

Richmond Redevelopment and Housing Authority

Vacancy Chart

as of
August 9, 2020

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)

| Member | Patron | Expiration Date | Eligible for Reappoint. | Interested in Reappoint. | Qualification |
|-----------------|------------------------|------------------------|--------------------------------|---------------------------------|----------------------------|
| Robert Adams | All members of Council | 05/11/2020 | No | Resigned | Reside or Work in the City |
| Elliot Harrigan | All members of Council | 03/26/2020 | No | TERM LIMIT | Reside or Work in the City |
| Neil Kessler | All members of Council | 03/26/2020 | Yes | Application Included | Reside or Work in the City |
| Veronica Blount | All members of Council | 01/09/2020 | Yes | Application Included | Tenant Representative |
| Samuel Young | All members of Council | 01/09/2020 | No | TERM LIMIT | Reside or Work in the City |
| Marilyn Olds | All members of Council | 11/24/2019 | No | TERM LIMIT | Tenant Representative |
| Heidi Abbott | All members of Council | 10/23/2019 | No | Resigned | Reside or Work in the City |

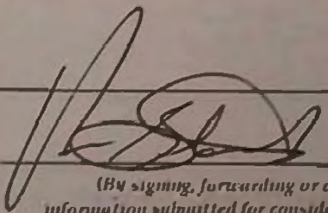
Contact:

Priscilla Jackson, Executive Administrative Assistant
Richmond Redevelopment & Housing Authority (RRHA)
804-780-4246

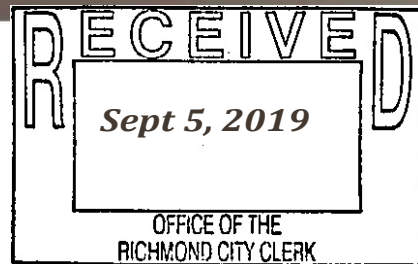


City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(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: <input type="checkbox"/> | |
| Last Name: <u>Blount</u> | First Name: <u>Veronica G.</u> |
| Home Street Address: <u>151 W. COMMERCE RD, APT. 229</u> | Home Telephone: <u>(804) 349-6685</u> |
| Home City, Zip Code: <u>RICHMOND, 23224</u> | Home Fax: |
| Personal E-Mail Address: <u>VGBLOUNT@GMAIL.COM</u> | |
| Employer: <u>FAMILY LIFELINE</u> | |
| Job Title: <u>PARENT EDUCATOR</u> | How Long? <u>Since 5/13/19</u> |
| Business Street Address: <u>2325 W. BROAD ST.</u> | Business Telephone: <u>(804) 249-5409</u> |
| Business City, Zip Code: <u>RICHMOND, 23220</u> | Business Fax: |
| Business E-Mail Address: <u>VBLDUNT@FAMILYLIFELINE.ORG</u> | |
| 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? | |
| Are you a city resident? Yes <input checked="" 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 reappointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| If yes, please provide information on the nature of the contract: | |
| | |
| Signature:  | Date: <u>9-5-19</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.



VERONICA G. BLOUNT

Richmond, VA 23224 • (804) 349-6685 • vgblount@gmail.com

Professional Summary

Administrative professional with more than 15 years of experience in health and human services, and more recently in the housing industry as a City appointed Board Commissioner. A Lifelong learner with many professional development certifications and trainings from The National Association of Housing and Redevelopment Officials, Homeward Case Management Certificate Program to prevent and end homelessness, AmeriCorps NCC, and a professional portfolio with more accomplishments available upon request.

Skills

- Extremely organized
- Methodology implementation
- Client assessment and analysis, Motivational interviewing, Case management, Trauma Informed Care, Spanish fluency
- Microsoft OUTLOOK, WORD, EXCEL, PPT, Peoplesoft, WEBCORE, CHW CareConnect Interagency Interactive Referral Database
- Self-motivated, Lifelong learner
- Process implementation, strategic planning, Policy creation and analysis
- Public speaking and the ability to work with diverse stakeholders: service participants, law enforcement, local, state, and other government agencies, nonprofit agencies, Community Advocates, etc.
- Regulation Compliance and many other skills

Work History

Commissioner, 04/2016 to Current

Richmond Redevelopment and Housing Authority – Richmond, VA

I am a member of the governing Board of the largest Housing Authority in the Commonwealth of Virginia. I am currently serving on three standing board committees to analyze and affect policy. I am also a member of the Family Self Sufficiency Coordinating Committee for Resident Services working with various agency partners to facilitate life skill, employment, educational, and homeownership opportunities for residents.

Administrative Technician, 05/2017 to 05/2018

VA ABC Bureau of Law Enforcement – Richmond, VA

I ensured that all administrative functions were carried out with attention to detail. Obtained online and hard copy applications, payments, subpoenas, certificates, lease agreements, and other documents from nonprofit and local, state, and federal government agencies working independently and producing consistent and accurate work with frequent interruptions. Issued alcoholic beverage licenses for wedding receptions, funerals, birthday parties, and 5/15/2020

showers. Organized and prepared complex documents including correspondence and reports using Microsoft WORD and EXCEL. Maintained calendars, appointments, scheduling, and prioritizing multiple accountabilities with minimal supervision using Microsoft OUTLOOK, and WORD using strong multitasking skills while maintaining priorities and excellent communication skills.

Community Health Outreach Worker, 09/2010 to 04/2016

VA Dept Of Health Richmond City Health District – Richmond, VA

I disseminated health information door to door to public housing and other surrounding community residents, developed relationships with service organizations to bring resources to the community. Planned , coordinated, and facilitated health and well being classes and events, performed blood pressure and glucose level checks, health assessments, case management for health and other resource referrals, entered referrals into CHW database, helped CODE VA with development of CHW database, weekly, monthly and semiannual reports, resource center marketing, billing and coding for clinical services, patient registration, accessioning specimens for LabCorp, Volunteer coordination and orientation, coordination of bilingual forms and intake translation, insurance verification, job referrals , etc.

Resource Coord/Community Liaison/Support Grp Facilitator, 05/2008 to 06/2010

Americorps NCCC – Richmond, VA

I completed a two-year contract serving my country at Embrace (formerly known as Embrace Richmond) and CARITAS Furniture Bank to serve the RRHA public housing residents and surrounding city residents. I wore many hats in this human service nonprofit organization such as: Community Liaison, Asset Mapper, Community outreach, Client relations, Resource Coordinator, Bilingual Intake Coordinator, Outreach Event Coordinator, Donor Database Manager, Furniture Bank Personal Shopper, Participant Case Management, Peer counseling, Coordinate and facilitate support groups, Volunteer coordinator, etc.

Library Assistant, Clerical, Federal College Work Study, 09/2006 to 05/2007

Bryant & Stratton College – Richmond, VA

Sign books in and out electronically, research, catalogue items, find and shelf reference materials, put together binders and other training materials, and anything requested from Librarian and business office.

Seasonal Sales Associate and Counter Manager, 11/2003 to 05/2004

Dillard's – Short Pump, VA

As a seasonal hire for Christmas, I was in charge of Fashion Fair Cosmetics sales, merchandising, customer database, I utilized my makeup artistry skills for makeup and skin treatment product demonstration, promotional events, customer service, sales reports, inventory, and trained part time sales associates. When I started the customer book had approximately 15 customers because the store was new, when I left the customer book had over 300 customers profiled and served with their products. I then enrolled in Bryant and Stratton College.

Part Time Pharmacy Technician (transfer NY To VA), 03/2003 to 02/2004

CVS Pharmacy Inc. – Richmond, VA

I entered and filed prescriptions, refills, inventory, stock, cashiering, patient registration, billing and coding, insurance verifications, medical expense reports, etc.

Pharmacy Technician (transferred NY To VA), 11/2002 to 03/2003

CVS Pharmacy Inc. – East Meadow, NY

I entered, filed and filled prescriptions, refills, inventory, stock cashiering, patient registration, billing and coding, medical expense reports, insurance verifications, claims, and authorizations, and stocking supplies. I then transferred when I decided to move to Virginia.

Education

Ashford University - San Diego, CA

Pursuing BA degree in Public Administration Online. 75 cr

Associate of Applied Science: Paralegal Studies, 2007

Bryant & Stratton College- Richmond, VA, US - Richmond, VA

- Dean's List 2006
- Awarded Academic Achievement Award
- Member and President of L.A.M.P. Legal Assistant Mentoring Program

SUNY Farmingdale EOC/Hempstead - Farmingdale, NY

Certificate in Business Office Management and Medical Billing and Coding

The Franklin Institute - Hempstead, NY

Certified Phlebotomy and EKG Technician 1999

Nassau Tech Boces - Westbury, NY

Certified Hemodialysis Technician 1998

NYIT Old Westbury - Old Westbury, NY

Certified Adult Education Teacher 6/1992

5/15/2020

Board of Commissioners
Veronica G. Blount, Chairman

Neil S. Kessler
Marilyn B. Olds
Elliott M. Harrigan
Samuel S. Young, Jr.
Jonathan Coleman
Robley S. Jones
Robert J. Adams



Chief Executive Officer
Damon E. Duncan
901 Chamberlayne Parkway
P.O. Box 26887
Richmond, VA 23261-6887
804-780-4200
Fax 804-780-0009
TTY: Dial 7-1-1
www.rrha.com

December 31, 2019

Allison Miessler, MSW
Boards and Commissions Administrator
Office of the Clerk of the City of Richmond
900 E. Broad Street, Suite 200
Richmond, VA 23219

RE: RRHA Board of Commissioners – Reappointment of Veronica Blount

Dear Allison,

I hope this letter finds you well. I am writing today to formally recommend Veronica G. Blount for reappointment to the Board of Commissioners of the Richmond Redevelopment and Housing Authority.

Since her appointment to the Board of Commissioners on January 9, 2016, Commissioner Blount has proved to be a vital member of our governing body. During her service, Commissioner Blount has demonstrated an inspiring commitment to the welfare of our public housing residents and Housing Choice voucher-holders. All RRHA Commissioners and staff members benefit from Ms. Blount's dedication and compassion.

