



Land Use, Housing and Transportation Standing Committee
Boards & Commissions Vacancy Report

Tuesday, November 21, 2023

Board Name	Criteria for Appointment	Applicant Name
Board of Commissioners of the Richmond Redevelopment and Housing Authority (9 members) (page 2)	*	Michael Barrett Hardiman 3 rd District Resident (page 3) Adekunle Faleti 6 th District Employment (page 4) Chanté Holt 5 th District Resident (page 6) <div style="text-align: right;">(1 vacancy)</div>
	Tenant representative	Charlene Pitchford 3 rd District Resident (page 9) <div style="text-align: right;">(2 vacancies)</div>

*Applicants must either reside or have a principal place of employment in the city.

Richmond Redevelopment and Housing Authority

*Vacancies as of
February 11, 2024*

Section 5.05(d) of the Charter of the City of Richmond (2006) expressly provides that “the appointment of members of a redevelopment and housing authority in the city shall be made by the council.” Section 36-11 of the Code of Virginia (1950) authorizes the Council to provide for not more than nine or less than five commissioners of the Authority. By Resolution No. 99-R46-80, adopted March 22, 1999, the Council increased the number of commissioners from five to seven as authorized by section 36-11 of the Code of Virginia (1950). Resolution No. 2010-R140-162, adopted October 25, 2010, increased the number of commissioners from seven to nine with the addition of a Council-appointed seat and an additional tenant representative seat.

Pursuant to section 36-11 of the Code of Virginia (1950), no commissioner of the Authority may be an officer or employee of the City. By Resolution No. 2003-R230-2004-R18, adopted January 12, 2004, the Council established a procedure to be followed for appointing one member living in public or assisted housing to serve on the Authority’s Board of Commissioners as required by the regulations of the United States Department of Housing and Urban Development. This resolution was further amended by Resolution No. 2010-R141-173, adopted November 8, 2010, which revised the process of appointing the tenant representatives to the board.

(Assigned to the Land Use, Housing & Transportation Standing Committee)

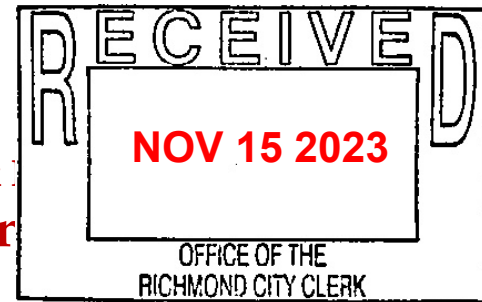
Current Vacancies				
Member Name	Criteria for Appointment	Reside / Work District	Term	Terminate
Veronica Blount	Tenant representative	7 th	Second	01/09/2024
Michael B. Hardiman	Reside or work in the city	3 rd	First	01/09/2024
			<i>Application included</i>	
Charlene Pitchford	Tenant representative	3 rd	First	11/24/2023
			<i>Application included</i>	
Current Membership				
Member Name	Criteria for Appointment	Reside / Work District	Term	Terminate
Kyle Elliott	Reside or work in the city	7 th	First	06/28/2026
Dyanne Broidy	Tenant representative	3 rd	Partial	10/25/2026
Eddie Jackson, Jr.	Reside or work in the city	3 rd District Employment	First	04/26/2026
William Johnson	Reside or work in the city	6 th	First	03/06/2024
Gregory Lewis	Reside or work in the city	7 th	Partial	03/26/2024
Harold Parker, Jr.	Reside or work in the city	3 rd	First	01/12/2025

Contact:

Priscilla Jackson, Executive Administrative Assistant
 Richmond Redevelopment & Housing Authority (RRHA)
 Phone: 804-780-4246
 E-mail: priscilla.jackson@rrha.com



