



# City of Richmond

900 East Broad Street  
Richmond, VA 23219  
[www.rva.gov/office-city-clerk](http://www.rva.gov/office-city-clerk)

## Meeting Minutes Organizational Development Standing Committee

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Monday, July 7, 2025

4:00 PM

Council Chamber, 2nd Floor - City Hall

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### Members Present

The Honorable Cynthia Newbille – Chair  
The Honorable Katherine Jordan – Vice Chair  
The Honorable Andrew Breton – Member  
The Honorable Kenya Gibson – Member  
The Honorable Stephanie Lynch – Member

### Absent

The Honorable Sarah Abubaker – Member  
The Honorable Nicole Jones – Member  
The Honorable Ellen Robertson – Member  
The Honorable Reva Trammell – Member

### Others in Attendance

Laura Drewry, City Attorney  
Pamela Nichols, Council Management Analyst  
Candice Reid, City Clerk  
RJ Warren, Deputy City Clerk

### Call to Order

Chair Cynthia Newbille called the meeting to order at 4:10 p.m., and presided.

### Chamber Emergency Evacuation Announcement and Public Speaker Guidelines

Upon the Chair's request, City Clerk Candice Reid provided information on the appropriate way to evacuate the Council Chamber in an emergency.

## Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, May 5, 2025, Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2025.216](#) May 5, 2025 - Organizational Development Meeting Minutes

**Attachments:** [20250505 - O.D. Minutes - DRAFT](#)

## Agenda Amendments

Vice Chair Katherine Jordan moved to amend the agenda to continue the following items to the September 2, 2025, Organizational Development Standing Committee meeting:

## Paper(s) for Consideration

1. [RES. 2025-R020](#) To establish the Civilian Review Board's policies and procedures pursuant to Code of Virginia, § 9.1-601(D) and City Code § 2-1202.4(f).

**Patrons:** Ms. Trammell

**Attachments:** [Res. No. 2025-R020](#)

To be Continued to the September 2, 2025 Organizational Development Standing Committee meeting

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

[CD.2025.228](#) Organizational Development Board Vacancy Report

**Attachments:** [20250902 - OD Board Packet - CRB](#)

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

The motion was seconded and approved: Ayes 5, Breton, Gibson, Lynch, Jordan, Newbille. Noes None.

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

Department of Public Utilities (DPU) Update on Water Treatment Plant, Consent Order Progress, and DPU Enhancements

Scott Morris, Director of Public Utilities, provided the committee with an update on the water treatment plant, progress related to the consent order, and enhancements within the Department of Public Utilities (DPU). Director Morris noted that the effective date of the consent order is June 28, 2025, and reported that the corrective actions taken have addressed and resolved the alleged violations outlined in Section B of the order. Mr. Morris also shared additional details with the committee regarding ongoing and planned DPU enhancements.

[CD.2025.230](#) Update on Water Treatment Plant, Consent Order Progress, and DPU Enhancements

**Attachments:** [20250707 DPU Updates Presentation](#)

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

Member Andrew Breton inquired about the status of completion and the expected reports pertaining to the 120-day deadline for the consent order requirements outlined by Director Morris.

Mr. Morris stated that the deadline for fulfilling the consent order requirements is anticipated to be June 28, 2025, and that DPU will update its website to show the progress. He further stated that the website will track only incremental requirements.

Vice Chair Katherine Jordan stated the significance of enhanced collaboration within regional partnerships, the implications of preparedness following the most recent boil water advisory, and she inquired about the discussions that have taken place with regional partners regarding operational procedures for assistance.

Mr. Morris stated that when an emergency operation is initiated, DPU Directors will contact regional partners to develop a plan of action, including the potential allocation of additional resources. He further noted that the city maintains a robust warehouse of parts, and that partners can coordinate and reach out to one another to provide assistance with necessary components. Mr. Morris provided the committee with additional information regarding regional collaboration on operational procedures.

Chair Cynthia Newbille thanked Mr. Morris for his thorough update and for highlighting the proactive measures and collaborative efforts in place to ensure effective emergency response and resource coordination.

### **Hagerty Consulting Emergency Incident Response Assessment**

Stephen Willoughby, Director of the Department of Emergency Communications, Preparedness and Response, provided the committee with an introduction of Hagerty Consulting's emergency incident response independent and after action assessment.

[CD.2025.231](#) Hagerty Consulting's Emergency Incident Response Assessment

**Attachments:** [20250707 DECPR Hagerty Consulting Response Assessment Presentation](#)

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

Aymar Mariño-Maza, Senior Managing Associate at Hagerty Consulting, provided the committee with an assessment of the city's emergency incident response. Ms. Mariño-Maza outlined the purpose and methodology of the assessment, emphasizing that the report will enhance the city's preparedness for future incidents. She further explained that the report is structured around Federal Emergency Management Agency (FEMA) core capabilities and reflects the city's experience with federal guidance.

