

City Personnel Board

Vacancy Chart *as of* *February 9, 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)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Joshua Mathews-Ailsworth	All members of Council	01/10/2020	Yes	No	Resident of City
Betty Squire	All members of Council	01/10/2020	Yes	Application Included	Resident of City
Charlene Beth Brinson	All members of Council	01/28/2023	No	Resigned	Classified Employee Representative
Vivian Hiedemann	All members of Council	07/08/2019	No	-	Resident of City
Jessie Bell	All members of Council	06/10/2019	No	-	Resident of City
Chrison Ratliff	All members of Council	06/28/2019	No	-	Resident of City

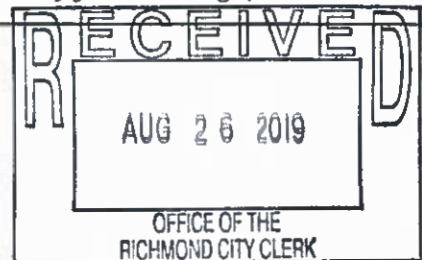
Contact:
 Veronica Kenner
 Human Resources Consultant
 Department of Human Resources
 804-646-5862
 Veronica.kenner@richmondgov.com



City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment 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: <input type="checkbox"/>	
Last Name: Squire	First Name: Betty
Home Street Address: 1600 N. 27th St	Home Telephone: 804/225-8331
Home City, Zip Code: Richmond, VA 23223	Home Fax: —
Personal E-Mail Address: bett1705@aol.com	
Employer: Retired	
Job Title:	How Long?
Business Street Address: NA	Business Telephone: NA
Business City, Zip Code:	Business Fax:
Business E-Mail Address:	
Is your place of employment located in the city of Richmond? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county? NA	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 7B Number of years? 36	
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. NA	
Signature: Betty L Squire	Date: 8/22/19
(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.

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



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: 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: Adeeb	First Name: Lorraine
Home Street Address: 2845 Wighton Dr	Home Telephone: (804) 389-2477
Home City, Zip Code: Richmond, VA 23235	Home Fax: N/A
Personal E-Mail Address: aliandadam2015@gmail.com	
Employer: City of Petersburg, VA	
Job Title: HR Consultant (former Director)	How Long? 5 YR
Business Street Address: work from home	Business Telephone: (804) 460-7117
Business City, Zip Code: _____	Business Fax: _____
Business E-Mail Address: ladeeb@petersburg-va.org	
Is your place of employment located in the city of Richmond? Yes <input type="checkbox"/> No <input checked="" 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? 4 Number of years? 20	
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: Former Deputy Director of HR Department in the City of Richmond. Employed with the City of Richmond for eighteen (18) years, currently Retired. Strongly possess of HR experience in a full range of HR programs + services.	

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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: N/A
Date(s) Served: _____ Office(s) Held: _____

Entity: N/A
Date(s) Served: _____ Office(s) Held: _____

Entity: N/A
Date(s) Served: _____ Office(s) Held: _____

Other community involvement:

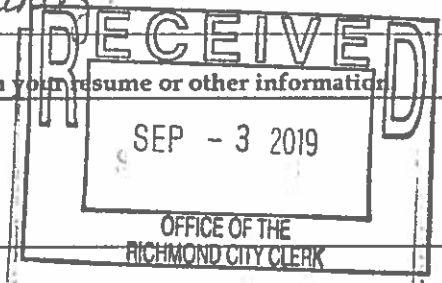
Member of Alpha Kappa Alpha sorority for forty-three (43) years. Active in the Phi Eta Omega Chapter in Richmond, VA.

Member of Muslim Women United of Richmond, VA for fifteen (15) years. A community based organization (501c) that serves the women + children in the Muslim community.

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?

Recommended to apply for appointment by employee in the HR department.

Signature: Karraine Adams

Date: 9/2/2019

(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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LORRAINE ADEEB
2845 WIGHTON DRIVE
RICHMOND, VIRGINIA 23235
(804) 389-2477 - cell

SUMMARY OF QUALIFICATIONS

Thirty years' experience in local government as a Human Resources Director/Manager responsible for the delivery of a full range of strategic Human Resource programs and services. Demonstrated visionary leader able to plan, develop and implement new strategic approaches and systems in a cooperative and collaborative customer friendly environment.

