



Governmental Operations Standing  
Committee

Boards & Commissions  
Quarterly Board Vacancy Report

Thursday, January 23, 2020

<b>Board Name</b>	<b>Criteria for Appointment</b>	<b>Applicant Name</b>											
<b>City Personnel Board</b> (10 members) <a href="#">(page 2)</a>	Resident   (1 vacancy)	Jonette Meade Barley (4 <sup>th</sup> District Resident) <a href="#">(page 3)</a> Linda Carole Jackson-Shaw (3 <sup>rd</sup> District Resident) <a href="#">(page 5)</a>											
	Members of the classified system of the city of Richmond   (1 vacancy)	<table border="1"> <thead> <tr> <th>Candidate's Name</th> <th>Votes Received</th> </tr> </thead> <tbody> <tr> <td>Rickie Chavis <a href="#">(page 7)</a></td> <td>124</td> </tr> <tr> <td>Theressa Powell <a href="#">(page 13)</a></td> <td>91</td> </tr> <tr> <td>Michael Winborne <a href="#">(page 19)</a></td> <td>59</td> </tr> <tr> <td>Donnell Stewart <a href="#">(page 24)</a></td> <td>54</td> </tr> <tr> <td>Derrick Brice <a href="#">(page 29)</a></td> <td>17</td> </tr> </tbody> </table>	Candidate's Name	Votes Received	Rickie Chavis <a href="#">(page 7)</a>	124	Theressa Powell <a href="#">(page 13)</a>	91	Michael Winborne <a href="#">(page 19)</a>	59	Donnell Stewart <a href="#">(page 24)</a>	54	Derrick Brice <a href="#">(page 29)</a>
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<b>Richmond Retirement System</b> (7 members) <a href="#">(page 31)</a>	*  (Mayoral appointment, 2 vacancies)	<i>No nominations</i>											
	Classified Service Representative   (1 vacancy)	Treseat Frederick <a href="#">(page 32)</a> Carlin Gibson <a href="#">(page 34)</a> Whitney Quash <a href="#">(page 38)</a>											
	City retiree – <i>per Res. No. 2017-R092, adopted May 14, 2018</i>  (1 vacancy)	<i>No applications</i>											
	*   (1 vacancy)	Jesse Ellington (1 <sup>st</sup> District Resident) <a href="#">(reappointment, page 40)</a> Chung Ma (2 <sup>nd</sup> District Resident) <a href="#">(page 41)</a> Esson Miller (2 <sup>nd</sup> District Resident) <a href="#">(page 43)</a>											
<b>Richmond Public Library Board</b> (9 members) <a href="#">(page 47)</a>	Qualified Voter*   (1 vacancy)	<i>No applications</i>											

\*Applicants must reside and/or work in the city

# City Personnel Board

## Vacancy Chart

*as of*  
May 10, 2020

Ten (10) persons appointed by the Council who reside within the City, except that Board members who are members of the classified system of the City shall not be subject to this section's residency requirement. Two (2) members of the Board shall be members of the classified service nominated by the members thereof in a manner prescribed by the Council.

(Assigned to the Governmental Operations Standing Committee)

<b>Member</b>	<b>Patron</b>	<b>Expiration Date</b>	<b>Eligible for Reappoint.</b>	<b>Interested in Reappoint.</b>	<b>Qualification</b>
Charlene Beth Brinson	All members of Council	01/28/2023	No	Resigned	Classified Employee Representative
Jessie Bell	All members of Council	06/10/2019	No	-	Resident of City

**Contact:**

Veronica Kenner  
Human Resources Consultant  
Department of Human Resources  
804-646-5862  
Veronica.kenner@richmondgov.com



City of Richmond, Virginia  
City Council

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

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

**CITY PERSONNEL BOARD**

Title: \_\_\_\_\_  
Name: JONETTE D MEADE  
Home Address: 002917 MONTEITH ROAD RICHMOND VA 23235  
Home Telephone: 8042470639 Home Fax: \_\_\_\_\_  
Personal E-Mail Address: JONETTE\_MEADE@YAHOO.COM  
Employer: DEPARTMENT OF PUBLIC UTILITIES  
Job Title: FOC SUPERVISOR How Long? \_\_\_\_\_  
Business Address: 000400 JEFFERSON DAVIS HWY RICHMOND VA 23221  
Business Telephone: 804-389-7176 Ext: 7176 Business Fax: \_\_\_\_\_  
Business E-Mail Address: jonette.meadebarley@richmondgov.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? 4 Number of Years? 2

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.

N/A

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

*I have developed an exceptional background in people and project management and a professional style based on excellent inter-personal communications and an ability to make the best possible use of my personal network. I am uniquely positioned to impact organizations' productivity and long term success, with my powerful vision of bringing purpose into the people equation to promote healthy, productive and meaningful working relationships.*

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.

*I have acquired an Associate of Arts Degree from Strayer University in Business Administration (2008); a Bachelor of Business Administration Degree from Strayer University with a concentration in Marketing (2009); a Master of Business Administration Degree from Strayer University with a concentration in Management (2011) Magna cum Lauda; and a Master of Science Degree from Strayer University with a concentration in Project Management (2013) Magna cum Lauda.*

Other Community Involvement:



City of Richmond, Virginia  
City Council

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

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*I am a member of Golden Key International Honor Society, and a member of Alpha Chi Honor Society. I received my diploma from Faith Landmark Bible Institute, June 2015, received Certificate of Ordination from Faith Landmark Bible Institute, May 2015. I am also a member of Zeta Phi Beta Sorority, Incorporated; Alpha Phi Zeta chapter. I feel confident that my experience has afforded me exposure to numerous facets necessary to perform the job duties and responsibilities. I have also served as the Director of Sponsorship as well as the VP of Marketing for the Project Management Institutes Central Virginia chapter here in Richmond, VA.*

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

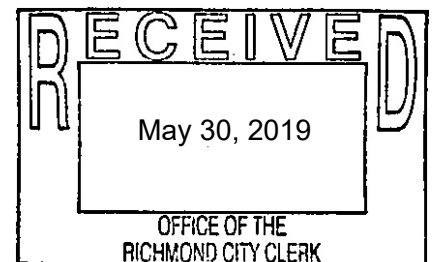
*In the past, I have volunteered, organized and hosted events for the Susan G. Komen Foundation; the American Cancer Society; the Virginia Breast Care Foundation; the Sisters Network of Virginia and in 2007 Richmond BMW along with Susan G. Komen for the Cure I was recognized as an Honorable Supporter of Breast Cancer Awareness. I have received numerous awards for her work to help fight Breast Cancer from the Honorable Senator Ryan T McDougle; Richmond City Council East End 7th District, City Councilwoman Deloris McQuinn along with the University of Virginia Hospital located in Charlottesville, VA for my dedication as well.*

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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?**

*I am confident that my strong analytical, organizational and communication skills, my demonstrated a*

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**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.**



City of Richmond, Virginia  
City Council

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

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

**CITY PERSONNEL BOARD**

Title: Ms.  
Name: Linda Carole Jackson-Shaw  
Home Address: 003230 EDGEWOOD AVE RICHMOND VA 23222  
Home Telephone: 8043214249 Home Fax:  
Personal E-Mail Address: lshaw41901@aol.com  
Employer: N.A. Retired  
Job Title: How Long?  
Business Address: VA  
Business Telephone: Ext: Business Fax:  
Business E-Mail Address:  
Is Your Place of Employment Located in the city of Richmond No  
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? 67

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:

*My work experience includes managing the employee relations component of human resources departments in state and local governments. This experience includes; employee grievances, mediation, investigations, EEO/AA, policy development and interpretation. In addition I previously served two terms on the City of Richmond's Personnel Board.*

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.

