



# City of Richmond

## Minutes - Final

900 East Broad Street  
Richmond, VA 23219  
www.richmondgov.com/cityclerk

### Organizational Development Standing Committee

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Monday, February 1, 2016

5:00 PM

Council Chamber, 2nd Floor-City Hall

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#### Committee Members and Staff in Attendance

The Honorable Council President Michelle Mosby ~ Chair  
The Honorable Council Vice President Chris Hilbert ~ Vice Chair  
The Honorable Parker Agelasto ~ Member  
The Honorable Jonathan Baliles ~ Member  
The Honorable Kathy Graziano ~ Member (early departure)  
The Honorable Cynthia Newbille ~ Member  
The Honorable Ellen Robertson ~ Member (early departure)  
The Honorable Charles Samuels ~ Member (late arrival)  
The Honorable Reva Trammell ~ Member  
Lou B. Ali, Council Chief of Staff  
Haskell Brown, Deputy City Attorney  
Jean Capel, City Clerk  
Allen Jackson, City Attorney  
Alexander Rawles, Boards and Commissions Administrator  
Candice Reid, Deputy City Clerk  
Faye Smith, Senior Assistant City Clerk

#### Call to Order

Chair Michelle Mosby called the meeting to order at 5:11 p.m. and presided.

#### Approval of Minutes

Committee member Reva Trammell moved to approve the January 4, 2016 Organizational Development Standing Committee meeting minutes, which was seconded and approved. ~ **Vote: 6/0**. Agelasto and Hilbert were temporarily excused. Samuels had not yet arrived.

#### Reports from City Administration, Council Staff and Other Parties

##### **Richmond City Health District Annual Report and State of the Health of Richmond ~ Donald R. Stern, M.D., M.P.H., Director, Richmond City Health District**

Dr. Ronald Stern presented information detailing Richmond's health status. Dr. Stern reported improvements due to reductions in teen pregnancies and HIV/AIDS cases. He also reported that HIV/AIDS reductions are credited to such things as outreach efforts, testing, treatment, awareness and Pre-exposure Prophylaxis. He further reported that, to combat most violence, conflict resolution and conflict management are needed. Dr. Stern reported that

recommendations, relative to a community-wide strategy to combat violence, will most likely involve the Law Enforcement Intervention Focused on Education (LIFE) Program and other mental and behavioral health needs.

Dr. Stern provided committee members with a copy of the Richmond City Health District Fiscal Year 2014-2015 Annual Report and advised the committee that the Resource Mother funding will be eliminated July 1, 2016. He also stated that legislation is currently before the Virginia General Assembly requesting continued funding. A copy of the information provided has been filed.

*Committee member Charles Samuels arrived and was seated.*

Committee members expressed appreciation to Dr. Stern and his staff for their work over the years and congratulated him on his upcoming retirement.

*A copy of the information provided has been filed.*

### **Annual Derelict Buildings Program Presentation ~ Michelle Coward, Program Manager, Planning and Development Review**

Michelle Coward provided a presentation detailing a recap of the first year of the Annual Derelict Buildings Program. Ms. Coward's expressed challenges in contact some property owners. She reported that some of the identified challenges with the program consist of, but are not limited to, locating respective property owners, constant follow-up and communication with owners, out-of-state and out-of-country owners and foreclosures.

Chair Michelle Mosby reported that she would arrange a meeting for Senator Donald McEachin to speak with committee members about a potential method for handling cases involving derelict property when property owners are unable to be reached.

Committee member Parker Agelasto inquired about a team being assembled to work through the city's derelict program to assess its internal process.

Lee Downey, Deputy Chief Administrative Officer – Economic/Community Development, advised Mr. Agelasto that internal meetings have begun to coordination efforts across departments.

Vice Chair Chris Hilbert inquired about cross-regional/jurisdictional efforts regarding such matters.

Allen Jackson, City Attorney, reported that he would research the matter and provide Mr. Hilbert with information concerning the matter.

