



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.rva.gov/office-city-clerk

Draft Meeting Minutes Organizational Development Standing Committee

Monday, May 6, 2024

4:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

The Honorable Kristen Nye – Chair
The Honorable Ann-Frances Lambert – Vice Chair
The Honorable Katherine Jordan – Member
The Honorable Nicole Jones – Member
The Honorable Cynthia Newbille – Member
The Honorable Ellen Robertson – Member
The Honorable Reva Trammell – Member

Absent

The Honorable Andreas Addison – Member
The Honorable Stephanie Lynch – Member

Others in Attendance

Laura Drewry, City Attorney
LaTasha Holmes, Council Chief of Staff
Adam Poser, Deputy Council Chief of Staff
Tabrica Rentz, Deputy City Attorney
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Kristen Nye called the meeting to order at 4:04 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement and Public Speaker Guidelines

Upon the Chair's request, Deputy City Clerk RJ Warren provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency, along with public speaker guidelines.

Agenda Amendment

Member Cynthia Newbille moved to amend the agenda as follows:

1. [RES. 2023-R024](#) To request that the Chief Administrative Officer cause the preparation of a study to identify a location in the Shockoe Bottom area of the city of Richmond for the National Slavery Museum.

Patrons: Ms. Newbille, Ms. Lambert and President Jones

To be continued to the June 3, 2024 Organizational Development Standing Committee meeting

The motion was seconded and approved: Ayes 6, Jordan, Jones, Robertson, Trammell, Newbille, Nye. Noes None. Lambert was excused.

Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, April 1, 2024 Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2024.130](#) April 1, 2024 - Organizational Development Meeting Minutes

Reports from City Administration, Council Staff and Other Parties

Council Chief of Staff Updates

Council Chief of Staff (CCOS) LaTasha Holmes provided members with an update regarding the Office of the Council Chief of Staff, Council's budget review process, Council's Civilian Review Board, legislative priorities related to the Virginia General Assembly, and the upcoming Council Advance event to address and review Council policies and procedures.

Reports of Standing Committees

City Council standing committee chairs provided members with an update regarding committee action.

Chair Kristen Nye informed members that a joint meeting would be held involving Richmond Redevelopment and Housing Authority (RRHA) executive leadership, RRHA Board of Commissioners, city administration and Council on May 14, 2024, at 2:00 p.m., at the Library of Virginia, to discuss the topics of eviction and rent collection processes in RRHA communities.

Member Ellen Robertson stated her concerns about the process of establishing and scheduling joint meetings involving Council and other entities.

Chair Nye provided additional information regarding the process for establishing the joint meeting to address RRHA matters.

Member Ellen Robertson requested that an internal policy be established related to committee chairs requesting a joint committee meeting.

Member Cynthia Newbille provided an update regarding the Finance and Economic Development Standing Committee's review of the city's budget surplus policy.

Member Katherine Jordan provided an update on the Governmental Operations Standing Committee's review of legislation, which included ordinances related to the relocation of certain polling places.

Member Robertson stated her concerns about the possible need to change the location of voting Precinct 606, and she noted that additional action may be required.

Paper(s) for Consideration

There were no papers for consideration.

Discussion Item(s)

Council Transition Planning

Chair Kristen Nye provided members with an update regarding the upcoming 2024 General Election, Council transition planning, and required Conflict of Interests Act (COIA) and Freedom of Information Act (FOIA) trainings.

A copy of the material provided has been filed.

[CD.2024.153](#) Council Chief of Staff Handout

Meeting and Event Announcements for Districts

Chair Nye informed members that Council staff had the ability to promote and inform the public about Councilmember announcements that are provided at the end of Formal meetings. Chair Nye stated that if members are interested, they can provide a written copy of Councilmember announcements to the Council Chief of Staff, and she also noted that if the announcements are provided prior to Formal meetings, then they could be translated to Spanish.

Member Reva Trammell requested an opportunity for Councilmembers to meet new Council staff.

Member Nicole Jones stated her support for the promotion of announcements, but noted she wanted to ensure that services are not duplicated when Councilmembers make similar announcements that note the same events or issues.

Council Chief of Staff LaTasha Holmes stated that the intent is to enhance the outreach of announcements by placing the information on the city's website and Council's social media accounts in written form.

Adjournment

There being no further business, the meeting adjourned at 4:52 p.m.