*I am a retired Human Resources Director with 30 years of human resources experience in state and local government. In my previous position I served as the Human Resources Director for the Virginia Department of Juvenile Justice. I have a master's degree in Public Administration with a specialization in Human Resources Management. During my career I have been responsible for the management of comprehensive human resources programs. My areas of expertise include: organizational development, talent acquisition, designing compensation plans, EEO program management, performance management, employee recognition and benefits, payroll, organization re-structuring, policy development and administration, leadership development and training.*



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

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**Other Community Involvement:**

*I served two terms on the City's Personnel Board. My tenure was from 2011 - 2017. I also served as the vice-chairperson for the Board.*

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

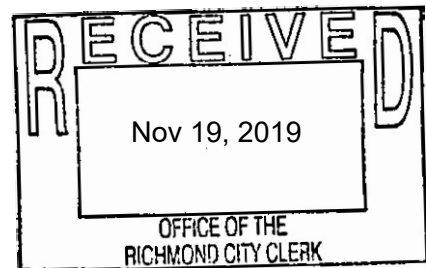
*Graduate Leadership Metro Richmond. Board member Sacred Heart Center. Member Society for Human Resources Management. Graduate of Virginia Executive Institute.*

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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?**

*I previously served on the Personnel Board prior to my retirement from state government 2017.*

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City of Richmond, Virginia  
City Council

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

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

**CITY PERSONNEL BOARD**

Title: *Mr.*

Name: *Rickie A Chavis Jr*

Home Address: *000730 E BROAD ST FL 7th RICHMOND VA 23219*

Home Telephone: *8044792567* Home Fax: \_\_\_\_\_

Personal E-Mail Address: *rickie.chavis@richmondgasworks.com*

Employer: *City of Richmond*

Job Title: *Utilities Natural Gas Sales Specialist* How Long? *8*

Business Address: *000730 E BROAD ST FL 7th RICHMOND VA 23219*

Business Telephone: *804-646-5248* Ext: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business E-Mail Address: *rickie.chavis@richmondgasworks.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? *8* Number of Years? *9*

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:

*I've been a City Employee for 8 years; completed career building courses: "All In: Inclusion Strategies for a Diverse Workforce", Field Staff Customer Service, "Figure it Out: Strategies for Solving Workplace Problems", "In This Together: Workplace Harassment and Professional Behavior", Keys to Professional Workplace Communications, Office Staff Customer Service, Workplace Ethics. I have completed management of 18 projects, and carry 5 certifications; worked with Dione Woody on CORE/Reinvention class. Also stood to get Gas/Water technicians safe weather gear to assist in their daily duties during inclement weather. I am a proud veteran of the United States Navy.*

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.

*Assisted 8th District Council candidate in running for Council seat and lead in restarting McGuire Civic Association 2012 - 2015.*

Other Community Involvement:

*Regularly meet with City residents regarding their Utility needs and assist with educating them on City permitting,*



City of Richmond, Virginia  
City Council

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

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*applications and processes. The residents are my priority.*

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

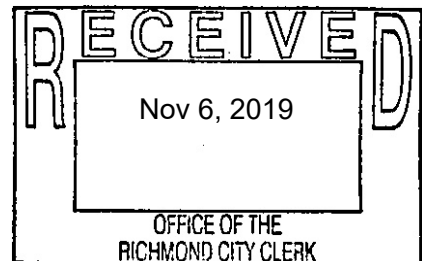
*Throughout the course of my career, I have honed my corporate relations and analytical abilities. I am an astute problem solver capable of prioritizing and managing complex projects with proficiency. In my current role, I am exercised in communications, critical thinking and time management in contribution of team efforts and organizational improvements. I am open-minded and focused on new developments in my field. I have proven to be effective and motivational, with proficiency in team-building and collaborative work. I also have experience working on budgets, proposals with City and County government that would allow me to bring an inside perspective.*

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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?**

*Starnet and encouragement from current and previous City Employees*

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## Contact

rickie.chavis@richmondgasworks.com

www.linkedin.com/in/rickie-chavis-234023122 (LinkedIn)

## Top Skills

Customer Service, Management, Team Leadership

## Certifications

Red Cross First Aid/CPR/AED Training

# Rickie Chavis

Utilities Natural Gas Sales Specialist at City of Richmond  
Richmond, Virginia

## Summary

I am a self-motivated and progress-driven Marketing Specialist with an extensive background. I have a long-standing record of organization, managing complex contracts, vendors and I have developed and executed strategies which I believe would be of value to any organization.

Throughout the course of my career, I have honed my corporate relations and analytical abilities. I am an astute problem solver capable of prioritizing and managing complex projects with proficiency.

In my current role, I am exercised in communications, critical thinking and time management in contribution of team efforts and organizational improvements. I am open-minded and focused on new developments in my field. I have proven to be effective and motivational, with proficiency in team-building and collaborative work. I also have experience working on budgets, proposals, purchase orders, cost and materials with local government that would allow me to bring an inside perspective to any position.

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## Experience

City of Richmond  
Utilities Natural Gas Sales Specialist  
May 2016 - Present  
Richmond, VA

Providing accurate budgetary data and budget preparation for the Division; negotiate, execute and audit all required contracts and agreements; updating and maintaining of sales reports/customer relationship management tracking system (CRM); work with clients and 3rd party vendors to identify sustainability and profitability drivers while providing suggestions on how natural gas can help achieve their goals; monitor contractors and crews to ensure specifications are strictly adhered to working with DPU Gas Construction under

DPU Gas and resolve Natural Gas pipe installation; assisted with Richmond Gas Works re-brand and launch for Public Utilities City of Richmond; Solving issues with builders, contractors and COR Gas Construction inspectors; prepare and implementing targeted sales plans; engage in relationship building activities and expanding relationships with major end users and key decision makers; consult with clients to identify current and future energy requirements and providing product, service, financial/usage and technical information demonstrating cost/benefit and operational improvements in the customer's environment to gain customer trust and acceptance; promote community involvement using literature, media and various communication, building relationship and familiarity with community; travel and represent the City of Richmond Division of Energy Services at conferences, training, speaking engagements and award ceremonies, and events.

City of Richmond  
Gas/Water Service Technician  
July 2011 - Present  
Richmond, Virginia Area

DOT Certified, requirement for ensuring compliance with DOT regulations and gas pipeline safety; training to new technicians joining the Gas/Water Service team; investigate and document gas and water leaks and make recommendations for repair; provide exceptional customer service to City residents; first responder to all of the natural gas and water emergencies, assist the Richmond Fire Department with natural gas leaks and carbon monoxide leaks; respond to fire and carbon monoxide calls; natural gas and water turn on and offs, consult with customers on proper operation of appliances, safety of customers and light appliances; verify meter information such as readings, street numbers and billing information; maintain all Meter Reading and AMR maintenance equipment; Enter meter readings on data terminals; perform non-automated and missed reads manually to obtain manual billing read; perform monthly random sample meter reading audits; Perform 1st and 2nd line AMR maintenance; drive mobile routes utilizing DCU & MC2, meet and communicate with internal and external customers.

Galaxy Associates, Inc.  
Service Technician  
October 2008 - December 2010 (2 years 3 months)  
Cincinnati, OH

Managed expense reports; developed, wrote, tested, installed and maintained programs and instructions; managed North Eastern US map area; calibrated

and repaired equipment, tested, troubleshoot, installed instrumentation and Electronic control devices on all commercial truck washes; fabricated panels as needed, removed electronic devices and control panels for system upgrades and changes; ordering and maintaining equipment and tools necessary to perform job duties.

## GCS SERVICE INC

Service Technician

March 2005 - September 2008 (3 years 7 months)

Indianapolis, Indiana Area

Provided preventive maintenance to local restaurants, colleges, and regional restaurants; tested, installed and maintained programs; calibrated and repaired equipment, tested, troubleshoot, repaired, and installed instrumentation and electronic control devices; fabricated panels as needed, removed electronic devices and control panels for system upgrades and changes, responsible for coding, readings, provided customer service and support; inventoried trucks; traveled local and long distance, was on call bi-weekly.

## Coca-Cola Bottling Company UNITED, Inc.

Quality Assurance Technician

June 1995 - March 2005 (9 years 10 months)

Richmond, Virginia Area

Supervised 20 individuals including work crews and shop technicians; ten years quality assurance, seven years lead technician, managed daily routs, managed all cash handing for vending machines; loaded machines with merchandise and assigned routs, assisted with installations, provided preventive maintenance training; tested, installed and maintained equipment; calibrated and repaired equipment, tested, troubleshoot, repaired, installed instrumentation and electronic control devices; removed electronic devices and control panels for upgrades and changes, provided customer service and support; inventoried trucks, was the registered safety and first aid officer, managed vendor orders for signage, inventoried, ordered and stocked parts and tools to maintain vending machines.

## US Navy

Signalman Petty Officer 3rd Class

May 1991 - April 1995 (4 years)

Norfolk, Virginia Area

Responsible for transmitting, receiving, encoding, decoding, and distributing messages between ship captains via the visual transmission systems of flag semaphore, visual Morse code, and flag hoist signaling.

