

Form Name: Annual Reports for Boards, Commissions and Similar Entities
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2024 Annual Report For Boards and Commissions

Name of Board/Commission	Citizen Advisory Board Meeting
Current members (indicate chair, vice-chair, etc.)	Jonette Meade Barley Joseph Brooks (co-chair, voted in on 12.4.2024) Eric J. Brown Montrell Brown Zenobia Cardwell Avohom Carpenter Cordell R. Hayes Jr. Malcolm Jaymere Jones Saundra Laws Bendell Nasir Parker Aquanetta Scott Patrice Shelton Carmen Simon Ellen Roberston (co-chiar) Caprichia Spellman
Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act?	No
Meeting Dates of meetings held in 2024	February 28, 2024 May 22, 2024 December 4, 2024
Is there any information that may have been requested by the standing committee to which the board or commission is assigned to report?	No
Is the 2024 meeting attendance record included?	Yes - Select Yes to upload documents https://www.formstack.com/admin/download/file/17390980462
Is a copy of the body's current by-laws or rules of procedures attached?	Yes - Select Yes to upload documents https://www.formstack.com/admin/download/file/17390980464
New Projects	N/A
Long Answer	N/A

Attendance Record 2024

X = Present

		<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	#	%
1	Brooks, Joseph				X							X		2	18.2%
2	Brown, Montrell											X		1	9.1%
3	Cardwell, Zenobia											X		1	9.1%
4	Laws, Sandra				X							X		2	18.2%
5	Scott, Aquanetta				X							X		2	18.2%
6	Shelton, Patrice				X							X		2	18.2%
7	Spellman, Caprichia				X							X		2	18.2%
8	Robertson, Ellen				X							X		2	18.2%
9	Artis, Barbara											X		1	9.1%
10	Thomas, Nyasia											X		1	9.1%
11	Stone, Jeanette											X		1	9.1%
12	Harris, Kelvin				X							X		2	18.2%
13	Stevenson, Jaquelin											X		1	9.1%
14	Payne, Lori											X		1	9.1%
15	Morton, Jamison											X		1	9.1%
16	Jones, Mone											X		1	9.1%
17	Johnson, LaVeania											X		1	9.1%
18	Hicks, Latrice											X		1	9.1%
19	Almond, Shelly				X									1	9.1%
20	Beacot, Shaquanna				X									1	9.1%
21	Carpenter, Avohom				X									1	9.1%
22	Hall, Charles				X									1	9.1%
23	Hayes, Cordell				X									1	9.1%
24	Brown, Malcolm				X									1	9.1%
25	Simon, Carmen				X									1	9.1%
# in Attendance:		0	0	0	0	14	0	0	0	0	0	0	0	18	

By-Laws

Sec. 2-894. Composition; qualifications; terms of office; compensation.

- (a) *Composition.* The Board shall be composed of 16 members, including seven members appointed by the Mayor, eight members appointed by the Council, and the Director of Community Wealth Building, who shall be a non-voting member. All appointments shall be otherwise governed by Sections 2-767 and 2-768.
- (b) *Qualifications.*
- (1) *Mayoral appointments.* The Mayor shall appoint members from each of the following categories:
- a. Four persons who, at the time of appointment, reside in a City Council district within the City of Richmond with a poverty rate of at least 20 percent. At least one of the four persons shall, at the time of appointment, be a tenant of the Richmond Redevelopment and Housing Authority or a recipient of Section 8 housing vouchers from the Richmond Redevelopment and Housing Authority.
 - b. A representative of a service provider assisting low-income individuals or families.
 - c. A representative of a community organization or advocacy group with a primary focus on the reduction of poverty and who resides within the City of Richmond.
 - d. A person who resides within the City of Richmond.
- (2) *Council appointments.* The Council shall appoint members from each of the following categories:
- a. Four persons who, at the time of appointment, reside in a City Council district within the City of Richmond with a poverty rate of at least 20 percent. At least one of the four persons shall, at the time of appointment, be a tenant of the Richmond Redevelopment and Housing Authority or a recipient of Section 8 housing vouchers from the Richmond Redevelopment and Housing Authority.
 - b. A business owner or a representative of a business with a workforce made up of employees, the majority of whom reside in the City of Richmond.
 - c. A representative of a college or university located within the City of Richmond with expertise in studying poverty or in program evaluation.
 - d. A person who resides within the City of Richmond.
 - e. A member of the City Council, who shall be a non-voting member of the Board and shall serve as co-Chair.
- (c) *Terms of office.* Of the voting members initially appointed, five members shall be appointed for a term of one year, five members shall be appointed for a term of two years and four members shall be appointed for a term of three years. Thereafter, voting members shall be appointed for terms of three years. However, the Director of Community Wealth Building shall serve as an ex officio member and the member of the City Council shall be appointed