PROFESSIONAL EXPERIENCE

Management/Operations

- Management responsibility for the Personnel/Policy Administration, Training/Employee Development, Benefits Administration, Labor Relations/Employee Relations, Recruitment/Selection, Classification/Compensation, Information Systems (Oracle) and Budget Management in the Department of Human Resources.
- Manage/supervise professional and support staff involved in all HR operations and activities.
- Plan and organize operational portfolio team tasks and projects. Assign, supervise and evaluate the work of staff in multiple city departments. Develop and coordinate inter-departmental initiatives (training, recruitment, classification etc).
- Negotiate and integrate the role of human resources programs in agency functions. Identify strategic approaches to departments/agencies in resolving operational problems and identifying opportunities. Proactively advise departments of potential issues and challenges.

Budget Management

- Prepare and administer HR annual budget of \$3.38 million which includes personnel services for 39 employees and an operating budget which includes HR program expenses, supplies and equipment, citywide employee medical services, citywide recruitment expenses and a citywide Learning Management System.
- Oversee HR non-departmental annual budget for employee health insurance (\$46M); dental insurance (\$1.3M); voluntary benefits; employee medical services (\$180k) and VEC payments (\$300k).

Benefits Administration

- Manage professional staff responsible for a full complement of employee benefits – health insurance, dental insurance, deferred compensation, voluntary benefits (flexible spending accounts). Supervise implementation of citywide Wellness programs and the annual Wellness budget of \$100k.
- Participate in the Request For Proposal (RFP) employee benefits contract for employee health and dental insurance plans, voluntary benefits plan and employee medical services. Negotiate the contract cost, program services and requirements.
- Coordinate the Affordable Healthcare Act (ACA) implementation. Participate in the program planning to ensure citywide compliance.

Employee Relations/Labor Relations

- Serve as the Chief advisor and strategic partner to Department Directors, management staff and union representatives on employee relations issues which include conflict resolution, grievance avoidance, disciplinary actions, EEO requirements, discrimination complaints, union contract violations/compliance and other employment issues.
- Serve as the Co-Chair on the Labor/Management Council and Labor Relations Officer for a department of 1,000 plus employees represented by several different union locals.
- Serve as the Step II Hearing Officer on grievance matters. Confer with Union on contract violations and appropriate grievance resolutions.
- Supervise investigation teams on complaints of discrimination and alleged workplace wrongdoing. Prepare detailed investigation reports and analysis; make recommendations to executive staff on appropriate resolutions.
- Facilitate counseling sessions on teambuilding, supervisory and peer relationship building. Manage the city's and respective department's grievance process including mediation and resolution.

Policy Administration/ Interpretation

- Serve as the chief advisor to the respective Department executive and management staff on federal, state and local employment laws and regulations (ADA, FMLA, EEO/AA, Performance Management, Title VII, and Anti-Harassment).
- Interpret complex citywide Personnel Rules, Administrative Regulations, Substance Abuse Policy, contract guidelines and other HR policies and procedures. Make sound recommendations to the management staff based upon relevant facts.
- Research and review applicable laws and regulations. Develop policy and procedure guidelines, rule/regulation revisions and memoranda. Serve as chief policy advisor to the Chief Administrative Officer and the Personnel Board on grievance matters.

Training/Staff Development

- Design and conduct training sessions to various classes of employees on all human resource policy issues, EEO laws and regulations, recruitment, staff development subjects (effective communication, interviewing, team building, performance management, etc).
- Conduct training sessions in external organizations (Virginia State University); guest presenter/lecturer at Virginia Commonwealth University and Bryant Stratton College.
- Confer with managers and supervisors for appropriate training and staff development subject matters. Coordinate with outside vendors for in-house training workshops.
- Member of the department's executive Leadership Team to develop department mission, vision and goals.