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## Education

### Richmond Technical Center

Certificate, Plumbing I, II & III · (2012 - 2013)

### John Tyler Community College

Certificate, Heating, Air Conditioning, Ventilation and Refrigeration  
Maintenance Technology/Technician · (2008 - 2009)

### Averett University

Associate's degree, American History (United States) · (1991 - 1993)

### Clover Hill High School

High School Diploma · (1988 - 1991)



**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: CITY PERSONNEL BOARD	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other:	
Last Name: Powell	First Name: Theresa
Home Street Address: 1306 Oakhurst Lane	Home Telephone: 804 901 7532
Home City, Zip Code: Richmond, VA 23225	Home Fax:
Personal E-Mail Address: Theressapowell@i.ve.com	
Employer: City of Richmond	
Job Title: Administrative Services Manager	How Long? 15.6 years
Business Street Address: 900 East Broad Street	Business Telephone: 646-7962
Business City, Zip Code: Richmond, VA 23219	Business Fax:
Business E-Mail Address:	
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 checked="" 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? Number of years? 47	
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: I have a Master's Degree - Three Human Resources Certifications, PHR, Two-year certification in HR from - University of Richmond and a SHRM-PR. I have worked in Public utilities, Public works, General services and Information Technology	

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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)



**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:**

Girl Scouts  
 Carol Adams Foundation  
 5th Presbyterian Board

**OPTIONAL**

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

I am very familiar and have extensive knowledge of the Personnel, Administrative and Substance Abuse Regulations. I have over 20 years of experience in Human Resources

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?

Sharepoint



Signature: J. E. Powell

Date: 10/24/2019

*(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)*

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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)

**Theresa E. Powell**  
**1306 Oakhurst Lane**  
**Richmond, Virginia 23225**  
**(804) 646-7962 (work)**  
**(804) 231-4801 (home)**

**SUMMARY:** Multi-talented individual with extensive experience and strong professional achievements in the areas of: Human Resource Management, Staff Supervision/Training, and Customer Relations/Service. Exercises good judgment, planning, analytical and independent decision-making skills. Proven leader with ability to motivate staff and improve moral. Goal-oriented; consistently meet and/or exceed organizational deadlines and objectives. Effective communicator with excellent written, oral and interpersonal skills. Proficient problem-solver; effectively troubleshoots conflicts and implements viable solutions.

#### **ACCOMPLISHMENTS**

- Provided project management oversight, coordination and execution of plans and initiatives between Public Utilities divisions; City-wide departments; and external organizations.
- Worked towards implementing a City-wide Apprenticeship program, which included writing manuals and coordination of orientation programs
- Facilitated process improvement teams (Customer Service Improvement, Broadband and Survey Data Improvement)
- Lead staff in development and training initiatives in support of departmental performance improvements
- Responsible for creating Section III Program and monitoring for compliance with Federal Regulations (Federal recruitment program)
- Appointed to serve as Equal Employment Opportunity Officer for RRHA

#### **CERTIFICATIONS**

- Professional in Human Resources, Society for Human Resource Management
- Human Resources Management Certification, University of Richmond
- Certified Professional in Learning and Performance, American Society for Training and Development
- Certified Professional Manager, Institute of Certified Professional Managers, James Madison University
- Non-Profit Management Certification, Virginia Commonwealth University
- Virginia Contracting Officer Certification, Virginia Department of General Services

#### **EDUCATION**

St. Paul's College, Lawrenceville, Virginia  
Bachelor of Science, Organization Management

Strayer University, Chesterfield, Virginia  
Masters Degree, Business Administration/Human Resources Management

#### **EMPLOYMENT**

**June 2014 - Present**

##### **CITY OF RICHMOND**

##### **Admin Services Manager HR Liaison - Department of Information Technology**

- Provides human resource services to a diverse workforce, including making recommendations for personnel actions, such as transfers, demotions, reprimands, and disability placement; provides guidance, advice, evaluative tools and procedures, resource referrals, information, and policy clarification.
- Assures compliance with local, state, and federal regulations; formulates, reviews, and revises policy manuals; assures that established rules and standards are consistent throughout the assigned department.
- Reviews and updates personnel records; conducts and approves periodic reviews of classification and compensation schedules for existing staff; conducts performance appraisals; makes recommendations regarding work assignments, disciplinary actions, and compensation.

- Recommends procedures for evaluating the qualifications of job applicants; develops and presents orientation and training workshops or seminars; manages recruitment and certification processes.
- Compiles and assembles complex information for others; produces and reviews routine and specialized reports; evaluates policy or program effectiveness based on complex data; makes recommendations and issues reports.
- Investigates, mediates, and resolves grievances and disputes, such as disciplinary or discriminatory complaints; manages various programs, such as substance abuse, student interns, and employee orientation.
- Generates routine documents, such as correspondence, electronic mail, manuals, booklets, requisitions, and purchase orders.
- Develops and organizes departmental, fiscal, purchasing and personnel policies.
- Manages \$27 million dollar operating budget for eight divisions.
- Prepares departmental annual reports, special studies, financial analysis, budget projections and other financial reports as requested.
- Monitors the status of all Procurement contracts within the department.
- Supervises and oversees the processing of the biweekly payroll.

**July 2010 -  
June 2014**

**CITY OF RICHMOND**

**Operations Manager/Admin Services Manager/HR Liaison – Public Works**

- Provides human resource services to a diverse workforce, including making recommendations for personnel actions, such as transfers, demotions, reprimands, and disability placement; provides guidance, advice, evaluative tools and procedures, resource referrals, information, and policy clarification.
- Assures compliance with local, state, and federal regulations; formulates, reviews, and revises policy manuals; assures that established rules and standards are consistent throughout the assigned department.
- Reviews and updates personnel records; conducts and approves periodic reviews of classification and compensation schedules for existing staff; conducts performance appraisals; makes recommendations regarding work assignments, disciplinary actions, and compensation.
- Recommends procedures for evaluating the qualifications of job applicants; develops and presents orientation and training workshops or seminars; manages recruitment and certification processes.
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- Investigates, mediates, and resolves grievances and disputes, such as disciplinary or discriminatory complaints; manages various programs, such as substance abuse, student interns, and employee orientation.
- Generates routine documents, such as correspondence, electronic mail, manuals, booklets, requisitions, and purchase orders.
- Supervises and oversees the processing of the biweekly payroll.

**August 2008 -  
July 2010**

**CITY OF RICHMOND**

**Operations Manager/Admin Services Manager - Department of General Services**

- Day-to-Day Management of 311 Call Center operations and staff
- Provides human resource services to a diverse workforce, including making recommendations for personnel actions, such as transfers, demotions, reprimands, and disability placement; provides guidance, advice, evaluative tools and procedures, resource referrals, information, and policy clarification.
- Assures compliance with local, state, and federal regulations; formulates, reviews, and revises policy manuals; assures that established rules and standards are consistent throughout the assigned department.
- Reviews and updates personnel records; conducts and approves periodic reviews of classification and compensation schedules for existing staff; conducts performance appraisals; makes recommendations regarding work assignments, disciplinary actions, and compensation.



- Recommends procedures for evaluating the qualifications of job applicants; develops and presents orientation and training workshops or seminars; manages recruitment and certification processes.
- Compiles and assembles complex information for others; produces and reviews routine and specialized reports; evaluates policy or program effectiveness based on complex data; makes recommendations and issues reports.
- Investigates, mediates, and resolves grievances and disputes, such as disciplinary or discriminatory complaints; manages various programs, such as substance abuse, student interns, and employee orientation.
- Generates routine documents, such as correspondence, electronic mail, manuals, booklets, requisitions, and purchase orders.
- Develops and organizes departmental, fiscal, purchasing and personnel policies.
- Manages \$49.0 million dollar operating budget for seven divisions.
- Prepares departmental annual reports, special studies, financial analysis, budget projections and other financial reports as requested.
- Monitors the status of all Procurement contracts within the department.
- Supervises and oversees the processing of the biweekly payroll.

**April 2004 -  
August 2008**

**CITY OF RICHMOND**

**MANAGEMENT ANALYST II – Department of Public Utilities**

- Interfaced with Human Resources to increase/enhance recruiting strategies, organizational service delivery and employee performance.
- Developed and implemented, policy and procedure manuals for the department.
- Provided consulting assistance on a wide variety of organizational issues, departmental as well as City-wide.
- Worked towards implementing a City-wide Apprenticeship program, which included writing manuals and coordination of orientation programs
- Facilitated process improvement teams (Customer Service Improvement, Broadband and Survey Data Improvement)
- Responsible for day-to-day supervision of the training and safety divisions.