City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application



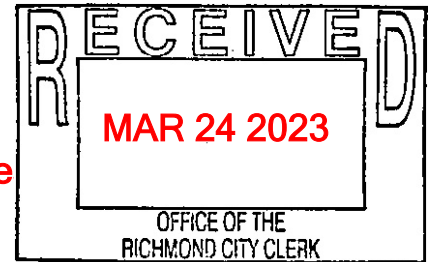
(Please Print or Type)

Name of Authority, Board, Commission or Task Force:	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
Last Name:	First Name:
Home Street Address:	Home Telephone:
Home City, Zip Code:	Home Fax:
Personal E-Mail Address:	
Employer:	
Job Title:	How Long?
Business Street Address:	Business Telephone:
Business City, Zip Code:	Business Fax:
Business E-Mail Address:	
Is your place of employment located in the city of Richmond? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which county? _____	
Are you a city resident? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? _____ Number of years? _____	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide information on the nature of the contract. 	
Signature: _____	Date: _____
<i>(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)</i>	



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions, and Task Force



(Name of Authority, Board, Commission or Task Force)

RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY

Title: *Mr*

Name: *ADEKUNLE FALETI*

Home Address: *011459 HALTONSHIRE WAY GLEN ALLEN VA 23059*

Home Telephone: *443-743-6227*

Home Fax:

Personal E-Mail Address: *adekunle.faleti@gmail.com*

Employer: *TRUIST Financial Services*

Job Title: *Assistant Vice President - Retail Mortgage Operations*

How Long?

Business Address: *001001 SEMMES AVENUE RICHMOND VA 23224*

Business Telephone: *804-319-1296*

Ext:

Business

Fax:

Business E-Mail Address: *adekunle.faleti@truist.com*

Is Your Place of Employment Located in the city of Richmond? *Yes*

Is your Place of Employment Located in the County? *No*

If Yes, Which County?

Are You A City Resident? *No*

If Yes, Which City Council District?

Number of Years?

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? *No*

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions, and Task Forces Application

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

*Undergraduate Degree in Business Administration & Management
Executive Education on International Housing Finance & Securitization {The Wharton School of Business}*

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

28 years' experience in Housing Finance, Risk Management, Affordable Housing Finance, Consumer Education, Mortgage Finance, General Management

Other Community Involvement:

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

Facilitating Credit Workshops with The City of Richmond Office of Community Wealth Building

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

<https://www.linkedin.com/in/adekunlefaleti/>

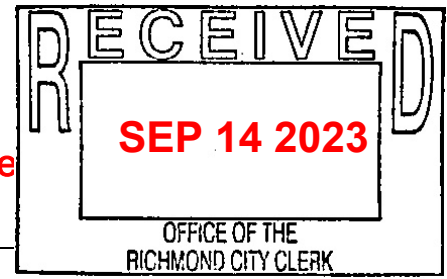
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City of Richmond, Virginia
City Council

Authorities, Boards, Commissions, and Task Force

(Please Print or Type)



Name of Authority, Board, Commission or Task Force:

Richmond Redevelopment and Housing Authority

Title: Mr. Mrs. Ms. Miss. Dr. Other:

Last Name: Holt

First Name: Chanté

Home Street Address: 1212 S. Meadow St.

Home Telephone: 804-426-2471

Home City, Zip Code: Richmond, VA 23220

Home Fax:

Personal E-Mail Address: holtcc@vcu.edu

Employer: Virginia Commonwealth University, Grants & Contracts Accounting

Job Title: Grant Accountant

How Long? 7 Yrs (VCU), 1 Yr (G&C)

Business Street Address: 800 E. Leigh St., Suite 3100

Business Telephone: 804-828-8104

Business City, Zip Code: Richmond, VA 23284

Business Fax:

Business E-Mail Address: gcavcu@vcu.edu

Is your place of employment located in the city of Richmond? Yes No

Is your place of employment located in the county? Yes No If yes, which county?

Are you a city resident? Yes No If yes, which City Council district? 5 Number of years? 27 Yrs

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes No

If yes, please provide information on the nature of the contract.

Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force:

I am currently an employee of Virginia Commonwealth University in the department of Grants and Contracts Accounting (G&C) as a Grant Accountant. In addition to my current full-time position, I was appointed to the G&C Dashboard Committee within my department. This committee is tasked with designing a workable interface that will streamline everyday processes for grant accountants. On this committee, my fellow members and I collaborate to create key performance indicators, foster creativity, and provide thoughtful feedback to other members all while emphasizing attention to details as we work to achieve our goals. Beyond my current experience, what sets me apart from other candidates is my devotion to the field of urban planning. This is demonstrated through my educational background, having earned a bachelor's degree in urban and regional studies and now pursuing a Master's of Urban & Regional Planning at VCU. My passion and dedication for the field was recognized by VCU faculty when I became one of the recipients of the Black History in the Making Award in April of 2021. In addition to education, I have over 20 years of experience in multiple roles within many businesses throughout the City of Richmond supporting various levels of management in the public and private sector. As a result of this experience, I have become highly skilled in business operations, organization, and time management which has enabled me to thrive in any role. I am confident that my overall experience, skills, and ability to perform in the pressure cooker environment of a fast-paced office makes me an excellent candidate for this position.

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City of Richmond, Virginia
City Council

Authorities, Boards, Commissions, and Task Forces Application

List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Entity: N/A
Date(s) Served: _____ Office(s) Held: _____

Entity: N/A
Date(s) Served: _____ Office(s) Held: _____

Entity: N/A
Date(s) Served: _____ Office(s) Held: _____

Other community involvement:

While I have not been able to serve on any commissions or boards for the City of Richmond due to working full time and attending school, I feel that I am ready to meet the challenges, commitments and responsibilities that becoming a member will bring.

OPTIONAL

Please list additional information you would like considered, or you may attach your resume or other information.

Check this box if your resume is attached.

How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?

Became aware of the vacancies via the Good Morning RVA daily newsletter.

DocuSigned by:
Chante Holt
790E8F7D695940F...
Signature: _____ Date: 9/14/2023

(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Skills

- Extensive software proficiency covering a wide range of applications, including GIS, Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Google Workspace, T2 Flex, Banner, IT Support, LiveSafe, Pixit, and TouchNet
- Managerial experience supervising a staff of 20 where duties included payroll processing, scheduling, and training
- Dedicated relationship-builder with exceptional interpersonal skills, responsible for planning events to increase team engagement at VCU and the Virginia Museum of Fine Arts
- Effective and responsible contributor in a team setting; proactively seek involvement in team projects and initiatives
- Motivated self-starter who can work independently with little or no supervision

Education

Virginia Commonwealth University, Richmond, VA

August 2005 – May 2008, June 2018 – Present

- Bachelors of Science in Urban & Regional Studies w/ minor in Psychology, graduated May 2022 Cum Laude
- Recipient of the Black History in the Making Award in April 2021
- Masters of Urban & Regional Planning, expected graduation date Spring 2025

Experience

Grant Accountant

VCU Grants & Contracts, Richmond, VA

August 2022 – Present

- Set up awards using Banner Finance, analyze data to ensure cost compliance with sponsors, and review financial system reports
- Provide administrative assistance to Principal Investigators and Administrators as well as review/follow-up with sponsor on status of monthly receivables
- Prepare financial reports for the sponsor, reconcile general and operating ledgers, and prepare and mail invoices to sponsors

Accounts Representative

VCU Parking & Transportation, Richmond, VA

April 2016 – August 2022

- Processed permits, payments, as well as refunds, using T2 Flex and TouchNet
- Managed an account for a third-party vendor where I was solely responsible for the renewal of their permits, accurate maintenance of their records, and timely communications between myself and the company's liaisons
- Prepared and led presentations during orientations for hundreds of incoming students and staff on how to effectively use parking permits and the transportation system
- Collaborated with other Accounts Representatives and upper management to identify opportunities for improved service, proactive problem resolution, and streamlining systems to meet and exceed customer needs
- Provided clear written and verbal communication to students, faculty and staff, paying particular attention to giving well organized, comprehensible instructions and responses

