



Board Name	Criteria for Appointment	Applicant Name
<b>Minority Business Enterprise and Emerging Small Business Advisory Board</b> (9 members) <a href="#">(page 24)</a>	Representative of a minority business enterprise * (2 vacancies)	Brittany Rawlinson – <i>Also an at-large resident of the city</i> <a href="#">(reappointment, page 25)</a> Janet West – <i>Also an at-large resident of the city</i> <a href="#">(page 26)</a>
	At-large resident of the city (1 vacancy)	Charlene Beth Brinson <a href="#">(page 28)</a> Tryfene Scott <a href="#">(reappointment, page 30)</a> Melody J. Short <a href="#">(page 31)</a> Kevin A. Starlings <a href="#">(page 33)</a> Jessica A. Weiss <a href="#">(page 35)</a>
	Section 3 contractor * (mayoral nominee, 1 vacancy)	<i>No nominees</i>
	Representative of a lender or business other than a minority business enterprise * (mayoral nominee, 1 vacancy)	<i>No nominees</i>

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

# Economic Development Authority

## Vacancy Chart

*As of*  
May 13, 2018

The Economic Development Authority shall be governed by a board of directors in which all powers of the authority shall be vested and which board shall be composed of seven directors. (Code of Virginia § 15.2-4904)

Each Director of the Economic Development Authority shall be a resident of the City...Of the authority’s seven Directors, one shall be a member of the residential, commercial or mixed use development community, one shall be a member of the banking, lending or financial services community, one shall be a member of the Virginia State Bar, and one shall be a certified public accountant licensed by the State. The remaining Directors may but need not necessarily belong to one of the groups set forth in the previous sentence so long as their qualifications provide a positive benefit to the authority. (Code of the city of Richmond § 2-759)

(Assigned to the Finance & Economic Development 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>
Hossein Sadid	All members of Council	04/26/2018	Yes	Application included	Resident of the city
Nupa Agarwal	All members of Council	03/22/2018	Yes	Application included	Member of the Virginia State Bar
Richard Johnson	All members of Council	11/28/2017	Yes	Application included	Resident of the city who is a member of the residential, commercial or mixed use community

**Contact:**  
Sharon Kerrick, Director of Operation  
AdvanTech Building Economic Development Authority  
(804) 521 – 4002  
[Sharon.kerrick@richmondeda.org](mailto:Sharon.kerrick@richmondeda.org)



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

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

**ECONOMIC DEVELOPMENT AUTHORITY**

Title: \_\_\_\_\_

Name: *Matthew B Davey 170*

Home Address: 001709 E CLAY ST APT 505 RICHMOND VA 23223

Home Telephone: 8043386310 Home Fax: \_\_\_\_\_

Personal E-Mail Address: matthewbdavey@gmail.com

Employer: Davey Enterprises

Job Title: Owner 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  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? 33

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:

*Have owned and operated a small business in the city of Richmond for 8 yrs. Founded the Historic Shockoe Valley Foundation in 2014. Have traveled to over 100 cities in the U.S. researching economic development practices as well smart growth in historic districts. Have also traveled to over 6 countries in Europe, conducting similar research. Several of my friends and colleagues recommended that I apply for this position.*

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:

*Actively involved in any and all issue related to the Historic Shockoe Valley, actively involved in my political party, and regularly attend community and city council meetings.*



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.**

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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 tagged in a Facebook post.*

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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**

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

**ECONOMIC DEVELOPMENT AUTHORITY**

Title: \_\_\_\_\_  
Name: *Anthony M DeRuosi*  
Home Address: 000803 SPOTTSWOOD ROAD RICHMOND VA 23220  
Home Telephone: 8043593332 Home Fax: \_\_\_\_\_  
Personal E-Mail Address: amderuosi@aol.com  
Employer: AMD Advisor, LLC  
Job Title: \_\_\_\_\_ How Long? \_\_\_\_\_  
Business Address: 000803 SPOTTSWOOD RD 803 RICHMOND VA 23220  
Business Telephone: 8045645242 Ext: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
Business E-Mail Address amderuosi@aol.com  
Is Your Place of Employment Located in the city of Richmond  Yes  
Is your Place of Employment Located in the County?  Yes If Yes, Which County? \_\_\_\_\_  
Are You A City Resident?  Yes If Yes, Which City Council District? 5 Number of Years? 12

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:

*Bachelor of Science/MBA. Have successfully run businesses around the world for 30 years and have a successful small business*

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:

(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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*Board member RMHC*

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



City of Richmond, Virginia  
City Council

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

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

**ECONOMIC DEVELOPMENT AUTHORITY**

Title: \_\_\_\_\_

Name: *Terry C Frank 142*

Home Address: 001427 W LABURNUM AVE RICHMOND VA 23227

Home Telephone: 8043669183 Home Fax: \_\_\_\_\_

Personal E-Mail Address: terrycfrank@yahoo.com

Employer: Kaufman & Canoles

Job Title: Partner/lawyer How Long? 14

Business Address: 001021 E CARY ST 1400 RICHMOND VA 23219

Business Telephone: 804-771-5745 Ext: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business E-Mail Address tcfrank@kaufcan.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? 3 Number of Years? 14

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:

*BA Historic Preservation/ Mary Washington  
JD/ University of Richmond  
Practicing lawyer for 14 years with Kaufman & Canoles, P.C. first in commercial real estate and now in the financial services industry.*

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:

*Studio Two Three - Advisory Board*





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.**

*My artist husband and I have made Richmond our home and intend to raise our family here. I truly love this city and would like to use my skills to give back on some way.*

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

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

**ECONOMIC DEVELOPMENT AUTHORITY**

Title: *Mr.*

Name: *Nathan V Hughes*

Home Address: *001218 CLAREMONT AVE RICHMOND VA 23227*

Home Telephone: *804-349-1000* Home Fax:

Personal E-Mail Address: *nathan@sperityventures.com*

Employer: *Sperity Real Estate Ventures*

Job Title: *Principal Broker* How Long?

Business Address: *000215 E GRACE ST STE 100 RICHMOND VA 23219*

Business Telephone: *804-464-2898* Ext:  Business Fax: *804-545-5477*

Business E-Mail Address *nathan@sperityventures.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? *3* Number of Years? *11*

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:

*VCU - BS in Finance in 1998*  
*Started my career in Accounting/Finance, various bookkeeping and financial administration roles, with small businesses and international corporations.*  
*Shifted to commercial real estate brokerage in 2005, quickly becoming a partner at my firm and 2 years ago left to start my own firm here in the City. We specialize in restaurants, churches, and mixed use development. We are a small business working with big deals, and my experience working with viewpoints from both sides will help guide my work on the Economic Development Authority.*  
*I have been very involved in the REALTORS association, on the local, state, and national levels, currently serving on legislative committees on the local and national levels, and serving as a Director on the Board for the state and national levels. Commercial work and legislative work have been my focus on all levels at the 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.

*Served on the COMMISSION OF ARCHITECTURAL REVIEW from 2014-2017*



City of Richmond, Virginia  
City Council

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

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**Other Community Involvement:**

*Worked for years doing fundraising and event planning for Over the Edge at Special Olympics of Virginia. Was a founding board member of Social Media Club of Richmond, where I handled sponsorships, helped with programming, and anything else that needed to be done to put on educational, fully catered events for hundreds of attendees on a monthly basis.*

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

*My time on the Commission of Architectural Review was a great experience. You can talk to any of the members that served at the same time, and with the staff, to see that I pulled my weight there and did the work required. That is a commission with a heavy workload, and we got a lot accomplished over my 3+ years there. I enjoy using my background experience and expertise to help Richmond move forward. There will always be a lot of work on that front, and I look forward to doing more of it with the Economic Development Authority.*

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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?**

*Heard about the vacancy through Councilman Parker C. Agelasto's Facebook page. I have been encourage*

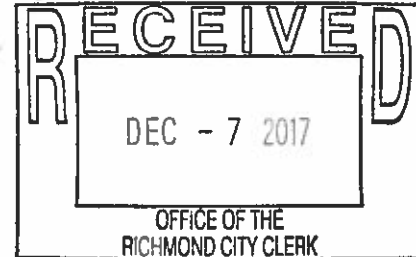
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**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

**RICHMOND ASSOCIATION OF  
REALTORS®**  
*Advancing Standards of Excellence in Real Estate*

December 5, 2017

Mr. Chris Hilbert  
Council President, Richmond City Council  
900 East Broad Street  
Richmond, VA 23219



RE: Letter of Recommendation for Nathan Hughes

President Hilbert:

On behalf of the Richmond Association of REALTORS®, it is my pleasure to recommend Nathan Hughes for the Richmond Economic Development Authority's Board of Directors.