Talent Management/Recruitment/Selection

- Provide guidance and assistance to department/agency staff on recruitment and selection processes. Prepare job vacancy announcements; determine appropriate placement of advertisements in newspapers, professional journals, internet web-sites. Participate in and facilitate interview panels for executive staff.
- Prepare candidate review and selection instruments. Evaluate applicant qualifications by utilizing prescribed knowledge/skills/abilities (KSA's) consistent with position requirements.
- Conduct recruitment searches for executive staff and hard-to-recruit positions. Prepare executive recruitment brochures and screening devices. Negotiate candidate relocation package. Research executive staff benefits and prepare recommendations for policy changes and adjustments.

Classification/Compensation

- Team member on citywide class/compensation study. Facilitate employee focus groups on preparation of job study questionnaires and employee input. Provide expertise on position competencies and descriptors.
- Conduct complex classification and compensation studies. Research and analyze industry and market data for comparable positions in an assortment of classes. Prepare management position description packages for classification reviews and upgrades.
- Develop and implement succession planning and career development programs for hard-to-recruit/retain positions.
- Maintain position control and reconcile positions to budgeted/non-budgeted positions. Review and evaluate staffing plans and organizational charts for respective divisions. Prepare new job descriptions based on organizational changes and position review.

Human Resource Information System (HRIS)

- Supervise the HRIS functions which include the citywide Oracle based HRMS module, Employee Self-Serve, Benefits, Performance Management, and Oracle Learning Management.
- Manage professional staff responsible for the citywide Learning Management System (Wavelength); Records Center Document Imaging program; and the Applicant Tracking System (NEOGOV).

WORK HISTORY

Director/Human Resources City of Petersburg/Department of Human Resources	8/2014 – 1/2017
Deputy Director/Human Resources City of Richmond/Department of Human Resources	4/2007 – 7/2014
Interim Director/Human Resources City of Richmond/Department of Human Resources	2/2013 – 12/2013
HR Division Chief City of Richmond/Police Department	11/2005 – 4/2007
HR Consultant/Supervisor & Agency HR Manager City of Richmond/Department of Human Resources	9/1996 – 11/2005
HR Director (various NYC Agencies) City of New York, NY	1985 - 1994

EDUCATION

Hampton University/Hampton, Virginia - Bachelor of Science/Business Management
University of Virginia, Charlottesville - Leading, Educating And Developing (LEAD) Program



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

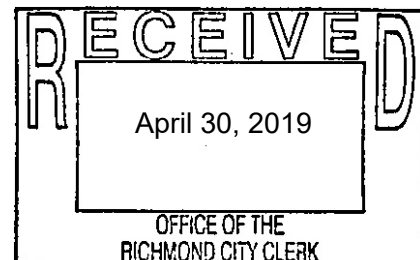
I am a member of Golden Key International Honor Society, and a member of Alpha Chi Honor Society. I received my diploma from Faith Landmark Bible Institute, June 2015, received Certificate of Ordination from Faith Landmark Bible Institute, May 2015. I am also a member of Zeta Phi Beta Sorority, Incorporated; 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.

(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.

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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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: *Samuel T Towell*

Home Address: *002811 E BROAD ST RICHMOND VA 23223*

Home Telephone: *8045131234* Home Fax: _____

Personal E-Mail Address: *stowell00@hotmail.com*

Employer: *Office of the Attorney General of Virginia*

Job Title: *Deputy Attorney General for Civil Litigation* How Long? _____

Business Address: *000202 N NINTH ST Barb RICHMOND VA 23219*

Business Telephone: *8047866731* Ext: _____ Business Fax: *8043712087*

Business E-Mail Address *stowell@oag.state.va.us*

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? *7* Number of Years? *41*

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.

No

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

As the Deputy Attorney General for Civil Litigation, I manage over 100 attorneys and non-attorneys in public employment. Part of my responsibility is to oversee the Employment Law Unit, which is charged with handling all state grievance matters appealed through the judicial system. Accordingly, I am familiar with the challenges and goals of my own publicly employed team as well as the panoply of issues that can arise through the grievance process across the entire Commonwealth. As a result, I am particularly well-situated to evaluate claims, ensure the due process of all participants, and assist with written findings of fact sufficient to support the Board's ultimate determination.