Guest Service Operational Specialist

Science Museum of Virginia, Richmond, VA

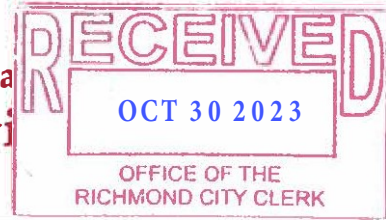
April 2015 – April 2016

- Part of a team that processed over 700 arrivals each day
- Acted as first point of contact for all inquiries, provided in person, phone, and email support to hundreds of guests and members on a daily basis
- Processed new membership enrollments, completed daily reconciliation reports that detailed financial transactions, as well as sorted and distributed mail to multiple departments within the museum
- Oversaw customer service issues, handled complaints by following the chain of command, prevented escalation when possible

Internship



City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application



(Please Print or Type)

Name of Authority, Board, Commission or Task Force: Richmond Redevelopment Housing and Authority	
Title: Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: Pitchford	First Name: Charlene
Home Street Address: 1034 Saint Paul St.	Home Telephone: (804) 514-6726
Home City, Zip Code: Richmond VA.	Home Fax: <input type="text"/>
Personal E-Mail Address: charlen_21@yahoo.com	
Employer: Richmond Public City School	
Job Title: lunch Monitor	How Long? 2 years
Business Street Address: 3000 E. Marshall St	Business Telephone: (804) 780-8392
Business City, Zip Code: Richmond 23223	Business Fax: <input type="text"/>
Business E-Mail Address: <input type="text"/>	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county? <input type="text"/>	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 3 Number of years? 26	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract. 	
Signature: <u><i>charlene Pitchford</i></u> Date: <u><i>10/27/2023</i></u>	
(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)	

NOTE: This application is a public document.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219
 Telephone: (804) 646-7955 • Fax: (804) 646-7736
www.richmondgov.com/cityclerk



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

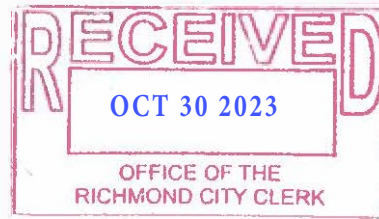
(O) (804) 780-4200
TTY: Dial 7-1-1

info@rrha.com
www.rrha.com

Chief Executive Officer
Steven B. Nesmith

Board of Commissioners

W.R. "Bill" Johnson, Jr., Chairman,
Charlene Pitchford, Vice Chairman
Veronica G. Blount,
Dyanne Broidy
Kyle R. Elliott
Barrett Hardiman
Edward L. Jackson, Jr.
Gregory Lewis
Harold Parker, Jr.



To whom this may concern:

Ms. Charlene Pitchford is under good standing with her rent. She is currently at a \$0 balance as of October 26, 2023. As well, she does not have any pending lease terminations. If you have any additional concerns you can reach out to me at 804-780-3426 or by email Delisha.Wynn-knight@RRHA.com.

Thanks

Delisha Wynn-Knight
Caseworker

October 27, 2023

To: Pamela Nichols, CMC
Council Management Analyst

Dear, To: Pamela Nichols, CMC
Council Management Analyst

It is an honor and a privilege to serve a second term as a Board Member the Richmond Redevelopment and Housing Authority (RRHA), Board of Commissioners which is the governing board for RRHA, appointed by the Richmond City Council. I was born and raised in Washington D.C. on August 21, 1963. I was a foster child whom some would have counted me out because of my many laminations at that time and period of my life. I graduated from McKinley Technical High School. Relocating to Richmond VA with many struggles to overcome because I had no family to relocate in Richmond Virginia. My purpose for relocating was to go to Virginia Union. I had many setbacks to my educational goals, but I never gave up on my educational goals because I was and I am still a strong believer if I was going to reach my educational goals I had to work hard and never give up on my educational goals. After locating to Richmond VA., and as I overcame some of my life's' challenges, I proudly joined the Gilpin Tenant Court Council for over 20 years I served on that Council and currently I served on it. When I got activity evolved with the Gilpin Tenant Council and with The Richmond Technical Team for the Richmond Tenant Organization better known as the (RTO) for 3 years.