Nathan has been a dedicated member of the Richmond Association of REALTORS® for over 10 years. He serves on multiple committees at the Association, including our Legislative Committee. As a Commercial REALTOR®, Nathan brings a unique perspective to our policy discussions and his expertise in retail businesses and property management make him an invaluable asset. And Nathan has a record of service on behalf of the City, having formerly served on the Commission on Architectural Review. Additionally, Nathan knows what it's like to be a business owner in Richmond and possesses a deep understanding of the City's business world.

But beyond his business expertise, perhaps what makes Nathan stand apart from his peers is his willingness to listen, learn, and lead. He is extraordinarily thoughtful in his decision-making process and hears out all sides equally before weighing in himself. Once he feels that all useful information has been shared, he does not hesitate to lead a group to a decision.

It is with these qualities in mind that I am pleased to offer RAR's endorsement of Nathan Hughes for appointment to the Richmond EDA Board of Directors. If you have any questions or need additional information, please feel free to contact me.

Sincerely,



Laura Lafayette  
Chief Executive Officer



8975 Three Chopt Road ♦ Richmond, Virginia 23229 ♦ Phone (804) 422-5000 ♦ Fax (804) 422-5088  
[www.RARealtors.com](http://www.RARealtors.com)





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

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

**ECONOMIC DEVELOPMENT AUTHORITY**

Title: \_\_\_\_\_

Name: **STEPHEN T ROBERTSON**

Home Address: 000328 ROSENEATH ROAD RICHMOND VA 23221

Home Telephone: 8045165213 Home Fax: \_\_\_\_\_

Personal E-Mail Address: stephen@blanchardscoffee.com

Employer: BLANCHARD'S COFFEE ROASTING CO.

Job Title: DIRECTOR OF MARKETING & SALES How Long? \_\_\_\_\_

Business Address: 001903 WESTWOOD AVE RICHMOND VA 23227

Business Telephone: 8045165213 Ext: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business E-Mail Address stephen@blanchardscoffee.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? 4

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:

*Bachelor of Music, George Mason University. Thirteen years building small business in Richmond City. Participant/Speaker for Good Ideas for Cities regional development program in Richmond. Richmond Chamber Icons Award finalist for small business. Ten years hands on experience helping new retail, cafe, & restaurant clients concept, design, build, & open new small businesses throughout Richmond City and surrounding counties, as well as throughout Virginia, Maryland, Washington, DC, North Carolina, and beyond.*

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.

*Good Ideas for Cities regional development project.*

Other Community Involvement:

*Regular volunteer with various organizations, including HandsOn RVA projects, and Tricycle.*



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.**

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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?**

*Another community active friend.*

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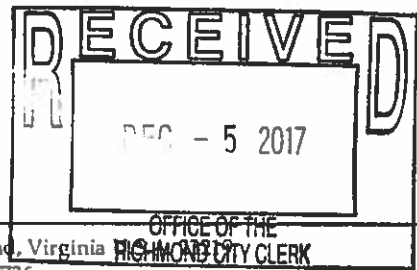


**City of Richmond, Virginia  
City Council  
Authorities, Boards, Commissions and Task Forces  
Reappointment Application**

(Please Print or Type)

<b>Name of Authority, Board, Commission or Task Force:</b>	
Economic Development Authority	
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: Sadid	First Name: Hossein
Home Street Address: 7635 Hill Dr.	Home Telephone: 804-254-3979
Home City, Zip Code: Richmond, 23225	Home Fax: —
Personal E-Mail Address: hosseinsadid@yahoo.com	
Employer: VMFA	
Job Title: CFO	How Long? 3 years
Business Street Address: 200 N. Boulevard	Business Telephone: 804-340-1507
Business City, Zip Code: Richmond, 23220	Business Fax: —
Business E-Mail Address: hossein.sadid@vmfa.museum	
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? 4 Number of years? 4	
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: December 5, 2017
<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>	

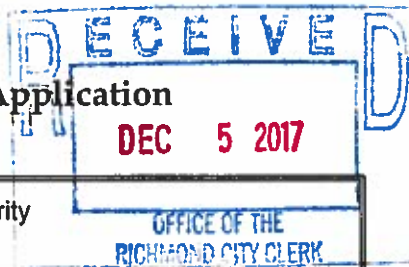
NOTE: This application is a public document.