I have a B.S. in Engineering from the Massachusetts Institute of Technology with a minor in Economics and a J.D. from the University of Virginia School of Law. I have worked in the private sector with McGuireWoods LLP and Williams Mullen, P.C., as well as in the Office of the Governor as a Deputy Secretary and as a judicial clerk in the federal and state systems with the U.S. Court of Appeals for the Fourth Circuit and the Supreme Court of Virginia.

I was born and raised in the City of Richmond. My parents were founding members of the Carillon Civic Association, which in 2016 was recognized for its significant history of Civil Rights activism by being named an historic district on the V

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served

10/16/2019



Authorities, Boards, Commissions and Task Forces Application

on. Please give date(s) and office(s) held, if applicable.

None.

Other Community Involvement:

Virginia Code Commission (Attorney General's representative; Executive Committee); John Marshall Inn of Court (Vice President); Virginia Bar Association; Richmond Bar Association; Federal Bar Association (Richmond Chapter);

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

EXPERIENCE:

Office of the Attorney General, Richmond, Virginia

Deputy Attorney General for Civil Litigation, January 2017–Present

- *Lead the Civil Litigation Division, comprising over 100 attorneys and staff in the Trial, Consumer Protection, Health Professions, Financial Recovery, Human Rights, and Insurance & Utility Regulatory Sections as a member of the Attorney General's Senior Staff*
- *Manage the majority of the Commonwealth's affirmative and defensive civil litigation portfolio defending state agencies and personnel; prosecuting deceptive business practices, antitrust concerns, civil rights violations, debt recoveries, and medical license issues; and representing ratepayers as consumer counsel before the State Corporation Commission*
- *Maintain a caseload of matters in federal and state trial and appellate courts, including mandamus actions, administrative appeals, constitutional claims, temporary restraining orders, and declaratory judgment actions*

Office of the Governor, Richmond, Virginia

Deputy Secretary of Agriculture & Forestry, November 2014–January 2017

- *Focused on the economic development of two of Virginia's largest private industries: agriculture and forestry*
- *Oversaw the operations, budgets, and policy development of the Department of Agriculture and Consumer Services, the Department of Forestry, and the Virginia Racing Commission*
- *Managed the secretariat's legislation before the legislature and regulations within the administrative process*
- *Assisted the Policy Office with the review of enrolled bills and special projects*

McGuireWoods LLP, Richmond, Virginia

Litigation Attorney, August 2012–November 2014

- *Litigated complex product liability and toxic tort matters in federal and state courts nationwide*
- *Maintained a portfolio of insurance defense matters throughout Virginia*

Williams Mullen P.C., Richmond, Virginia

Litigation Attorney, September 2006–July 2011

- *Specialized in commercial trial and appellate litigation in Virginia's state and federal courts*
- *Seconded to the legal department of one of the largest private corporations in the United States in 2010*

Office of the Governor, Richmond, Virginia

Special Assistant to the Governor, January 2002–August 2002

- *Assisted the Secretary of Finance with the departments of Planning & Budget, Taxation, Accounts, and the Treasury*

J.P. Morgan & Co., New York, New York

Investment Banking Analyst, July 2000–August 2001

- *Worked in the Consumer Products Group focusing on industry coverage and mergers and acquisitions*

CLERKSHIPS:
10/16/2019



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

- U.S. Court of Appeals for the Fourth Circuit, Judge Barbara Milano Keenan, July 2011–July 2012
- Supreme Court of Virginia, Justice Barbara Milano Keenan, August 2005–August 2006

EDUCATION:

University of Virginia School of Law, Charlottesville, Virginia
J.D., 2005

- Senior Legal Fellow, Office of the Governor of Virginia
- Politics & Policy Editor, Journal of Law & Politics
- Third-Year Practice Attorney, Office of the Commonwealth's Attorney for the City of Richmond
- Law Clerk, Office of the U.S. Attorney for the Western District of Virginia (Charlottesville)

Massachusetts Institute of Technology, Cambridge, Massachusetts

B.S. in Mechanical Engineering (Pi Tau Sigma)/Minor in Economics, 2000 (Samuel H. Maslak Scholar)

