



Richmond City Council

Boards & Commissions
 Appointments & Reappointments

Formal Meeting of Richmond City Council
 Monday, April 24, 2017 – 6:00 p.m.

Motion to approve
 04/24/2017 ~ 9-0

Education and Human Services Standing Committee recommends appointment of the following applicants:

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>	<u>Terms</u>
Advisory Board of Recreation and Parks (13 members) (page 2)	Maymont Foundation nominee *	Parke Richeson (page 3) Appointed	04/24/2017 – 03/26/2018 <i>Succeeding Norman O. Burns, II, resigned</i>
J. Sargeant Reynolds Community College Board (5 members appointed by City Council) (page 6)	Resident of the region served who is involved in business, industry or profession served by the college *	Kathy Graziano (page 7) Appointed	07/01/2017 – 06/30/2021 <i>Succeeding Thurman S. Cash, III, not interested in reappointment</i>
		Michael G. McGhee (page 13) Appointed	07/01/2017 – 06/30/2021 <i>Succeeding Ernesto V. Sampson</i>
Richmond Behavioral Health Authority (15 members) (page 15)	Individual who is receiving or who has received services or a family member of an individual who receives or who has received services *	Eduardo P. G. Vidal (page 16) Appointed	04/24/2017 – 01/01/2019 <i>Succeeding Alma M. Moore, resigned</i>
	Representative of the community *	Irvin L. Dallas (page 21) Appointed	07/01/2017 – 06/30/2020 <i>Succeeding Paula Owens Parker, not interested in reappointment</i>
Social Services Advisory Board (9 members) (page 23)	Citizen of the city	Sayyeda Hall (page 24) Appointed	04/24/2017 – 09/26/2019 <i>Succeeding Billings M. Collins, resigned</i>
		Preston Page Reappointed (reappointment, page 26)	06/23/2017 – 06/22/2021

Land Use, Housing and Transportation Standing Committee recommends appointment of the following applicants:

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>	<u>Terms</u>
Board of Fire Appeals (5 members) (page 27)	Qualified by experience and training to rule on matters pertaining to building construction and fire prevention *	James McAllister (reappointment, page 28) Appointed	07/10/2017 – 07/09/2022
Clean City Commission (15 members) (page 29)	Corporate or citizen volunteer	Douglas Allen (reappointment, page 30) Appointed	07/26/2017 – 07/25/2019

Advisory Board of Recreation and Parks

Vacancy Chart

as of

September 10, 2017

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)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Shonda Harris-Muhammed	All members of Council	03/28/2017	No	-	6 th District Representative
Norman Burns	All members of Council	11/02/2016	No	Resigned	Maymont Foundation Representative
Alice McGuire Massie	All members of Council	10/24/2014	Yes	No	Monroe Park Conservancy 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
646-1128

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: *Mrs.*

Name: *Parke Richeson*

Home Address: *003106 BUTE LANE RICHMOND VA 23221*

Home Telephone: *804-358-7166* Home Fax:

Personal E-Mail Address: *pricheson@maymont.org*

Employer: *Maymont Foundation*

Job Title: *Executive Director* How Long?

Business Address: *001700 HAMPTON ST RICHMOND VA 23220*

Business Telephone: *804-358-7166* Ext: *345* Business Fax: *804-358-9994*

Business E-Mail Address *pricheson@maymont.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? *5* 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

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

Operating Agreement between the City of Richmond and Maymont Foundation 1995-2025 for the oversight, management, fundraising and preservation of Maymont.

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

MBA, Northwestern University Kellogg Graduate School of Management with concentrations in Finance, Marketing and Not for Profit Management.

BA, University of Virginia, Magna Cum Laude. Member of Phi Beta Kappa.

Over twenty years of senior management experience with cultural and educational not for profit organizations.

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:

*Carillon Civic Association
Hunger Now*



Authorities, Boards, Commissions and Task Forces Application

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

EXPERIENCE

MAYMONT FOUNDATION Richmond, VA 2016-present
Executive Director

- Lead planning, business development, stakeholder management, operations, fundraising, marketing and finance for Maymont, a leading attraction in the Richmond region.
- Uphold the foundation's mission to care for the 100-acre historic estate, the Mansion, Children's Farm and native Virginia wildlife.
- Support the foundation's mission to provide services to the community of Richmond, including year round educational programs and events that inform, enrich and inspire.

WTTW NATIONAL Chicago, IL 2005–2016
Senior Vice President, Executive in Charge

- Led team of education, operations, financial, technical and marketing professionals to establish objectives, develop and produce many successful public media properties for children and adults.
- Planned, launched and managed initiatives with revenues exceeding \$130 million.
- Negotiated and cultivated stakeholder relationships with board of trustees, philanthropists, sponsors, grantors, civic leaders, developers, researchers, educators, community members, licensees and vendors, as well as strategic alliances.
- Managed complex cross-disciplinary teams for two, five-year multi-million dollar US Department of Education projects to assure accomplishment of operational, marketing, financial and public policy goals.
- Successful projects included Soundstage, CEO Exchange, 10 That Changed America, Emmy Award-winning series Word World, Umigo, and new PBS children's series, Nature Cat.
- Led communication and community outreach initiatives, and distributed content worldwide.