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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: Economic Development Authority	
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: Smither	First Name: Kenneth
Home Street Address: 3508 Seminary Ave	Home Telephone: 804-346-5125
Home City, Zip Code: Richmond, VA 23227	Home Fax: _____
Personal E-Mail Address: ksmither@verizon.net	
Employer: Smither & Company Capital Markets, LLC	
Job Title: President/Owner	How Long? 21 Years
Business Street Address: 3330 West Leigh St Suite B (eff. Jan 2018)	Business Telephone: 804-270-5488
Business City, Zip Code: Richmond, VA 23227	Business Fax: 804-270-5494
Business E-Mail Address: ksmither@smitherandcompany.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 checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 3 <sup>rd</sup> 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? 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 BS degree in Finance from the University of Virginia. I own a FINRA-registered broker/dealer (Smither & Company Capital Markets) and I provide merger and acquisition advisory services, as well as debt and equity placements for privately-held businesses. I have extensive experience in corporate finance, including many economic development and conduit financing projects over the past thirty years. I have also deep experience as an investor and operator of privately-held businesses, and have worked with numerous local and state economic development officials in connection with client incentive packages, including the Virginia Small Business Finance Authority, Virginia Economic Development Partnership, and local jurisdictional economic development offices. I understand early and growth-stage business needs and would be very adept at identifying those companies that offer the City of Richmond a viable business opportunity on which to concentrate time, energy and resources.	

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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:**

I am involved with several business associations in the area, including the Association for Corporate Growth (ACG), Richmond Venture Forum, and Encorepreneur. In past years I also served as a guest lecturer once or twice a semester at VCU as part of the Entrepreneurship program. I am a City resident who purchased a 110-year old home on Seminary Ave and utilized the Commonwealth's Historic Rehabilitation Tax Credit program in connection with a major resoration of the home in 2011-2012.

**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?

Social Media Notification of Application Process

Signature: *Kenneth Chiles* Date: 12.1.17

*(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.**

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

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

**ECONOMIC DEVELOPMENT AUTHORITY**

Title: \_\_\_\_\_  
Name: *Jean Sweeney*  
Home Address: 001215 GRAYLAND AVE RICHMOND VA 23220  
Home Telephone: 8046875431 Home Fax: \_\_\_\_\_  
Personal E-Mail Address: sweeneyjc2@gmail.com  
Employer: Dominion Energy Cove Point  
Job Title: Transportation Analyst - Commercial Activities How Long? 3  
Business Address: 000707 MAIN ST. RICHMOND VA 23219  
Business Telephone: 804-771-6297 Ext: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
Business E-Mail Address jean.c.sweeney@dom.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? 5 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? 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 name is Jean Sweeney and I am a 24 year old woman that has been living in Richmond since 2011 at which time I began my first year at Virginia Commonwealth University. In school, I studied the micro and macro effects of economics in communities while also serving on the Circle K board. For a short period of time, I was also a secretary at St. Andrew's school. After graduating, I began working full time as a Transportation Analyst eventually going on to work on the Cove Point export project.*

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.

*Circle K International - Editor (Oct. 2011 - April 2012)  
Circle K International - Membership Education and Recruitment Chair (April 2012 - Mar 2013)*

Other Community Involvement:

*Kiwanis - Greater Richmond*



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.**

*During my time in Richmond, I have grown to enjoy to love and appreciate the beauty of our city. I would like to use my knowledge obtained in school combined with my professional experience to give back to the community in serving on the Economic Development Authority. While I may be young, I believe the advisory could benefit from having viewpoints from residents of all ages and walks of life.*

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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 was looking for ways to use my skills to give back to the community.*

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Authorities, Boards, Commissions and Task Forces Application

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

ECONOMIC DEVELOPMENT AUTHORITY

Title: Ms
Name: Donna L Wheeler
Home Address: 000103 N HARVIE ST RICHMOND VA 23220
Home Telephone: 904-704-6349 Home Fax:
Personal E-Mail Address: donnaleewheeler@gmail.com
Employer: SunTrust Bank
Job Title: Credit Portfolio Manager How Long?
Business Address: 000919 E MAIN ST RICHMOND VA
Business Telephone: 804-782-5931 Ext: Business Fax:
Business E-Mail Address donna.wheeler@suntrust.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? 2 Number of Years? 4

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

If yes, please provide information on the nature of the contract.

SunTrust Bank provides depository accounts for the City of Richmond and City of Richmond Circuit Courts together with associated treasury management and wire services.