Commissioner Blount is also a highly competent and effective policymaker. Commissioner Blount makes every effort to learn and truly engage with the complex legal framework of assisted housing management. Her political and policy insights provide wise counsel to other RRHA Commissioners and staff members. Her intellectual curiosity, coupled with her drive to serve Richmond's most vulnerable residents, make Commissioner Blount's contributions to RRHA indispensable.

For many of these same reasons, Commissioner Blount's peers recently elected Commissioner Blount to serve as Chair of our Board of Commissioners. I strongly recommend Commissioner Blount for reappointment to the Board so that she may serve her term as Chair and continue her positive impact on the agency, our residents, and the City as a whole.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Damon E. Duncan', is written over a horizontal line.

Damon E. Duncan
Chief Executive Officer

December 31, 2019

Allison Miessler, MSW
Boards and Commissions Administrator

Office of The City Clerk
City of Richmond
900 East Broad ST, Suite 200
Richmond, VA 23219

Ms. Miessler:

I applied for re-appointment as a Commissioner of the Richmond Redevelopment and Housing Authority in September 2019. I currently receive the benefit of a Housing Choice Voucher which supplements my income so that my daughter and I can live in quality, affordable housing.

I have had the experience of knowing what it is like to live in a shelter with a child while attending college, then moving into public housing , serving as an Americorps member in RRHA public housing communities as a Community Liaison and Resource Coordinator among other roles, then working for the Health Department as a Community Health Outreach Worker, and additionally as a Resource Center Specialist doing Healthcare Administration at the RCHD Resource Centers in the RRHA Big Six communities all of which gave me an opportunity to be, work with alongside , and serve residents of RRHA as well as collaborate with other agencies serving the Richmond community which has grown into a vast network of community partners. During my time as a resident at Fairfield Court I was an RRHA scholarship recipient which assisted me to pay for my Degree at Bryant & Stratton College. I am also a former PTA President of Fairfield Court Elementary School. While attending Bryant & Stratton College I did two internships. I was an Intern for former Executive Director Henry McLoughlin at Central VA Legal Aid Society. I was also an Intern for Wendy McCaig at Embrace Richmond before returning to Embrace later as an Americorps Member serving in RRHA Public housing communities. I am a member of The Promise Family Network through The Peter Paul Development Center. I am a participant in the Family Self Sufficiency Program as well as a member of the Family Self Sufficiency Coordinating Committee.

As a Commissioner I have served with and learned from some very experienced Board members who serve in both business and government in The Commonwealth as well as Commissioners that I have met with from other states. I have received governance and policy training and many skilled certifications such as Housing Choice Voucher Program Management, Housing Quality Standard Certified Inspector, Rent Calculation Specialist, and many others from The National Association of Housing and Redevelopment Officials and Nan McKay and Associates. As a lifelong learner I continue to take college courses when I can and work in my community as a Certified Parent Educator using the evidence based nationally known curriculum Parents As Teachers.

It is my humble opinion that I bring a 360-degree perspective to the table serving as an experienced Commissioner with a heart for residents, staff, and a vision for the health and wellbeing of our entire community. I am still committed and for that reason I believe I am a qualified applicant.

I am grateful for the opportunity to serve,
Veronica G. Blount

From: Green, Kenyatta <kenyatta.green@rrha.com>
Sent: Tuesday, December 17, 2019 12:48 PM
To: Jackson, Priscilla L.
Subject: Fwd: Good-standing letter

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Brandon Scott <brandonscott@genesisproperties.com>
Date: 12/17/19 12:44 PM (GMT-05:00)
To: "Green, Kenyatta" <kenyatta.green@rrha.com>
Cc: Patti Hunt <pattihunt@genesisproperties.com>, Coreace Tompkins <CoreaceTompkins@genesisproperties.com>
Subject: RE: Good-standing letter

Good evening,

My apologies on the late response.

To whom this may concern,

Veronica Blount is still in good standing here at the Hatcher Tobacco Flats!

Please let me know if you have further questions!

Happy Holidays!



Brandon Scott
Property Manager
151 W Commerce Rd, Richmond, VA 23224
Main (804) 269-8330
Fax (804) 562-9070
www.HatcherTobaccoFlats.com

Professionally Managed by Genesis Properties
Celebrating 40 Years of Service!



**City of Richmond, Virginia
City Council**

Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)

| | |
|--|-------------------------------------|
| Name of Authority, Board, Commission or Task Force: RRHA | |
| Title: Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: | |
| Last Name: Pitchford | First Name: Charlene |
| Home Street Address: 1034 Saint Paul St | Home Telephone: 804-514-6726 |
| Home City, Zip Code: Richmond VA. 23220 | Home Fax: |
| Personal E-Mail Address: charlen_21@yahoo.com | |
| Employer: Unemployed | |
| 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 checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 3 Number of years? 3 | |
| 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. | |
| Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force: Colorado Technical University Project Management A.S. Business Management B.S. ChangeManagement M.S. | |

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.

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



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.

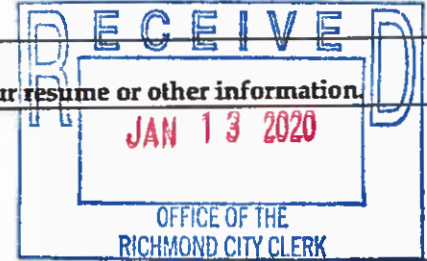
Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Other community involvement:

History Jackson Association , G.W. Caver PTA, Gilpin Tenant Council,
Healthy Start RVA, STEP (Tim Coles) Jobs for Life,
Richmond Tenant Organization



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?

Richmond Tenant Organizatio

Signature: _____ Date: _____

(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.

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Telephone: (804) 646-7955 • Fax: (804) 646-7736
www.richmondgov.com/cityclerk

Charlene Pitchford

1034 Saint Paul Street
Richmond, Va. 23220

(804) 514-6726

charlener.pitchford@yahoo.com

Objective

I am a motivated community organizer seeking a position on the Richmond Redevelopment Housing Authority's Board of Commissioners. I have 17 years of experience successfully providing community outreach to public housing residents in the Gilpin Court Community. While serving in many different titles on many different boards, my number one goal is to always make a positive difference in my community.

- **Skills and Qualifications**

Excellent Customer Service skills and attributes - personable, articulate and customer-focused

Received Excellence in Customer Service Award through Job Training Program

Excellent work ethic - Dedicated, Dependable and Hardworking

Team leader on many projects

- **Job Duties in the past**

Most of my administrative assistant duties revolved around managing and distributing information within an office. My job generally included answering phones, taking memos, maintaining files and sending/receiving correspondences, as well as greeting clients and customers.

- **Bookkeeping**

My Administrative assistant duties in some offices were to monitor and record expenditures.

My duties ranged from creating spreadsheets to reporting expenses to an office manager.

- **Planning and Scheduling**

Planning events such as board meetings and luncheons were included in my job responsibilities

- **Documentation**

Assisted office members with storing, organizing and managing files, typed, edited and proofread documents

Work Experience

Richmond Redevelopment Housing Authority – Richmond, Va.

August 2014 – present

Office Support Specialist From 2014 to 2017

- Provided full secretarial and administrative support to a 10-person team
- Managed customer requests for information
- Prepared departmental correspondence, documents, reports, presentations

- Scheduled and coordinated meetings and appointments
- Organized functions and events
- Tracked expense claims and prepare expense reports
- Set up and maintained customer data management systems
- Responsible for general Front Desk duties
- Performed data entry in spreadsheets using Microsoft Office Excel

Charlene Pitchford

1034 Saint Paul Street
Richmond, Va. 23220

(804) 514-6726

charlener.pitchford@yahoo.com

-
- Trained utilizing Cisco IP Phone automated telephone system
 - Operated Multi-Line (5 direct lines) Phone (Receiving an average of 85 calls per day)
 - Purchased Requisition
 - Prepared emails, reports, memos, letters, flyers & certificates for Youth Programs

Virginia Commonwealth University – Richmond, Va.

April 2004 – July 2005

AmeriCorps – Tutor

- Provided instruction to individuals and small groups of students to improve academic performance
- Assisted in preparing lesson plans for learning modules for tutoring sessions
- Assisted in developing tutoring plans specific to students' needs and goals including teaching and training materials such as handouts and study materials
- Assessed students' progress throughout tutoring sessions and maintained records of students assessment results, feedback and school performance ensuring confidentiality of records

Virginia Commonwealth University – Richmond, Va.

September 2000 – July 2003

AmeriCorps – Reading Coach

- Assisted students individually and in small groups with reading assignments and reinforced learning concepts presented by teachers
- Monitored students in the use and care of equipment and materials
- Observed students' performance and recorded relevant data to assess progress

Education

- Associate & Bachelor of Science from Colorado Technology University 2014-2018
- J. Sargent Reynolds Community College - Business Classes September 2012 - present
- McKinney High School - Washington DC

Certifications

- Citizen's Police Academy Certificate 2019
- First Aid Mental Health -2017
- CPR/First Aid/AED (MCV/VCU) - 2014
- Customer Service Certificate - 2014
- OSHA 10 (Occupational Safety Health Administration) – 2013
- Early Childhood 2005

Miessler, Allison - Clerk's Office

From: Cynthia Vaughan <vaughance@gmail.com>
Sent: Thursday, January 9, 2020 12:14 PM
To: Miessler, Allison - Clerk's Office
Subject: Re: Recommendation for Veronica Blount

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Ms. Miessler,

The RTO will not be supporting Ms. Blount's request for reappointment to her position on the Board of Commissioners. We will be supporting Ms. Charlene Pitchford as a highly qualified candidate for a position on RRHA's Board of Commissioners. Her presence in RRHA communities and her dedication to public housing residents' issues and concerns are our guidance for choosing her as the candidate to support. If you have further questions, please contact Ms.Olds at 804-437-2217 or me at 804-236-6855.

Sincerely,
Cynthia Vaughan
RTO Contact

On Fri, Jan 3, 2020 at 12:21 PM Miessler, Allison - Clerk's Office <Allison.Miessler@richmondgov.com> wrote:

Good morning,

I wanted to check in and see if you all had received a request for recommendation to reappointment Ms. Veronica Blount as a Tenant Representative for RRHA? She has submitted a reappointment application and this is another part of the application that is needed. Please let me know !

