



# Education and Human Services Standing Committee

Boards & Commissions  
Vacancy Report

Thursday, July 12, 2018

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>
<b>Advisory Board of Recreation and Parks</b> (13 members) <a href="#">(page 2)</a>	7 <sup>th</sup> District resident (1 vacancy)	<i>No applications</i>
	Enrichmond Foundation nominee * (1 vacancy)	John Sydnor <a href="#">(reappointment, page 3)</a>
	Department of Parks, Recreation and Community Facilities staff representative (1 vacancy)	Christopher E. Frelke <a href="#">(page 4)</a>
<b>Aging and Disabilities Advisory Board</b> (9 members) <a href="#">(page 6)</a>	Attorney or paralegal (i) whose firm or office routinely represents or handles cases for senior citizens or persons with disabilities, (ii) who has experience addressing issues related to the Americans with Disabilities Act and (iii) who shall not be required to be a resident of or have a principal place of business in the city. (1 vacancy)	Melanie Lee <a href="#">(reappointment, page 7)</a>
<b>Community Policy and Management Team</b> (9 members) <a href="#">(page 8)</a>	A parent representative who receives or has received services for the representative's child or foster child through one or more of the agencies participating in the Community Policy and Management Team * (1 vacancy)	<i>No applications</i>
	A representative of a private organization located within the City that (i) serves children and families in the City, (ii) has a provider contract with the City's Comprehensive Services Act office, (iii) is in compliance with its provider contract and (iv) is properly licensed by the Commonwealth as a provider of services to children and families * (1 vacancy)	Erica Mann <a href="#">(page 9)</a>

\* Applicants must either reside or work in the city.

# Advisory Board of Recreation and Parks

## Vacancy Chart

*as of*

November 12, 2018

The Advisory Board of Recreation and Parks shall consist of 13 members. All members are appointed by motion of City Council. One member shall be nominated by the Board of Directors of the Monroe Park Conservancy to represent the conservancy, one member shall be nominated by the Board of Directors of the Maymont Foundation to represent the foundation, and one member shall be nominated by the Board of Directors of the EnRichmond Foundation to represent the foundation. One member shall be selected from the staff of the city's Department of Parks, Recreation and Community Facilities. One member shall be selected from each of the nine Councilmanic Districts of the City, with each such member to be a resident of the Councilmanic District nominated by the Council member representing such Councilmanic District; provided, however, that should the Council member representing such Councilmanic District fail to nominate a resident of the Councilmanic District within 90 days of a vacancy, whether created by the expiration of a term or otherwise, in the seat assigned to that Councilmanic District, any Council member may nominate a resident of any Councilmanic District to fill such vacancy.

*(Assigned to the Education and Human Services 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>
Adam Clevenger	All members of Council	04/23/2018	Yes	Resigned	7 <sup>th</sup> District resident
John Sydnor	All members of Council	10/24/2017	Yes	Application included	EnRichmond Foundation representative
Norman Merrifield	All members of Council	05/22/2011	No	-	Department of Parks, Recreation and Community Facilities staff representative

### Contact:

Wanda Marable, Executive Assistant  
Parks, Recreation and Community Facilities  
804-646-1128 (o)  
[Wanda.marable@richmondgov.com](mailto:Wanda.marable@richmondgov.com)





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

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

**ADVISORY BOARD OF RECREATION AND PARKS**

Title: \_\_\_\_\_  
Name: *Christopher E Frelke*  
Home Address: 006722 STUART AVE RICHMOND VA 23226  
Home Telephone: 804-646-3399 Home Fax: \_\_\_\_\_  
Personal E-Mail Address: Christopher.Frelke@richmondgov.com  
Employer: City of Richmond  
Job Title: Director of Parks, Recreation and Community Facilities How Long? \_\_\_\_\_  
Business Address: 001209 ADMIRAL ST. RICHMOND VA 23220  
Business Telephone: 804-646-3399 Ext: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
Business E-Mail Address Christopher.Frelke@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? 1 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 Director of Parks and Recreation I work with this Board to help further the mission of our organization*

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 Employee*

Other Community Involvement:

*Board member of Monroe Park Conservancy and Maymount*

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

*Was made aware by the Commission office that we had not updated this Vacancy with my hire*

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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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# Aging and Disabilities Advisory Board

## Vacancy Chart

*as of*

November 12, 2018

The Board shall be composed of nine (9) members nominated and appointed by the Council.