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

- 1. MBA from Simmons College Graduate School of Management, Boston, MA - 1980
2. BA in History from Brown University, 1977
3. Certified Risk Management Professional, 2013

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:

Treasurer of board of directors of YWCA of Richmond for 2 years.



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.**

*I have been in commercial banking for 37 years during which time I worked in commercial construction lending, commercial lending, treasury management sales and risk management. I am currently a Credit Portfolio Manager with SunTrust Bank, Central Virginia. In this role, I am responsible for managing a portfolio of existing commercial loans, as well as providing risk assessment, credit structure and underwriting for new commercial loans. In addition I collaborate with commercial relationship managers to identify creditworthy prospects and assist them in their relationship calling strategies. My portfolio consists of not-for-profit organizations primarily located in Central Virginia.*

*In addition to the foregoing, I have worked with an SBA Certified Development Company as a portfolio manager for 504 loans. In that role, I became very familiar with SBA regulations and options for small business financing.*

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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 the opening on the Economic Development Authority from The Fan District Association ne*

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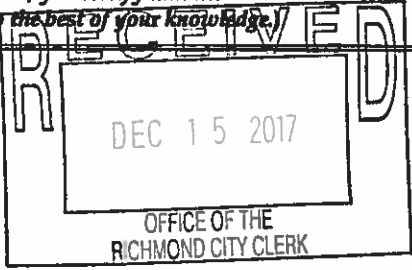
**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**



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

(Please Print or Type)

<b>Name of Authority, Board, Commission or Task Force:</b> Economic Development Authority	
<b>Title:</b> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
<b>Last Name:</b> Agarwal	<b>First Name:</b> Anupama
<b>Home Street Address:</b> 6015 Patterson Avenue	<b>Home Telephone:</b> 804-691-2655
<b>Home City, Zip Code:</b> Richmond, VA 23226	<b>Home Fax:</b> 303-6993
<b>Personal E-Mail Address:</b> nupaaagarwal@gmail.com	
<b>Employer:</b> Engel + Volkers Real Estate + Agarwal Law Firm.	
<b>Job Title:</b> Attorney / Realtor	<b>How Long?</b> 2 1/2 years
<b>Business Street Address:</b> 5610 Grove Avenue	<b>Business Telephone:</b> 691-2655
<b>Business City, Zip Code:</b> Richmond, VA 23226	<b>Business Fax:</b> 303-6993
<b>Business E-Mail Address:</b> nupaaagarwal@gmail.com Law Office located	
<b>Is your place of employment located in the city of Richmond?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> In Henrico 23220	
<b>Is your place of employment located in the county?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which county? 9914 Radford Av	
<b>Are you a city resident?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 1st Number of years? 15	
<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?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
<b>Signature:</b>	<b>Date:</b> 12/15/2017
(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.**

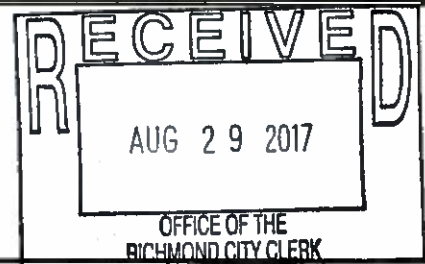
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[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



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

(Please Print or Type)

<b>Name of Authority, Board, Commission or Task Force:</b> Economic Development Authority of the City of Richmond, Virginia	
<b>Title:</b> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
<b>Last Name:</b> Johnson	<b>First Name:</b> Richard
<b>Home Street Address:</b> 9850 Cherokee Rd	<b>Home Telephone:</b> 804-918-7500
<b>Home City, Zip Code:</b> Richmond, VA 23235-1210	<b>Home Fax:</b> n/a
<b>Personal E-Mail Address:</b> richjohnson@thewiltonco.com	
<b>Employer:</b> The Wilton Companies	
<b>Job Title:</b> President	<b>How Long?</b> 15 years
<b>Business Street Address:</b> 4901 Dickens Road Suite 100	<b>Business Telephone:</b> 804-237-1300
<b>Business City, Zip Code:</b> Richmond, VA 23230-1952	<b>Business Fax:</b> 804-740-2879
<b>Business E-Mail Address:</b> richjohnson@thewiltonco.com	
<b>Is your place of employment located in the city of Richmond?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Is your place of employment located in the county?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which county? Henrico	
<b>Are you a city resident?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 4 Number of years? 15	
<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?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract. n/a	
<b>Signature:</b> 	<b>Date:</b> 8/24/17
<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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# Minority Business Enterprise and Emerging Small Business Advisory Board

## Vacancy Chart

*as of*  
May 13, 2018

The advisory board shall be composed of nine members appointed by the Council. Of the nine members, five members shall be representatives of a minority business enterprise, two members shall be representatives of lenders or businesses other than a minority business enterprise, one member shall be a Section 3 contractor representative and one member shall be either an at-large resident of the city or a member of the Council.