Sincerely,

Allison Miessler, MSW
Boards and Commissions Administrator

Office of the City Clerk

City of Richmond

900 East Broad Street, Suite 200

Richmond, VA 23219

CHARLENE PITCHFORD 1034 SAINT PAUL ST. | 804-514-6626 |
CHARLEN_21@YZHOO.COM

February 13, 2020

Standing Committee

Office of the City Clerk
900 E. Broad St., Suite 200
Richmond, VA
23219 USA

Dear, Standing Committee

I would the honor to serve as a Board Member the Richmond Redevelopment and Housing Authority (RRHA), Board of Commissioners which is governed by a board of commissioners appointed by the Richmond City Council. I am an active community member for over 20 years of service to my Gilpin Court Community on the Gilpin Tenant Council and I am a member of the Technical Team for the Richmond Tenant Organization (RTO) for 3 years, with a strong background in Community Outreach which leads me why I would love the opportunity to serve on the Richmond Redevelopment and Housing Authority (RRHA), Board of Commissioners to give back to an Organization that have given so much to me, by lending my Public Relations skills to an organization such as yours.

I am currently serving on the Gilpin Court Tenant Council which I faithfully served for over 20 years and work with residents on an individual basis to explore personal issues and guild the residents toward achieving their personal goals. I have a strong 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 my Community currently is experiencing. I know I would serve as an excellent Board Member on Richmond Redevelopment and Housing Authority (RRHA), Board of Commissioners. I've been praised for my ability to reach people who've built up walls of self protection and other such defense mechanisms.

I would be thrilled to have the opportunity to serve on your board and put my knowledge to use. I am confident you'll find me a good fit for your needs as a Richmond Redevelopment and Housing Authority (RRHA), Board of Commissioners. Please contact me by phone, email or text at a your convenient time.

Sincerely,

Charlene Pitchford

Board of Commissioners
Veronica G. Blount, Chairman

Neil S. Kessler
Marilyn B. Olds
Elliott M. Harrigan
Samuel S. Young, Jr.
Jonathan Coleman
Robley S. Jones
Robert J. Adams



February 26, 2020

Chief Executive Officer
Damon E. Duncan
901 Chamberlayne Parkway
P.O. Box 26887
Richmond, VA 23261-6887
804-780-4200
Fax 804-780-0009
TTY: Dial 7-1-1
www.rrha.com

Dear Ms. Miessler

Charlene Pitchford has been a resident in Gilpin Court since 1998. She is currently in good standing with her lease at Gilpin Court. She does not have any lease violations and has been consistent with timely rent payments.

During her tenure here, Ms. Pitchford has been active in the community by engaging with residents one-on-one and currently serving on the Resident Council as the Treasurer.

If you need additional information, please feel free to contact me by phone at (804) 780-3425 or by email at Nichole.adams@rrha.com.

Kind regards,

Nichole D. Adams
Property Manager II
Gilpin Court
Richmond Redevelopment & Housing Authority
901 Chamberlayne Parkway
Richmond, VA 23220
Direct Line: (804) 780-3425
Fax: (804) 643-5105
E-Mail: nichole.adams@rrha.com

Cc: resident file

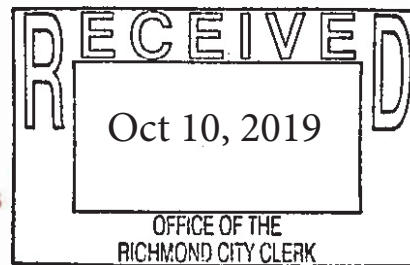


City of Richmond, Virginia

City Council

Authorities, Boards, Commissions and Task Forces

(Please Print or Type)



Name of Authority, Board, Commission or Task Force: **RRHA Tenant Representative**

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

Last Name: **Shelton** First Name: **Patrice**

Home Street Address: **1625 Glenfield Ave** Home Telephone: **804-289-0167**

Home City, Zip Code: **Richmond 23224** Home Fax:

Personal E-Mail Address: **patricershelton@gmail.com**

Employer: **VDH/RCHD**

Job Title: **Community Health Worker SR** How Long? **6 yrs**

Business Street Address: **1615 Glenfield Ave** Business Telephone: **804-601-4375**

Business City, Zip Code: **Richmond 23224** Business Fax: **804 230-7739**

Business E-Mail Address: **patrice.shelton@vdh.virginia.gov**

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? **6th** Number of years? **9 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 have been an active Hillside Tenant Council President for the past 6 yrs. Finished 12th grade. V P of RTO since 1/2019. I live in Public Housing. I am a CHWSR that help Tenants thru the process. I try to be at any table that will help my Residents**

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.

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



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: Maggie L. Walker Prov. Bd
Date(s) Served: Present Office(s) Held: Member

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Other community involvement:

- President of Hillside Court Tenant Council • VP of RTO
- Certified Community Health Worker SR for VDH/RCHD
- Director of Hillside Court Partnership (Non-Profit)
- Community Intervention Team
- Steering Committee for RVA Thrives / Community Voices
- Sports with Park + Rec
- CVLAS Board • CVLAS CC President

OPTIONAL

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

Resume attached

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? Damon Duncan, Amy Propovich, Ellen Robertson, Marilyn Olds, and Hillside Tenant Council

Signature: Date: 9/24/19

(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.

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Telephone: (804) 646-7955 • Fax: (804) 646-7736
www.richmondgov.com/cityclerk

Patrice Shelton

1625 Glenfield 804-289-0167 Richmond, VA 23224 patricershelton@gmail.com

OBJECTIVE: To obtain a position on the RRHA Board of Commissioners

WORK EXPERIENCE:

2017-Present: RICHMOND TENANT ORGANIZATION VICE PRESIDENT

- To help RRHA Tenants know what Rights they have
- To be a voice to those that are voiceless
- To work towards better living in the Communities

2017-Present: Certified Community Health Worker SR

2017-Present: Legal Aid Justice Center & Central Virginia Legal Aid Society Board Member

- Guide them to being a better provider

2017-Present: Thriving Cities Jefferson Davis Corridor/RVA Thrives/Community Voices

- To build relationships with the Communities and Businesses in the Corridor
- To plan out how to keep that relationship to be on going

2015-Present: Mayor's Poverty Board

- Set in play of things and programs to take the poverty level down

2015-2017: IPHI, CHW

- Connect residents to medical homes.
- Make sure residents are aware of available resources throughout the city.
- Network to bring resources to the community.

2014-Present: Hillside Court Tenant Council President.

- To have Community meetings
- To Lead the Community into growth
- To build other Community leaders

- Meet with the Mayor once a month

2013-Present: Notary for the Commonwealth of VA

2013 - 2015: VHD, Community Advocate

- Network to bring resources to the community.
- Connect residents to medical homes.
- Make sure residents are aware of available resources throughout the city.
- Have Classes, Car Seat, Healthy Eaten, and more

2012 – Current: Hillside Court Partnership Director, Hillside Court Partnership, Inc.

- Building strong leaders within the community via multiple partnerships and events.
- I am constantly networking to increase resources and programs for the community.
- The nonprofit with partners is responsible for transport of youth and elderly to events.
- I coach my coaches to be better leaders and provide them with tools for success.

2011 – 2012: Hillside Court Rec Center Coordinator, Embrace Richmond

- Asset mapping.
- Home visits to the elderly and shut in members of the community.
- Responsible for opening and closing the Recreation Center for planned events.

2012-Present: Home Visiting Peer Ambassador/Healthy Start CAB member

1992 – 2007: Manager and Invoice Worker, Wal-Mart, Richmond, VA

- Sixteen (16+) years of experience in customer service in sales and returns
- Supervised and trained new employees
- Computed daily cash receipts.
- Participated in hiring and termination of employees.
- Participated in preparing schedules for over 20+ employees.
- Handled cash flow, opened and closed store, and worked in unsupervised settings.

REFERENCES: (Professional)

- | | | |
|--|--------------------|--------------|
| 1. Qasarah Spencer, Former Supervisor | Richmond Virginia | 757-621-7384 |
| 2. Wendy McCaig, Former Supervisor | Richmond Virginia | 804-218-4320 |
| 3. Ellen Robinson/City Council | Richmond Virginia | 804-314-7658 |
| 4. Karen Christian, Program Director | Richmond, Virginia | 804-646-3601 |
| 5. Amy Popovich, VDH/RCHD | Richmond, Virginia | 804-420-2202 |
| 6. Stephanie Toney, Current Supervisor | Richmond, Virginia | 804-601-4375 |

EDUCATION:

| | | |
|---------------------------|------------------|---------------|
| Louisa County High School | Louisa, Virginia | Class of 1991 |
|---------------------------|------------------|---------------|

Marilyn Olds Richmond Tenants Organization
3246 Nine Mile Road Richmond, VA 23223 804-437-2217- vaughance@gmail.com

December 3, 2019

Councilwoman Ellen Robertson,
Richmond City Council Executive Offices
City Hall
900 East Broad Street Suite 305
Richmond, VA 23219

Dear Councilwoman Robertson,

I'm writing to recommend Ms. Patrice Shelton for the position of commissioner on the Board of Commissioners for Richmond Redevelopment Housing Authority (RRHA). I've had the opportunity to work with Ms. Shelton in the Richmond Tenants Organization (RTO) and have been respectful of and impressed with her ability to professionally identify problematic issues and proceed to find ways to logically solve them. As vice president of the RTO she attends meetings in public housing communities where she serves in an advisory role to council officers.

Additionally, she is the founder and Executive Director of Hillside Court Partnership and a Certified Community Health Worker Senior for Virginia Department of Health/Richmond City Health Department. She has lived in Hillside Court for 10 years where she launched more than 14 groups and teams. In her role as the president of the resident council in Hillside she has helped residents to know their worth and rights one at a time. She has partnered with Shalom Farms and Feedmore to bring food to the community at no cost or very little cost. With a determined mindset she achieved the goal of Hillside Court being rezoned to the Bellemeade/Oak Grove Elementary School District by way of her attendances at City Council meetings. Lastly, she is seated on Maggie L. Walker Poverty, RVA Thrives, LAJC, CVLAS, and CVLASCC/President Boards and was a fellow for RMHF from 3/2018 to 2/2019.