*A copy of the presentation provided has been filed.*

### **2016 Election Preparation Update**

Kirk Showalter provided information relative to the election process and required training/planned training. She answered questions from the committee and reported that, in March 2016, she will do rough draft projections of precinct needs, citing that some entities are very small and she was hopeful that potential larger facilities would be identified.

Chair Mosby requested that Kirk provide committee members with identified spacing needs.

*A copy of the information provided has been filed.*

### **Paper(s) for Consideration**

None

### **Reports of Standing Committees**

None

### **Consideration of Appointments to Boards, Commissions and Similar Entities**

Alexander Rawles, Boards and Commissions Administrator, reviewed the following board applications for the committee's consideration:

#### **Richmond Redevelopment and Housing Authority**

Applicants must reside in public or assisted housing in the city of Richmond

- 1) Chanel Bea
- 2) Veronica G. Blount

Mr. Agelasto expressed discontent associated with the process of filling Richmond Tennant Organization (RTO) vacancies. He suggested that a timeframe be initiated for receiving recommendations from the RTO to help expedite the appointment process.

Ms. Robertson reported that Marilyn Olds is in charge of RTO and has held that position for quite some time. She also reported that potential conflicts have been expressed with that issue. She further reported that she met with a HUD representative who expressed some concerns regarding the process of selecting leaders for RTO and felt additional research was needed.

Allen Jackson advised the committee that it may override the existing relevant resolution, without violations.

Committee member Cynthia Newbille reported that she would prefer to take the necessary time to be vigilant going through the existing resolution to ensure that the voice of residents is heard and reflected.

Committee member Kathy Graziano suggested that a resolution be introduced that will tweak the time frame the RTO is to provide a letter to council regarding their recommendation.

Ms. Graziano suggested that Ms. Robertson and Ms. Newbille work with the city attorney to craft a letter to indicate the time frame the RTO is to respond to council with their letter and if a letter is necessary.

Mr. Agelasto requested that a Council Action Request Tracking (CART) request be crafted to identify a time frame for receiving recommendations from RTO for vacancies on the Richmond

Redevelopment and Housing Authority Board and establish a term limit.

It was the consensus of the committee to continue consideration of the applications for appointment to the Richmond Redevelopment and Housing Authority board to the March 7<sup>th</sup> Organizational Development meeting and to introduce a paper at the end of the month to change the appointment policy.

*A copy of the material provided has been filed.*

## **Discussion Item(s)**

### **Comprehensive Annual Financial Report (CAFR) Update ~ Lenora Reid, Deputy Chief Administrative Officer-Finance**

Ms. Reid reported that external auditors have continued to receive documentation and challenges continue to exist to ensure accuracy. She also reported that first quarter reports will be distributed at the February 8<sup>th</sup> council meeting.

Committee member Parker Agelasto requested that 2<sup>nd</sup> quarter reports be provided by February 15<sup>th</sup>.

### **360 Evaluation of Council Appointees ~ Lou Brown Ali, Council Chief of Staff**

Lou Brown Ali, Council Chief of Staff, reported that it was agreed upon that a 360 evaluation be done for Council appointees and reported that sample questions were provided to councilors and it was agreed upon to do the evaluation in house and have surveys sent out. Ms. Ali also reported that Council may have who they wish to send and receive responses.

*Committee members Kathy Graziano and Ellen Robertson departed.*

Committee members Parker Agelasto and Charles Samuels reported that they welcome the opportunity to be evaluated by Council appointees.

Ms. Ali stated that she will forward the 360 evaluation questions to members of the committee.

## **Other Business**

Committee member Agelasto reported that the City of Richmond needs to re-examine how it handles towing during emergencies. He reported that the city only has a towing contract with Seibert's Towing to handle such matters.

## **Adjournment**

There being no further business to come before the committee, the meeting adjourned at 7:40 p.m.

**Next Meeting: March 7, 2016 - 5:00 p.m., Council Chamber, 2nd Floor City Hall**

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