As I gained more confidence in my abilities to be a leader in my Gilpin Court Community which lead me to wanted to go back to school and complete my educational goal and I also volunteered to work with different non-profit organizations which help me to make up my mind to go back to college and graduate from college. I graduated from Colorado Technical University with an Associated Degree in Project Management, bachelor's degree in business administration, master's degree in Organization Change Management and will soon have MBA in Project Management. I also continue my education and attained another master's degree in business management with a concentration in Project Manager and I am currently enrolled in Colorado University Online Colorado Spring, in a Doctoral Degree in Business Administration/ Leadership. I have been an actively volunteering for 25 years as a Community Outreach Worker which includes the President of the G.W. Carver's PTA, STEP Job's for life, RVA Healthy Start Initiative Program, Police Citizen Academy, Jackson Ward Association and the Community Health Worker Association and many other non-profits organizations. I love making a difference in the lives of who I have the privilege to meet as I journey through life's' every changing world. My love that I have for my Community has really enhanced my Public Relations skills to organized and regenerate old ideas to new ideas to better help my Community to move in a promising and productive future.

I have a strong college background in Community Outreaches, Change Management, Project Management and other Community development skills. In addition, one of my areas of expertise is

in communicating the goals and objectives needed of any Organization to foster an open and transparent conversation concerning the issues that are or will be needed to be communicate in a Professional environment setting and with dignity and respect for whom I am communicating with. I understand as tenant how misinformation hurts and can built up a wall of self-protection as way of a defense mechanisms because of hurt and distrusting the due process of decisions that may not be as pleasing as other information may be a pleasing decision. I have been offending praised for being a voice for the people and bridge that will bring honest and trust to the RRHA community and all the Stakeholders of the RRHA. I would be thrilled to have the opportunity to serve on RRHA Board Commissioners and put my Community Outreach knowledge to use by being a bridge for my Community. If it were not for Jesus and RRHA help me with many of my life challenges by allowing me many opportunities me to participate in programs which lead to many of my successes today I am grateful to be a Resident of the Richmond Redevelopment Housing Authority. I am confident you'll find me a good fit for Richmond Redevelopment and Housing Authority (RRHA), Board of Commissioners. You can email at my new email address charlene.pitchford@rrha.com 804-514-6726

Sincerely,

Charlene R. Pitchford

Charlene Pitchford

Charlene Pitchford

(804) 514-6726

charlener.pitchford@yahoo.com

Professional Profile

It motivated administrative professionals with over five years of work experience in successfully providing administrative support in fast-paced office environments. Proficient in a wide range of computer applications, communication, and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. Excellent customer service skills: personable, articulate, and customer-focused.

Exceptional work ethical practices dedicated, dependable and hardworking.

Accurate reporting and collecting data skills

Committee Chair

An excellent outreach Community Coordinator

HUD trainings in Public Housing and Housing Choice Vouch/ Neighborhood Choice Grants

Accounting

Microsoft 365 training

Skills and Qualifications

- **Administrative** – Highly adept at a wide array of managerial skills and proven ability to wear many hats in an office environment. Skills include: managing a largely automated telephone system, organizing and maintaining department files, sending and receiving correspondence, editing and proofreading documents, taking dictation, recording the minutes of meetings, plus handling the extensive front desk duties of greeting and assisting clients and customers.
- **Bookkeeping** – Proficient at monitoring and recording expenditures, creating spreadsheets, and reporting expenses. Knowledgeable in Microsoft Excel.
- **Planning and Scheduling** — Experience in planning board meetings and luncheons, researching vendor prices, confirming participants' availability, scheduling appointments, and preparing presentation materials.

