

# 2023 ANNUAL REPORT

## NAME OF BOARD/COMMISSION

## DATE

### 1. Current Members and Terms

- i** *Mark Bouziane, Chair 07/28/2023 – 07/27/2026*
- Glynis Boyd Hughes, Vice Chair 02/08/2022 -02/07/2025*
- Marianne Svoboda 11/13/2023 – 05/07/2026*
- Ingrid Harding 05/08/2023 – 03/11/2024*
- Valerie James-Gilbert 01/27/2022 – 02/07/2025*
- Mary Ann Mason 05/08/2023 – 07/07/2026*
- April Bingham 02/08/2022 – 02/07/2025*
- Jaron Clay 02/11/2023 – 02/10/2026*
- Gabriel Bibb 07/20/2020 – 07/27/2023*
- Atty. Alison Martin 11/14/2022 – 11/13/2025*
- Natasha D. Houpe - ongoing*

### 2. By-Laws

- i** *Copy of by-laws attached.*

### 3. Attendance Records

- i** *A copy of the 2023 attendance record spreadsheet is attached.*

### 4. Dates of Meetings

- i** *01/05/2023, 02/02/2023, 03/02/2023, 04/06/2023, 05/04/2023, 06/01/2023, 09/07/2023, 10/05/2023, 11/02/2023, 12/14/2023, (meetings are not held during the months of July and August)*

## 5. Expectations and Responsibilities of Board/Commission Members

- i** *The duties and responsibilities of Board members will include, but not be limited to, the following: A willingness to actively participate; an interest in, and knowledge of, community services needs of older persons and persons with disabilities; the ability and willingness to network with council members and district liaisons; an interest in and knowledge of government, business, and community concerns; expertise and/or experience in representing constituent concerns; attend and provide Board activities and concerns to in-person or virtual district council meetings; a willingness to seek advice or more information, if appropriate when issues are presented; and address local, regional, state, and federal issues within the focus and of the ADAB.*

## 6. 2022 Projects

- i** *Board revised ADAB By-Laws.*

## 7. Legislation and Policy Recommendations

- i** *None*

# Attendance Record 2023

X = Present

	NAME	1/5/2023	2/2/2023	3/2/2023	4/6/2023	5/4/2023	6/1/2023	7/6/2023	8/3/2023	9/7/2023	10/5/2023	11/2/2023	12/14/2023	#	%
1	Bibb, Gabriel	X	X	X	X	X	X			X	X	X	X	10	90.9%
2	Bingham, April									X		X	X	3	27.3%
3	Bouziane, Mark	X	X	X	X	X	X			X	X	X	X	10	90.9%
4	Boyd Hughes, Glynis		X		X		X			X			X	5	45.5%
5	Clay, Jaron	X	X	X							X			4	36.4%
6	Harding, Ingrid						X			X	X	X		4	36.4%
7	Houpe, Natasha												X	1	9.1%
8	Hubard, Conway "Knox"						X							1	9.1%
9	James-Gilbert, Valerie	X		X		X	X			X	X		X	7	63.6%
10	Jones, E. Yvette	X	X	X										3	27.3%
11	Martin, Alison		X	X	X	X						X		5	45.5%
12	Mason, Mary Ann						X			X	X	X	X	5	45.5%
13	Saunders, Cathy	X												1	9.1%
14	Svoboda, Marriane												X	1	9.1%
15														0	0.0%
16														0	0.0%
17														0	0.0%
18														0	0.0%
19														0	0.0%
20														0	0.0%
21														0	0.0%
22														0	0.0%
23														0	0.0%
24														0	0.0%
25														0	0.0%
# in Attendance:		6	6	6	4	4	7	0	0	7	6	6	8		

**CITY OF RICHMOND**  
**AGING AND DISABILITIES ADVISORY BOARD**  
**BY-LAWS**  
**(Adopted)**

**ARTICLE I: NAME**

The City of Richmond Aging and Disabilities Advisory Board (ADAB), as set forth in the Ordinance No. 2022-054 of the Code of Virginia and the Guidelines of the State Disability Services Council, serves the City of Richmond and is responsible to that governing body. The ADAB shall represent and advocate for older adults (persons 55 years of age and older), persons living with physical and/or sensory disabilities, and their families (ADAB Constituents).

**ARTICLE II: PURPOSE**

ADAB exists to provide information and recommendations to the City of Richmond on services for ADAB Constituents in the nine (9) districts comprising the City. The ADAB shall:

1. Provide a report of their advice and recommendations as required by Section 2-1068 (A) of Ordinance 2011-150-158 and upon the request of the City Council.
2. Work to improve the quality of life for ADAB Constituents by assisting the Office of Aging and Disability Services (OADS) and City Council with outreach efforts and engagement.
3. Represent, empower, and advocate on behalf of ADAB Constituents to remain independent and engaged within their own community.
4. Represent the interest of the nine (9) districts comprising the City of Richmond.