Jaesa Rogers, Managing Associate at Hagerty Consulting, provided the committee with information concerning public information and warning. Ms. Rogers highlighted the city's strengths and identified areas for improvement related to public information and warning, logistics and supply chain management, economic recovery, long-term vulnerability, and ongoing efforts.

Member Stephanie Lynch inquired whether Hagerty Consulting engaged with Council members regarding the assessment of the water crisis. She also asked if a contact list has been established to notify key stakeholders, including restaurant owners, healthcare providers, and hospitals. Additionally, Member Lynch sought information on the assessment's findings related to gaps in the city's emergency response.

Ms. Mariño-Maza stated that all members of Council were contacted, but only one member was able to provide comments regarding the assessment. She noted that one of the recommendations is for the city to establish a crisis communication plan, recognizing that each incident may differ and require engagement with different stakeholders. Ms. Mariño-Maza also provided the committee with additional information concerning the assessment findings and suggested improvements.

Stephen Willoughby stated that the Hagerty assessment provided the city with critical information concerning its emergency response and that the recommendations outlined in the assessment will be implemented in future emergency situations.

Member Kenya Gibson asked about testing and the release of the new emergency notification system. Member Gibson inquired about the steps being taken to inform individuals that have not signed up for Richmond Ready Alerts. Member Gibson inquired about the cost of \$1.2 million towards consultants to assess the needs of the city and additional resources needed to prevent another water crisis.

Director Stephen Willoughby responded that the new emergency notification system, Richmond Ready Alerts, is currently being rolled out. He noted the previous system had been in place for over a decade, requiring multiple upgrades due to operational challenges. He stated that while there have been some deployment issues, the new system offers improved capabilities, and efforts are ongoing to enhance and expand it internally. Mr. Willoughby also stated that the city enhanced its policies regarding wireless emergency access and when it is activated based on geographical information.

Mr. Willoughby continued to discuss the Hagerty Consulting emergency incident response assessment with the committee.

Scott Morris, Director of Public Utilities, responded to the committee's inquiries regarding standard protocols in the event the Emergency Operations Center (EOC) is activated. Mr. Morris stated that costs affiliated with the consultant group were associated with staffing costs to provide assistance with the water treatment plant operations and condition assessments.

Ms. Mariño-Maza and city administration further discussed with the committee, the findings from the emergency incident response assessment.

### **Closed Session**

At 5:04 p.m., Vice Chair Katherine Jordan moved that the Organizational Development Standing Committee go into a closed meeting pursuant to subdivision (A)(8) of section 2.2-3711 of the Virginia Freedom of Information Act to consult with Legal counsel employed by the City Council regarding a regional water advisory group.

The motion was seconded and approved: Ayes 5, Breton, Gibson, Lynch, Vice Chair Jordan, Chair Newbille. Noes None.

Vice Chair Katherine Jordan motioned to exit closed session. The motion was seconded and approved: Ayes 5, Breton, Gibson, Lynch, Jordan, Newbille. Noes None.

Members reconvened in open session at 6:14 p.m.

### **CERTIFICATION OF CLOSED MEETING**

July 7, 2025

WHEREAS, the Organizational Development Standing Committee has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the committee that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE,  
BE IT RESOLVED:

That the committee hereby certifies that to the best of each member's knowledge (i) only public matters lawfully exempt from open meeting requirements by Virginia law were discussed in the closed meeting to which this certifying resolution applies; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the committee.

WITNESS the following vote of committee members, as recorded by Candice D. Reid, City Clerk:

CERTIFYING:

Andrew S. Breton  
Kenya J. Gibson  
Stephanie A. Lynch  
Katherine L. Jordan, Vice Chair  
Cynthia I. Newbille, Chair

DECLINING TO CERTIFY:

### Reports of Standing Committees

Education and Human Services Chair Stephanie Lynch provided members with a briefing of the upcoming Education and Human Services Standing Committee meeting on Thursday, July 10, 2025, at 2:00 p.m.

Governmental Operations Member Kenya Gibson provided members with a briefing of the June 25, 2025 Governmental Operations Standing Committee meeting.

Land Use, Housing and Transportation Member Andrew Breton provided members with a briefing of the June 17, 2025, Land Use, Housing and Transportation Standing Committee meeting.

Chair Cynthia Newbille informed members that Council staff previously drafted an informative summary of Council standing committee actions, which was previously provided to members.

Vice Chair Katherine Jordan provided members with an update regarding the budget refinement process.

### Discussion Item(s)

There were no discussion items.

### Adjournment

There being no further business, the meeting adjourned at 6:23 p.m.