I strongly recommend Ms. Shelton for the position of commissioner on the Board of Commissioners for RRHA. I believe her outstanding work and accomplishments speak for themselves.

Please feel free to contact me at 804-437-2217 or Cynthia Vaughan (RTO Secretary) at 804-651-3566 if you have questions.

Sincerely,

Marilyn Olds

December 19,2019

To Richmond City Clerk's Office,

I am writing to say I feel, I am the person for this board. I live in Hillside Court. I am the President of Hillside Court Tenant Council for the last two terms. I have started different groups and teams. I will be leaving the CVLAS Board, if I am to get this spot on RRHA's Board. I have already left LAJC's Board.

Thank you

Patrice Shelton, CCHW Sr/Hillside T.C. President

Patrice Shelton

Patrice Shelton is the founder and Executive Director of Hillside Court Partnership, Certified Community Health Worker Senior for Virginia Department of Health/Richmond City Health Department, and the Hillside Court Resident/Tenant Council President. She has launched more than 14 groups and teams in Hillside. She has help the community members to know their worth and rights one at time. She graduated from Louisa County High School June 1991. Ms. Shelton worked at Walmart from 1992 to 2008. Moved to Hillside Court 2010 where she does her community work today. Ms. Shelton was able to get her community rezoned to the Bellemeade/Oak Grove Elementary School thru City Council meetings. She has partnered with Shalom Farms and Feed More to bring food to the community for free and low cost since 2012. She is seated on Maggie L. Walker Poverty, RVA Thrives, RTO/VP, Hillside/President, LAJC, CVLAS, and CVLASCC/President Boards. She was also a fellow for RMHF 3/2018 to 2/2019.

November 14, 2019

Dear RRHA Board Members,

I am writing to wholeheartedly recommend Patrice Shelton for the Richmond Redevelopment and Housing Authority Board. As the Director of the Richmond City Health District, I have had the pleasure of watching Patrice's career develop since 2013 when she was hired as one of our Community Health Workers (CHW). At the time, the work of a CHW was a new concept for RCHD and for our community residents. Patrice navigated these uncharted vocational waters with remarkable tenacity and commitment. In her tenure with RCHD, there have been significant strides made for the Hillside Court community, thanks in large part to Patrice's leadership and advocacy. Patrice immersed herself in her community, serving as the Executive Director of Hillside Court Partnership and as the Hillside Court Tenant Council President. Her years in Hillside have given her a deep understanding of the issues and the specific needs of the residents there. Patrice is an extraordinary advocate for her community, and her passion and energy have helped develop so many initiatives and partnerships that have positively impacted the health and wellness of Hillside Court.

One personally impactful experience with Patrice occurred last year when the Robert Wood Johnson Foundation asked me to speak to one of their leadership cohorts on the progress that Richmond has made. I assembled a panel that included myself, the city's DCAO Reggie Gordon, and Patrice. She commanded the room with her knowledge and experience as a community advocate, and the room was moved to tears by the power of Patrice's story. There are few things more compelling or inspiring than stories of surviving and thriving in the midst of tremendous hurdles. For all these reasons, I highly recommend Patrice as a member of the RRHA Board. I believe that she will prove to be a valuable voice for the residents of RRHA, and a strategic and practical thinker for the board.

Please don't hesitate to reach out to me with any further questions. I am available by phone (804) 382-3855 or email danny.avula@vdh.virginia.gov.

Thank you,



Danny TK Avula, MD MPH
Director
Richmond and Henrico Health Districts

Board of Commissioners
Veronica G. Blount, Chairman

Neil S. Kessler
Marilyn B. Olds
Elliott M. Harrigan
Samuel S. Young, Jr.
Jonathan Coleman
Robley S. Jones
Robert J. Adams



November 21, 2019

Chief Executive Officer
Damon E. Duncan
901 Chamberlayne Parkway
P.O. Box 26887
Richmond, VA 23261-6887
804-780-4200
Fax 804-780-0009
TTY: Dial 7-1-1
www.rrha.com

Patrice Shelton
1625 Glenfield Avenue
Richmond, Virginia 23224

RE: Letter of Good Standing

Dear Ms. Shelton,

Please let this correspondence serve as a "Letter of Good Standing" for your application to the Board of Commissioners at Richmond Redevelopment & Housing Authority.

As an assisted housing resident you have not been issued any lease violations during your tenancy and you also pay your rent on time as outlined under your lease.

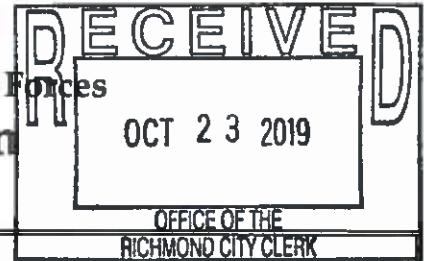
If I can be of further assistance please do not hesitate to contact me at 804-780-3431.

Sincerely,

Cindy Chisholm
Property Manager
Hillside Court



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: RATA | |
| Title: Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/> | |
| Last Name: KESSLER | First Name: NEIL |
| Home Street Address: 1501 HEARTAGLAW CT. | Home Telephone: 804-641-4880 |
| Home City, Zip Code: RICHMOND, VA 23238 | Home Fax: N/A |
| Personal E-Mail Address: NEILKESSLER@TROUTMAN.COM → neilKessler1@gmail.com | |
| Employer: RETIRED (WORK PARTTIME FOR COMMONWEALTH OF VA) | |
| Job Title: LEGAL SPECIALIST SPECIALIST | How Long? 3 YRS |
| Business Street Address: 1100 BANK ST., 3RD FLOOR | Business Telephone: 804-307-8248 |
| Business City, Zip Code: RICHMOND, VA 23219 | Business Fax: |
| Business E-Mail Address: NEILKESSLER@CGS.VIRGINIA.GOV | |
| 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 type="checkbox"/> If yes, which county? | |
| Are you a city resident? Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> | |
| If yes, please provide information on the nature of the contract. | |
| Signature: <u>Neil S. Kessler</u> | Date: <u>10/21/2019</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



Overview

Neil Kessler has extensive experience in all areas of commercial real estate, including the acquisition, development, financing, leasing, construction, and sale of apartment projects, office buildings, shopping centers, office parks, manufacturing facilities, hotels, mixed-use projects, and residential developments. Prior to his retirement, he regularly advised banks, mortgage brokers, and insurance companies on commercial real estate matters, including workouts and foreclosures. In addition, he prepared the construction contracts and bid materials for a major semiconductor manufacturer.

Speaking Engagements

- Frequent lecturer at International Council of Shopping Centers Law Conferences and American College of Real Estate Lawyers.
- American Bar Association Real Property, Probate and Trust Law meetings on topics relating to insurance and indemnity, construction contracts and financing.

Publications

- Author, "[Virginia Real Estate Purchase and Sale Issues for Buyers](#)," ALI CLE's *The Practical Real Estate Lawyer*, July 2017.
- Quoted, "[Libbie Mill development wins another award](#)," *Virginia Business*, April 27, 2015.
- "When Required Insurance Is Unavailable At Any Price--Reallocating Casualty Risk Post 9/11 and Katrina," ABA Real Property, Probate and Trust Law, April 2007.
- "Basic Insurance Issues for Commercial Real Estate Attorneys Including Indemnity, Hold Harmless and Subrogation," U.S. Shopping Center Law Conference, October 2006.
- "Insurance Issues Every Real Estate Lawyer Should Understand," U.S. Shopping Center Law Conference, October 2004.

- "Is Armageddon Insurable?," American College of Real Estate Lawyers, Spring 2002, co-author.
- "Insurance and Indemnity Issues: An Update Since the Events of 9/11," 2002 Real Property Section Annual Meeting, North Carolina Bar Association.
- [Real Estate Transactions in Virginia, 2001, 2003, 2008, 2012 and 2015 editions](#), co-editor.
- "Negotiating Construction Documents: Include The Contractor," Probate & Property, January/February 2001.
- Virginia Editor for "A State-By-State Guide To Construction & Design Law," American Bar Association Section of Real Property, Probate and Trust Law.
- "Case Note on Environmental Law: Calvert Cliff's Coordinating Committee, Inc. v. AEC, 449 F.2d 1109 (D.C. Cir. 1971)," George Washington Law Review, May 1972.
- "Proposed Legislation of Interest to Real Estate Attorneys," Real Property Newsletter of Virginia State Bar, summer 1987.
- Co-author of monthly legal column for Construction Specifications Institute of Richmond (VA) Newsletter (1989-1993).

Professional and Community Involvement

- Member, Greater Richmond Chamber of Commerce/The Port of Virginia Logistics Subcommittee of the Richmond Marine Terminal (appointed August 1, 2016)
- Board Member, Richmond Redevelopment and Housing Authority (2016-present)
- Member, Greater Richmond Advisory Board of BB&T Bank
- Virginia State Bar Harry L. Carrico Professionalism Course Faculty (2010-present)
- Greater Richmond Bar Foundation (Board Trustee, 2012-present)
- Richmond Real Estate Group (President, 2014-2015)
- American College of Real Estate Lawyers (Board of Governors, 2000-2005; Member of Program Committee and Secretary of Insurance Committee)
- American Bar Association (Fellow, ABA Law Foundation; Member, Section of Real Property, Probate and Trust Law/Real Property Division; Commercial Real Estate Transactions Committee (Chair, 2008-2011); Committee on Design and Construction Contracts, Co-Chair, Design and Construction Subcommittee, 1996-2006; Committee on Property and Casualty Insurance, Chair, 2006 - 2010; Committee on Recent Developments in Real Estate Law)
- Virginia State Bar (Real Estate Section, Past President and currently member of Board of Directors)
- Virginia Bar Association (Real Estate Section)
- Richmond Bar Association (Real Estate Section, former President)
- Member of International Council of Shopping Centers (Member of Law Conference Program Committee)
- Member of Advisory Board of Virginia Land Information Project of the Virginia Cooperative Extension Service (1986 - 2000)
- Virginia Commonwealth University Real Estate Circle of Excellence (Past President, currently member of Real Estate Trends Program Committee)