5. Identify and promote the OADS consumer-oriented and community-based programs and services that will help ADAB Constituents to maintain dignity, independence, and active lifestyles.
6. Support the OADS staff on program and service design, development, and oversight.
7. Support the OADS staff on the composition, implementation, and administration of the Three-Year Aging Plan.
8. Provide other assistance and advice to local government about best practices as requested.

### **ARTICLE III: POWERS AND DUTIES**

The powers and duties of the ADAB shall be exercised and performed in conformity with the laws, ordinances, and resolutions of the City of Richmond.

### **ARTICLE IV: MEMBERSHIP**

#### **Section I - Appointing Authority**

- A. The members of the ADAB shall be nominated and appointed by the City Council and act according to city, state<sup>1</sup> and federal<sup>2</sup> guidelines.
- B. City Council shall request nominations for members whose terms are expiring or when a vacancy occurs.
- C. All prospective members will be required to submit an application to their City Councilperson.
- D. Once appointed, members shall inform the ADAB Chair, City Clerk and City Councilperson six (6) months prior to the end of their elected term with intent to vacate.

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<sup>1</sup> Code of Virginia Code: Article 3. Services for Older Virginians

<sup>2</sup> Older Americans Act - Overview and Funding: Title III. Authorizes Grants to States and Local Entities for Supportive and Nutrition Services

## **Section II - Membership**

- A. The ADAB shall be composed of eleven (11) members:
1. One (1) member shall be comprised of a representative of the business community who may live in any district of the City or surrounding counties, as long as the business is located within the City;
  2. Two (2) residents of the City who are persons with disabilities (eighteen (18) years of age or older);
  3. Three (3) residents of the City who are older adults (fifty-five (55) years of age or older);
  4. Two (2) residents of the City who are past or current caregivers of at least one person with a disability or of at least one senior citizen;
  5. One (1) member who shall be an employee of the City and shall not be required to be a resident of the City;
  6. One (1) attorney or paralegal whose firm or office routinely represents or handles cases for senior citizens or persons with disabilities who has experience addressing issues related to the Americans with Disabilities Act and shall not be required to be a resident of or have a principal place of business in the City; and,
  7. One (1) member who shall be an employee of the City's Office of the Deputy Chief Administrative Officer for Human Services, Office of Aging and Disability Services with program manager duties and shall not be required to be a resident of the City.
- B. ADAB membership shall consist of members who advocate for ADAB Constituents.
- C. ADAB membership shall be consistent with any requirements of the City of Richmond Ordinance No. 2022-054 as approved by the City Council. The City Council reserves the right to change the size and composition of the Board consistent with these rules and other applicable laws.

- D. Members shall be chosen on the basis of recognized ability and demonstrate an interest in services for ADAB Constituents.

### **Section III - Membership Duties and Responsibilities**

- A. The duties and responsibilities of the ADAB members will include, but not be limited to, the following:
  - 1. A willingness to actively participate in outreach and community engagement efforts of the OADS and City Council;
  - 2. An interest in, and knowledge of, community services needs of older persons and persons with disabilities;
  - 3. The ability and willingness to network with City Council members and district liaisons;
  - 4. An interest in and knowledge of government, business, and community concerns;
  - 5. Demonstrated expertise and/or experience in representing constituent concerns;
  - 6. The ability and willingness to attend and provide ADAB activities and concerns to in-person or virtual district council meetings;
  - 7. A willingness to seek advice and gather information, if appropriate, when issues are presented;
  - 8. A willingness to address local, regional, state, and federal issues within the focus of the ADAB; and,
  - 9. The capacity to provide updates limited to their district's ADAB Constituents.

## **Section IV - Terms of Office and Tenure**

- A. In order to facilitate the staggering of terms of ADAB members initially appointed:
- Three (3) members of the Board shall serve for terms of three years;
  - Three (3) members of the Board shall serve for terms of two years; and,
  - Three (3) members of the Board shall serve for terms of one year.
- B. Thereafter, all members shall be appointed for terms of three years from the date of appointment.
- C. Upon the expiration of a Board member's term of office, that Board member shall continue to hold office until the successor thereof is appointed and qualified.
- D. Any vacancy shall be filled for the remainder of the unexpired term in the same manner as provided in this section.
- E. Resignations must be in writing to the Board and are encouraged to give as much notice as possible.
- F. New Member Orientation:
1. New member orientation shall be provided by the Executive Committee and/or OADS staff.
  2. All Board members are required to become knowledgeable of all the responsibilities as stated in Ordinance No. 2011-150-158 and attend an American Disabilities Act (ADA) Awareness and Etiquette training session.
- G. All other aspects of the Board and its membership not addressed in this division shall be governed by Article V, Division 1 of this chapter.