**July 2002 -  
April 2004**

**VIRGINIA COMMONWEALTH UNIVERSITY**

**SENIOR BUYER – Department of Purchasing**

- Conducted pre-proposal/pre-bid conferences
- Negotiated contracts with vendors
- Participated in committee meetings, interviews and site visits
- Reviewed contracts for legal compliance
- Maintained clear file documentation

**September 1996  
July 2002**

**RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY**

**PURCHASING OFFICER – Department of Administration**

- Responsible for the day-to-day management of the purchasing department, for ensuring compliance with State and Federal laws and regulations.
- Responsible for ensuring compliance with Davis Bacon Regulations (Federal employment program – includes conducting investigations and ensuring employees are paid in accordance with prevailing wage rates).
- Responsible for creating and updating agency procurement manual
- Conducted pre-proposal/pre-bid conferences.
- Negotiated contracts with vendors; Assisted in the resolution of contract administration issues.
- Participated in committee meetings, interviews and site visits.
- Consulted, assisted, and advised user departments in areas such as delegated authority, procurement planning, procurement methods, contract administration, and related issues.
- Responsible for day-to-day supervision of switchboard, mailroom services, central files and messenger services for RRHA.

- Responsible for ensuring compliance with internal and external policies and procedures relating to records retention, maintenance and disposal.
- Assisted in the preparation of departmental budget.

**September 1993 -  
September 1996**

**RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
ADMINISTRATIVE SERVICES SUPERVISOR – Department of Administration**

- Responsible for providing confidential human resource statistical computations, spreadsheets, and Human Resources Information System support
- Provided computer-training classes for RRHA employees.
- Worked with Welfare-to-Work program participants, Public Housing Youth and Residents to ensure development of skills and find permanent employment.
- Responsible for day-to-day supervision of switchboard, mailroom services, central files and messenger services for RRHA.
- Responsible for ensuring compliance with internal and external policies and procedures relating to records retention, maintenance and disposal.
- Assisted in the preparation of departmental budget.
- Independently completed assignments and exercised initiative in problem resolution.
- Coordinated, scheduled, assigned, supervised and evaluated performance of subordinates.

**REFERENCES**

Adam Harrell, Attorney  
Harrell and Chambliss  
(804) 643-8401

Stephen Fancher  
Former Director  
(205) 335-7756  
[stephenfancher@aol.com](mailto:stephenfancher@aol.com)



City of Richmond, Virginia  
City Council

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

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

**CITY PERSONNEL BOARD**

Title: *Dr*  
Name: *Michael D Winborne*  
Home Address: *017505 MEMORIAL TOURNAMENT DR MOSELEY VA 23120*  
Home Telephone: *8046392309* Home Fax:   
Personal E-Mail Address: *michael.d.winborne@gmail.com*  
Employer: *Richmond City Government*  
Job Title: *Management Analyst, Principal* How Long?   
Business Address: *000900 BROAD STREET 501 RICHMOND VA 23219*  
Business Telephone: *804-646-0586* Ext: Business Fax:   
Business E-Mail Address: *michael.winborne@richmondgov.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:

*I have more than 20 years of serving on judicial boards within several recent employers. I have experience researching and using the law, codes, and personnel rules to write briefs with regards to disciplinary rulings.*

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.

*Graduate Degree-Law  
PhD-Management (Homeland Security)*

Other Community Involvement:

*Maggie L. Walker Citizens Advisory Board (Staff)  
Human Rights Commission (Staff)*



City of Richmond, Virginia  
City Council

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

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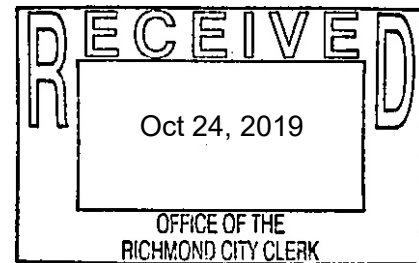
**(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.**

*Volunteer with Guardian Ad Litem*

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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?**

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**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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## CURRICULUM VITAE

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# *Dr. Michael D. Winborne*

17505 Memorial Tournament Drive, Moseley, VA 23120  
(O) 804-646-0586 | (C) 804-931-8084 | [michael.d.winborne@gmail.com](mailto:michael.d.winborne@gmail.com)

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### ■ PROFESSIONAL SUMMARY

Dr. Winborne received his Bachelor of Science degree from Chapman University in Northern California, a Masters Degree in Law from Kaplan University and his doctorate in Management with a concentration in Homeland Security from Colorado Technical University, all the while serving in the United States Marine Corps. A former Marine, serving 22 years total with active duty and reserve time Dr. Winborne served two combat tours in Iraq and Afghanistan, receiving Combat Action Medals during both tours. He has spent the last several years teaching and working in higher academia. His research interest include homeland security, the death penalty, foreign and domestic terrorism, white nationalism in the military, and juvenile recidivism rates across the United States.

Dr. Winborne has served in a variety of capacities to include: Academic Dean (2014-2015), Department of Criminal Justice, at Strayer University; Saint Paul's College where he served as an advisor for graduate students completing their thesis. He has served on the Criminal Justice Board, Alternatives to Incarceration, and Human Rights Commission for the City of Richmond, where he served as the Liaison between local and state agencies.

### ■ EDUCATION

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2018	DM	Homeland Security	Colorado Technical University
2009	MS	Law	Kaplan University
2001	BS	Criminal Justice	Chapman University

### ■ ACADEMIC POSITIONS

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2013-2015	Associate Campus Dean, Department of Criminal Justice, Strayer University
2009-2011	Chair, Judicial Committee, Department of Criminal Justice, Saint Paul's College
2000-2010	Adjunct Professor, Bryant & Stratton College, Department of Criminal Justice
2011-2013	Assistant Professor, Department of Criminal Justice, Virginia Union University
2009-Present	Adjunct Professor, Department of Criminal Justice & Homeland Security, Strayer University

### ■ TEACHING EXPERIENCE

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2018-Present	Virginia Union University, Department of Criminal Justice (Adjunct) CCJ 340 Research Methods CCJ 335 Social Science Statistics CCJ 480 Ethics in Criminal Justice
2013-Present	Strayer University, Department of Criminal Justice & Homeland Security CRJ220 Ethics and Leadership in Criminal Justice CRJ441 Crime Mapping

Michael D. Winborne, Doctorate Curriculum Vitae | Update 05/12/2019 1

CRJ105 Crime and Criminal Behavior  
CRJ100 Introduction to Criminal Justice  
CRJ440 Terrorism and Antiterrorism  
CRJ435 Drugs, Gangs, and Organized Crime  
CRJ410 Corrections  
LEG 215 Legal Research & Writing  
LEG 110 Civil & Criminal Procedure  
LEG 320 Criminal Law  
LEG 400 U.S. Courts  
LEG 500 Law & Ethics

- 2011-2013 Virginia Union University, Department of Criminal Justice  
CCJ331 Juvenile Justice  
CCJ320 Correctional Theories and Practice  
CCJ180 Introduction to Criminal Justice  
CCJ486 Senior Seminar  
CCJ450 Criminal Law
- 2009-2011 Saint Paul's College, Department of Criminal Justice  
CJ 400 Correctional Processes and Penal System  
CJ 430 Interpersonal Communications  
CJ 220 Courts  
CJ 480 Corrections  
CJ 100 Introduction to Criminal Justice  
CJ 440 Criminal Investigations
- 2009-2010 Bryant & Stratton College, Department of Criminal Justice  
PLEG 100 Introduction to Legal Studies  
PLEG 235 Legal Research & Writing  
PLEG 320 Criminal Law & Procedures

#### ■ HONORS | AWARDS

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- 2014 United States Military Wounded Warrior Doctoral Degree Scholarship  
2009 United States Marine Corps Volunteer Service Medal

#### ■ WORKS IN PROGRESS

---

Winborne, M.D. (In Progress). The Meaning of Punishment, What Do Inmates in the State of Virginia Expect From Prison.

Winborne, M.D. (In Progress) White Nationalism Among Our Ranks, and the Problems Military Leaders Fail to See.

#### ■ PUBLICATIONS

---

Winborne, M.D. (2018). Exploring the Training a Middle School Administrator Needs to Reduce or Eliminate Bullying in The School Environment. Dissertation.

## ■ PRESENTATIONS

---

Winborne, M.D. *Evaluating the Resources Needed to Effectively Lead a Re-Entry Program While Reducing Recidivism Rates*. Annual Counselor Training, Federal Bureau of Prisons, Petersburg, VA.

Winborne, M.D. *Evaluating the Effectiveness of Being Sentenced to Solitary Confinement, While Already Doing Time*.

## ■ PROFESSIONAL EXPERIENCE

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1987-1991 *Correctional Cross Country Chaser*, United States Marine, Kaneohe Bay, HI.