WINDOW TO THE WORLD COMMUNICATIONS Chicago, IL 1989–2004
Senior Vice President, Business Development & Finance

- Managed business affairs for educational television and classical radio stations with over \$50 million in revenue.
- Established targets and provided business leadership for operating units.
- Developed plans and structures to meet goals, including modeling and benchmarking goal achievement.
- Managed Finance, Legal, Administrative, Marketing and Operations staff of 25+ employees.
- Spearheaded a development team that garnered over \$2 million new projects, annually.
- Launched new publishing venture and served as Publisher for weekly magazine with circulation of 200,000.
- Improved results from new ventures by 37% within first year of taking the lead.

BANK OF AMERICA (formerly NationsBank) Richmond, VA 1984-1987
Trust Officer

- Established and managed relationships for over 70 investment portfolios of high net worth clients.
- Determined investment strategies for portfolios in excess of \$100 million and charitable trusts totaling over \$50 million.
- Supervised real estate investment and tax planning for estates valued at over \$60 million.
- Generated over \$5 million in new business.

EDUCATION

UNIVERSITY OF VIRGINIA Charlottesville, VA



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

*Bachelor of Arts, magna cum laude.
Merited Phi Beta Kappa.*

*J.L. KELLOGG GRADUATE SCHOOL OF MANAGEMENT
NORTHWESTERN UNIVERSITY Evanston, IL
Master of Management with concentration in Finance and Marketing.
Awarded Ardis Krainik Scholarship.*

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

The Maymont Foundation Board of Directors nominated me to serve as the foundation's representative o

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.

J. Sargeant Reynolds Community College Board

Vacancy Chart

As of
September 10, 2017

Five (5) board members are appointed by City Council based on population. Members of the College Board shall be residents of the region and shall include persons from various businesses, industries, and professions being served by the community college.

(Assigned to the Education and Human Services Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Thurman Cash	All members of Council	07/01/2017	Yes	No	Resident of the region served who is involved in business, industry or profession served by college
Ernesto Sampson	All members of Council	07/01/2017	Unknown	Yes	Resident of the region served who is involved in business, industry or profession served by college

Contact:

Ann Bushey, Executive Assistant to the President
J. Sargeant Reynolds Community College

abushey@reynolds.edu

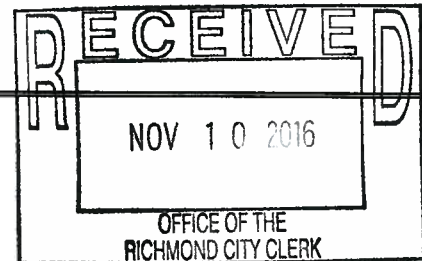
804-523-5200



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:		J. Sargeant Reynolds Community College Board	
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: Graziano		First Name: Kathy	
Home Street Address: 2828 Westchester Rd.		Home Telephone:	
Home City, Zip Code: Richmond 23225		Home Fax: 640-9594	
Personal E-Mail Address: Legroz@aol.com			
Employer: retired			
Job Title:		How Long?	
Business Street Address:		Business Telephone:	
Business City, Zip Code:		Business Fax:	
Business E-Mail Address:			
Is your place of employment located in the city of Richmond? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input 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? 35			
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: College, Teacher, lobbyist, City Council			



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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: Personnel Board
 Date(s) Served: 84-94 Office(s) Held: _____
 Entity: Electoral Board
 Date(s) Served: 94-04 Office(s) Held: _____
 Entity: City Council
 Date(s) Served: 04-016 Office(s) Held: _____

Other community involvement:

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?

Gary Rhodes
Brenda Drew

Signature: Kathy Harris Date: 11-09-16

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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J. Sargeant Reynolds Community College Board QUESTIONNAIRE

Please return your completed questionnaire to the Office of the City Clerk no later than noon on Monday, January 30, 2017.

NAME: Kathy Graziano

According to the *Virginia Community College System Policy Manual*, the **J. Sargeant Reynolds Community College Board** “shall act in an advisory capacity to the State Board and shall perform such duties with respect to the operation of a single comprehensive community college as may be delegated to it by the State Board.

