



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.richmondgov.com/cityclerk

Minutes

Organizational Development Standing Committee

Monday, August 5, 2019

5:00 PM

Council Chamber, 2nd Floor - City Hall

Committee Members and Others in Attendance

The Honorable Cynthia Newbille – Chair
The Honorable Chris Hilbert – Vice Chair
The Honorable Andreas Addison – Member
The Honorable Parker Agelasto – Member
The Honorable Kim Gray – Member
The Honorable Michael Jones – Member
The Honorable Kristen Larson – Member
The Honorable Reva Trammell – Member
Haskell Brown, Deputy City Attorney
Meghan Brown, Interim Council Chief of Staff
Allen Jackson, City Attorney
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Absent

The Honorable Ellen Robertson – Member

Call to Order

Chair Cynthia Newbille called the meeting to order at 12:16 p.m., and presided.

Chair Newbille informed the Committee that she, the City Attorney, and Member Kim Gray would meet with the chair and vice chair of the Navy Hill Development Advisory Commission, to discuss how the commission's review would proceed. She stated anyone interested to be considered for the commission should direct correspondence to the City Clerk's office.

Approval of the Minutes

There were no corrections or amendments to the minutes of the Monday, July 1, 2019, Organizational Development Standing Committee meeting at 5:00 p.m., and the minutes were approved as presented.

Closed Session Motion

At 12:20 p.m., Member Kristen Larson moved that the Organizational Development Standing Committee of the City Council go into closed session pursuant to Section 2.2-3711(A)(8) of the Virginia Freedom of Information Act for the purpose of consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, in particular, issues related to the pending proposed referendum to amend the City Charter.

The motion was seconded and unanimously approved.

Member Larson motioned to exit closed session. The motion was seconded and unanimously approved. Members reconvened in open session at 12:45 p.m.

CERTIFICATION OF CLOSED MEETING

August 5, 2019

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(D) of the Code of Virginia requires a certification by the 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 Committee.

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

CERTIFYING:

Cynthia I. Newbille, Chair
Christopher A. Hilbert, Vice Chair
Andreas D. Addison
Kimberly B. Gray
Kristen N. Larson
Parker C. Agelasto
Reva M. Trammell
Michael J. Jones

DECLINING TO CERTIFY:

Discussion Items

Performance Management/Evaluations

Brandis Ruffin, Council Human Resources Liaison, led a discussion regarding Council executive appointee performance evaluations.

Member Kristen Larson inquired how multiple evaluation ratings from different members of Council would be handled.

Ms. Ruffin stated that Human Resources would compile the data to provide feedback to the appointee.

Member Kim Gray asked that the Council agency organizational chart be clarified to show appointees reporting directly to Council rather than to the Council Chief of Staff.

Member Michael Jones asked if the review period for appointees would be calendar year or fiscal year.

Ms. Ruffin stated fiscal year was the current method.

A copy of the material provided has been filed.

Council Chief of Staff Recruitment

Chair Cynthia Newbille stated the Council agency organizational chart was in draft form.

Member Gray asked for prior versions of the organizational chart to allow comparison.

Ms. Ruffin led a discussion regarding Council Chief of Staff recruitment, which included a proposed timeline and an overview of the selection process.

A copy of the material provided has been filed.

Council Awards and Street Naming

Member Gray inquired about limitations on recognizing personal achievements by city employees and milestones reached by local businesses.

Chair Newbille informed the Committee she instructed Council staff to compile awards criteria from other localities. She asked that members review the material and be prepared to establish a criteria for providing awards or recognitions.

Member Larson raised the possibility of allowing members discretion with issuing awards within a member's own district without the need for Council's review.

Member Reva Trammell suggested that members running for reelection be prohibited from issuing awards or recognitions in an election year.

A copy of the material provided has been filed.

Additional Items

Chair Cynthia Newbille informed the Committee she received a letter from the Community Healing Network (CHN), which stated CHN will attend the 2019 Valuing Black Lives Global Summit on August 20, 2019 through August 22, 2019. She added that CHN asked that members attend the event which marks the 400th anniversary of the first recorded forced arrival of Africans in Virginia in the year 1619.

Chair Newbille stated National Night Out was scheduled for August 6, 2019, and encouraged attendance.

Member Michael Jones inquired about the process Council would take to address any vacancy of an appointee that reports directly to Council.

Member Kristen Larson asked how the interim position of City Attorney will be handled once Allen Jackson, City Attorney, retires.

Chair Newbille stated she hoped more information regarding that process will be available at the Tuesday, September 3, 2019, Organizational Development Standing Committee meeting.

A copy of the material provided has been filed.

Adjournment

There being no further business, the meeting adjourned at 1:34 p.m.