1991-1997 *Correctional Officer*, North Carolina State Department of Corrections

1997-2004 *Military Police Officer-Senior Enlisted Staff*, United States Marine Corps, Twenty-Nine Palms, CA.

2006-2009 *Rehabilitation Counselor, Correctional Officer Academy Trainer/Instructor*  
Virginia Department of Corrections.

2014-Present *Management Analyst, Principal*, Richmond City Government, Richmond, VA.

## ■ GRANT REVIEW EXPERIENCE

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### Past Projects with Richmond City Government

*Capital Area Health Network*, serving underprivileged people living in poverty in the City of Richmond. (Funded-2018/19)

*CARITAS*, serving underprivileged homeless individuals around the City of Richmond. (Funded-2018/19)

## ■ PROFESSIONAL MEMBERSHIPS (CURRENT & PAST)

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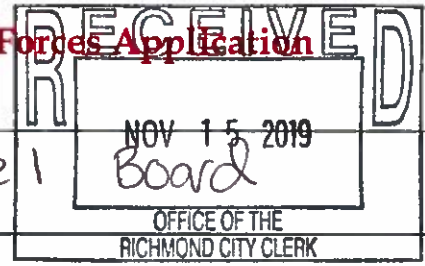
- National Association of Blacks in Criminal Justice
- Delta Lodge #436, Fraternal Order of Masonic
- Alpha Phi Alpha Fraternity, Inc



**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: <b>City Personnel Board</b>	
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: <b>Stewart</b>	First Name: <b>Donnell</b>
Home Street Address: <b>11504 Country Oaks Way</b>	Home Telephone: <b>804-307-0203</b>
Home City, Zip Code: <b>Glen Allen 23059</b>	Home Fax: <input type="text"/>
Personal E-Mail Address: <b>Donnellstewart125@gmail.com</b>	
Employer: <b>City of Richmond</b>	
Job Title: <b>Risk Coordinator</b>	How Long? <b>3 years</b>
Business Street Address: <b>900 E. Broad St.</b>	Business Telephone: <input type="text"/>
Business City, Zip Code: <b>Richmond 23219</b>	Business Fax: <input type="text"/>
Business E-Mail Address: <b>Donnell.stewart@richmondgov.com</b>	
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 type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which City Council district? <input type="text"/> Number of years? <input type="text"/>	
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: <b>Bachelor of Science: Business. Christopher Newport University, Newport News, Virginia</b> <b>I possess over 18 years of Audit, Compliance and Risk Management experience in the public and private sectors. Throughout my professional career, the positions I held required me to maintain a view of independence in order to effectively select the most appropriate courses of action to resolve conflicts and disputes, while adhering to company and department policies.</b>	

**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](http://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:**

I am a board member of the Virginia Risk & Insurance Management Society (RIMS). The society is made up of Risk Managers, Executives and Attorneys from the public and private sectors. The chapter territory extends from Northern VA to the Tidewater area (Norfolk, Va. Beach)

**OPTIONAL**

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

I currently serve as the city's Risk Coordinator within the Bureau of Risk Management. The department's mission is to protect the employees and assets of the city of Richmond from financial loss and damage. I am accountable for overseeing the city's Third-Party Claims Administration adjusters, to ensure that auto, general liability and workers compensation claims are processed accurately and timely. Furthermore, I am responsible for reviewing all denial claims and appeals of denied claims to verify if the city is liable for damages. In addition, I represent the department and others inside and outside the organization during mediation and settlement meetings with the claimants and attorneys.

I was recently sworn-in (10/31/19), as a Special Conservator of the Peace for the City of Richmond.

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?

I learned of the Personnel Board opening from the announcement posted on the city's intranet (Starnet).

Signature: Donnell Stewart Date: 11/14/19  
(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.**

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)

# DONNELL STEWART

11504 Country Oaks Way, Glen Allen, Virginia 23059

Home: 804-269-5191 • Cell: 804-307-0203

Donnellstewart125@gmail.com

## SUMMARY

Dedicated Audit and Compliance Professional with excellent professional qualifications seeking a position which allows the ability to work independently and as a team member to successfully achieve project goals and objectives, while promoting an atmosphere which encourages professional growth. Advanced skills and training in risk assessments, identifying internal controls and audit engagement planning.

## HIGHLIGHTS

- Proficient in Microsoft Office
- Risk Management expertise
- Skilled Problem-Solving and Dispute Resolution
- Knowledgeable of Sarbanes-Oxley requirements
- Solution-oriented
- Highly analytical
- Customer-oriented
- Valued team player
- Experienced in BSA and USA Patriot Compliance

## EXPERIENCE

### CITY OF RICHMOND, FINANCE DEPARTMENT BUREAU OF RISK MANAGEMENT

Richmond, VA

#### Risk Coordinator

09/2016 to Current

Performs department procedures to protect the physical and financial assets and the employees of the City of Richmond through the design and implementation of an effective risk management program. Responsible for identifying and analyzing loss exposures and assisting the Chief of Risk Management in selecting the best alternative to handle the risk exposure. Accountable to implementing procedures to monitor the results and making any necessary adjustments.

Accountable for performing the day-to-day operations of the Risk Management function, which include but not limited to: Overseeing the Third-Party Administrator Claims Adjustors, proving authorizations for the denial of general liability claims, analyzing loss exposure. Responsible for the implementing and monitoring of the city's Worker's Compensation Program and communicating regularly with Senior Management and the City Attorney on risk management and claims issues. Assist the Chief of Risk Management in negotiating Third-Party Administrator claim settlements with claimants and attorneys.

### CITY OF RICHMOND, OFFICE OF THE CITY AUDITOR

Richmond, VA

#### Senior Internal Auditor

04/2014 to 05/2016

Conducts operational, compliance and financial internal audits in accordance with current professional standards and providing recommendations to improve City operations. Accountable for conducting professional, independent auditing and consulting services to City agencies and departments. Arrange various audit planning documents to include risk assessment analysis, internal control questionnaires, background analysis, planning memos and developing work programs.

Gathers, tests and validates data used for fieldwork testing. Responsible for preparing, organizing and accurately completing work papers to ensure the documentation clearly supports audit findings and conclusions. Prepares Lead Memos which summarize test work performed and the auditor's evaluation of internal controls, which are used to create the final audit report. Prepares clear, concise and comprehensive audit reports, detailing audit findings that identify internal and process control deficiencies. Provides appropriate recommendations for corrective action and the improvement of operations. Responsible for presenting the audit report to multiple levels of department management and executive members of city government. Conducts follow up reviews of previous recommendations to determine if satisfactory actions have been taken to correct deficiencies.

Responsible for evaluating test work performed and assisting in the training and development of audit staff. Assists in ensuring compliance with Generally Accepted Government Auditing Standards. Supports in the preparation of auditing policy and procedures manuals and instructions. Contributes in the preparation of the annual risk assessment. Participates in city council initiatives and meetings with management.

**BB&T BANK CORPORATION**  
Richmond, VA

**Internal Auditor**

03/2008 to 03/2014

Coordinates and participates in the implementation of compliance, operational, departmental and regulatory examinations for the various lines of business using a risk-based audit methodology to achieve business objectives. Accountable for executing internal audits in order to ensure financial data is accurate, proper internal control is in place, company policies and procedures are followed and that operations are conducted in an efficient and effective manner.

Conducted financial and operational audits of the security broker dealer to ensure compliance with SEC/FINRA regulations. Responsible for gaining an understanding of the audit areas by reviewing appropriate reference materials, performing analytical reviews, and interviewing appropriate department. Evaluated the adequacy and effectiveness of the system of control and the efficiency of performance of the activities being reviewed. Accountable for preparing, organizing and accurately completing work papers to ensure the documentation clearly supports the conclusions and audit finding. Systematically prepared documents and assembled financial statements for independent auditors. Prepares and presents or assists in the presentation of the final report, detailing audit findings and recommendations for corrective actions and improvements.

Evaluated and provided reasonable assurance that risk management, controls and governance systems are functioning as intended and within the risk profile established by the Board of Directors and Risk Oversight Committee. Diligently monitored remediation plans to confirm proper resolution.

**WACHOVIA BANK CORPORATION**  
Richmond, VA

**Internal Auditor**

04/2006 to 03/2008

Assisted in the planning and coordinating of audits within the brokerage securities subsidiary. Responsible for obtaining, analyzing and evaluating data to assess the adequacy of internal controls and operations. Accountable for identifying key risks and controls within the business process and determine if controls are adequately designed. Performed testing to obtain evidence of the business lines operating effectiveness and whether controls are suitably designed to prevent or detect errors or irregularities in the business process. Accountable for accurately documenting testing results, recommendations for corrective actions and communicating the results with team members and management.