A college board shall perform such duties with respect to the operation of a community college as may be delegated to it by the State Board. In general, a college board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures and regulations of the State Board. The specific duties of a college board include the following:

- a. The college board and the members thereof shall serve as channels of communication between the State Board and the governing bodies of the local political subdivisions.
- b. The college board shall provide recommendations to the State Board on the development of the site plan and on the design, and construction, of facilities for the community college.
- c. The college board shall participate with the Chancellor and the State Board in the selection, evaluation and removal of the president of the community college in accordance with procedures adopted by the State Board.
- d. The college board shall participate, with the college president, the Chancellor and the State Board, in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board. In that context, a college statement of purpose shall be developed by the college community. It shall be approved by the college board and reviewed and approved by the Chancellor on behalf of the State Board. This statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college.
- e. The college board shall be responsible for eliciting community participation in program planning and development, establishing local citizens’ advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- f. The college board shall review all new curricular proposals for the community college and shall recommend those proposals that it supports to the State Board. It shall also review proposals for the discontinuance of programs and shall communicate its recommendations on such proposals to the State Board.
- g. The college board shall oversee the development and evaluation of the community service program for the community college, and may authorize the president to grant an “award of completion” to a person successfully completing an approved non-credit program.
- h. The college board shall be kept informed of the fiscal status of the college by the college president and shall receive summaries of the biennial financial plan and the annual spending plans.
- i. The college board shall review and approve a detailed local funds budget for the community college as prepared by the college president within State Board guidelines, and shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board at the end of the fiscal year.
- j. The college board shall be responsible for reviewing and approving local regulations on student conduct developed by the college president within the guidelines of the State Board.
- k. The college board shall be responsible for the review and approval of a budget prepared by the college president for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund within the guidelines established by the State Board. The college board shall be responsible for reviewing and approving periodic reports of revenues and expenditures within these funds.
- l. The college board shall be responsible both for reviewing reports of audit and for reviewing the college president’s response to those reports of audit.
- m. The college board shall be informed of personnel matters by the college president.”

Source: Virginia Community College System Manual, 23 August 2013. Sections omitted.

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804/646-4089 (O) 804/646-7736 (F) alexander.rawles@richmondgov.com
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J. Sargeant Reynolds Community College Board QUESTIONNAIRE

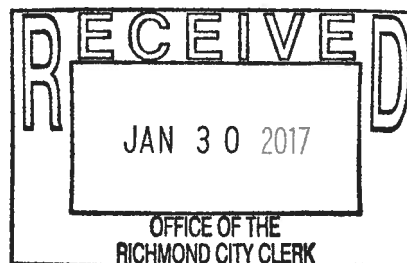
Please return your completed questionnaire to the Office of the City Clerk no later than noon on Monday, January 30, 2017.

NAME: Kathy Graziano

1. What motivated you to apply for appointment to the J. Sargeant Reynolds Community College Board, and what do you hope to accomplish by your participation?

For the past 12 years I have been an avid supporter of the Virginia Community College System, specifically of J. Sargeant Reynolds Community College that has three campuses with one being in Downtown Richmond that serves 5,000+ students every year, the majority of those students being residents of our City.

During that time, I have been actively engaged with the J. Sarge Board and its President in promoting the college and in keeping the Richmond City Council informed about the impact of the college on our City and also supported the college with advocacy of the local funds that come from the City. Near the end of my term on council, I saw that there was an opening on the Board. I spoke with board members and the President and was encouraged to apply for the position.



2. What is your history of community engagement as a volunteer and/or elected official?

I have been actively engaged as a volunteer since first coming to Richmond in 1969. I spent over 25 volunteering in my children's schools, athletic endeavors and other interests. I was also active in my communities serving on neighborhood associations as a member, board member and President. Presently, I am in a mentor program at Henderson Middle School. I served on City Council for 12 years, four years of which I served as President.

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J. Sargeant Reynolds Community College Board QUESTIONNAIRE

Please return your completed questionnaire to the Office of the City Clerk no later than noon on Monday, January 30, 2017.

NAME: Kathy Graziano

3. How might a J. Sargeant Reynolds Community College Board member assist the college president in identifying and validating the needs of Richmond Public Schools graduates and of other residents of the city of Richmond?

Many students go from Community College to a four year institution. Many students go straight to a job from Community College whether they began their advance education straight out of high school or a later date. It is a necessity for those who plan to go straight to the workforce upon graduation that they have a marketable skill. This is where the business community and college can join forces to make sure that students will graduate with marketable skills. I have developed many relationships over the years, including serving as Co-Chair of the Capital Region Collaborative and can bring this expertise and relationships to support Reynolds Community College.

J. Sargeant Reynolds Community College Board QUESTIONNAIRE

Please return your completed questionnaire to the Office of the City Clerk no later than noon on Monday, January 30, 2017.

NAME: Kathy Graziano

4. Should you be appointed, in what specific ways could you serve as an ambassador for Reynolds Community College?

In my role as a City Council member, I have had the opportunity to work with both the business and education communities and the general public. There is an important role for business to play in assisting the Community College to identify those skills needed by our workforce and this is an area where my contacts would be valuable. J. Sarge offers many programs for, not only those who have graduated, but also present students in the Richmond school system. Again, I feel my experience and contacts would be valuable in connecting the needs of the public schools and the opportunities the Community College offers to both the schools and the individual students.