- Chair of Troutman Sanders LLP Richmond Pro Bono Committee and Member of Firm Wide Pro Bono Committee
- Henrico Business Leaders (President, 2014-2015; currently member of Leadership Committee)
- Leadership Metro Richmond (Chairman of the Board, 2011–2012)
- Greater Richmond Chamber of Commerce (Executive Committee 2003–2010; Trustee, 2011–2013; Board of Directors, 2013-Present)
- Greater Richmond Chamber Foundation (Board, 2010–2013)
- Valentine Richmond History Center (Board of Trustees, 2006–2014; Secretary, 2014-present)
- Jewish Family Services Foundation Board of Trustees (2013-present)
- First Freedom Center Board of Trustees (ending in 2014 upon merger with Valentine History Center)
- Campaign Committee, VCU Institute for Contemporary Art
- Capital Campaign Committee of St. Joseph's Villa
- J. Sargeant Reynolds Community College Education Foundation (Board of Trustees, 2004–2010, 2015-present)
- Jewish Community Federation of Richmond (President, 2006–2008)
- Richmond Jewish Foundation (President, 2004 –2006; Board of Trustees, 2007–2014)
- Former President of The Carpenter Center for the Performing Arts

Rankings and Recognitions

- Recognized in The International Who's Who of Real Estate Lawyers (2010-2015).
- Selected for inclusion in Law & Politics' *Super Lawyers, Corporate Counsel Edition*; Selected by *Law & Politics* as a Virginia Super Lawyer in Real Estate (2006-2016).
- Achieved Martindale-Hubbell's highest rating for legal ability and ethical standards.
- Named to Virginia Business magazine's *Legal Elite* in Real Estate/Land Use (2004-2016).
- Recognized in *Best Lawyers in America* in Real Estate Law (2005-2018).
- Presented with the Lifetime Achievement Award by the Henrico Business Council of the Greater Richmond Chamber (April 2006).
- Fellow, Virginia Law Foundation.
- Presented with Humanitarian Award by Virginia Center for Inclusive Communities (2014).

Bar Admissions

- Virginia

Education

- George Washington University Law School, J.D., *cum laude*, 1973
- Washington and Lee University, B.A., *cum laude*, 1969



City of Richmond, Virginia
City Council

**Authorities, Boards, Commissions and Task Forces
Application**

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

RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY

Title: _____

Name: *Nathan Joyce*

Home Address: 003012 4TH AVE RICHMOND VA 23222

Home Telephone: 2025702986 Home Fax: _____

Personal E-Mail Address: joycenc@mymail.vcu.edu

Employer: Markel Corporation

Job Title: Procurement Analyst How Long? 1

Business Address: 004521 HIGHWOODS PKWY GLEN ALLEN VA 23060

Business Telephone: _____ Ext: _____ Business Fax: _____

Business E-Mail Address: nathan.joyce@markel.com

Is Your Place of Employment Located in the city of Richmond No

Is your Place of Employment Located in the County? Yes If Yes, Which County? Henrico

Are You A City Resident? Yes If Yes, Which City Council District? 6 Number of Years? 1

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:

- VCU MBA 2015
- 5 years of professional experience in finance
- small business owner (manage rental property)
- experience in community leadership from non-profits to associations

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.

N/A

Other Community Involvement:

- Richmond SPCA
- Condominium Board of Directors
- VCU School of Business Mentor



**Authorities, Boards, Commissions and Task Forces
Application**

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

Work Experience

Markel Corporation – Global Procurement (11/2019 – Present), Glen Allen, Virginia

Procurement Analyst

- *Drafted, redlined, negotiated, and executed favorable contracts for domestic and international stakeholders*
- *Defended company interests in terms of indemnification, limitations of liability, data protection, etc.*
- *Accumulated savings by negotiating periods of performance, discounts, and price locks*
- *Conducted quick bids and RFP's from in-take through contract execution, serving as project manager*

Fannie Mae – Corporate Procurement (06/2015 – 11/2019), Bethesda, Maryland

Procurement Specialist

- *Provided cradle-to-grave procurement services to Fannie Mae's external client, Common Securitization Solutions*
- *Drafted, redlined, negotiated, and executed contracts with "Big 4" Consulting, Legal, HR, and technology firms*
- *Conducted quick bids and RFP's*
- *Issued purchase orders for all procurement categories*
- *Analyzed supplier W-9's, invoices, banking docs, etc for data quality and for audit purposes*
- *Conducted risk assessments to identify supplier risk; managing risk project from start to close*

VCU School of Business – Marketing Dept (08/2013 – 05/2015), Richmond, Virginia

Research Graduate Assistant

- *Wrote articles for Marketing Department's "Market Share" Blog*
- *Assigned as grader for student's to review quiz grades*
- *Compiled data for professors to conduct research*

Dobrin Homes, LLC (09/2014 – 12/2014), Richmond, Virginia

Marketing and Research Intern

- *Developed payoff analyses for upcoming building acquisitions*
- *Analyzed market potential and competitor rates*
- *Acquired pricing on materials and services from multiple suppliers*
- *Submitted plans to historic society to rebuild neighborhoods*

Ingalls Shipbuilding (05/2014-07/2014), Pascagoula, Mississippi

Pricing and Estimation Intern

- *Developed new cost proposals and made changes to existing ones*
- *Used Excel to determine prices and quantities of ship's material*
- *Documented buildings/assets for potential insurance claims*
- *Boarded ships to confirm any approved changes*

State Department Federal Credit Union (06/2013 – 08/2013), Alexandria, Virginia

Mortgage and Lending Intern

- *Released liens on mortgages and home equity lines of credit*
- *Returned paid off car titles to members*
- *Used spreadsheets and Account Services software to locate closed loans*

Department of the Army (06/2010 – 08/2012), Washington, DC

Management Support Technician, GS-4

- *Built matrices and Program Reviews for Army equipment*



**Authorities, Boards, Commissions and Task Forces
Application**

- *Helped start building of Army Budget for FY15-19*
- *Pulled data from Army Flow Model and AFM websites to equip units*
- *Briefed senior leadership on Program Objective Memorandums (Budgeting) for FY15-19*
- *Helped create ATARAC messages to send out to entire Army*

Education

Virginia Commonwealth University, Richmond, Virginia

Degree: Master's in Business Administration

GPA: 3.50, Graduated May 2015

- *Analyzed credit worthiness of loan seekers in SAS and Tableau*
- *Used Excel to forecast sales for local stone company*
- *Used ESRI to locate an ideal restaurant location*
- *Recommended changes for healthcare website using Google Analytics*
- *Recommended strategic changes for toy company to reposition and rebrand*

Christopher Newport University, Newport News, Virginia

Degree: Bachelor of Science, Major: Business Management

GPA: 3.39, Graduated May 2013

- *Vice President of Multicultural Student Association (MSA)*
- *Selected as a Luter School of Business mentor in Fall 2012*
- *All-conference scholar-athlete all 8 semesters enrolled as part of CNU Track*

Community Leadership

Richmond SPCA (08/2014 – 05/2015)

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

City Clerk Blog Posting from Jan 16

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.

Nathan Joyce
(202) 570-2986
joycenc@mymail.vcu.edu
3012 4th Ave
Richmond, VA 23222

Work Experience

Markel Corporation – Global Procurement (11/2019 – Present), Glen Allen, Virginia

Procurement Analyst

- Drafted, redlined, negotiated, and executed favorable contracts for domestic and international stakeholders
- Defended company interests in terms of indemnification, limitations of liability, data protection, etc.
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- Conducted quick bids and RFP's from in-take through contract execution, serving as project manager

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Procurement Specialist

- Provided cradle-to-grave procurement services to Fannie Mae's external client, Common Securitization Solutions
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Research Graduate Assistant

- Wrote articles for Marketing Department's "Market Share" Blog
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Marketing and Research Intern

- Developed payoff analyses for upcoming building acquisitions
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- Submitted plans to historic society to rebuild neighborhoods

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Pricing and Estimation Intern

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- Boarded ships to confirm any approved changes

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Management Support Technician, GS-4

- Built matrices and Program Reviews for Army equipment
- Helped start building of Army Budget for FY15-19
- Pulled data from Army Flow Model and AFM websites to equip units
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GPA: 3.50, Graduated May 2015

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Christopher Newport University, Newport News, Virginia

Degree: Bachelor of Science, Major: Business Management

GPA: 3.39, Graduated May 2013

- Vice President of Multicultural Student Association (MSA)
- Selected as a Luter School of Business mentor in Fall 2012
- All-conference scholar-athlete all 8 semesters enrolled as part of CNU Track

Community Leadership

Richmond SPCA (08/2014 – 05/2015 & 11/2019 – Present), Richmond, Virginia

Shelter Volunteer

- Ran 5k course with shelter dogs on weekend mornings

New Plaza Condominium Association (01/2016 – 12/2018), Washington, DC

Board of Directors

- Onboarded new property management company
- Approved quotes for new door locks, call box programming, and pest services
- Successfully implemented bylaw change for an increase to the community's rental cap
- Successfully implemented house rules change to allow in-unit laundry
- Provided counsel on ramifications of moving forward with litigation on delinquent units

Ram to Ram Mentor Program (10/2016 – 09/2017), Richmond, Virginia

Alumni Mentor

- Worked with student to prepare for summer internships and post-graduation life
- Researched different career paths and volunteer opportunities with student
- Met with student monthly to discuss student's true interests and discover new ones



City of Richmond, Virginia
City Council

**Authorities, Boards, Commissions and Task Forces
Application**

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

RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY

Title: *Mr.*

Name: *Justin C Oliver*

Home Address: 003500 KENSINGTON AVE STE A-2 RICHMOND VA 23221

Home Telephone: Home Fax:

Personal E-Mail Address: *joliver@oliverproperties.com*

Employer: *Oliver Properties*

Job Title: *President and CEO* How Long?

Business Address: 003502 KENSINGTON AVENUE 2 RICHMOND VA 23221

Business Telephone: *8043550022* Ext: Business Fax:

Business E-Mail Address: *joliver@oliverproperties.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

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:

Justin Oliver is an experienced owner, executive, and investor with over 20-years of experience in the private, public, and non-profit sections. He has advised and served Senators, Governors, Mayors, and CEOs throughout his career.