## **ARTICLE V - CONFLICT OF INTEREST**

Whenever a Board member or officer has a financial or personal interest in any matter coming before the Board, the affected person shall:

1. Fully disclose the nature of the business, and;
2. Withdraw from discussion, lobbying, and voting on the matter.

## **ARTICLE VI – OFFICERS**

### **Section I - Elected Officers**



- A. Elected officers shall consist of a Chair and Vice Chair.
- B. Election Procedures:
  - 1. A quorum shall be present throughout the election process.
  - 2. Nominations shall be accepted from the floor.
  - 3. A person can nominate themselves.
  - 4. The presiding officer can continue to preside even if they are one of the nominees for office.
  - 5. Elections shall be by a plurality vote.

## **Section II - Election of Officers**

- A. The Officers shall be elected on a staggering basis every other year at a special ADAB meeting by a majority vote of the members present in person or virtually.
- B. Each Officer shall hold their Office and retain their voting rights until their successor has been duly elected.

## **Section III - Term of Officers**

- A. Officers shall be elected for a two (2) year term.
- B. Officers shall assume duties at the next Board meeting following their election at the first meeting of the calendar year.

## **Section IV - Officer Vacancies**

- A. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by holding a plurality vote.

## **Section V - Chair**

- A. The Chair shall be elected in odd number years for a two (2) year term.
- B. The Chair shall be the Principal Executive Officer of the ADAB and shall, in general, supervise and control all Board business.
- C. The Chair shall appoint all sub-committees as needed.
- D. The Chair shall preside at regular and special meetings of the ADAB and be prepared to report to the City of Richmond City Council and/or its committees.
- E. The Chair shall serve as the official representative for the Board.

## **Section VI - Vice Chair**

- A. The Vice-Chair shall be elected in even number years for a two (2) year term.
- B. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.
- C. The Vice Chair shall perform other duties that may be assigned by the Chair.
- D. The Vice Chair shall chair and serve as ex-officio member of all Board Committees and Subcommittees.
- E. If both the Chair and Vice Chair are absent, the members present will decide who will chair the Board meeting.

## **ARTICLE VII – MEETINGS**

### **Section I - Location**

- A. The ADAB meeting location shall be within the geographical boundaries of the City of Richmond.
- B. The ADAB meeting may be held virtually if needed.

## **Section II - Committee Regular Meetings**

- A. The City of Richmond ADAB regular meetings shall be held monthly, on the second Thursday of each month, January through June and September through December, unless otherwise designated by the Chair and the Office of Aging and Disability Services (OADS).
1. Meeting hours will be held from 10:00 AM to 11:30 AM.
  2. Meeting notices shall be distributed to Board members, local government administrators, and the community at least fourteen (14) days in advance of the meeting.
  3. Date and time of meetings may be made as needed by majority vote during the prior meeting.
  4. A written agenda will be sent to Board members at least one (1) week prior to said Board meeting.
  5. If a quorum is present, minutes shall be taken and provided to Board members and Administrator of Boards and Commissions no later than five (5) business days prior to the next Board meeting.
  6. Meeting attendance is required for all Board members.
    - a. Absences shall require advance written notification to the Chair or OADS liaison.
    - b. An unexcused absence means that the absentee did not notify the Chair or OADS liaison that they would be unable to attend the meeting.
- B. Non-voting community representatives include, but not limited to, the following:
1. Health care providers
  2. Supportive service organizations
  3. Veteran Services

4. Local behavioral health/intellectual and developmental disability authorities
5. Representative of the Area Agency on Aging
6. Minority individuals representing the population of the 9-district service areas
7. Members of the general public with an interest in services for ADAB Constituents.
8. Representative to provide federal and state legislative updates

#### **Section IV - Special Committee Meetings**

- A. Special meetings may be called by, or at the request of, the Chair or the Vice Chair.
- B. Special meeting notices shall be given at least three (3) days previously thereto by written notice sent by telecommunication or oral notice to each Board member and local government administrator.
- C. The Office of the City Clerk shall be informed of all meetings, changes in schedules and special meetings at least fourteen (14) days prior to the meeting.

#### **Section V - Quorum and Voting Rights**

A minimum of 2/3 of the membership shall constitute a quorum for the transaction of business.

#### **Section VI - Meeting Manner of Acting/Parliamentary Authority**

- A. All Board meetings will be governed by Robert's Rules of Order.
- B. The rules contained in the current edition of Robert's Rules of Order (Newly Revised) will govern in all cases in all meetings when they are agreeable and

when they are not inconsistent with these Bylaws or any special rules of order the Board may adopt.

### **ARTICLE VIII - AMENDMENTS TO BYLAWS**

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by a two-thirds (2/3) majority of the Board if at least ten (10) business days written and/or electronic notice has been given to each Board member as to the proposed intention to alter, amend, or repeal or to adopt new Bylaws at any regular or special meeting.

The City of Richmond Aging and Disabilities Advisory Board approved and amended the Bylaws on September 14, 2023.