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

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

J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD

Title: *Mr.*

Name: *Michael G McGhee*

Home Address: *004823 W SEMINARY AVE RICHMOND VA 23227*

Home Telephone: *8044330124* Home Fax:

Personal E-Mail Address: *michael.mcghee@vc.edu*

Employer: *Culinard, The Culinary Institute of Virginia College*

Job Title: *Program Director* How Long? *7*

Business Address: *007200 MIDLOTHIAN TURNPIKE RICHMOND VA 23225*

Business Telephone: *8049775139* Ext: Business Fax:

Business E-Mail Address *michael.mcghee@vc.edu*

Is Your Place of Employment Located in the city of Richmond Yes

Is your Place of Employment Located in the County? No If Yes, Which County?

Are You A City Resident? Yes If Yes, Which City Council District? *3* Number of Years? *10*

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

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

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

I have developed and grown Culinard, and Virginia College here in Richmond. I work with local businesses to place our students and graduates. I have been a Corporate Chef, Restaurant owner and business person in the city of Richmond for some time now. I want to help grow our city and help our industries.

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.

*MBA focus on Hotel Restaurant Management
Culinary Degree*

Other Community Involvement:

volunteered to be on Commision Technical Education, but it was dissovled



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

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

American Culinary Federation

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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Richmond Behavioral Health Authority

Vacancy Chart

as of

September 10, 2017

Fifteen (15) members who shall be appointed by Council. (Code of Virginia Section 37.2-602 – no less than six and no more than 18 members.)

Appointments to the Board of Directors shall be broadly representative of the community, to include consumers and family members of consumers when practical, one (1) city employee who shall be nominated by the mayor and one (1) member of City Council.

(Assigned to the Education and Human Services Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Paula Parker	All members of Council	07/01/2017	Yes	No	Reside or work in the city
Noelle Shaw Belle	All members of Council	07/01/2017	No	Yes	Reside or work in the city
Alma Moore	All members of Council	02/17/2017	No	Resigned	Reside or work in the city

Contact:

Meleese Evans, Asst. to the Executive Director and Board of Directors
Richmond Behavioral Health Authority
819-4002



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

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

RICHMOND BEHAVIORAL HEALTH AUTHORITY

Title: *Mr.*

Name: *Eduardo P. G. Vidal*

Home Address: *000612 W FRANKLIN ST APT 7-C RICHMOND VA 23220*

Home Telephone: *804-644-8605* Home Fax: *N/A*

Personal E-Mail Address: *vidale@vcu.edu*

Employer: *Virginia Commonwealth University (Division for Inclusive Excellence)*

Job Title: *Division Manager* How Long?

Business Address: *000817 S CATHEDRAL PL ROOM 2002 RICHMOND VA 23284*

Business Telephone: *804-828-5272* Ext: Business Fax: *804-828-1026*

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

Is Your Place of Employment Located in the city of Richmond Yes

Is your Place of Employment Located in the County? No If Yes, Which County?

Are You A City Resident? Yes If Yes, Which City Council District? Number of Years? *16*

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.

VCU and its Health Systems is the largest city employer. I confirmed with the University Procurement office that VCU has contracts with the city. I do not have any further information but I can confirm that the Division for Inclusive Excellence - the division I manage does not have any contracts with the city of Richmond.

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

MBA (Executive Leadership) - Virginia Commonwealth University - May 2015

BS (Double Major - Psychology and Political Sciences) - Virginia Commonwealth University - May 2005

During my almost 15 years with VCU as a member of the staff and a former adjunct faculty (please refer to attached C.V)

I learned important skills that enhanced my professional abilities and taught me to be a better human being.

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

N/A



Authorities, Boards, Commissions and Task Forces Application

Other Community Involvement:

VOLUNTEER AND COMMUNITY ENGAGEMENT WORK

Special Olympics, Ice Skating Coach

Bright Beginnings (YMCA), Volunteer

Senior Angles, Volunteer

March of Dimes Skate for Babies Fundraising, Choreographer and Performer

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

Please see the attached C.V. for detailed information on Professional Experience, Education, awards, memberships, volunteering, and athletic accomplishments.

Some of the characteristics that define who I am are:

I am happily married and blessed with an amazing family

I was born in Rio de Janeiro, Brazil - where I grew up

I lived in Spain for three years and in the US for almost almost 18 years

I was a Brazilian National Ice Skating Champion and further became a professional ice skater

Travel, meet people, learn about cultures and visit places around the world is one of my many joys in life

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

Dr. Joy Bressler, a former VCU colleague and current member of the Richmond Behavior Board Authority

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.