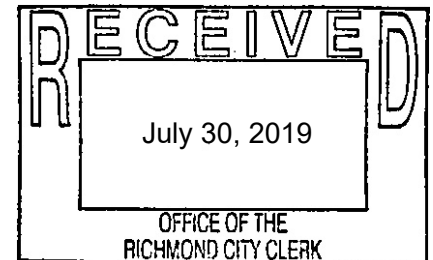
- Visiting Student, Magdalen College, Oxford University

OTHER:

AV – Preeminent (Martindale-Hubbell); Virginia Code Commission (Attorney General's representative; Executive Committee); John Marshall Inn of Court (Vice President); Virginia Bar Association (Sandra P. Thompson Award); Richmond Bar Association; Federal Bar Association (Richmond Chapter); Virginia Executive Insti

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Cynthia V. Bailey



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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: _____
Name: *carletta p wilson*
Home Address: 001414 WINCHELL ST RICHMOND VA 23231
Home Telephone: 8042222672 Home Fax: _____
Personal E-Mail Address: carlettapittman@cs.com
Employer: Virginia Commonwealth University
Job Title: Office Manager How Long? 22
Business Address: 001300 W BROAD ST RICHMOND VA 23284
Business Telephone: 804-828-4045 Ext: _____ Business Fax: _____
Business E-Mail Address: cdpittma@vcu.edu
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? 7 Number of Years? 43

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:

Back up Personnel Administrator for VCU Athletics

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.

Bachelor of Arts in Liberal Arts, August 201
Paralegal Certificate, May 2017
SHRM-CP certification 2018

Other Community Involvement:

Commonwealth of Virginia Special Education Advisory Committee - 2006-2010
Richmond Public Schools Strategic Planning Team - 2010-2011
Richmond Public Special Education Advisory Committee - 2003 -2010 (President from 2005-2010)
Surrogate Parent - Richmond Public Schools (appointed 2007) Term 2007 -2012



City of Richmond, Virginia
City Council

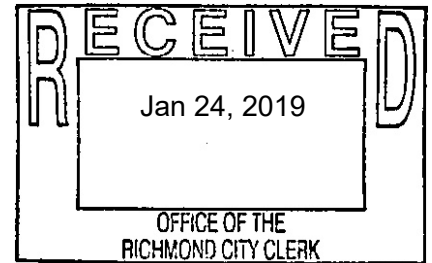
Authorities, Boards, Commissions and Task Forces Application

Alternative Assessment Task force for Richmond Public Schools Department of Exceptional Education - 2008
ADA Subcommittee for the Richmond School Board, 2005
Graduate of Partners in Policymaking: Virginia Board for People with Disabilities- 2005

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

Volunteer Income Tax Assistance (VITA): Internal Revenue Service- tax preparer

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Richmond Retirement System Board of Trustees

Vacancy Chart

as of
February 9, 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)

Member	Appointing Authority	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Nancy Leake	All members of Council	11/22/2019	Yes	Contacted	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

Sister Cities Commission

Vacancy Chart

as of

February 9, 2020

The commission shall consist of thirteen (13) members, of whom at least one shall be a member of Council. The members shall be appointed by City Council. Members appointed to the commission shall either reside or work in the city of Richmond.

(Assigned to the Governmental Operations Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Caroline Blake	All members of Council	09/09/2021	No	Resigned	Reside or work in the city
Stacy Henry	All members of Council	09/26/2020	No	Resigned	Reside or work in the city

Contact:

Thomas A. Lisk - Chair

(804)355-5678 (h)

tlisk@eckertseamans.com



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

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

SISTER CITIES COMMISSION

Title: *Ms*

Name: *Ashley Burton*

Home Address: *003921 WAKEFIELD ROAD RICHMOND VA 23235*

Home Telephone: *8045641431* Home Fax: _____

Personal E-Mail Address: *ashleydow@gmail.com*

Employer: *Virgnina Commonwealth University*

Job Title: *Director of Alumni Events* How Long? *10*

Business Address: *111 NORTH 4TH STREET RICHMOND VA 23284*

Business Telephone: *8048287162* Ext: _____ Business Fax: _____

Business E-Mail Address *aldburton@vcu.edu*

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? *5*

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.

