

CITY OF RICHMOND PERSONNEL BOARD



2024 ANNUAL ACTIVITY REPORT

(This comprehensive report outlines all Personnel Board activities for the 2024 calendar year and includes references to 2023, 2022, and 2021 for comparison purposes.)



CITY OF RICHMOND


INTRACITY CORRESPONDENCE

DATE: January 9, 2025

TO: Tyrome Alexander, Department of Human Resources (DHR)
Shaletha Dyson, DHR
Timothy Williams, DHR

LaForest Williams, Personnel Board (PB)
Lorraine Adeeb, PB
Personnel Board Members, PB

Candice Reid, Office of the City Clerk (OCCC)
Pamela Nichols, OCCC

FROM: Veronica Kenner, DHR 

SUBJECT: City of Richmond Personnel Board 2024 Annual Activity Report

I am delighted to present the Personnel Board's 2024 Annual Activity Report. This comprehensive report outlines all activities for the 2024 calendar year and includes references to 2023, 2022, and 2021 for comparison purposes.

We want to extend our gratitude to the Personnel Board for their unwavering support and dedicated service to the City as members of this esteemed body. Please feel free to reach out if you have any questions or comments.

CC: Caryl Johnson, Esquire, Attorney of the Personnel Board, Personnel Board
Jonnell Lilly, Esquire, Attorney of the Personnel Board, Personnel Board



CITY OF RICHMOND PERSONNEL BOARD 2024 ANNUAL ACTIVITY REPORT

CITY OF RICHMOND'S PERSONNEL BOARD

The City of Richmond's Personnel Board [Board] comprises ten qualified voters appointed by the City Council. The Board has two tenured employees of the classified service. The Board's General powers and duties according to Richmond City Code are to:

- Serve as a hearing panel and hear appeals of grievances filed by any employee in the classified service under procedures established by the City in compliance with Code of Virginia, § 15.2-1507.
- Review and hold public hearings on any proposed personnel rules and forward to the City Council and the Mayor its comments and recommendations relating to any such proposed personnel rule.
- Investigate any or all matters relating to conditions of employment in the service of the City.
- Receive and investigate complaints regarding alleged discrimination based on race, color, religion, national origin, sex, age, and disability from individual employees relating to such individuals' employment with the City.

PERSONNEL BOARD¹

LaForest Williams, Chairperson (Classified Services)
Lorraine Adeeb, Vice-Chairperson
Betty Burrell, Member
Patrice Carpenter, Member
Saundra Collier, Member (Classified Services)
Michelle Cutter, Member
Linda Jackson Shaw, Member
Larry Johnson, Sr., Member
Carletta Wilson, Member

ATTORNEYS OF THE PERSONNEL BOARD

Caryl Johnson, Esquire
Jonnell Lilly, Esquire

DEPARTMENT OF HUMAN RESOURCES

Tyrome Alexander, HR Director, Department of Human Resources (DHR)
Timothy Williams, Interim HR Division Chief – Employee Relations and EEO, DHR
Veronica E. Kenner, Employee Relations Specialist/ Secretary of the Board, DHR
Ti'Eja Woodson, Human Resources Assistant, DHR

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¹ The Code of Richmond, Section 2-936, there shall be a Personnel Board consisting of ten persons appointed by City Council who reside within the city, except that the two Board members who are members of the classified system of the city shall not be subject to this subsection's residency requirement.

GENERAL POWERS AND DUTIES

The Board operates under the description of powers and duties outlined in the City Code and the Administrative Regulations. All hearings and meetings are conducted according to relevant provisions of the Code and state statutes. The Board seeks to hear and act on all matters coming before its attention in a prompt and responsible matter. The Board's hearing decision shall be in writing and contain findings of fact on the material issues in each case and the basis of the Board's conclusion.

MEETINGS/TRAINING/DEPARTURES/APPOINTMENTS (2024)

January 10, 2024

May 15, 2024

Departures:

Samuel Towell – March 2024

City Council Appointee:

Patrice Carpenter - September 9, 2024

Vacancies:

One

ATTENDEE COUNT (202):

Attendees	Count
Lorraine Adeeb	6
Betty Burrell	6
Patrice Carpenter	3
Michelle Cutter	2
Caryl Johnson	2
Larry Johnson	8
Jonnel Lilly	7
Linda Jackson-Shaw	5
Samuel Towell	2
LaForest Williams	7
Sandra Collier	5
Carletta Wilson	6

GRIEVANCE HEARINGS

This report only reflects grievances submitted to the Department of Human Resources for a grievability determination per Administrative Regulation 5.19 Grievance Policy for Classified Services, E. Determination of Grievability. "Grievability" ruling shall mean whether or not the grievance qualifies for a hearing. In 2024, 48 grievances were submitted, with 13 meeting the criteria to be heard before the Board. This marks a significant decrease of 47.3%, equating to 43 fewer grievances than the previous calendar year.

According to the regulations, all grievances (with the exception of dismissals) follow a structured four-step process. The first three steps are addressed by the respective supervisor, the Appointing Authority,

and the Chief Administrative Officer. In the case of a dismissal, an eligible employee retains the right to appeal directly to the board.