Eduardo P. G. Vidal

612 West Franklin Street, Apt. 7-C, Richmond, VA 23220 vidale@vcu.edu (804) 986-4720

Highly self-motivated individual with 14 years of professional experience in higher education. Successful management track record in fiscal, budgetary, human resources, and executive-level administration. Skilled working in team and individual projects. Excellent communication and organizational skills, with high standards of work ethic dedicated to excellence in: customers' satisfaction, a diverse, inclusive and positive work environment, efficiency, cost-savings, and profitability. Proficient in BANNER, eVA, SAS, Hyperion, Hireright, eJobs, Microsoft Office, IWork, PC, and Mac.

PROFESSIONAL EXPERIENCE

Virginia Commonwealth University (VCU), Richmond, VA, 2001 – Present

Division Office Manager, Division for Inclusive Excellence, 2016 - Present

- Independently manages multiple tasks - short-term and long-term - on a daily basis in a fast-paced environment.
- Provide office management and coordination using a variety of technical, analytical, and organizational skills.
- Manages fiscal, budgetary - multiple indexes/accounts including credit cards - and general operations for the Division to include serving as the contact and resource person in support of building operation and maintenance.
- Generates budget reports and projections; develops and applies risk assessment and performance analysis.
- Serves as the contact for vendors and consultants; processes reimbursements, invoice payments and monthly reports.
- Supervises office staff full-time and hourly employees.
- Manages searches for faculty, classified and hourly employees, and timekeeping operations.
- Provides executive-level, organizational and administrative support to the Vice President for Inclusive Excellence.
- Organizes and coordinates office operations and procedures and maintains office records.
- Manages office services and efficiency.
- Maintains appropriate files for all areas described above, in accordance with VCU and State policies and guidelines.

Fiscal & Ops. Administrator & Executive Assistant to the V. P., Division for Inclusive Excellence, 2012 - 2016

- Managed multiple short and long-term projects, daily fiscal, procurement, and budgetary matters for entire Division.
- Managed personnel administrative matters for faculty, classified, and hourly employees.
- Managed Vice President's calendars, correspondence and emails, files, and travel arrangements.
- Supervised building operations including office allocations, building access, inspections, equipment inventory, and technology and telecommunication matters.
- Managed appropriate files for all areas described above, in accordance with VCU and State policies and guidelines.
- **Key Achievements:** Executed the Vice President's and the University's goal to create the Division for Inclusive Excellence by building and managing the Division's policies and procedures, which is now a fully-operating unit. We have grown from a two to nine staff personnel unit and have developed professional relationships and programs within the University and with external vendors.

Immigration Advisor, Global Education Office, 2011 - 2012

- Served as liaison between US Immigration Services and VCU's international students, faculty and staff population.
- Managed fiscal operations for the immigration services' office and supervised and trained hourly employees.
- Issued and monitored immigration documents and provided immigration advice; maintained filing records.
- Designed and implemented procedures, workshops and presentations based on U.S. immigration requirements.
- **Key Achievements:** Implemented innovative office procedures that increased office efficiency and customers' satisfaction, which helped to increase the number of international students, scholars, and faculty.

Immigration Services Assistant, Global Education Office, 2005 - 2011

- Managed VCU's orientation programs for new international students, faculty, and staff.
- Managed fiscal operations for the immigration services' office and supervised and trained hourly employees.
- Developed and managed the logistics for international partnership with the University of Sao Paulo (USP), Brazil.
- Advised international students, faculty, and staff about U.S. immigration policies and procedures.
- **Key Achievements:** The creation of the USP's partnership led to the expansion of programs at VCU and at USP, for example the implementation of the VCU's Portuguese Language Program in 2007.

Student Worker, Global Education Office (formerly, Office of International Education), 2001 - 2005

- Triage of phone calls and visitors, emails and mail; handled paper and electronic files and other daily operations.
- **Key Achievements:** Customer care dedication increased the number of international students, which led to the need of more supporting staff. VCU created a full-time position, which I was chosen for.

Adjunct Instructor Foreign Language - Portuguese, School of World Studies, VCU, 2007 - 2008

- Created curriculum; selected textbooks, audio, and video materials; taught lectures; developed and graded exams.
 - **Key Achievements:** The positive results from the classes led to an increase in students' interest in the language and in the Brazilian culture, which led to the creation of the Portuguese Study Abroad Program. The program also helped to strengthen the VCU/ USP partnership.

Director, "Brasil, Língua e Cultura" Study Abroad Program, Study Abroad Office, 2008 - 2009

- Designed and marketed the program from inception; developed and managed budget; negotiated and contracted with international vendors; led the students in the 17-day study abroad trip to various regions of Brazil.
 - **Key Achievements:** Successful study abroad program delivered on time and within budget. Some of the participants were able to develop professional relationships with Brazilian companies. The program also helped attract more students, which led to the creation of subsequent study abroad programs.

International Recruiter for South America, Global Education Office, 2007 - 2009

- Attended international recruitment fairs; visited target high schools and universities, and built international relationships to recruit international students for VCU.

Freelance Translator, Richmond, VA, 2002 - Present

- Provide translation services for transcripts, diplomas, birth and marriage licenses and other documents.