by resolution of the City Council in the same manner as appointments to standing committees of the City Council and shall be appointed for a term that shall expire as provided in such resolution. The members of the Board shall serve no more than two successive full terms; provided, however, that persons appointed to fill an unexpired term may serve two successive full terms upon completion of the unexpired term for which the person has been appointed. Members appointed pursuant to subsections (b)(1)a and (b)(2)a of this section who, after such appointment, no longer meet the qualifications specified therein may complete their full term and hold office until a qualified successor is appointed. All other aspects of the Board and its membership not addressed in this division shall be governed by Chapter 2, Article V, Division 1.

- (d) *Compensation.* The voting members of the Board shall receive a per diem compensation of \$50.00 for each meeting of the Board for which such members are actually engaged in the duties of the Board; provided, however, that no member shall receive more than \$600.00 per fiscal year for compensation.

(Code 2004, § 2-921; Code 2015, § 2-894; Ord. No. 2014-234-215, § 1, 12-8-2014; Ord. No. 2015-240-236, § 3, 12-14-2015; Ord. No. 2016-189, § 1, 9-12-2016; Ord. No. 2019-196, § 1, 9-9-2019)

Sec. 2-895. Duties and functions; reporting.

- (a) *Duties and functions.* The Board shall monitor, evaluate and provide advice and recommendations to the Mayor, the City Council, and the Director of Community Wealth Building concerning the City's poverty reduction and wealth building initiatives and the City's progress towards achieving its poverty reduction objectives. For purposes of Section 2-773, the Board is classified as "advisory." In addition, the Board shall fulfill the following duties and functions:
 - (1) Provide advice to the Director of Community Wealth Building concerning the City's comprehensive poverty reduction and community wealth building efforts.
 - (2) Review reports and evaluations concerning the progress of the City's poverty reduction and community wealth building initiatives and compliance with the objectives of, funding for, and grant requirements and contractual obligations to be performed by the Office of Community Wealth Building.
 - (3) Review and evaluate proposals for poverty reduction and community wealth building initiatives submitted to the City.
 - (4) Inform the citizens of the City of Richmond on issues of poverty and the City's policies and actions to address poverty-related issues.
 - (5) Engage the citizens of the City of Richmond in public forums concerning the progress of the City's poverty reduction and community wealth building initiatives and concerning issues affecting low-income communities in the City of Richmond.
- (b) *Reporting.* The Board shall provide the Mayor and a Human Services Manager with quarterly reports concerning its performance and the completion of the duties and functions set forth in subsection (a) of this section.

(Code 2004, § 2-922; Code 2015, § 2-895; Ord. No. 2014-234-215, § 1, 12-8-2014; Ord. No. 2019-196, § 1, 9-9-2019)

Sec. 2-896. Administration.

The Office of Community Wealth Building shall provide the necessary support for the Board. The Board shall meet at least once each quarter and as often as the Board may deem necessary. The Board shall keep minutes of its meetings in accordance with the requirements of the Virginia Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq.). Nine members of the Board shall constitute a quorum. The Board shall select from among its membership a member who is a resident of the City of Richmond to serve as co-Chair of the Board with the member of the Council pursuant to Section 2-894. The Board may adopt rules of procedure or bylaws, approved as to form and legality by the City Attorney and not inconsistent with this division or other applicable law, to govern the conduct of its meetings and affairs.

(Code 2004, § 2-923; Code 2015, § 2-896; Ord. No. 2014-234-215, § 1, 12-8-2014; Ord. No. 2019-196, § 1, 9-9-2019)

Secs. 2-897—2-925. Reserved.