As a primary function, the Personnel Board convenes in closed session to hear matters related to the employment of employees. Following the Virginia Freedom of Information Act, § 2.2-3712. Closed meetings procedures; certification of proceedings. The Personnel Board can convene in close session to hear matters related to the assignment, appointment, promotion, performance, and discipline of employees.

The Board convened to hear six (6) grievances. It continues to hear grievances in a panel of five (5) members.

DECISIONS MADE BY THE BOARD

	Heard	Upheld	Modified	Overturned	Department Granted Relief
2024 ²	6	5	0	0	0
2023	6	3	0	3	0
2022 ³	11	3	1	4	1
2021	6	4	0	1	1
TOTAL	29	15	1	8	2

COMPLAINTS HEARD BEFORE THE BOARD

	2024	2023	2022	2021
Demotion	1	0	0	1
Direct Appeal -Terminations	2	3	3	1
Discrimination	0	1	0	0
Disciplinary Actions	3	2	6	3
Evidentiary Hearing	0	0	0	0
Methods, Means by which personnel activities are carried on	0	0	0	1
Misapplication of Policy	0	0	2	0
TOTAL	6	6	11	6

DEPARTMENTS BROUGHT BEFORE THE BOARD

	2024	2023	2022	2021
Fire and Emergency Services	2	0	1	0
Justice Services	2	0	2	0
Planning and Development Review	1	0	0	0
Police	1	2	8	2
Public Utilities	0	1	0	2
Public Work	0	3	0	0
Social Services	0	0	0	2
TOTAL	6	6	11	6

² The Personnel Board met and recessed a Personnel Board Grievance Hearing until 2025. No final ruling.

³ The grievance count includes multiple complaints filed on a single grievance form.

NUMBER OF GRIEVANCES FILED AND RULINGS

	Grievances Filed	Grievable Rulings	Non-Grievable Rulings
2024	48	13	35
2023	91	45	46
2022	136	46	90
2021	56	45	11
TOTAL	331	149	182

GRIEVANCES BY DEPARTMENT

	2024	2023	2022	2021
Economic Development	0	0	0	1
Emergency Communication (E911)	0	0	2	0
Finance	1	0	0	0
Fire and Emergency Services	9	45	21	10
Housing and Development	0	0	1	0
Human Resources	1	1	2	0
Justice Services	4	4	3	5
Parks, Recreation and Community Facilities	1	1	1	1
Planning and Development Review	1	3	2	1
Police	26	22	96	31
Public Utilities	3	2	4	3
Public Work	1	12	3	3
Social Services	1	1	1	1
TOTAL	48	91	136	56

GRIEVANCES BY COMPLAINT

	2024³	2023³	2022³	2021³
Acts of Retaliation for utilizing the grievance process	0	0	1	1
Anti-Harassment/Discrimination	0	1	1	1
Assignment Demotions/Hiring Practices/Promotions	2	6	2	3
Benefits/Compensation/Classification	25	37	91	6
Disciplinary Actions	13	35	25	24
Direct Appeal - Terminations	7	9	1	5
Methods, Means by which personnel activities are carried on	2	1	5	1
Misapplication of Policy	6	7	14	18
Transfer	0	0	0	1
Verbal Counseling	0	0	1	0
Written Reprimands ⁴	7	-	-	-
TOTAL	62	96	141	60

³ The grievance count includes multiple complaints filed on a single grievance form.

⁴ Effective July 1, 2023, under [the Administrative Regulations and the Collective Bargaining Agreements](#), written reprimands are no longer grievable.

Additional Statistical Information and Responses

In 2022, the Personnel Board unanimously voted to allow in-person and electronic communication participation (as indicated by VFOIA) and permit the Personnel Board's Attorney to draft a policy to support the Board's position. Following [The Virginia Freedom of Information Act § 2.2-3708.3](#). (Effective September 1, 2022) - Meetings held through electronic communication means; situations other than declared states of emergency.

In 2024, the Board continued to prioritize SAFETY MEASURES to ensure a secure environment for all participants:

- Participants were encouraged to wear face coverings for added protection.
- Individuals attending in person were assigned designated spaces within City Hall to maintain social distancing protocols, and access to electronic devices was provided.
- Common areas and hearing materials were thoroughly disinfected to uphold hygiene standards.

What are the Decrease/Increase Comparisons for Subsequent Years?

- 2024 to 2023 – 47.3% Decrease
- 2023 to 2022 – 39.65% Decrease
- 2022 to 2021 – 142% Increase

In July 2023, the rules and regulations governing grievances for the City of Richmond employees are outlined in [the Administrative Regulations and the Collective Bargaining Agreements](#). It is important to note that, per these policies, written reprimands are not considered grievable and will not be eligible for review by the Personnel Board. Additionally, employees covered by a collective bargaining agreement will have their grievances addressed through arbitration rather than being reviewed by the Personnel Board. The Department of Human Resources (DHR) will continue to determine grievability, assessing whether a grievance meets the criteria established by [the Administrative Regulations or the Collective Bargaining Agreements](#).

2025 INITIATIVES

- Annual Personnel Board Training, TBD
- Freedom of Information Act (FOIA), TBD

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