



# City of Richmond

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

## Draft Meeting Minutes Organizational Development Standing Committee

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Monday, November 6, 2023

4:00 PM

Council Chamber, 2nd Floor - City Hall

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### Members Present

The Honorable Michael Jones – Chair  
The Honorable Kristen Nye – Vice Chair  
The Honorable Andreas Addison – Member  
The Honorable Katherine Jordan – Member  
The Honorable Ann-Frances Lambert – Member  
The Honorable Stephanie Lynch – Member  
The Honorable Cynthia Newbille – Member  
The Honorable Ellen Robertson – Member

### Absent

The Honorable Reva Trammell – Member

### Others in Attendance

Laura Drewry, City Attorney  
LaTasha Holmes, Council Chief of Staff  
Tabrica Rentz, Deputy City Attorney  
Candice Reid, City Clerk  
RJ Warren, Deputy City Clerk

### Call to Order

Chair Michael Jones called the meeting to order at 5:40 p.m., and presided.

### Chamber Emergency Evacuation Plan Announcement and Citizen Speaker Guidelines

Upon the Chair's request, Deputy City Clerk RJ Warren provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency along with citizen speaker guidelines.

## Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, October 2, 2023 Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2023.334](#) October 2, 2023 Organizational Development Standing Committee Meeting Minutes

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

### Richmond Retirement System Financial and Actuarial Update

Leo Griffin, Richmond Retirement System Executive Director, and Kia Johnson, Richmond Retirement System Deputy Director, provided the committee with a presentation that addressed recent portfolio initiatives, financial summaries, membership composition, net investment rate of return, funded status, and employee contributions to the retirement system.

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

[CD.2023.339](#) RRS Financial and Actuarial Update

*Member Ann-Frances Lambert inquired about the steps necessary from Council to implement a defined benefits retirement plan.*

## Reports of Standing Committees

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

*Member Cynthia Newbille informed members that as Chair of the Finance and Economic Development Standing Committee, she had collaborated with city administration on amending the city's budget submission schedule.*

Lincoln Saunders, Chief Administrative Officer (CAO), provided additional information related to amending the city's budget schedule. CAO Saunders stated that the Mayor's budget would now be introduced later, and that city administration will have more time to obtain a stronger revenue forecast. CAO Saunders also stated that city administration would be meeting individually with Councilmembers as the budget introduction approaches.

## Paper(s) for Consideration

The following resolution was considered:

1. [RES. 2023-R024](#) To request that the Chief Administrative Officer cause the preparation of a study to identify a location in the Shockoe Bottom area of the city of Richmond for the National Slavery Museum.

**Patrons:** Ms. Newbille, Ms. Lambert and President Jones

*Member Cynthia Newbille provided an update regarding RES. 2023-R024, and she stated that she would like to continue consideration of the proposed resolution. Member Newbille also stated that a presentation would be provided at the December 4, 2023 Organizational Development Standing Committee meeting, regarding a National Slavery Museum.*

**There were no further comments or discussion and Member Cynthia Newbille moved to continue RES. 2023-R024 to the December 4, 2023 Organizational Development Standing Committee meeting, which was seconded and approved: Ayes 8, Addison, Jordan, Lambert, Robertson, Lynch, Newbille, Nye, Jones. Noes None.**

## Discussion Item(s)

### Vacancy Process Update

Council Chief of Staff LaTasha Holmes provided an update regarding the process to appoint an interim representative for the 9th Voter Council District.

### Charter Commission Recommendations

*Member Stephanie Lynch provided an update regarding the process to implement recommended changes to the City Charter. Member Lynch stated that the required legislation was being drafted and that members should provide any feedback prior to legislative introduction.*

*Member Ellen Robertson stated her concerns regarding the process for Councilmembers to provide input and feedback on the legislation necessary to amend the City Charter. Member Robertson also addressed possible future amendments to the City Charter to change the city's form of government.*

*Member Cynthia Newbille stated her concerns about unsolicited amendments made to the City Charter implemented by the General Assembly of Virginia.*

*Member Katherine Jordan acknowledged the concerns about unsolicited amendments to the City Charter, and she stated that the city had a legislative strategy to prevent such action from occurring.*

### **Closed Session**

At 6:29 p.m., Member Cynthia Newbille moved that the Organizational Development Standing Committee go into a closed meeting pursuant to subdivision A)(1) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss and consider Council liaison compensation.

The motion seconded and approved: Ayes 8, Addison, Jordan, Lambert, Robertson, Lynch, Newbille, Nye, and Jones. Noes None.

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

Members reconvened in open session at 7:55 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:**

Michael J. Jones, Chair  
Kristen M. Nye, Vice Chair  
Andreas D. Addison  
Katherine A. Jordan  
Ann-Frances Lambert  
Stephanie A. Lynch  
Cynthia I. Newbille  
Ellen F. Robertson

**DECLINING TO CERTIFY:**

**Adjournment**

There being no further business, the meeting adjourned at 7:56 p.m.