Not that I am aware

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

I enjoy learning about other people and cultures and helping others discover unique aspects of cultures. I also love Richmond and like to show it off to friends when they travel through. I have lived abroad as a child (Iceland) lived with exchange students during university (Japan & France) and worked in Qatar for six years as an adult. I am skilled at working across cultures and displaying empathy. In my job, I have experience welcoming foreign visitors and delegations to VCU. I am also familiar with Sister Cities international from my time in high school when I was a member of a student exchange club.

*B.A. in Communication from Longwood University
Certificate in Event Management from the George Washington University School of Business
Certificate in International Protocol from the The Protocol School of Washington, Brussels
Licensed trainer by The Protocol School of Washington, DC to teach corporate etiquette and international protocol
Certified Special Event Professional, International Live Events Association*

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



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

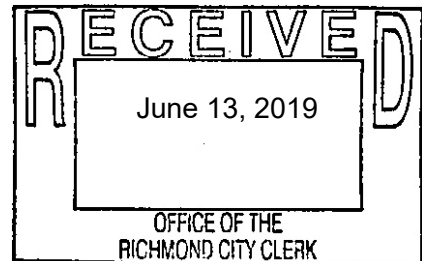
Other Community Involvement:

Volunteer, VCU Child Development Center

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

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

I sought it out online myself



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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)

SISTER CITIES COMMISSION

Title: _____
Name: *Jimmie L Jarvis*
Home Address: 001252 W MOORE ST RICHMOND VA 23220
Home Telephone: 8046515305 Home Fax: _____
Personal E-Mail Address: jimmie.jarvis@gmail.com
Employer: CodeBlue Technology, LLC
Job Title: Procurement Specialist How Long? 2
Business Address: 005000 MONUMENT AVE RICHMOND VA 23230
Business Telephone: 8042151010 Ext: _____ Business Fax: _____
Business E-Mail Address jjarvis@codebluetechnology.com
Is Your Place of Employment Located in the city of Richmond No
Is your Place of Employment Located in the County? Yes If Yes, Which County? Henrico
Are You A City Resident? Yes If Yes, Which City Council District? 2 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.

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

- ? *Maggie L. Walker Governor's School for Government & International Studies - Class of 2010*
- ? *A high degree of knowledge and literacy regarding current events on the international stage.*
- ? *Experience traveling to such nations as Thailand, Burma, Turkey, among others.*
- ? *A deep interest in fostering cross-cultural relationships for the enrichment of the City of Richmond and its residents.*

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.

Other Community Involvement:

- ? *Carver Area Civic Improvement League - Officer At-Large*
- ? *CodeBlue Cares Foundation - Co-founder*
- ? *Richmond City Democratic Committee - 2nd Ward Chair*



Authorities, Boards, Commissions and Task Forces Application

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

*CodeBlue Technology, Richmond, Va — Procurement Specialist
July 2017 - Present*

Quote, deliver, and process inside sales of computer hardware, networking solutions, and IT services to residential, commercial, and governmental clients. Assist with operations management and inventory. Maintain relationships with current and prospective clients and develop new business opportunities.

*Teleperformance USA, Henrico, Va — P&C Insurance Agent
February 2017 - July 2017*

Contracted to service auto, renters, and valuable personal property insurance policies for members of a military-affiliated private insurer. Issued, adjusted, and cancelled policies for members in seventeen states.

*Selected Restaurants, Richmond, Va — Bartender
August 2013 - February 2017*

L'Apple, November 2016 - February 2017

On the Rox, January 2014 - January 2015

Aramark (VCU Chili's), August 2013 - August 2016

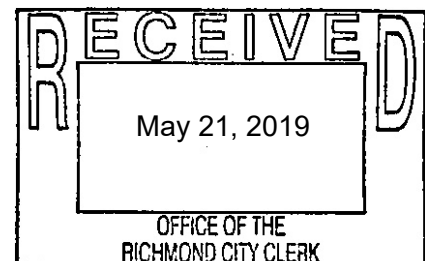
Responsible for providing a fun, safe customer experience while generating food and beverage sales. Also maintained facilities, ordered stock, and trained new staff, all in compliance with ABC laws.