Of the nine members:

- A. One member shall be a representative of the business community with primary residence or principal place of business located within the city of Richmond,
- B. Two members shall be residents of the city who are persons with disabilities,
- C. Two members shall be residents of the city who are senior citizens,
- D. One member shall be either a member of the Council or a City employee,
- E. One member shall be a resident of the city who is a caregiver of at least one person with a disability,
- F. One member shall be a caregiver of at least one senior citizen and
- G. One member shall be either an attorney or paralegal (i) whose firm or office routinely represents or handles cases for senior citizens or persons with disabilities, (ii) who has experience addressing issues related to the American with Disabilities Act and (iii) who shall not be required to be a resident of or have a principal place of business in the city.

*This board has not yet been assigned to a 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>
Melanie Lee	All members of Council	11/10/2018	Yes	Application included	G

### Contact:

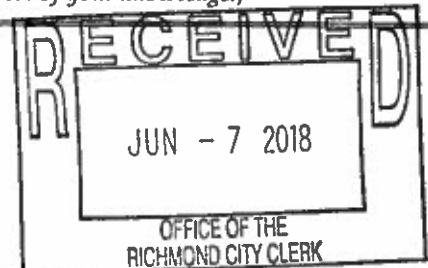
Pearl Langhorne  
Administrative Program Support Assistant  
Human Services  
900 East Broad Street  
Richmond, Va. 23219  
[Pearl.langhorne@richmondgov.com](mailto:Pearl.langhorne@richmondgov.com)  
804-646-5823 (o)



**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: <i>Aging and Disabilities Board</i>	
Title: Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: <i>Lee</i>	First Name: <i>Melanie</i>
Home Street Address: <i>2190brien Rd</i>	Home Telephone: <i>804-308-9072</i>
Home City, Zip Code: <i>Richmond VA 23227</i>	Home Fax:
Personal E-Mail Address: <i>melanielee@mllelaw.com</i>	
Employer: <i>Lee Law office</i>	
Job Title: <i>Owner</i>	How Long? <i>14</i>
Business Street Address: <i>1809 W. Main st.</i>	Business Telephone:
Business City, Zip Code: <i>Richmond VA 23220</i>	Business Fax:
Business E-Mail Address: <i>same</i>	
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.	
Signature: <i>Melanie M. Lee</i>	Date: <i>6/7/18</i>
<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.

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  
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# Community Policy and Management Team

## Vacancy Chart

*As of*  
November 12, 2018

The Commission shall consist of the following members as set forth in section 2.2-5205 of the Code of Virginia, (1950), as amended:

- a. Director of Social Services.
- b. Chief Executive Officer of the Richmond Behavioral Health Authority.
- c. Director of Thirteenth District Court Services Unit.
- d. Director of the Richmond City Health District.
- e. Director of Justice Services.
- f. Superintendent of Public Schools.
- g. A parent representative who receives or has received services for the representative's child or foster child through one or more of the agencies participating in the Community Policy and Management Team.
- h. A representative of a private organization located within the City that (i) serves children and families in the City, (ii) has a provider contract with the City's Comprehensive Services Act office, (iii) is in compliance with its provider contract and (iv) is properly licensed by the Commonwealth as a provider of services to children and families. If this representative's organization fails to remain in good standing pursuant to its contract with the City's Comprehensive Services Act office, then the representative's seat on the team will become vacant immediately upon the occurrence of such failure, and the Council will appoint a new representative from a different eligible organization.
- i. An elected official or an appointed official or the designee thereof from the City Council.