The Council shall nominate:

- Three members who shall be representatives of a minority business enterprise,
- One member who shall be a representative of lenders or businesses other than a minority business enterprise, and
- One member who shall be either an at-large resident of the city or a member of the Council.

The Mayor shall nominate:

- Two members who shall be representatives of a minority business enterprise,
- One member who shall be a representative of lenders or businesses other than a minority business enterprise, and
- One member who shall be a Section 3 contractor representative.

The Board may elect from its membership a chairman and other officers it deems necessary in accordance with its rules of procedure or bylaws.

*(Assigned to the Finance & Economic Development 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>
Tryfene Scott	All members of Council	02/27/2018	Yes	Application included	At-large member
Melissa Davis	All members of Council	12/31/2017	Yes	Resigned	Representative of a minority business enterprise
Brittany Rawlinson	All members of Council	11/28/2017	Yes	Application included	Representative of a minority business enterprise
Charles Crenshaw	Mayor Jones	01/28/2016	No	-	Section 3 contractor
Penny McPherson	Mayor Jones	11/28/2013	Yes	Mayor's Office notified	Representative of a lender or business other than a minority business enterprise

**Contact:**

Angelia Yancey  
Office of Minority Business Development  
900 East Broad Street, Suite 1603  
Richmond, Va. 23219  
(804) 646 – 7976 (o)  
[Angelia.yancey@richmondgov.com](mailto:Angelia.yancey@richmondgov.com)

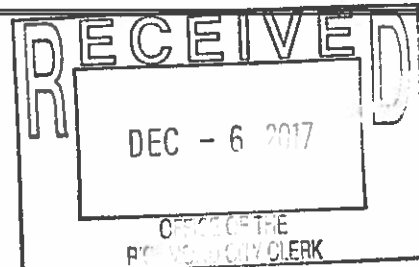




**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces**  
**Reappointment Application**

(Please Print or Type)

<b>Name of Authority, Board, Commission or Task Force:</b> Minority Business Enterprise and Emerging Small Business Advisory Board	
<b>Title:</b> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
<b>Last Name:</b> Rawlinson	<b>First Name:</b> Brittany
<b>Home Street Address:</b> 2220 Rosewood Ave	<b>Home Telephone:</b> 8049014643
<b>Home City, Zip Code:</b> Richmond 23220	<b>Home Fax:</b>
<b>Personal E-Mail Address:</b> brawlinson1987@gmail.com	
<b>Employer:</b> Rawlinson Law Firm	
<b>Job Title:</b> Principal Attorney	<b>How Long?</b> 2 yrs
<b>Business Street Address:</b> 402 S Sycamore St	<b>Business Telephone:</b> 8047814888
<b>Business City, Zip Code:</b> Petersburg, 23803	<b>Business Fax:</b> 8047230991
<b>Business E-Mail Address:</b> brittany@rawlinsonlaw.com	
<b>Is your place of employment located in the city of Richmond?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Is your place of employment located in the county?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county? _____	
<b>Are you a city resident?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 5 Number of years? 7	
<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?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.   	
<b>Signature:</b> <u>/s/ Brittany Rawlinson</u> <b>Date:</b> <u>12/6/17</u>	
<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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Authorities, Boards, Commissions and Task Forces Application

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

MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ADVISORY BOARD

Title:
Name: Janet West
Home Address: 000205 TILDEN ST RICHMOND VA 23221
Home Telephone: 7039758681 Home Fax:
Personal E-Mail Address: docjwest@gmail.com
Employer: RVA Baby, LLC
Job Title: Pediatrician & Founder How Long?
Business Address: 000205 TILDEN ST RICHMOND VA 23221
Business Telephone: 8047623009 Ext: Business Fax:
Business E-Mail Address janet.west@myrvababy.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? 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:

I am a board-certified pediatrician. I completed my training at the Medical College of Virginia and VCU Medical Center, and I obtained an MBA in 2016. After living in NY, working at a health center and serving on the local NY State DSRIP project for Medicaid transformation, I decided to move back to Richmond to start RVA Baby, a pediatric practice that provides, not just nurse visits, but the full spectrum of newborn care in the home. In the process of starting my business, I developed strong relationships with many small businesses owners in the RVA community., and as a new small business owner, I feel uniquely poised to help pave the way for others who wish to embark on this journey. I also have experience in marketing, executive leadership, and strategic planning.