*Partnership for Families, Richmond, Va — Child Care Aide
August 2010 - August 2013*

Taught dozens of Northside children ranging in age from 3 months to 5 years. Responsible for all daily needs including meals, activities, naps, diaper changes. Also taught reading, potty training, and conflict resolution. Two years as a full-time teacher for a class of eight 18-24 month old children.

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Public notice from the City Clerk's office



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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)

SISTER CITIES COMMISSION

Title: Mrs.
Name: Shirlna L Rhoades
Home Address: 004001 LITCHFIELD DRIVE 4001 CHESTERFIELD VA 23832
Home Telephone: (804)2473431 Home Fax:
Personal E-Mail Address: shirlrhoades@gmail.com
Employer: Richmond Public Schools
Job Title: Bilingual Parent and Community Liaison How Long?
Business Address: VA
Business Telephone: 804)780-5037 Ext: 125 Business Fax: (804)780-504
Business E-Mail Address srhoades@rvaschools.net
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? 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 been employed by Richmond City Public Schools since 1999, as a Spanish Teacher. In 2017, I was asked to join the office staff of George Wythe High School to serve as Bilingual Parent and Community Liaison. At this time George Wythe High School would be inheriting an ESL (English as Second Language) Program and was in need of assistance to service the student/parent population. I am passionate about serving the Latino Community and I have worked diligently to build a relationship with as many parents and students as possible. I have also partnered with OMA (Office of Multicultural Affairs) here in Richmond to implement a Community Service Opportunity for the students of George Wythe High School. It is my goal to assist the non-English speaking population of the city of Richmond, Virginia with not only learning English, but also becoming the most productive citizens possible. I not only teach Spanish/English, I also teach them to attract success by becoming who they want to be. I look forward to working with the City of Richmond to build relationships with Latin American cities and constituents around the world. As the Latin population of Richmond grows, it is imperative that we foster communication with our neighbors world-wide. I would be honored to serve in this capacity.

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.

N/A



Authorities, Boards, Commissions and Task Forces Application

Other Community Involvement:

I have volunteered for the Foreign Language Association of Virginia (FLAVA) as well as participated in multiple events over the years. I have also participated, along with many students, in the area "Qué Pasa Festivals"!

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

Shirl Rhoades
4001 Litchfield Dr.
Chesterfield VA 23832
(804)247-3431
shirlrhoades@gmail.com

CAREER OBJECTIVE

Bilingual Parent and Cultural Liaison/ Personnel/Teacher with 10+ years of experience working with Latin community of Richmond Public Schools and 21+ years of serving as a Spanish teacher for the city of Richmond VA. Possesses impeccable written and verbal communication skills in English and Spanish, and excellent interpersonal skills.

PROFESSIONAL EXPERIENCE

Richmond Public Schools, Richmond VA: John F. Kennedy High School, Huguenot High School, Elkhart Middle School, Armstrong High School, John Marshal High School, Capital City Program and George Wythe high School, February 1999 – present.

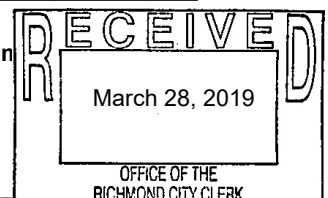
- Instruction of the Spanish language levels I, II, III, and IV in the classroom to students seeking to earn an advanced diploma.*
- Implementation of new and innovative methods to stimulate the learning process of high school students.*
- Translating documentation utilized in the school main offices, as well as communication from parents.*
- Translating and Interpreting in the school's main office on an as-needed basis.*

Additional Skills

Since 2007, Owner and Operating Officer of 123SPANISH, a local Spanish school, serving students age 2-64 by way of teaching them conversational Spanish. I actually began teaching Spanish and interpreting for the Latin community at age 13, where I was hired to provide this service for the Department of Parks and Recreation for my hometown of Dover, DE. I worked as a Teacher Assistant, for a summer program held at Delaware State University, helping the teacher to provide instruction for her entirely Hispanic class, as well as teaching English to said students, ranging from age 5-17. At that time, some of my students were older than me. This job lead to teaching English as a second language to the parents of those students a well. Since 2007, I have been Owner and Operating Officer of 123SPANISH, a local Spanish school, serving students age 2-64 by way of teaching them conversational Spanish.