*(Assigned to the Education and Human Services 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>
Harley Tomey	All members of Council	07/01/2018	No	-	(g)
Nancy Toscano	All members of Council	07/01/2018	No	-	(h)

**Contact:**

Patricia Wallace  
CSA Program Administrative Support  
804-646-3302 (o)  
[Patricia.wallace@richmondgov.com](mailto:Patricia.wallace@richmondgov.com)

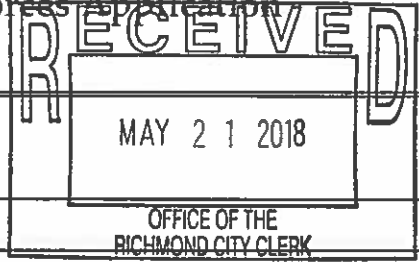




City of Richmond, Virginia  
City Council

Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)



Name of Authority, Board, Commission or Task Force: Richmond CPMT	
Title: Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: Mann	First Name: Erica
Home Street Address: 10417 Mountain Glen Parkway	Home Telephone: 804-921-2714
Home City, Zip Code: Glen Allen, VA 23060	Home Fax: NA
Personal E-Mail Address: ericacaldwell@hotmail.com	
Employer: UMFS	
Job Title: Regional Director	How Long? 15 Years
Business Street Address: 3900 W Broad St	Business Telephone: 804-353-4461 X1440
Business City, Zip Code: Richmond VA 23230	Business Fax: 804-355-4157
Business E-Mail Address: emann@umfs.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 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.	
Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force: For the last 15 years, I have worked at UMFS in our community-based programs, to include programs such as Treatment Foster Care, In-Home Services, Adoption, Intensive Care Coordination, Family Support Partners, and TTS in the school. With these programs, I have collaborated with the wide array of Richmond City children, families, and employees in multiple systems. These programs have allowed me to hear the needs of the Richmond community and improve our services to ensure families are successful. I have executed our strategic plan by developing processes and metrics with my teams to implement our short-term and long-term strategic goals to include social impact, improving our culture and staff satisfaction, improving our financial health, and improving the quality of our services. I am responsible for managing all community-based budgets, staffing, and programming for the Richmond area and the Fredericksburg area. I am an active part of system collaboration for new services, such as developing an integrated health program with Bon Secours and partnering with EBA to start a Functional Family Therapy Program in Fredericksburg. These programs have required more	

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City of Richmond, Virginia  
City Council

Authorities, Boards, Commissions and Task Forces Application

continuous feedback with our partners to better understand their system and create sustainable, change management strategies. I have also been a part of smaller pilots aimed at system's change within the Richmond community, such as 30 Days to Family, to help foster youth connect with relatives within 30 days of entering care and Grief Camp, a partnership with Comfort Zone Camp to help foster youth grieve their losses of being removed from their birth family.

I received an MA in Psychology from the College of William and Mary and went on to receive an MSW from VCU. I received my LCSW in 2007. Other experiences include a graduate from the Emerging Leaders Program 2014, and the Executive Leadership Program with the Alliance 2017-2018.

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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: Richmond City FAPT

Date(s) Served: 2011-2017 Office(s) Held: Private Provider Rep

Entity: Central Region Systems of Care Steering Committee

Date(s) Served: 2014-current Office(s) Held: \_\_\_\_\_

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

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

Other community involvement:

I have been running grief groups for Full Circle since 2009, which serves the Richmond-Metro area. From 2014-2016, I served on multiple committees to support Non-Profit Learning Point, that supports all non-profits in the area. I am currently an active PTA member for Henrico County.

OPTIONAL

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

As mentioned above, I have participated in and helped to oversee the Central Region Systems of Care Grant in partnership with Richmond City CSA and CSB since 2014. This grant is a public-private partnership with Richmond and several surrounding counties to better support family voice, cultivate the Family Support Partner Service in our region, and improve our Systems of Care model in our region. This grant team received the Precious Medal Award in 2015 by OCS. We were able to renew this grant and I continue to oversee and actively support this grant. In addition, we have partnered with RBHA to provide Family Support Partners for the CREST program for the whole region.

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?

VCOPPA email

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

Signature: Erica Mann

Date: 5/21/18

*(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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