- *President and CEO of Oliver Properties for 17 years (Richmond, VA). Oliver Properties is a real estate investment, development and asset management company based in Richmond, VA, since 1984.*
- *Chairman of the Board of AHC Inc. (Arlington, VA) AHC is the largest non-profit affordable housing developer in Virginia and 48th largest in the Nation with over 8,500 apartments.*
- *Legislative Assistant, US Senate (Washington DC)*
- *Director of Government Affairs (Boston, MA)*
- *Senior Consultant, KPMG (McLean, VA)*

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.

- *College of William & Mary (1995) B.A. in Public Policy*
- *Tulane University (2000) MBA*
- *Leadership Arlington (2016)*

5/15/2020



City of Richmond, Virginia
City Council

**Authorities, Boards, Commissions and Task Forces
Application**

Other Community Involvement:

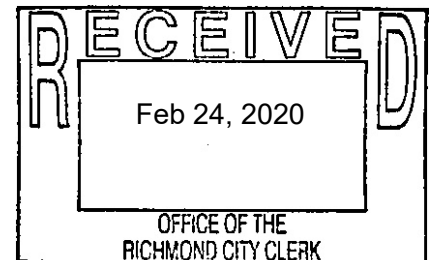
- Member, Committee to Reform Permitting and Regulatory Process, Mayor Doug Wilder (2005)

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

Mr. Oliver supports numerous non-profit organizations throughout Richmond and Central Virginia including: Science Museum of Virginia, VMFA, 1708 Gallery, Richmond Strikers, and Tuckahoe Little League.

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

Recommended by 1st District Councilman Andreas Addison to join the Housing and Redevelopment Authority



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.

Justin Oliver

3502-2 Kensington Avenue, Richmond, VA 23221
(804) 355-0022 | joliver@oliverproperties.com

Justin C. Oliver is an experienced owner, executive, and investor with over 20-years of experience in the private, public, and non-profit sectors. He has advised and served Senators, Governors, Mayors, and CEOs throughout his career. Mr. Oliver is currently President and CEO of Oliver Properties, LLC, a real estate investment, development, and asset management company based in Richmond, Virginia. Oliver Properties specializes in multi-family real estate investments and development. The company has acquired and developed assets of over \$500M including 3,500 apartments, townhouses, and offices in Colorado, Massachusetts, New Hampshire, Virginia, and Washington D.C. Mr. Oliver also serves as Chairman of AHC, Inc., the largest non-profit multifamily developer in Virginia, with \$1.2 billion in assets including over 8,500 apartments in Virginia, Maryland, and Washington, D.C.

Relevant Experience

Mr. Oliver's accomplishments include:

- President and CEO of Oliver Properties, LLC, a property development and asset management firm. Oliver Properties currently owns and manages a portfolio of over 800 apartments, townhouses, condominiums and office buildings. Affiliated companies include:
 - Oliver Investment Fund, LLC – Managing Member
 - 3500 Kensington Avenue, LLC – Managing Member
 - Patterson Place, LLC – Managing Member
 - The Highlands Townhouses, LLC – Managing Member
 - 2504 Grove Avenue, LLC – Managing Member
 - Rock Creek, LLC – Managing Member
 - Kensington Place, LLC
 - Highland Woods, LLC
- Chairman of the Board, Executive Committee, AHC, Inc., Arlington, VA.
- Legislative Assistant to U.S. Senator John Breaux, Washington, DC.
- Director of Government Affairs, Covectra, Boston, MA.
- Senior Consultant, KPMG Consulting, McLean, VA.
- Advisor to Virginia Governor Mark Warner's Information Technology Finance Team, Richmond, VA.
- Lead change manager and business architect in the re-engineering of a Fortune 500 company's asset management and capacity planning processes, San Francisco, CA.
- Managed team that developed the business requirements for an asset management system for the third largest wireless communications company in the US, Fairfax, VA.
- Project Manager of the Computer and Internet Literacy Project for the Government of Qatar.
- Equity analyst for Burkenroad Reports, New Orleans, LA
- Marine Corps Executive Forum, Pentagon, Washington, DC

Professional Background

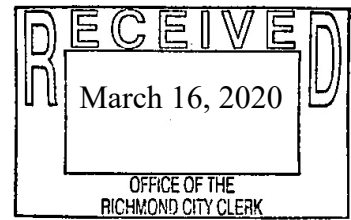
Prior to starting Oliver Properties, Mr. Oliver worked at KPMG Consulting as a Senior Consultant in the Strategy and Business Practice. While at KPMG, he worked with multinational corporations, small companies, and governments across various issue areas including: telecommunications, IT, finance, banking, and processes engineering. He has worked throughout North America, Europe, and the Middle East.

Mr. Oliver previously worked in the U.S. Senate for Senator John Breaux of Louisiana. During his tenure in the Senate, he worked on numerous pieces of legislation including the Transportation Efficiency Act of the 21st Century for which he received special recognition from the Senate Majority Leader. He directed the annual appropriations requests and was responsible for making policy recommendations in the areas of commerce, economic development, agriculture, and transportation. In his capacity in the Senate, Mr. Oliver worked closely with the White House, Departments of Defense, Commerce, Treasury and Transportation, and local and state governments.

Education

Mr. Oliver earned a MBA at Tulane University and is a graduate of the College of William & Mary with a B.A. in Public Policy. He is a graduate of Leadership Arlington, Class of 2016.

January 1, 2020



Richmond Redevelopment Housing Authority

Applicant Interview Questions

1. What motivated you to apply for appointment to the Board of Commissioners of the Richmond Redevelopment and Housing Authority, and what do you hope to accomplish by your participation?

My motivation to serve on the RRHA Board stems from a strong commitment and history of public service. I want to help Richmond implement solutions to address its critical shortage of quality affordable housing. During my tenure on the Board, I hope to: increase the number of affordable housing units, improve the quality of existing housing, improve communication and trust among housing stakeholders, improve financing mechanisms available for building new affordable housing, and implement resident service programs.

2. What are the three most important issues you will have to address as a member of the board, and how would you address them?

The three most important issues are: increasing the number of affordable housing units, improving and expanding the housing finance trust fund, and implementing resident service programs at current and future affordable housing communities. These issues would be addressed in collaboration with all affordable housing stakeholders including RRHA management, City Council, and the Mayor's Office.

3. What is your strategy for addressing the isolation of public housing from the rest of the community?

Affordable housing must be better dispersed throughout the City (and Region) in mixed-income and mixed-use developments. Large concentrations of public housing need to be re-conceptualized into smaller more intergraded communities across the City. Public housing communities need the support of resident service programs.

4. How can the board improve its relationship with residents?

The Board can improve its relationship with residents best by enhancing its communication and transparency, improving the quality of each housing unit, and implementing resident service programs.

5. Do you have any expertise or experience in the following, and if so, please describe:

a. public housing

b. real estate – *I am currently the President and CEO of Oliver Properties; I have over 20 year’s experience as a real estate investor, developer, and manager. Oliver Properties has developed more than 3,000 apartments in six states.*

c. affordable housing – *I currently serve as Chairman of the Board of AHC, Inc. (2016-present) AHC is the largest non-profit housing developer in Virginia with over 9,000 apartments located in VA, MD, and DC.*

d. housing financing – *I familiar with various financing programs including LIHTC and other tax credit programs.*

e. construction housing projects – *I have invested in and managed the construction of numerous multi-family renovation and new construction projects.*

f. housing counseling



City of Richmond, Virginia
City Council

**Authorities, Boards, Commissions and Task Forces
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(Name of Authority, Board, Commission or Task Force)

RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY

Title: _____
Name: Zachary Reid
Home Address: 001212 W LABURNUM AVE RICHMOND VA 23227
Home Telephone: 8043859663 Home Fax: _____
Personal E-Mail Address: zreid210@gmail.com
Employer: Richmond Art Garage
Job Title: owner How Long? _____
Business Address: 205 W. W BROOKLAND PARK BLVD 1212 RICHMOND VA 23222
Business Telephone: 8043859663 Ext: _____ Business Fax: _____
Business E-Mail Address: zreid210@richmondartgarage.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? Yes If Yes, Which City Council District? 3 Number of Years? 33

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

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:

*B.S., mass communications and political science, Virginia Commonwealth University (1993)
Long-time reporter for the Richmond Times-Dispatch; I wrote about education, housing and government issues in the city, which gave me a perspective on public housing that encompassed everything from regulatory issues to the struggle for daily subsistence.
Worked with and for many city residents during tenure as part of the management team at the Lowe's Home Improvement store near VCU (2000-03)
City resident since 1986, and also now an owner of commercial property and a business in the city*

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.

Other Community Involvement:

*Participating in the revitalization of the Brookland Park Boulevard, where I own property and am renovating a formerly
5/15/2020*



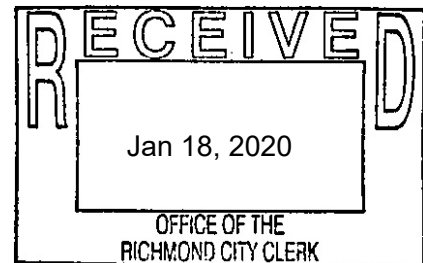
City of Richmond, Virginia
City Council

**Authorities, Boards, Commissions and Task Forces
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empty building to create an art gallery, studio space and community market.

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

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Experience

Owner, Richmond Art Garage

2019-present

I'm converting an old gas station I own on Brookland Park Boulevard into an art gallery and studio space for young, aspiring artists in the city of Richmond. The project is underway, with the first stage slated to open in late spring/early summer 2020.

Visual Artist

2013-present

I'm a painter, photographer and mixed media artist. I've shown my work in Richmond, Washington and New York, and I have a piece in the collection at Capital One. In the summer of 2019, I worked in a residency program in rural France.