**CITIZENS FINANCIAL BANK CORPORATION**  
Richmond, VA

**Senior Corporate Auditor**

04/2004 to 03/2006

Assisted in the planning and coordinating of audits for the mortgage subsidiary of the bank. Responsible for obtaining, analyzing and evaluating data to assess the adequacy of internal controls. Worked with the Audit Manager to complete questionnaires, risk matrices and business risk profiles, while adhering to the department's methodology in developing the audit scope and test steps. Responsible for conducting research and planned test steps of key controls, which are used to assess the overall effectiveness of the system of internal controls. Accountable for documenting findings and recommendations for corrective actions and improvements. Responsible for performing effective exit conferences by communicating directly with various levels of management.

**FEDERAL RESERVE BANK OF RICHMOND**  
Richmond, VA

**Assistant Bank Examiner**

12/2000 to 03/2004

Conducted safety and soundness examinations as part of the community banking examination team. Responsible for assisting in the coordinating, planning and conducting of financial and operational audits. Performed examinations in accordance with the established policies, procedures, guidelines, and standards set forth by the Federal Reserve System. Performed Bank Secrecy Act and USA Patriot Act compliance reviews as part of bank examination review.

Responsible for auditing financial records and account reconciliations to ensure accurate financial reporting. Responsible for preparing accurate, well-documented analyzes of operational risk assessments for a given environment. Responsible for communicating orally and in writing, with the financial institutions senior management and staff of present findings, while offering recommendations for improvements in various areas.

**UNITED PARCEL SERVICE**  
Newport News, VA

**Assistant Supervisor / Advisor**

08/1998 to 12/2000

Responsible for the supervision of 25 Package Information Associates at a United Parcel Service Customer Call Center. Monitored and evaluated the performance of the Package Information Associates in the inbound calls area of the UPS Call Center on a weekly basis. Assisted in supervision of the day-to-day operations within the damage department. Trained all new associates on the proper policies and procedures for tracking and reporting damage merchandise according to company policy. Responsible for preparing and maintaining accurate documentation of all damage records for a specific region. Provided immediate feedback to information associates in order to eliminate or correct common errors. Responsible for managing escalated customer calls when associates were unable to effectively resolve the customer's situation. Processed and maintained accurate personnel records for each associate, which included but not limited to: attendance, payroll and daily performance statistics.

**EDUCATION**

**BACHELOR OF SCIENCE: BUSINESS**  
Christopher Newport University, Newport News, Virginia, USA  
Advanced coursework in Business Administration and Management

**CERTIFICATIONS**

**CERTIFIED INTERNAL CONTROLS AUDITOR – (CICA)**  
October 2015

**DESIGNATIONS**

**SPECIAL CONSERVATOR OF THE PEACE (for City of Richmond, VA)**  
October 2019



City of Richmond, Virginia  
City Council

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

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

**CITY PERSONNEL BOARD**

Title: \_\_\_\_\_  
Name: *DERRICK L Brice*  
Home Address: 002215 TERMINAL AVE RICHMOND VA 23234  
Home Telephone: 8044751894 Home Fax: \_\_\_\_\_  
Personal E-Mail Address: derlambrice@msn.com  
Employer: City of Richmond DPU  
Job Title: Utility Plant Specialist How Long? 1  
Business Address: 001400 BRANDER STREET RICHMOND VA 23224  
Business Telephone: 8046467897 Ext: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
Business E-Mail Address: derrick.brice@richmondgov.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? \_\_\_\_\_ Number of Years? 13

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:

*College Degree in Criminal Justice. Obtain in 2003. Served in the USMC Reserve. Officially Medical Discharge 2001*

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.

*None*

Other Community Involvement:

*Volunteer with the city of Richmond Probation & Parole while on Spring Break in 2002.*

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



City of Richmond, Virginia  
City Council

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

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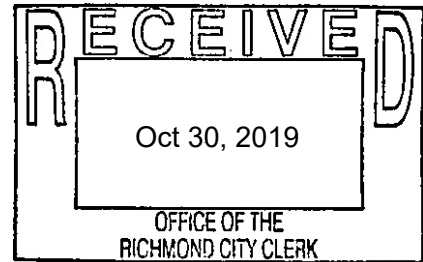
*I'm originally from Rockville, Hanover County, I currently help a few clients with boxing fitness workout session.*

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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?**

*I heard about this opportunity on starnet.*

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**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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# Richmond Retirement System Board of Trustees

## Vacancy Chart

*as of*  
May 10, 2020

The Board of Trustees of the Richmond Retirement System shall consist of seven members for terms of three years. The Mayor shall appoint two members; the Council shall appoint five members, at least two of whom shall be members of the classified service.

The City Council will appoint a current city retiree to the Board of Trustees of the Richmond Retirement System to fill one of the three Council appointments not required to be a member of the classified service.

(Assigned to the Governmental Operations Standing Committee)

<b>Member</b>	<b>Appointing Authority</b>	<b>Expiration Date</b>	<b>Eligible for Reappoint.</b>	<b>Interested in Reappoint.</b>	<b>Qualification</b>
Jesse Ellington	All members of Council	03/28/2020	Yes	Yes – Application Included	Reside or work in the city
Nancy Leake	All members of Council	11/22/2019	Yes	No	Reside or work in the city
Matt Peanort	All members of Council	10/25/2019	No	-	Classified Service Representative
Kevin Davenport	Mayor	03/08/2018	Yes	Mayor’s office notified	Reside or work in the city
Michael Williams	Mayor	07/27/2017	Yes	Mayor’s office notified	Reside or work in the city

**Contact:**

Delores Baskin  
 Executive Assistant III  
 Richmond Retirement Office  
 730 East Broad St., Suite 900  
 Richmond, VA 23219  
 (804) 646 - 5939 (o)  
[Delores.baskin@richmondgov.com](mailto:Delores.baskin@richmondgov.com)



City of Richmond, Virginia  
City Council

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

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

**RICHMOND RETIREMENT SYSTEM**

Title: \_\_\_\_\_  
Name: *Treseat Frederick*  
Home Address: 009219 UPSHUR STREET NORTH CHESTERFIELD VA 23236  
Home Telephone: \_\_\_\_\_ Home Fax: \_\_\_\_\_  
Personal E-Mail Address: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ How Long? \_\_\_\_\_  
Business Address: 000200 WEST GRACE STREET RICHMOND VA 23219  
Business Telephone: 804-646-6866 Ext: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
Business E-Mail Address: *Treseat.Frederick@Richmondgov.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:

*As a career public servant, I have experience with interacting with a diverse population and successful at creating respectful rapport to accomplish task. A strategic thinker committed to confidentiality with professional integrity that is reflected in my dedicated work ethics. Experienced at writing and interpreting policies, monitoring programs for efficiency, adept at research and eager to learn. In addition, I am a current student completing my Business Administration degree.*

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 a senior at Liberty University (Business Administration), Policy Writing, Background Investigations,*

Other Community Involvement:

*N/A*





City of Richmond, Virginia  
City Council

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

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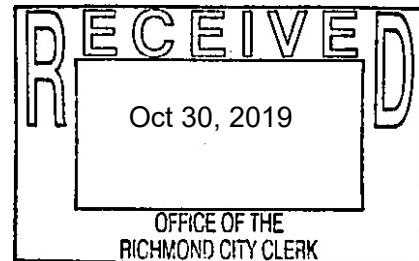
**(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.**

*Former Law Enforcement Officer, Former Domestic Violence Volunteer,*

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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?**

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**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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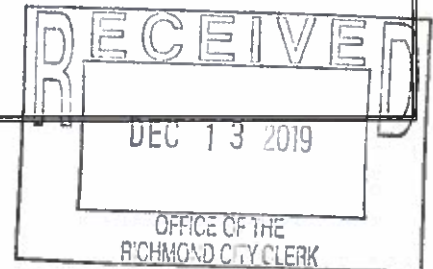


City of Richmond, Virginia  
City Council

Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: <b>Retirement Board</b>	
Title: Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other:	
Last Name: <b>Gibson</b>	First Name: <b>Carlin</b>
Home Street Address: <b>2412 Bainbridge St.</b>	Home Telephone: <b>804 647 4948</b>
Home City, Zip Code: <b>Richmond 23225</b>	Home Fax:
Personal E-Mail Address: <b>Carlin.gibson47@gmail.com</b>	
Employer: <b>City of Richmond</b>	
Job Title: <b>Firefighter</b>	How Long? <b>11 yrs</b>
Business Street Address: <b>308 N. 24<sup>th</sup> St.</b>	Business Telephone:
Business City, Zip Code: <b>Richmond 23220</b>	Business Fax:
Business E-Mail Address: <b>Carlin.gibson@richmondgov.com</b>	
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 checked="" 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? 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.	
Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force: <b>Degree in Business Administration with a concentration in Management Saint Paul's College . 2008</b>	



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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: NA  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: NA  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: NA  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Other community involvement:

- Swansboro Civic Association
- Sixth Mount Zion Baptist Church - active member / community outreach programs
- Club 533 Community Affairs Chairman 2013-2016
- Brother/Sister Combine Firefighter Association - active member

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

Thank you for your consideration

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?