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 never served in any of these capacities.

Other Community Involvement:

I am currently a Thrive Mentee. I sit on the board of Postpartum Support Va and I serve in the executive committee



City of Richmond, Virginia  
City Council

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

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*of the Greater Richmond Maternal Mental Health Coalition.*

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

*I am a member of Synapse, a local networking group focused on supporting local non-profits.*

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

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

**MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ADVISORY BOARD**

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  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?

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:

*A.A.S- Paralegal, B.S.- Criminal Justice , March 2005-2008 Worked in the Mayor's Wilder's Office under the supervision for the C.A.O. Mr. William Harrell, - Responsible for the day-to-day operations of a full service municipal organization. Ensuring organizational effectiveness and responsiveness to the Mayor, Chief Administrative Officer (C.A.O.), citizens, visitors and dignitaries; greeted customers visiting the Office of the CAO and provided both internal and external information; maintained City services information; fulfilled Freedom Of Information (FIOA) requests; performed office functions including payroll and human resources; performed data entry of special city council meetings; responsible for special projects; established and maintains effective working relationships with other departments/agencies and external resources.*

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:



City of Richmond, Virginia  
City Council

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

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*Project Team Leader for the 2016 United -Way Kick Off Breakfast for DPU, trained with C.A.S.A. ( program Salvation Army - conducted budgeting classes for the Clients, Dept. Social Services - Foster Care 9 week training program, Mayor Youth Academy ( participated on mock interviews, leadership classes, etc..). Neighbor -To-Neighbor volunteered Boys & Girls Club. Toastmaster's International Club #6535 Served on the Board of Director's and held the office of the treasurer for a non profit organization ( Outreach involvement Center) Early Child Hood Development volunteered for several 9 week sessions for parenting classes.*

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

*Department of Corrections  
Office Services Specialist - Classifications Section  
Responsible for intake status calls and retrieving data from system; researched medical, psychological, and criminal history to determine appropriate institutional assignment for inmates; assembled data for creation of status reports.*

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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?**

*Star-Net*

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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**  
**Reappointment Application**

(Please Print or Type)

<b>Name of Authority, Board, Commission or Task Force:</b> Minority Business Enterprise and Emerging Small Business Advisory Board	
<b>Title:</b> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
<b>Last Name:</b> Scott	<b>First Name:</b> Tryfene
<b>Home Street Address:</b> 3701 Crestview Road	<b>Home Telephone:</b> 804-412-5666
<b>Home City, Zip Code:</b> Richmond, 23223	<b>Home Fax:</b>
<b>Personal E-Mail Address:</b> tryfenescott@gmail.com	
<b>Employer:</b> Forever Living Assistant Care Home	
<b>Job Title:</b> Administrator	<b>How Long?</b> 4 yrs
<b>Business Street Address:</b> 3701 Crestview Rd	<b>Business Telephone:</b> 804274-8845
<b>Business City, Zip Code:</b> Richmond, 23223	<b>Business Fax:</b>
<b>Business E-Mail Address:</b> foreverlivingach@gmail.com	
<b>Is your place of employment located in the city of Richmond?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Is your place of employment located in the county?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county? _____	
<b>Are you a city resident?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? _____ <b>Number of years?</b> 4yrs	
<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?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.   	
<b>Signature:</b> 	<b>Date:</b> Dec., 13, 2017
<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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**Authorities, Boards, Commissions and Task Forces Application**

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

**MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ADVISORY BOARD**

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  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?

