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

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

Commissioners Attending Virtually:
Eddie Jackson, Jr.
Marika McCray

RRHA Staff:
Steven Nesmith, Chief Executive Officer
David Rekas, Senior Vice President, Chief Financial Officer
Mike Kelly, Chief Operating Officer ~ virtual
Kimberley Cole, Chief of Staff
Sherrill Hampton, Senior Vice President of Real Estate
Patrick Baisi, Associate Counsel
Reed Johnson, Deputy Director of Human Resource
Mervyn Mitchell, Vice President of IT and Cyber Security Engineer
Kevin Hunter, AVP of IT and Microsoft Solutions
Colene Orsini, Vice President, Procurement & Contract Administration
Monte Gayle, Public Safety Analyst ~ virtual
Sherri Thompson, Senior Treasurer Manager ~ virtual
Shannon Whitehead, Budget & Financial Analyst ~ 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. and a quorum was established.

Virtual Participation

Commissioner Marika McCray was participating remotely in the May 27, 2026, Administration and Finance Committee Meeting due to personal reasons in Chester, Virginia.

Motion (*Pitchford/Parker)* to allow Commissioner Marika McCray to participate remotely in the May 27, 2026, Administration & Finance Committee Meeting.

Motion carries unanimously.

Approval of Minutes

- April 27, 2026, Regular Meeting

Motion (*Parker/Pitchford)* to approve the April 27, 2026, minutes of the Administration & Finance Committee Meeting. Motion carries unanimously.

Citizens Comments

No citizens signed up to speak at the May 27, 2026, meeting.

New Business

April 2026 Financials *(David Rekas*) -- CFO David Rekas reported that RRHA is generally trending positively against budget, except for LIPH, which is experiencing a deficit due to lower tenant revenue from vacancies and higher utility costs. He said COCC is not expected to face a cash shortage, and staff are conducting a reconciliation process to comply with HUD cash management rules.

The discussion also covered cost savings from using a third-party vendor instead of filling certain vacant HCVP positions, the vacant budget officer role, and stronger-than-expected revenue from the Tax Conduit Bond Program. Sherrill Hampton reported about **$431,000** received to date from conduit bond activity, with about **$302,000** still outstanding pending state funding decisions.

Rekas noted the FY2026 budget projected a **$3.5–$3.7 million deficit**, with property sales, including the Grace Street property, expected to help cover it. He also explained that increased accounts payable was mainly due to timing of invoices, payment runs, and grant drawdowns. Tenant rent collections were estimated at about **50% mid-month** and **70% by month-end**, with a chart to be added to the next meeting deck.

There is a 10-year cash reconciliation review by program and notice that HUD will provide additional funding for voucher programs, with specific amounts to be shared at the next meeting.

Agency Vacant Positions & Section 3 Hires (*Reed Johnson)* -- Reed Johnson reported that RRHA had **15 vacant positions**, with **13 actively being recruited**. Vacancies included leadership roles in real estate and affordable housing, office support roles at multiple properties, legal, IT, maintenance, HCVP, TSO, and resident services positions. HR also reported two maintenance hires from the Fairfield hiring event, but none qualified or identified as Section 3 hires.

Commissioners asked about improving Section 3 hiring. Mr. Johnson said more community-based hiring events could help because most Section 3 candidates would come from RRHA residents. He also noted that a workforce development program could improve candidates' confidence, training, certifications, and readiness for RRHA jobs.

The discussion also covered the vacant HVAC mechanic position at Stonewall, where the main challenge is finding qualified candidates with the required technical certifications and appropriate compensation expectations.

Johnson described the HR Department as small but strong, collaborative, and positioned well for the future. Steven Nesmith added that RRHA plans to roll out employee evaluations beginning in **January 2027**, with the goal of identifying training needs, supporting promotions or lateral moves, improving culture, and strengthening retention.

IT Update (*Mervyn Mitchell)* -- Mitchell reported on help desk activity for the past month, including tickets related to account administration, application support, data infrastructure, desktop support, hardware, infrastructure security, network issues, telephone, voicemail, phone, and email. He noted the help desk had mostly high-priority activity, with **70 priority tickets** and **1 medium-priority ticket**.

He also reviewed Darktrace cybersecurity activity. Extortion emails decreased, and finance and accounts payable staff remained vigilant in identifying and forwarding suspicious emails. Spoofing indicators also declined, while email account takeover attempts increased slightly; however, those attempts were detected and isolated. Suspicious links increased, but suspicious attachments decreased, which Mitchell described as positive given the volume of attachments RRHA receives.

No commissioners had questions, and the committee thanked him for the report.

Procurement Planning Reports (*Colene Orsini)* – Ms. Orsini reported that the only current solicitation was for **litter removal** at the Big Five properties, with responses due June 2, 2026. Solicitations still under review included **LIPH professional services**, **janitorial services for 1812, and armed security for the Big Five and senior sites.** Recently completed solicitations included lawn maintenance, grant writer, debt collector, public safety, strategic plan writer, on-call plumbing, Whitcomb cabinets/countertops, and Whitcomb tub replacement and refinishing. Kickoff meetings had begun or were scheduled for the debt collector and grant writer contracts.

A major discussion focused on the canceled **electrical services solicitation**. Ms. Orsini explained that the bid had been issued multiple times but either received unreasonable pricing, no bids, or one bid from a vendor with prior performance issues. Some proposed rates were around **$200 per hour**, and one vendor included a request tied to purchasing a **$40,000 bucket truck**. Because RRHA does not currently spend heavily on electrical services, staff plan to rely on three existing contracted vendors that have electrical service capabilities, as long as work remains within the small purchasing threshold.

Commissioners discussed ways to improve future vendor participation, including reviewing the scope with someone familiar with electrical work, educating vendors on the bidding process, and providing training on requirements such as Davis-Bacon reporting, Section 3, forms, and general business practices. Ms. Orsini noted that RRHA uses the state EVA procurement system, but response rates remain a challenge, possibly because HUD-related requirements make the process more complex. Commissioners also acknowledged the broader shortage of skilled trades workers. Commissioner McCray confirmed that existing vendors can provide electrical services in the meantime until RRHA is ready to rebid.

Chair Jackson asked how long the renewal contract would remain in effect once it moved to the full board. Ms. Orsini explained that RRHA was entering the **second renewal,** which would make it the **third year of the contract,** with **two additional one-year option renewals** still available.

Resolutions

2026-18 **Approval to Execute the Second Renewal Option with the Grounds Guys of West End, and Lawn Beautician for grass cutting services at multiple properties.**

Motion *(Pitchford/Parker*) to send Resolution #2026-18 to the full board for approval. Motion carries unanimously.

Adjourn

With no further business to discuss, Chair Lewis thanked everyone for their hard work to prepare for the meeting. He adjourned the meeting at 6:18 p.m.