Fire Chief Melvin Carter

Signature: Carlin Gibson Date: 12/12/19  
*(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)*

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# **Carlin E. Gibson Sr.**

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2412 Bainbridge St. Richmond, VA 23225  
(804) 647-4948 Cell  
[carlin.gibson47@gmail.com](mailto:carlin.gibson47@gmail.com)

## **EDUCATION**

Bachelor of Science with concentration in Management  
Saint Paul's College 115 College Dr. Lawrenceville, VA 23868

## **TRAINING AND CERTIFICATIONS**

**Certifications Approved by the VA Fire Services Board/VA Dept of Emergency Management/ Environmental Protection Agency:**

- Fire Officer I, Fire Officer II
- Instructor I, Instructor II
- Fire Prevention Education Officer
- NFPA 1403 Compliance Officer
- Incident Command System 100, 200,300,400,700, 800
- ICS All Hazards
- Public Information Officer Awareness
- Basic Public Information Officer
- EPA Hazardous Materials Technician
- VDEM Hazardous Materials Technician
- Fire Fighter 1 & 2 Train the Trainer
- Virginia Fire Officer Academy Graduate 2015

## **PROFESSIONAL EXPERIENCE**

**Richmond Department of Fire and Emergency Services; Richmond, VA; 2008 to Present**  
**Firefighter**

- Primary duties as a Firefighter in the Division of Suppression is to maintain a constant state of readiness to respond and protect against injury, loss of life, and/or property damage caused by fire, medical needs, and emergencies.
- Served as a member of Rescue Company 3 – Hazardous Materials Response Company responsible for responding to all HazMat incidents in the City of Richmond. Also responsible for responding to vehicle accidents needing extrication.
- Served on the Report Audit Team for Battalion 3 C- Platoon. Responsible for the daily audits for accuracy and completeness of reports and documentation for all Battalion 3 C Platoon fire and emergency medical services calls.
- Currently assigned to Truck Company 2
- Peer to Peer Shift Coordinator for C Platoon
- Served as a football coach at George Wythe High School 2013
- Sixth Mount Zion Baptist Church Richmond, Va- active member

## **Carlin E. Gibson Sr.**

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- Member of a private organization and Chairman of the Community Affairs Committee. Responsible for reaching out into the community seeking individuals, organization, and businesses in need of support

### **ORGANIZATIONAL INVOLVEMENT/MEMBERSHIP**

- Served as a mentor on behalf of the City of Richmond Fire Department for mentoring children in Richmond Public Schools
- Educate citizens of Richmond, churches, schools, and civic organizations on fire safety and programs the department offers
- Served on the Recruitment and Retention Committee which was designed to utilize individuals to create ways to recruit and retain employees in the City of Richmond Fire Department
- Served on the committee for the Diverse and Equity Conference in Richmond, VA hosted by the Richmond Fire Department 2013 and 2018 PIO
- Member on the Richmond Fire Departments Live Burn Evolution Team for the Fire Recruits at the training facility
- Instruct Richmond Fire Department Recruits Hazardous Materials Awareness and Operations course at the fire training facility
- Member on the Communications Committee for the Richmond Fire Department- which was designed to improve communication within the department



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: Richmond Retirement System Board of Trustees	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other:	
Last Name: Quash	First Name: Whitney
Home Street Address: 6024 Bluffwood Court	Home Telephone: 804-814-7506
Home City, Zip Code: Chesterfield, VA 23234	Home Fax:
Personal E-Mail Address: whitney.quash@gmail.com	
Employer: City of Richmond	
Job Title: Sr. Procurement Analyst - P-Card	How Long? 1 year, 4 months
Business Street Address: 900 E Broad Street, Suite 1104	Business Telephone: 804-646-5794
Business City, Zip Code: Richmond, VA 23234	Business Fax:
Business E-Mail Address: Whitney.Quash@richmondgov.com	
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 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. N/A	
Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force: Bachelor of Arts in English - George Mason University Masters of Science in Business concentration - Contracts & Procurement	

**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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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: \_\_\_\_\_

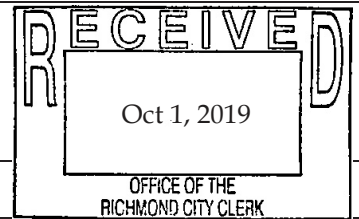
Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Other community involvement:

Alpha Kappa Alpha Sorority, Inc., Richmond Public Schools student volunteer

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?

Matthew Peanort, DCAO Lenora Reid

Signature: Whitney Quash

Digitally signed by Whitney Quash  
Date: 2019.10.01 16:21:21 -04'00'

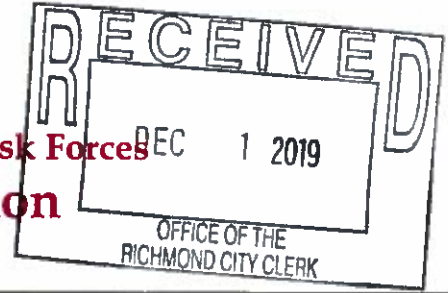
Date: 10/1/2019

*(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)*

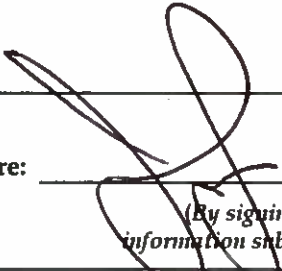
**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**



**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: Richmond Retirement System	
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: Ellington	First Name: Jesse
Home Street Address: 4104 Exeter Road	Home Telephone: 843-412-1420
Home City, Zip Code: Richmond, Va 23221	Home Fax:
Personal E-Mail Address: jessetellington@gmail.com	
Employer: Atlantic Union Bank	
Job Title: CIO & Head of Asset Mgmt Services	How Long? 6 Years
Business Street Address: 1051 E Cary Street, 12th Floor	Business Telephone:
Business City, Zip Code: RICHMOND, vA 23219	Business Fax:
Business E-Mail Address: jess.ellington@middleburgfinancial.com	
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 checked="" 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? 1 Number of years? 6	
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: 	Date: 11-25-19
<i>(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.)</i>	

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

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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: City of Richmond Retirement System	
Title: Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other:	
Last Name: Ma	First Name: Chung
Home Street Address: 2216 Hanover Avenue	Home Telephone: 917-861-8888
Home City, Zip Code: Richmond, VA 23229	Home Fax:
Personal E-Mail Address: chungma@gmail.com	
Employer: Virginia Retirement System	
Job Title: Managing Director	How Long? 6 years
Business Street Address: 1200 East Main Street	Business Telephone: 804-775-3566
Business City, Zip Code: Richmond, VA 23219	Business Fax:
Business E-Mail Address: cma@varetire.org	
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? 2 Number of years? 6	
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: Wesleyan University, BA, Economics Hunter College, MA, Economics Chartered Financial Analyst (CFA) charterholder City of Richmond Retirement System Investment Advisory Committee Virginia Retirement System - Managing Director, Portfolio Intelligence Team	

**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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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: City of Richmond Retirement System - Investment Advisory Committee

Date(s) Served: February 2019 - present Office(s) Held: \_\_\_\_\_

Entity: Virginia Council of Economic Education (VCEE)

Date(s) Served: September 2019 - present Office(s) Held: \_\_\_\_\_

Entity: \_\_\_\_\_

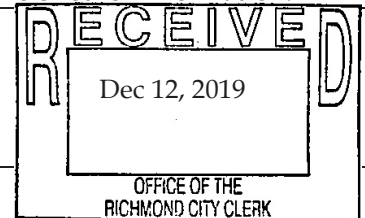
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Other community involvement:

Volunteer coach at City of Richmond Public Schools (Fox Elementary)

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?

