



# Organizational Development Standing Committee

## Boards & Commissions Vacancy Report

Tuesday, January 2, 2024

Board Name	Criteria for Appointment	Applicant Name
Board of Commissioners of the <b>Richmond Redevelopment and            Housing Authority</b> (9 members) <b>(page 2)</b>	Tenant representative           (2 vacancies)	Charlene Pitchford 3 <sup>rd</sup> District Resident <b>(reappointment, page 3)</b>

# Richmond Redevelopment and Housing Authority

*Vacancies as of  
February 11, 2024*

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

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

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

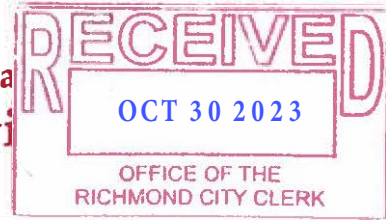
<b>Current Vacancies</b>				
Member Name	Criteria for Appointment	Reside / Work District	Term	Terminate
Veronica Blount	Tenant representative	7 <sup>th</sup>	Second	01/09/2024
Michael B. Hardiman	Reside or work in the city	3 <sup>rd</sup>	First	01/09/2024
			<i>Application included</i>	
Charlene Pitchford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

**Contact:**

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



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



*(Please Print or Type)*

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

**NOTE: This application is a public document.**

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



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

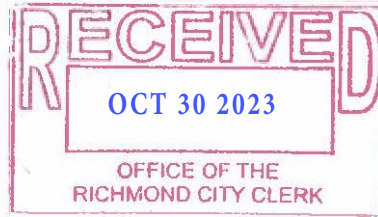
(O) (804) 780-4200  
TTY: Dial 7-1-1

[info@rrha.com](mailto:info@rrha.com)  
[www.rrha.com](http://www.rrha.com)

**Chief Executive Officer**  
Steven B. Nesmith

**Board of Commissioners**

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



To whom this may concern:

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

Thanks

Delisha Wynn-Knight  
Caseworker

October 27, 2023

To: Pamela Nichols, CMC  
Council Management Analyst

Dear, To: Pamela Nichols, CMC  
Council Management Analyst

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

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

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

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

Sincerely,

**Charlene R. Pitchford**

*Charlene Pitchford*

# Charlene Pitchford

(804) 514-6726

charlener.pitchford@yahoo.com

## Professional Profile

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

Exceptional work ethical practices dedicated, dependable and hardworking.

Accurate reporting and collecting data skills

Committee Chair

An excellent outreach Community Coordinator

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

Accounting

Microsoft 365 training

## Skills and Qualifications

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

## Work Experience

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

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

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

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

### **Education**

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

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

Master of Business Administration/ Project Management

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

Master of Science in Change Organization

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

Master of Science in Business Administration

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

Outstanding Community Engagement

### **Certifications**

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



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

Dear Pamela Nichols,

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

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

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

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

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

Regards,

 10/27/2023

Ms. Marilyn Olds

President

Richmond Tenant Organization  
436 Calhoun St  
Richmond, Virginia 23220