Richmond Times-Dispatch

2005-2016

■ Staff writer, 2008-2016, with focus on:

- **Education:** reported extensively on local school systems, particularly Richmond Public Schools. My coverage included investigative pieces on spending and voting patterns; data-based reporting on test scores, enrollment trends and facilities; features on success stories; and continuing coverage of school governance, particularly through monitoring of elective boards.
- **Government:** reported on a wide range of government bodies and agencies, including Richmond City Council, the Richmond Redevelopment and Housing Authority, and the Chesterfield County Board of Supervisors.
- **Religion:** reported on faith topics including how churches interact with their communities, at home and elsewhere; reported from Haiti and Cuba about faith-based rebuilding projects in distressed communities.
- **Social services:** reported on housing issues, including ongoing plans to redevelop Richmond's dense core of public housing; and on foster care, including unintended consequences of changing state requirements that impacted the ability of non-profit agencies to provide services.
- **Food and the arts:** reported on and wrote for the paper's Food, Flair and Weekend sections, with extensive coverage of the local ballet company.
- **Discover Richmond:** was twice the primary writer for the paper's then-annual guide to the city; helped conceive story ideas and wrote about every facet of the community.

- Copy editor, 2005-2007: worked primarily in the features and news desks, editing for content, clarity and style. Also worked on the sports desk.
- Photographer, 2006-present: not an official member of the photo staff but have regularly produced images, galleries and slideshows for my print and online stories.

Magazine and freelance work

1992-2005

- Managing editor, *Collecting Concepts*, 1995, 1997-99; in charge of two publications:
 - *White's Guide to Collecting Figures*, which was about a collectibles industry that included everything from Barbie dolls to limited edition figurines to bean bag toys. Created and assigned story ideas; edited copy; managed freelance staff; supervised in-house staff of content, copy and photo editors.
 - *White's Guide to the Movies*, a monthly, general interest magazine about the movies. Managed a small in-house staff of writers and editors and supervised a national network of freelance writers.
- Editorial Director, part-owner Freeman Ink, 1995-97: led the editorial process for small publishing company that produced publications and other materials for minor league baseball and women's professional basketball teams and collectibles-industry companies. Our work included the creation and publication of seasonal and game day magazines for the Atlanta Braves minor league system and annual guides for the National Sports Collectors Convention.
- Various editing positions, Tuff Stuff Publications, 1992-94:
 - Tuff Stuff, Tuff Stuff Jr., Collect!: assigned and edited copy and wrote stories for a group of monthly and quarterly magazines about sports and non-sports collectibles.
 - Mid-Atlantic Soccer: edited quarterly magazine about youth soccer in central Virginia.
- Freelance writer, 1992-2014: have written stories for a variety of publications, including the Los Angeles Times, local news and college alumni magazines; and copy for baseball, basketball and football cards, including the majority of cards produced by the Fleer Corp. in the mid-1990s.

Non-Editorial Work

- Lowes Home Improvement Warehouse, 2000-2003
 - Manager, installed sales: coordinated store-initiated installation services. Was the go-between among customers, salesmen and contract vendors. Finalized sales,

and scheduled projects and supervised and spot-checked their completion. Managed a staff of two assistants and was responsible for training dozens of sales floor workers on systems, processes and procedures.

- Manager, flooring and plumbing departments; managed staffs of two to five store employees; responsible for merchandising, inventory control and customer services.
- Associate, electrical and paint; responsible for customer service, merchandise displays and inventory control.

Honors

2014 Customer Service Champion, Richmond Times-Dispatch; won company-wide, year-long honor for series of stories about four brothers who helped their family escape life in a weekly motel by singing for money.

2013 Virginia Press Association for story package about a youth football program in a Richmond public housing project.

2008-present: Monthly merit awards from a Times-Dispatch peer review committee for stories, including the “top award” most recently for a story about life in Cuban in the week when President Obama announced historic changes to diplomatic relations.

2019: Resident, Chateau D’Orqueveaux Artist Residency, D’Orqueveaux, France.

Community Service

Outreach work: I have participated in, helped plan and led groups to:

Cambodia: participated in a Habitat for Humanity building project in Battambang, Cambodia, in February 2019. We built homes for two families, replacing ground-level shelter for 15 people with raised-platform houses that allow more safety in the rainy season and room for expansion.

Vietnam: participated in a Habitat for Humanity building project in Hoa Binh, Vietnam, in April 2018. We replaced a crumbling thatched-roof house with a concrete block house for a family of four.

Cuba: traveled there eight times in 2013-2017. The initial trip was an Episcopal-Jewish outreach mission to visit religious sites. The trips since focused on an Episcopal camp for children and on diocesan work in Havana. I also used one trip, for two weeks in late 2014, to travel the country and talk to priests and parishioners about religious life in a Communist country.

Haiti: traveled there six times in 2010-13 to build a two-story school (in Gonaives), work on a home for boys (in Port-au-Prince and Jacmel), visit churches and medical clinics (Hinche and points east) and to scout future work sites (Cap Haitian and other northern towns). The site I helped choose on my last trip was used by a group in March 2015, and I intend to return to help with the construction of a diocesan center in Cap Haitian.

Honduras: worked in a home for girls in San Pedro Sula in 2013 and 2016.

New Orleans: worked on Hurricane Katrina restoration projects, mostly in the Lower Ninth Ward, in 2013-14.

Education

Virginia Commonwealth University

1993

B.S. in Mass Communications with a minor in political science.



City of Richmond, Virginia
City Council

**Authorities, Boards, Commissions and Task Forces
Application**

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

RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY

Title: *MRS*

Name: *Tracey A HardneyScott*

Home Address: *003118 CONDUIT COLONIAL HEIGHTS VA 23834*

Home Telephone: *804-322-0272* Home Fax: _____

Personal E-Mail Address: *traceyplus@yahoo.com*

Employer: *Belle Summit*

Job Title: *Property Manager* How Long? _____

Business Address: *000600 COWARDIN AVE RICHMOND VA 23224*

Business Telephone: *804-231-7068* Ext: _____ Business Fax: *804-231-7162*

Business E-Mail Address: *belle.summit@lawsoncompanies.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? Yes

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

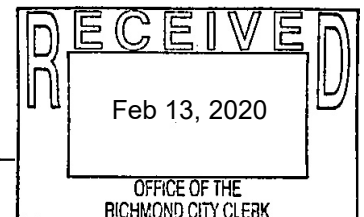
acceptance of Housing Choice Vouchers acceptance

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

Over 30 years experience Lanlord Tenant Rights and Responsibilities, HUD, LIHTC and all affordable housing. CFR

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.

Currently on Mayors Eviction Task Force



Other Community Involvement:

Prevention of Homelessness Task Force. Housing Chair for NAACP Richmond and Virginia State Conference

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



City of Richmond, Virginia
City Council

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

n/a

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Tracey A. Hardney Scott

3118 Conduit Road, Colonial Heights, Virginia 804-322-0272 (Cell) ♦ 804-722-5712

Professional Summary:

Versatile Property Manager who brings an excellent blend of people skills and an ability to implement and enforce property rules and regulations effectively. Experienced in Residential & Commercial Property Management. Proven track record in successfully raising occupancy rates by securing long-term tenants. Expertise in tenant relations, sales, marketing and business transactions. in-depth knowledge of income tax credits, Section 8 and recertification. Detail-oriented and organized effective at managing personnel, property and special projects. Exhibits excellent organizational and time management skills.

Skills

- Certified Property Manager (CPM)
- Exceptional oral and written communication skills
- VRLTA
- Customer service-focused
- Maintenance knowledge
- City and county regulations
- Knowledge of building codes
- Complex problem solving
- Affordable housing programs knowledge
- AMSI
- Yardi
- Onsite
- VA Residential Landlord Tenant Act
- HUD 4350

Motivation for Sales, Meeting Sales Goals, Negotiation, Selling to Customer Needs, Territory Management, Closing Skills, Prospecting Skills, Professionalism, Internal Communications, Listening, Communication Processes

Work History

Property Manager, 2014 – Present

Belle Summit Apartments

600 Cowardin Avenue, Richmond, Virginia

- Property Manager for newly constructed 50-unit tax credit property. Daily compliance to VHDA tax credit program. Initially leased up property during construction phase. Recertification. Rent collection, paying bills. Address tenant issues and concerns. Organize and recruit subcontractors produce various financial analytical reports and practicability reports of potential property achievements. Effectively reduced delinquency and increased NOI. Managed budget preparations; completed reports on actual versus forecasted revenue. Sourced and acquired new tenants by advertising

vacancies and obtaining referrals from current tenants. Conducted property tours for prospective tenants, explained advantages of location and services. Enforced occupancy policies; contacted tenants in violation of policies to resolve violations. Sourced and selected contractors to perform necessary maintenance or repairs. Managed bookkeeping, accounts payable, and accounts receivable; contacted tenant's delinquent in payment. Maintained a comprehensive system of records, books, accounts, and payment information.

Property Manager, 2009 to 2014
Midlothian Village – 4000 Midlothian Turnpike Richmond, Virginia

Manager for 218-unit garden dual subsidy property. Accomplish financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action. Maintains property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and scheduling with maintenance supervisor the completing of repairs; planning renovations; contracting with landscaping and snow removal services Maintains building systems by contracting for maintenance services; supervising repairs. Secured property by contracting with security patrol service; installing and maintaining security devices establishing and enforcing precautionary policies and procedures; responding to emergencies. Enforce occupancy policies and procedures by confronting violator's. Prepared reports by collecting, analyzing, and summarizing data and trends. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Accomplish organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments Supervises and trains all property associates. Assists Regional Property Manager in the selection of property associates. Assumes primary responsibility for preliminary interviewing Create a positive, welcoming, supportive environment for residents, visitors, and property associates. Maintains vacancy information as required by investors, syndicators, and monitoring agencies .Achieve financial solvency through cost reduction and implementing systems to achieve 0% rent delinquency Utilizes selection and retention strategies to maintain 100% occupancy level Participate in the preparation of the annual operating budget, and works with Regional Property Manager to maintain budgetary guidelines Manage health and safety programs, including training in fire safety, general emergency procedures, and in the use of emergency equipment. Assists with the development and implementation of resident services programming. Maintain knowledge and awareness of corporate in/out migration, property competition, and other market conditions affecting leasing and operations Oversaw

property's answering service, ensuring superlative customer service, up-to-date calling sequences, and accurate contact information Notified residents of all issues affecting their tenancy Filed court documents for eviction and attend scheduled court hearings as Landlord's representative Oversaw security deposit administration including inspecting units to determine resident's balance or refund, preparing disposition letters, and processing security deposit returns Maintains building security measures, ensuring proper incident documentation and notification to management, owners, and insurance carriers Maintain familiarity with all procedures and requirements of accounts payable and accounts receivable Lead tours of property, Screens, reviews, and approves all applications Lead lease orientations and signings, and submits relevant documentation Ensured property's filing system was maintained and includes tenant, applicant, accounting, and vendor and contract files Develop and utilizes sound rent collection procedures, including following up with delinquent accounts Delivers rent deposits to bank and submits all related documentation. Monitored landlord-tenant relations and mediated disputes when necessary Collaborate with Support Services to provide residents referrals to appropriate agencies Utilize maintenance software program to enter in and track work orders, and regularly reviewed maintenance reports Inspected apartments for move-in condition (pre-inspection) and turnover status. Directed administrative and maintenance associates in annual unit inspections and annual recertification of residents Remained current on and compliant with policies and laws affecting the marketing and leasing of the property, including the Company's leasing agreement, Landlord Tenant code, Fair Housing laws, and other applicable laws. Established and maintain regular daily office hours, ensuring adequate coverage. Author of Project Zero a management program for Zero Tolerance of Policy Violations & Criminal Activity.