Work Experience

Richmond Public Schools: Chimoboza Elementary School 2020 - currently
Richmond Redevelopment Housing Authority – Richmond, Va. Commissioner
currently Chairwoman of the Property Management Committee.

Richmond Redevelopment Housing Authority – Richmond, Va. 08/2014 -2021
Office Support Specialist

- Provide full secretarial and administrative support to a 10-person office
- Facilitate Meeting and provide updates
- Committee Chairlady

- Manage customer requests for information
- Prepare departmental correspondence, documents, reports, and presentations
- Schedule and coordinate meetings and appointments
- Organize and plan functions events
- Outreach in the Community
- Work at home and in-personal
- Track expense claims and prepares expense reports
- Set up and maintain customer data management systems
- Responsible for front desk duties
- Perform data entry in spreadsheets using Microsoft Office Excel
- Operate Multi-Line (5 direct lines) Phone (Receiving an average of 85 calls per day)
- Train others to utilize the Cisco IP Phone automated telephone system
- Prepare Purchase Requisitions
- Prepare emails, reports, letters, flyers & certificates for the RRHA Youth Programs

Education

Currently enrolled Colorado Technical University online CO, for a Doctorate in Business Administration/ Leadership Graduation Dec 2024

Colorado Technical University-Colorado Spring, CO Graduation 6/11/2021

Master of Business Administration/ Project Management

Colorado Technical University-Colorado Springs, CO Graduation Date: 06/09/2020

Master of Science in Change Organization

Colorado Technical University-Colorado Springs, CO Graduation Date: 11/2017

Master of Science in Business Administration

Awards Graduation Date: Received Excellence in Customer Service Award through the Job Training Program

Outstanding Community Engagement

Certifications

- HUD Ethic / Commissioner Foundatmental 2022
- Leadship training 2021 Police Academy
- Community Health Worker Certified by the State of Virginia 2020
- National First Aide 2020
- Community Outreach Leader 2019
- Mental Health First Aid Responder 2018
- CPR/First Aid/AED (MCV/VCU) - 2014
- Customer Service Certificate HUD.gov– 2014
- AmeriCorp: Outstanding Leadership 2013
- Leadership Class 2013
- OSHA 10 (Occupational Safety Health Administration) – 2013

Pamela Nichols
CMC Council Management Analyst
The City of Richmond City Clark Office
900 E Broad St
Richmond, Virginia 23219

Dear Pamela Nichols,

I am writing to recommend Charlene Pitchford for RRHA' Commissioner Board .

I have known Charlene Pitchford for 25 years as a colleague at Richmond Tenant Organization and have nothing but positive things to say. There is no doubt in my mind that Charlene will be an excellent addition to The City Of Richmond City Clark Office.

I have always known Charlene Pitchford to be of sound character, being compassionate, conscientious, creative, disciplined, flexible, honest, humble, optimistic, resilient, sincere, and having a great sense of ambition. Over the course of 25 years I have witnessed tremendous growth in Charlene 's adaptability, communication, leadership, organization, self-management, teamwork, and problem solving. I am certain these cultivated skills will allow Charlene to excel.

Charlene Pitchford has served her Gilpin Court Community for over 25 years. Durning the time of appointment on the Gilpin Court Tenant and the Richmond Tenant Organization she has shown excellent leadership skills. She comes highly recommended for a second term from the RTO. Charlene Pitchford has served as Vice President, Secretary, Treasurer and Chaplain on different boards.

Please do not hesitate on contacting me at 8044372217 or if you have any further questions or requests.

Regards,

 10/27/2023

Ms. Marilyn Olds

President

Richmond Tenant Organization

436 Calhoun St

Richmond, Virginia 23220