



# City of Richmond

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

## Meeting Minutes Organizational Development Standing Committee

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Monday, December 2, 2024

4:00 PM

Council Chamber, 2nd Floor - City Hall

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### Members Present

The Honorable Kristen Nye – Chair  
The Honorable Ann-Frances Lambert – Vice Chair  
The Honorable Andreas Addison – Member (late arrival)  
The Honorable Nicole Jones – Member  
The Honorable Katherine Jordan – Member  
The Honorable Stephanie Lynch – Member (early departure)  
The Honorable Cynthia Newbille – Member  
The Honorable Ellen Robertson – Member  
The Honorable Reva Trammell – Member

### Others in Attendance

Laura Drewry, City Attorney  
Susan McKenney, Senior Assistant City Attorney  
Candice Reid, City Clerk  
RJ Warren, Deputy City Clerk

### Call to Order

Chair Kristen Nye called the meeting to order at 4:53 p.m., and presided.

### Electronic Participation

Pursuant to Rule III(D)(4)(b) of Council's Rules of Procedure, Member Stephanie Lynch made a request to participate in the meeting via Microsoft Teams from the Hilton BNA Nashville Airport, due to work travel to Nashville, Tennessee, that prevented her physical attendance. The committee members present were required to adopt a motion to approve Member Lynch's participation in the meeting by electronic communication means if it appeared to the body that her request complied with Rule III(D) of Council's Rules of Procedure. A motion was solicited from those members physically assembled to approve Member Lynch's participation in the meeting by electronic communication means.

**Member Cynthia Newbille moved to allow Member Stephanie Lynch to participate in the meeting by electronic communication means. The motion was seconded and approved: Ayes 7, Jordan, Jones, Robertson, Trammell, Newbille, Lambert, Nye. Noes None.**

## Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, October 7, 2024 Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2024.357](#) October 7, 2024 - Organizational Development Meeting Minutes

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

### Cost-of-Living Adjustments Update

Chief Administrative Officer (CAO) Lincoln Saunders provided the committee with an update regarding plans to evaluate the wage compensation for the City Mayor. CAO Saunders informed the committee that the Department of Human Resources was currently conducting an analysis to determine a cost-of-living increase for the designated mayoral salary.

*President Kristen Nye stated that the anticipated goal is to increase the mayor's salary on July 1, 2025.*

### New Councilmember Orientation Update

*President Kristen Nye provided members with an update regarding the planned new Councilmember orientation scheduled to take place on Thursday, December 19, 2024.*

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

Pamela Nichols, Council Management Analyst, reviewed board vacancies for the committee's consideration.

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

[CD.2024.363](#) December 2, 2024 - Organizational Development Board Vacancy Report

**Vice Chair Ann-Frances Lambert moved to forward the following appointment application to Council with the recommendation to approve:**

Board of Commissioners of the Richmond Redevelopment and Housing Authority:  
Marika McCray

**The motion was seconded and approved: Ayes 8 Jordan, Jones, Robertson, Lynch, Trammell, Newbille, Lambert, Nye. Noes None. Addison had not yet arrived.**

## Reports of Standing Committees

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

## Paper(s) for Consideration

There were no papers for consideration.

## Discussion Item(s)

There were no discussion items.

*Member Andreas Addison arrived at 5:10 p.m., and was seated.*

## Closed Session

At 5:10 p.m., Member Cynthia Newbille moved that the Organizational Development Standing Committee go into a closed meeting pursuant to (i) subdivision (A)(1) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss and consider the appointment process to fill the position of a Council Chief of Staff and the salaries of certain Council appointees and (ii) subdivision (A)(8) of section 2.2-3711 of the Virginia Freedom of Information Act to consult with legal counsel employed by the Council regarding a City Auditor report on certain contractor charges requiring the provision of legal advice by such counsel.

The was motion seconded and unanimously approved.

*Member Stephanie Lynch left the meeting at 6:47 p.m.*

Member Cynthia Newbille motioned to exit closed session. The motion was seconded and approved: Ayes 8, Addison, Jordan, Jones, Robertson, Trammell, Newbille, Lambert, Nye. Noes None.

Members reconvened in open session at 6:49 p.m.

## Certification of Closed Meeting

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

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

NOW, THEREFORE,  
BE IT RESOLVED:

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

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

CERTIFYING:

Kristen M. Nye, Chair  
Ann-Frances Lambert Vice Chair  
Andreas D. Addison  
Nicole Jones  
Katherine A. Jordan  
Cynthia I. Newbille  
Ellen F. Robertson  
Reva M. Trammell

DECLINING TO CERTIFY:

### Adjournment

There being no further business, the meeting adjourned at 6:50 p.m.