini, Vice President, Procurement & Contract Administration ~ virtual
Angela Fountain, Vice President of Communications and Public Relations
Monte Gayle, Public Safety Analyst ~ virtual
Sherri Thompson, Senior Treasurer Manager ~ virtual
Pamela Thompson, Executive Assistant to the Sr. Vice President, CFO

Call To Order

Chair Gregory Lewis called the April 27, 2026, Administration and Finance Committee Meeting to order at 5:30 p.m.

Approval of Minutes

- November 17, 2025, Regular Meeting
- January 20, 2026, Meeting

Motion (*Parker/Pitchford)* to approve the November 17, 2025, and January 20, 2026 minutes of the Administration & Finance Committee Meeting.
Motion carries unanimously.

Citizens Comments

No citizens signed up to speak.

New Business

- **March 2026 Financials** – The financials are fairly consistent with previous months.
    - Looking at budget to actuals the only program that is currently operating in the negative is LIPH. There were high utility costs incurred for 3 consecutive months as well as reconciliation made. There is a possibility of overbilling (billed for properties that are no longer owned) on the electric bill and that is being investigated.
    - Voucher Program – The actual is higher than the budget on the expense side which is due to a late contract renewal that increased slightly.
    - All programs with the exception of LIPH are operating on the positive side.
    - Accounts payables have increased compared to last month which is primarily due to a timing issue. A question was raised at what the agency's policy terms of payment are, if they are net 30. The question was raised that if there is a discount for paying net 30 and that taking advantage of that would save RRHA money.
    - Departmental Updates – Repayment of the $900,000 to RDC that was borrowed will be done this month. The audit is being finalized and will be submitted on time.

- **Vacancy Update**
    - The following was shared regarding vacancies within departments/sites -
        - Finance Department – One open position that is on hold for the time being.
        - VP of Real Estate and Development.
        - SVP of Affordable Housing.
        - Maintenance Supervisor and property manager – Gilpin.
        - IT – Technical support specialist.
        - Stonewall – 1 maintenance specialist.
        - Wickham – 3 maintenance specialists.
        - Gilpin – 1 mainte4nance specialist.
        - HCVP/TSO – Housing specialist role and program eligibility specialist.
    - A hiring event was held on April 21st, at Fairfield Court and was a huge success.

- **IT Update**
    - Mr. Mitchell gave the network infrastructure quarterly cloud review. A monthly review is done to ensure that data is being stored efficiently and properly which in turn saves RRHA money as it is pay as you go, so the more stored, the more paid.
    - Backup Recovery time was 7 minutes.

- The SQL service is no longer needed which is also a cost savings.
- 600 new switches were installed and AI switches continue to be rolled out at the senior sites. All switches at 600 Broad are monitored for errors and delays and to ensure smooth running.
- Regroup the messaging system was updated.
- Cyber Security is a priority and has increased due to the war. With Darktrace upgrades email blocking can now be performed.
- There were 90,000 inbound emails and 25,000 outbound emails.

- **Procurement Update**
  - Debt Collector solicitation has come back this week and is currently in review.
  - Public safety writer has closed.
  - Cabinets and countertops have come in as well as tub replacements.
  - On-call plumbing contract is not up and several solicitations are out. The contractor at the moment is reaching capacity and so there is a need to bring on additional plumbers to help with the workload.
  - Several solicitations are under review and LIPH services are still interviewing as well as the final documents for the elevators.
  - Lawn maintenance was awarded to Sword 365 who hires disabled individuals in the Richmond area and that is a very exciting contract.
  - Grant writer is also out for evaluation. There is future possibility of this being a staff position.

Next Committee Meeting

The next Administration & Finance committee meeting must be moved due to the holiday and will be held May 27, 2026.

Adjournment

With no further business to discuss, Chair Lewis adjourned the meeting at 6:15 p.m.