Leo Griffin, Director City of Richmond Retirement System

Signature: Chung Ma \_\_\_\_\_ Date: \_\_\_\_\_

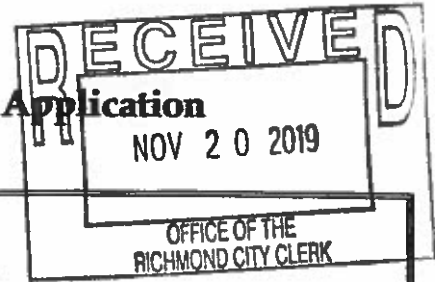
Digitally signed by Chung Ma  
Date: 2019.12.12 09:14:21 -05'00'

(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.



**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: <b>RICHMOND RETIREMENT SYSTEM</b>	
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: <b>MILLER, JR.</b>	First Name: <b>ESSON M.</b>
Home Street Address: <b>1503 CONFEDERATE AVENUE</b>	Home Telephone: <b>804-301-1505</b>
Home City, Zip Code: <b>RICHMOND 23227</b>	Home Fax: <b>804-353-2081</b>
Personal E-Mail Address: <b>ESSONMILLERJR@YAHOO.COM</b>	
Employer: <b>SOLD LAW PRACTICE (STATE GOV'T RETIREE)</b>	
Job Title: <b>LAWYER</b>	How Long? <b>30+ YRS</b>
Business Street Address: <b>1503 CONFEDERATE AVE.</b>	Business Telephone: <b>804-301-1505</b>
Business City, Zip Code: <b>RICHMOND 23227</b>	Business Fax: <b>804-353-0366</b>
Business E-Mail Address: <b>ESSONMILLERJR@YAHOO.COM</b>	
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? <b>40 YRS</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.	

Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force:

- MEMBER OF VIRGINIA RETIREMENT SYSTEM (VRS)
- DRAFTED LEGISLATION FOR VRS FOR 10 YEARS WHILE A SENIOR ATTORNEY AT THE DIVISION OF LEGISLATIVE SERVICES
- ANALYSED VRS LEGISLATION FOR 8 YEARS WHILE STAFF DIRECTOR OF THE SENATE FINANCE COMMITTEE OF THE VIRGINIA GENERAL ASSEMBLY.

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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: ETHICS REFORM TASK FORCE  
Date(s) Served: LAST YEAR Office(s) Held: MEMBER

Entity: (2018/19)  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Other community involvement:

- Ginter Park Residents Association
- A former president of Ginter Park Recreation Association
- Member of THE RICHMOND ROTARY CLUB
- Life member of the Uniform Law Commission

OPTIONAL

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

*See attached Resume*

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?

*Website of City Clerk*

Signature: *[Signature]* Date: 11-19-19  
(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)

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[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

## ESSON MCKENZIE MILLER, JR.

Home/ Office 1503 Confederate Avenue  
Richmond, Virginia 23227

Home 804.353.2081  
Cell 804.301.1505  
Fax 804.353.0366

### EXPERIENCE:

**Private Practitioner** from 1973 to present, specializing in negligence litigation and estate planning. The early practice touched on almost every facet of law from 1973 to 1992.

**Virginia General Assembly, Division of Legislative Services**, Director, November 1988 to 2011, responsible for directing the activities of a major legislative agency with an annual budget in excess of \$6 million and a staff of 65 employees. The Division, a non-partisan agency, provides legal, research, policy analysis and general services to the Virginia General Assembly and Freedom of Information advisory opinions to the press, local government and general population. The Director is appointed by and serves at the pleasure of the Joint Rules Committee of the Virginia General Assembly. Retired on 7/1/11.

**Senate of Virginia Finance Committee**, Staff Director, July 1982 to November 1988. Generally responsible for staff administration in providing an independent source of information with regard to tax and budgetary issues to the Committee chairman, members of the Senate Finance Committee and more generally to the Senate of Virginia. Specifically responsible for budgetary policy analysis for Commonwealth's biennial budget (in excess of \$30 billion) and for such administrative functions as employee selection, promotion and dismissal, and the establishment of performance standards, work schedules and office assignments. The Staff Director is appointed by and serves at the pleasure of the Senate Finance Committee Chairman.

**Virginia General Assembly, Division of Legislative Services**, Senior Attorney, Division of Legislative Services, Commonwealth of Virginia; specializing in tax, finance and general appropriation and budgetary subject matters, July 1972 to July 1982. Duties involved the legal drafting of all tax and finance legislation and service as staff counsel for interim committees and commissions studying areas involving taxation and finance. In 1981, appointed to one of two sectional supervisory positions with the Division. Specifically, from January 8, 1975 to July 15, 1982, served as counsel to the Senate Finance Committee, the House of Delegates Claims Committee, the House of Delegates Appropriations Committee and from 1980 to 1982 as counsel to the Senate Courts of Justice Committee, all standing committees of the Virginia General Assembly.

ADJUNCT INSTRUCTOR, J. Sargeant Reynolds Community College, Parham Road campus; Guest lecturer, University of Richmond; NCSL Moroccan Parliament, 2005; Brazilian Legislative Conference, 2004.

### EDUCATION:

University of Tennessee College of Law, J. D., 1971.

University of Richmond, Virginia, B. A., Political Science, 1968.

Catholic University of the Sacred Heart, Rome, Italy, Summer Study Program, 1966.  
Center for Creative Leadership, Leadership Development Program, October 1995,  
Greensboro, North Carolina. Scholarship recipient from the Southern Legislative Conference of the Council of State Governments, Atlanta, Georgia.

Program on Negotiation for Executives, Harvard Law School, April, 1999, Cambridge, Massachusetts.

Virginia Executive Institute, April-June 1986.

## **BAR MEMBERSHIP AND PROFESSIONAL ASSOCIATIONS:**

Admitted to practice before the Virginia Supreme Court, October 1973; the Virginia Federal District Court, Eastern Division, April 1975; the United States Court of Appeals, Fourth Circuit, October 1980; and the Supreme Court of the United States, March 1982. Licensed to practice in the State of North Carolina, 1994.

Commissioner, National Commission on Uniformity of State Laws, 1988 to 2008, appointed Life Member 2009. Drafting Committee on Uniform Certificate of Title Law (Automobiles), 2002-2004, (Vessels) Chairman, 2009-2011. Study and Drafting Committee on Human Trafficking, 2010 to present. Study Committee on Firearms Information, 2013 to present.

Virginia Code Commission and Legislative Support Commission, 1988 to 2011. Acting Registrar of Regulations from 1995 to July 1, 1998. Six year term appointment 2011.

Member, Virginia Freedom of Information Advisory Council, 2000 to 2011.

Executive Committee of the Research and Committee Staff Section of NCSL, 2004 to 2007. Chairman-2008.

State Income and Business Taxation Committee, National Tax Association-Tax Institute of America, 1981-1985.

Richmond Bar Association; Virginia Bar Association, Administrative Law Section.

## **BOARD MEMBERSHIP:**

Board of Directors, Lewis Ginter Recreation Association (1984-1988); Vice-President 1986; President 1987.

Founding Director, The Commonwealth Bank (1984-1994). Instrumental in the development of a new Richmond bank. In 2003, Commonwealth Bank was acquired by First Community Bank of Bluefield. Member of the Advisory Board, First Community Bank of Bluefield 1994-2008.

Board of Directors, Virginia Sports Hall of Fame, Portsmouth, Virginia, 2011 to present. Athletic Board, Benedictine High School, Stuart Avenue, Richmond, Virginia, 1995 to 1998.

## **PERSONAL DATA:**

Place and date of birth - Salisbury, North Carolina, May 24, 1946.

Military Service - Captain, U.S. Army Reserves, Honorably Discharged, 1983.

Religious Affiliation - Member, Christ Lutheran Church. Member of Church Council (1979-82) Re-elected 1995-97; Chairman, Transition Committee (1979-1981); Chairman, Five-Year Planning Committee (1982-1984); Member, Finance Committee; Chairman, Budget Advisory Committee (2001-2006).

Marital Status - married Linda S. Cronk, 1977. Two children, Natalee B. Miller, born 1978; Esson M. Miller III, born 1981. Four grandchildren, Sam Rinica, 2010, Carter Rinica, 2012, Pyper Miller, 2015, LeeLin Miller, 2019.

# Richmond Public Library Board

## Vacancy Chart

*As of*  
May 10, 2020

The Library Board shall consist of nine (9) members who shall be qualified voters of the City appointed by the City Council for terms of four (4) years, commencing July 1 of the year of appointment.

(Assigned to the Governmental Operations Standing Committee)

<b>Member</b>	<b>Patron</b>	<b>Expiration Date</b>	<b>Eligible for Reappoint.</b>	<b>Interested in Reappoint.</b>	<b>Qualification</b>
Kevin Butterfield	All members of Council	06/30/2022	No	Resigned	Must Reside - Qualified voter

**Contact:**

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