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:

*I serve my community and aspiring entrepreneurs as the Small Business Director for UnBoundRVA, a local non profit that empowers individuals in the City of Richmond's communities that are considered low income, by equipping residents with tools to become entrepreneurs. As the Small Business Director, I implement successful launches for all UnBoundRVA businesses, provide high direction to entrepreneurs regarding business ideas and strategies, lead, coach, develop UnBoundRVA entrepreneurs and develop a system to support the UnBoundRVA entrepreneurs and their businesses (both current and former), develop and implement common business systems for entrepreneurs (administrative, pricing, customer feedback, sales), and recruit local business leaders to support the entrepreneurs as branding, accounting and advisory board partners.*

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 graduate of the Earl Graves School of Business at Morgan State University, with a BS in Marketing. Over 15 years of experience as a marketing, project management, business development and operations professional amassed within both the nonprofit and for profit business sectors. Over 12 years of experience consulting for small business operations within the retail, entertainment and hospitality industries in both the Mid Atlantic, North East and South West Regions. A respected leader, equipped with powerful communication, customer service, event planning, project management and analysis skills. Proven ability to grow and develop client service relationships,*



City of Richmond, Virginia  
City Council

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

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*streamline operational expenses and ensure the safe and proper operation of a facility. Fully committed to providing and implementing dynamic and compelling solutions to the ongoing objectives of the organization in which I serve.*

---

**Other Community Involvement:**

N/A

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

*Board Member - Afrikana Independent Film Festival  
Avid Supporter - JP Jumper's Foundation, Camp Diva & FeastRVA*

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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 was referred by Amy Wentz & Adrienne Johnson.*

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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**

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

**MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ADVISORY BOARD**

Title:

Name: *Kevin A Starlings*

Home Address: 003302 JETER AVE RICHMOND VA 23222

Home Telephone: 8045511317 Home Fax:

Personal E-Mail Address: kevinstarlings@gmail.com

Employer: Ignite Richmond

Job Title: Executive Director How Long?

Business Address: 1010 W W LABURNUM AVE P.O. RICHMOND VA 23260

Business Telephone: 8046157437 Ext:  Business Fax:

Business E-Mail Address kevin@igniterichmond.org

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?  3 Number of Years?  30

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:

*Business owner for 7 years*

*Event Management/Rental Services  
Facility Maintenance/Management*

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.

*Education background in Business Management & Human Resources  
Entrepreneurial Studies*

Other Community Involvement:



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.**

*Advocate for:*

*Minority Owned Businesses*

*Public Education*

*Youth Employment*

*Social Enterprises*

*Youth Entrepreneurial & Vocational Training*

---

**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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Authorities, Boards, Commissions and Task Forces Application

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

MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ADVISORY BOARD

Title: Miss
Name: Jessica A Weiss
Home Address: 000701 N HAMILTON ST UNIT C RICHMOND VA 23221
Home Telephone: 8046519443 Home Fax:
Personal E-Mail Address: jessweiss@gmail.com
Employer: Dominion Energy
Job Title: Senior Sourcing Specialist How Long?
Business Address: 000707 E MAIN ST RICHMOND VA 23219
Business Telephone: 804-771-3484 Ext: Business Fax:
Business E-Mail Address jessica.a.weiss@dominionenergy.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? 11

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.

I'm not familiar with our current city contracts, Dominion Energy is the city's electricity provider.

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 in sourcing for six years and have worked to help develop some of the supplier diversity documentation for our sourcing department as well as led training on how to incorporate diverse spend into the bidding and award process. I have also attended numerous supplier diversity events including the Metropolitan Business League. This topic is extremely important to me and the expertise I bring from the corporate environment could help to guide some of the processes in the City of Richmond. As a resident of the city it would be an honor to work to bring the benefits of using small, diverse businesses to the place I live and work.

Dominion Resources, Inc. - Richmond, VA
Senior Sourcing Specialist

- Establish bidding process with 10% goal of diverse spend
- Sole Sourcing lead in strategy setting and champion of procurement process and guidelines
- Partner with stakeholders to clarify and devise strategies to meet ongoing business needs
- Cost savings and volume discounts leveraged through multi-tiered contract negotiations
- Created and conducted competitive bids RFX, RFP, RFI, etc. through SAP's eSourcing online bidding portal
- Led complex, multi-stakeholder sourcing projects, and high-impact negotiations
- Analysis of current and new contracts and vetting of new suppliers to determine best total cost ownership values
- Maintain the lowest cost of ownership



City of Richmond, Virginia  
City Council

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

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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

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Other Community Involvement:

N/A

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

*I have volunteered for Feed More, Habitat for Humanity, and Jerusalem Gardens. I would like to become more involved in my community and this would be an opportunity to bring my professional skillset to help the city in which I live and work.*

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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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