Richmond Ice Zone and Skate Nation Plus, Richmond, VA, 2002 - Present

Ice Skating Coach, Richmond, VA, 2002 - Present

- Teaches group lessons and coaches - figure skating and hockey - to skaters of all ages and levels.

Disney on Ice, produced by Feld Entertainment, 1996 - 2001

Professional Ice Skater and Performer, 1996 - 2001

- Performed in ice skating productions around the world in roles such as Hercules, Aladdin, and King Louie.

EDUCATION

Virginia Commonwealth University, School of Business, Richmond, VA

Masters of Business Administration (MBA), Executive Leadership MBA program, May 2016

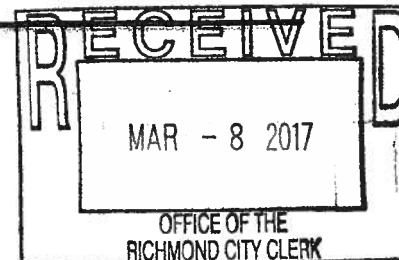
- Completed the Executive MBA program while working full-time.

Virginia Commonwealth University, College of Humanities and Sciences, Richmond, VA

Bachelor of Sciences, Double Major, Psychology and Political Science, May 2005

ACADEMIC AWARDS AND MEMBERSHIPS

- Dean's List, VCU, 2002 - 2005.
- Outstanding Academic Achievement Award, VCU Honors Program.
- Outstanding Achievement in Scholarship, Office of Multicultural Affairs, 2002 - 2005.
- Member of Phi Kappa Phi, Phi Eta Sigma, and Golden Key International Honor Society.
- Teaching Assistant, Department of Political Science, 2004 - 2005.
- Teaching Assistant, Department of Psychology, 2003 - 2005.



FOREIGN LANGUAGES

- Proficient in: Portuguese, Spanish, French, and Italian.

ATHLETIC AWARDS

- Four Times Men's National Figure Skating Champion, Brazil.
- Three Times State Figure Skating Champion, Rio de Janeiro, Brazil.
- 2011 Men Masters' Champion, North Carolina Skating Classic, Greensboro, NC, USA.

VOLUNTEER AND COMMUNITY ENGAGEMENT WORK

- Special Olympics, Ice Skating Coach, Richmond, VA, 2005 - Present.
- Bright Beginnings (YMCA), Volunteer, Richmond, VA, 2011 - Present.
- Senior Angles, Volunteer, Richmond, VA, 2007 - 2011.
- March of Dimes Skate for Babies Fundraising, Co-choreographer and Performer, Richmond, VA, 2011 - Present.

RBHA | **RICHMOND**
BEHAVIORAL HEALTH
AUTHORITY

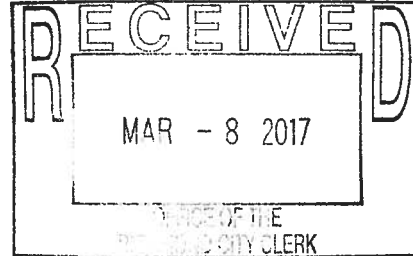
RBHA.ORG

804-819-4000

107 SOUTH FIFTH STREET | RICHMOND, VA 23219

March 7, 2017

The Honorable Chris A. Hilbert
City Council – 3rd District
City of Richmond
900 E. Broad St., Suite 305
Richmond, VA 23219

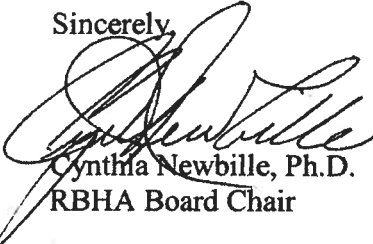


Dear Mr. Hilbert:

We greatly appreciate your facilitating outstanding appointments to the Richmond Behavioral Health Authority Board of Directors. We are recommending Eduardo P. G. Vidal to fill the slot left vacant by Alma Moore. We would appreciate your patronage of Mr. Vidal.

Thank you for your assistance in ensuring full citizen membership on this Board. If you have any questions, we would be more than happy to answer them.

Sincerely,



Cynthia Newbille, Ph.D.
RBHA Board Chair

Attachments: Application and Bio

c: Alexander B. Rawles, City of Richmond Boards and Commissions Administrator
John P. Lindstrom, Ph.D., LCP, RBHA Chief Executive Officer



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

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

RICHMOND BEHAVIORAL HEALTH AUTHORITY

Title: _____
Name: *Irvin L Dallas*
Home Address: 002316 E GRACE ST RICHMOND VA 23223
Home Telephone: 8042695099 Home Fax: _____
Personal E-Mail Address: Dallas608@aol.com
Employer: _____
Job Title: _____ 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? _____ 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:

GOVERNMENT OF THE DISTRICT OF COLUMBIA, DEPARTMENT OF BEHAVIORAL HEALTH, WASHINGTON, DC JAN 2002 – APR 2008

Administrative Deputy Director of Service Delivery Management/Medicaid MHR Services Project Manager