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Nin Aseeys Ra-EI, Sister City Commissioner



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Authorities, Boards, Commissions and Task Forces Application

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

SISTER CITIES COMMISSION

Title:

Name:

Home Address:

Home Telephone: Home Fax:

Personal E-Mail Address:

Employer:

Job Title: How Long?

Business Address:

Business Telephone: Ext: Business Fax:

Business E-Mail Address

Is Your Place of Employment Located in the city of Richmond

Is your Place of Employment Located in the County? If Yes, Which County?

Are You A City Resident? 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?

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:

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.

Studied Japanese language and culture for three years at Howard University (2008-2011)

Was a part of a high school student exchange program, sponsored by AIG, at Princeton University. 100 American students lived and interacted with 100 Japanese students for two weeks on Princeton's main campus (Summer 2008)

Visited Tokyo, Japan with my immediate family (Summer 2017)

My maternal grandmother is Japanese and immigrated to the United States after WWII. I have been emerged in the culture my entire life.



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

Other Community Involvement:

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

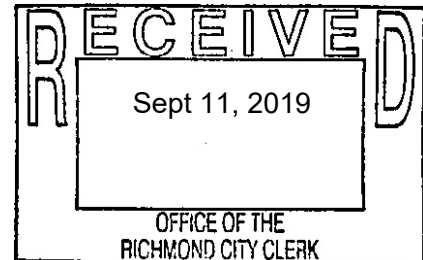
R.I.S.C. Advisory Board- Richmonders Involved to Strengthen our Communities (2018-current)

Richmond Hill- Past Board Member (2017-2018)

Urban Education (Masters Program)- Virginia Union University (Expected to graduate May 2020)

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

I look forward to the possibility of being commissioned and building an even stronger bond and bridg



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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)

SISTER CITIES COMMISSION

Title: _____
Name: *Nathan Thomson*
Home Address: 002421 PARK AVE RICHMOND VA 23220
Home Telephone: 8042748669 Home Fax: _____
Personal E-Mail Address: thomson.nh@gmail.com
Employer: Patient Services Inc.
Job Title: Associate, Government Relations How Long? _____
Business Address: 003104 E. BOUNDARY CT MIDLOTHIAN VA 23112
Business Telephone: 8042143312 Ext: _____ Business Fax: _____
Business E-Mail Address nthomson@uneedpsi.org
Is Your Place of Employment Located in the city of Richmond No
Is your Place of Employment Located in the County? Yes If Yes, Which County? Chesterfield
Are You A City Resident? Yes If Yes, Which City Council District? 1 Number of Years? 1

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:

*B.S. Communications, Radford University 2016
M.A. Political Science, Appalachian State University 2018
Internships with federal government in 2015-2017 (FS, BLM)
Community Service Chair, Delta Chi Fraternity, 2013-2015
Currently, GR Associate with experience in state and federal advocacy*

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.

Other Community Involvement:

I'm a member of River Road Baptist Church, Church Hill Ultimate Frisbee League, and the James River Association.



City of Richmond, Virginia
City Council

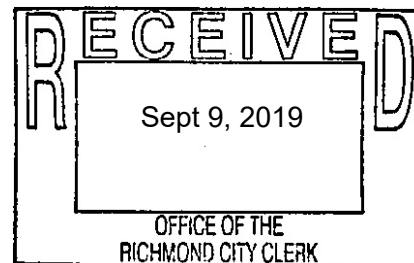
Authorities, Boards, Commissions and Task Forces Application

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

I am a native Richmonder who wants to give back to the community that has given me so much. Please find a more in-depth bio on my company's website @ <https://www.patientservicesinc.org/advocacy>

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

I received an email from Craig Bieber of Councilwoman Gray's office.



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