8th AMP Manager 2006 – 2009

Richmond Redevelopment and Housing Authority 901 Chamberlayne Avenue, Richmond, Virginia

Ensure profitability, executing action plans and service initiatives for new and small used houses, new Greenwalk Community site and development. Manage directly, property support staff including but not limited to Leasing Agents, Compliance Manager, Maintenance Supervisors & Team, Groundskeepers, Turn Crews, and Contractors. Expert ability to train and educate staff and tenants while clarifying complex issues. Proven ability to save cost and grow revenue through analytical thinking and financial management. Analyzed and evaluated monthly and quarterly financial statements highly skilled in mediation and negotiation. Extensive knowledge of principles and practices of property management and of applicable federal, state, and local laws and regulations. Skilled at communicating effectively and assigning and supervising the work of others. Ability to produce high quality work and meet deadlines in a fast

pace high volume environment. Solid Organizational and Time Management skills. Assets Management. Hire, train, develop and manage the Property Management Teams and lead team members in a way to foster teamwork and mutual respect. Execute plan to meet Key Performance Goals. Evaluates associates' performance, including the completion of annual performance reviews. Counsels underperforming associates and provides critical feedback to improve performance. Work with Senior & Executive Management team to ensure all strategic goals are clearly defined, communicated and implemented within portfolio. Ensure compliance with all best practices, training, audit requirements, and other policies and procedures as required. Able to set goals and hold staff accountable for performance. Knowledge of onsite maintenance requirements including dealing with contractors and vendors which able me to achieve the highest possible net operating income through implementation of effective cost control and revenue improvement programs. Achievements in reducing waste creating solutions and improving efficiency. Direct efforts to ensure all procurement guidelines are followed including timely entry of purchases orders and approval of invoices. Maintain appearance of properties within portfolio to the best possible advantage within available resources and coordinate with Maintenance Department regarding inspections, maintenance and apartment turns. Overseeing performance of external customers in the areas of grounds, pest control, rubbish removal and necessary services. Ensure HR policies and procedures are adhered to for assigned positions. Identify specific training and developmental needs. Analyzed operational information for impact on NOI, identified trends and recommended appropriate adjustments. Generated professional networks by engaging in professional, industry and government organizations. Analyzed operational information for impact on NOI, identified trends and recommended appropriate adjustments. Developed, reviewed and submitted property operating and capital budgets. Followed up on delinquent tenants and coordinated collection procedures.

Certifications

CPO CPM CLS CTS and several in house certifications and awards. Fred Pryor Conflict Management AJ Johnson Tax Credit. Fair Housing Grace Hill Training Modules

References: Upon Request



City of Richmond, Virginia
City Council

**Authorities, Boards, Commissions and Task Forces
Application**

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

RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY

Title: _____

Name: *Tashaba D Scott*

Home Address: 002421 E TREMONT CT RICHMOND VA 23225

Home Telephone: 8046290746 Home Fax: _____

Personal E-Mail Address: tashabascott@gmail.com

Employer: Department of Motor Vehicles

Job Title: Mail Service Tech How Long? _____

Business Address: 002300 W. BROAD ST RICHMOND VA 23222

Business Telephone: 8043671660 Ext: _____ Business Fax: _____

Business E-Mail Address: _____

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? Yes If Yes, Which City Council District? 4 Number of Years? 35

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

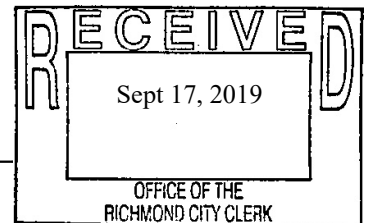
If yes, please provide information on the nature of the contract.

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

Volunteer within The Richmond Public School system, Community Engagement throughout the city, Leader Teacher within Faith based organization, Customer Service Certificate, Work Readiness Silver Certificate State of Virginia

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.

If appoint this would my first



Other Community Involvement:

Served as PTA president for Swansboro PTA 2011-2012 parent of the year recipient, Youth and Family Leader, Create a summer and after school program for inner city youth, Assist with prepare food for the homeless, visit women shelters with a goal to empower.



City of Richmond, Virginia
City Council

**Authorities, Boards, Commissions and Task Forces
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(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

I once lived in public housing and received public assistance and through such serves I was able to become self sufficient. I have a passion to see people become better productive citizens regards of ones background because our dreams are achievable if we just believe.

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City of Richmond Website

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TASHABE SCOTT

2421E Tremont Ct - Richmond, VA 2322S
Home Phone: (804) 629 • 07461 tashabascott@gmail.com

Motivated and energetic professional seeking an entry level opportunity within the Customer Service team with the expressed goal of improving operations and the prospect for growth.

SUMMARY OF QUALIFICATIONS

- Provide excellent direct customer services.
 - Ability to adapt to changes in workload assignments in a busy customer service environment.
 - Excellent working knowledge of inventory management and performing basic inventory tasks.
 - Demonstrated ability to read, write and perform basic mathematical calculations.
 - Experienced in performing financial accountability or cash accounting tasks.
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PROFESSIONAL EXPERIENCE

Department of Motor Vehicle, Richmond, VA

Registration Technician

October 2018- Current

- Process mail-in vehicle registration and driver license renewals as well as provide help to CSCs and other work centers.
- Operate high speed processing equipment efficiently and accurately.
- perform routine daily preventive maintenance, perform data input.
- Process Check 21 deposit, reconciliation and reports.
- Participate in all functions of the work center.

Department of Motor Vehicle, Richmond, VA

Mail Service Technical

May 2017-October 2018

- Ensure incoming and outgoing mail is delivered to the appropriate party in a timely manner,
- Review mail contents to determine the appropriate receiver, matching and preparing Orders and Notice
- Determine the most economical way of sending outgoing mail,
- Prepare packages and other documents for metering
- Operating a variety of equipment and performing other miscellaneous duties.

Thompson Construction, Richmond, VA

Laborer

May 2015- November 2016

- Cleaned and prepared construction sites by removing debris and hazards.
- Assisted craft workers with their duties.
- Followed construction plans and instructions from supervisors and more experienced workers.
- Used a variety of tools and equipment such as brooms and shovels, vacuums and pressure washers as required.
- Other duties as assigned.

Virginia Department of Alcoholic Beverage Control, Richmond, VA

Lead Sales Associate

June 2006 - May 2015

- Hired as Sales Associate; Promoted to Lead Sales Associate within 2-years.
- Checked IDs and observed customers to determine legality of sales.

- Supervised daily store operations in absence of management.
- Checked sales receipts for accuracy and accounted for all required transaction receipts throughout the business day.
- Unloaded shipments and placed stock within the stockroom and maintained shelf stock and displays to enhance product availability
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EDUCATION

GED, Adult Career Development Center, Richmond, Virginia 2011

CERTIFICATIONS

RISE UP Customer Service and Sales Professional Credential, Richmond, VA 2017
Career Readiness Certificate, Richmond, VA 2017

COMMUNITY INVOLVEMENT

Youth & Family Leader New Life Deliverance Tabernacle 2018- Current
Title One Parent Volunteer Outstanding Parent 2011- 2012

RRHA Interview Questions - Written Response

1. What motivated you to apply for appointment to the Board of Commissioners of the Richmond Redevelopment and Housing Authority, and what do you hope to accomplish by your participation?

As a former resident of RRHA for over eight years, I have observed many opportunities that one is offered as a resident to make change. I observed and became motivated to take advantage of those resources to better myself and my family and have made others aware of the same opportunities and benefits available to them as well. I realized that there are two ways that people begin to move forward, either by their own free will or to be forced. With our city rapidly changing, a lot of people are unprepared, which in the long run can cause more harm than good. I look to be a light and inspiration in someone's life to encourage, motivate and support those residences in order to show our families and especially our youth a better and healthier lifestyle.

2. What are the three most important issues you will have to address as a member of the board, and how would you address them?

1. Residents becoming more self-sufficient (holding them accountable for their actions and their progress, monthly or yearly progress assessments to see what and if changes need to be made)
2. Enforcement of RRHA policy and procedures (ensuring that tenants, staff, and management are adhering to such policies.)
3. Activities for our youth (to create and promote more afterschool, weekend, and summer programs within the communities)

3. What is your strategy for addressing the isolation of public housing from the rest of the community?

First I believe that there is isolation because of the image and labels put on the public housing community. With that been said with residents pulling together creating community day clean ups, planting of grass and trees, connecting with outside organization to engage with resident are starts to bridge the gap between the two.

4. How can the board improve its relationship with residents?

1. The board needs to be more relatable and non-judgmental.
2. Having more open forums for residents to attend.
4. be open to been reached outside of business hours
4. Make sure that the residents feel supported

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5. Do you have any expertise or experience in the following, and if so, please describe:

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- a. public housing- Former resident and community volunteer
- b. real estate- N/A
- c. affordable housing- N/A
- d. housing financing- N/A
- e. construction housing projects- N/A
- f. housing counseling- N/A