ACCOMPLISHMENTS

Developed and converted local funded community-based services to Medicaid eligible reimbursable services

Trained staff and network providers on financial and administrative functions under managed care

Represented the Department at local Town (Community) Hall Meetings

Managed a \$56 million community-based service delivery budget

Led the District of Columbia in implementing a federal court-ordered mental health system reform

Worked with advocates to end homelessness to develop from the streets to home ownership programs

Functioned as the Chief Administrative Officer for Mayoral Cabinet member and Department Head

Reviewed, analyzed, and made recommendations for human resources, procurement, budget, and finance

Worked with advocates to develop a public awareness and education campaign to destigmatize mental illness

Testified before DC City Council Committee on Health and Human Services public hearings

Provided oversight and direct strategies provider network development, audits, and contracts

Led the development, planning, implementation, and evaluation of services.

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



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

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

Graduate Studies – Economics, Boston College
Master's Degree – Economics, University of Illinois, Springfield
Bachelor's Degree – Business Administration – Economics, Loyola University of Chicago

Other Community Involvement:

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

Volunteer for RVA East End Music Festival for two years
Chairman of the city of Fitchburg Zone Board of Appeals
Treasurer of the Union Hill Civic Association
Volunteer consultant for Peter Paul Development Center

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

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.

Social Services Advisory Board

Vacancy Chart

As of
September 11, 2016

The advisory board shall consist of nine (9) members, all of whom shall be citizens of the City. The Director of Social Services shall assign an employee to act as secretary of the board.

(Assigned to the Education and Human Services Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Preston Page	All members of Council	06/22/2017	Yes	Application included	Citizen of the city
Billings M. Collins	All members of Council	09/26/2019	No	Resigned	Citizen of the city

Contact:

Pamela Watts, Management Analyst I

Department of Social Services

804-646-3112

Pamela.watts@richmondgov.com



Authorities, Boards, Commissions and Task Forces Application

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

SOCIAL SERVICES 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

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

Are You A City Resident? If Yes, Which City Council District? Number of Years?

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment?

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

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

I have a Business Degree in Business Administration/Project Management. I have been in the social service Gov system since I became a parent. I have been in about every social service program that was to offer and some worked and some did not make a difference in myself or others. As person, parent and community member that are and have been directly impacted by a board such as this, I would like to use my Project development skills, personal develop and life living knowledge to make a bigger difference in the lives of families, I believe I can add a great perspective and unique ideas to this board.

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 currently joining in the PTA,

Other Community Involvement:

I have been on George Mason Elementary Steering committee, RVA green team, I was apart New Virginia Majority restorative justice campaign and I am a substitute teacher in the city of Richmond. I am also a communities in



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

school official volunteer.

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

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

I have been interested in different opportunities to make more of a an impact in the community I sta

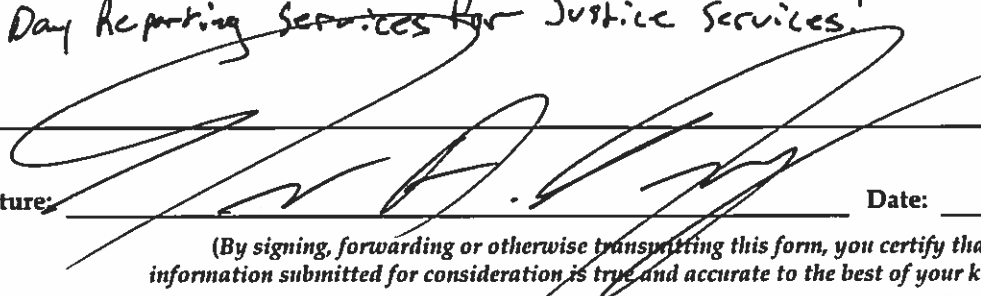
NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

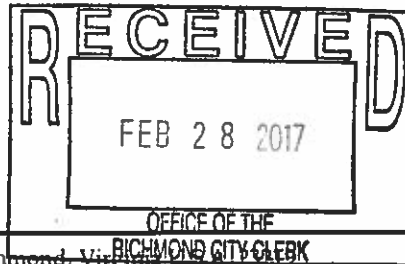
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Telephone: (804) 646-7955 * Fax: (804) 646-7736
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City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: <i>Social Services Advisory Board</i>	
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: <i>Page</i>	First Name: <i>Preston</i>
Home Street Address: <i>151 W. Commerce Rd.</i>	Home Telephone: <i>(202) 607-4370</i>
Home City, Zip Code: <i>Richmond, VA 23224</i>	Home Fax: <input type="checkbox"/>
Personal E-Mail Address: <i>Prestonpage.virginia@gmail.com</i>	
Employer: <i>Geo Group</i>	
Job Title: <i>Client Service Specialist</i>	How Long? <i>5 months</i>
Business Street Address: <i>501 N. 9th St</i>	Business Telephone: <i>(804) 343-3600</i>
Business City, Zip Code: <i>Richmond, VA 23224</i>	Business Fax: <i>N/A</i>
Business E-Mail Address: <i>ppage@geogroup.com</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 checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? <i>6</i> Number of years? <i>1</i>	
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 checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide information on the nature of the contract. <i>The company I work for executes the Day Reporting Services for Justice Services.</i> [Contract # <i>14000013225</i>]	
Signature: 	Date: <i>2/28/17</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.)	



NOTE: This application is a public document.

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Board of Fire Appeals

Vacancy Chart

as of
September 10, 2017

At least five (5) members who are qualified by experience and training to rule on matters pertaining to building construction and fire prevention.

(Assigned to the Land Use, Housing & Education Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
James McAllister	All Members of Council	07/09/2017	Yes	Application included	Qualified in building construction and fire prevention

Contact:

William M. Martin, Acting Fire Battalion Chief

Prevention Division

550 E. Marshall Street, Suite 202

Richmond, VA 23219

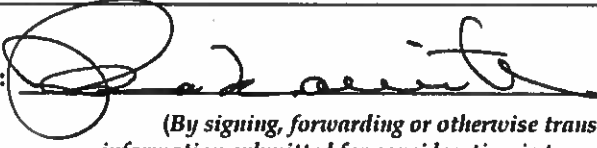
646-0623

William.martin@richmondgov.com

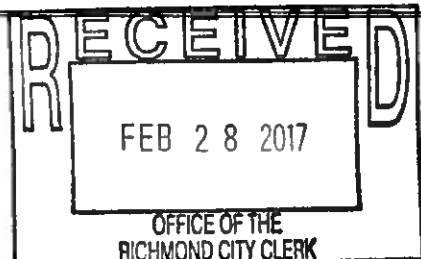


City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force:	
Board of Fire Appeals	
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: McAllister	First Name: James
Home Street Address: 2956 Hathaway Road, #201	Home Telephone: 804-512-4216
Home City, Zip Code: 23225	Home Fax: N/A
Personal E-Mail Address: jmcallister@mcallisterfoltz.com	
Employer: McAllister + Foltz Architecture, PC	
Job Title: Architect/President	How Long? 40 years
Business Street Address: 401 Soithlake Blvd	Business Telephone: 804-794-7317
Business City, Zip Code: Richmond VA 23236	Business Fax: 804-379-0010
Business E-Mail Address: jmcallister@mcallisterfoltz.com	
Is your place of employment located in the city of Richmond? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is your place of employment located in the county? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which county? Chesterfield	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 4 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? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
Signature: 	Date: 2.28.2017
<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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Clean City Commission

Vacancy Chart

As of
September 10, 2017

Fifteen (15) members appointed by Council, of which nine (9) members shall be from among the eligible voters within each voting district, five (5) members shall be corporate/citizen volunteers, one (1) member shall be the Director of Public Works, or his designee.

The Commission shall have five subcommittees as follows:

- Communications
- Schools
- Business and Industry
- Community Organizations
- Municipal Operations

(Assigned to the Land Use, Housing & Education Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Doug Allen	All members of Council	07/25/2017	Yes	Application included	Corporate or citizen volunteer
Badia Hiwott	All members of Council	11/23/2017	No	Declined appointment	6 th District qualified voter

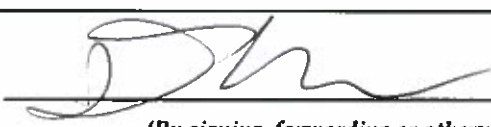
Contact:

Darlene Mallory, Support Services Manager/Clean City Commission Coordinator
Department of Public Works
3506 N. Hopkins Road
804-646-8325
Darlene.mallory@richmondgov.com

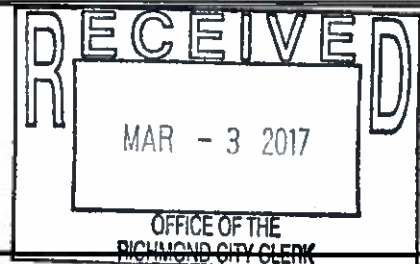


City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: Clean City Commission	
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: Allen	First Name: Douglas
Home Street Address: 3110 Park Ave Apt 5	Home Telephone: 757-951-5121
Home City, Zip Code: Richmond, 23221	Home Fax:
Personal E-Mail Address: allendk@me.com	
Employer: Marstel-Day, LLC	
Job Title: Planner	How Long? 5+ years
Business Street Address: 512 Prince Edward St, Richmond, VA 33 S. 13th St 2nd Floor	Business Telephone: 703-225-9198
Business City, Zip Code: Richmond, VA 23201 Richmond, VA 23219	Business Fax:
Business E-Mail Address: dallen@marstel-day.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? Number of years? 2+	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
Signature: 	Date: 3/3/2017
<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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