

# 2024 ANNUAL REPORT

## RICHMOND DEPARTMENT OF SOCIAL SERVICES ADVISORY BOARD

12/31/2024

### 1. Current Members and Terms

**i** List current members and their terms and indicate chairs and vice-chairs.

*Please see attached.*

### 2. By-Laws

**i** Include/attach a copy of the body's most recent by-laws or rules of procedure. *Please see attached.*

### 3. Attendance Records

**i** Include a 2024 attendance record here or fill out the spreadsheet provided separately and attach to report. *Please see attached.*

### 4. Dates of Meetings

**i** Include the dates of meetings held in the last twelve (12) months.

*March 28, 2024 (Special Meeting)*

*May 9, 2024*

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

**i** *Include a brief description of expectations and responsibilities of commission/board members. [ATTACHMENT 1]*

The Director of Social Services, pursuant to Code of Virginia, § 63.2-304, is designated as and shall constitute the City's Social Services Board, and the Director is authorized to exercise all the rights and powers set out in Code of Virginia, § 63.2-304.

The Advisory Board shall consist of nine members, all of whom shall be citizens of the City. The term of any such person shall expire at the end of four years, or as may be otherwise provided in Code of Virginia, § 63.2-305, or any Code section superseding Code of Virginia, § 63.2-305; provided, however, an appointment to fill a vacancy occurring during the term of any member of the Advisory Board shall be for the unexpired portion of the term. No person shall serve more than two successive full terms as a member of the Board. Annually, the Board shall choose one of its members as Chairperson of the Board to serve a term of one year, or to serve until such time as a successor is chosen and qualified. No member shall be chosen to serve as Chairperson more than three successive terms. The Director of Social Services shall be an ex officio member, without vote, of the Advisory Board.

The purpose of the Richmond Social Services Advisory Board is to serve in an advisory capacity to Department of Richmond Social Services. There are two types of local boards: Administrative and Advisory. Although there are some differences in responsibility between the two boards, there are several expectations that are the same.

The Richmond Social Services Advisory Board shall have the responsibility varies but are not limited to:

- Faithfully attend board and committee meetings.
- Gain knowledge about the scope of social services problems in the community, goals, and objectives and how the local department is able to meet those needs.
- Take an active interest in state and local social services issues.
- Monitor the formulation and implementation of social services programs in the city.
- Monitor and review program performance.
- Avoid any hint of conflict of interest.
- Enhance the public image of the Richmond City Department of Social Services (RDSS).
- Take advantage of training opportunities offered by the Virginia Department of Social Service and Richmond City Department of Social Service.
- Monitor fiscal performance.
- Serve as a champion of the agency; ready to promote awareness and understanding of the department.
- Have an active role in promoting interagency relations by acting as liaisons.
- Have a unique opportunity to promote volunteerism in the local department, and to be a catalyst in the development of community-wide volunteer resources.
- Take advantage of any opportunities to further educate the public about the local social services programs and activities.

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### **Sec. 2-774. - Boards and commissions required to meet.**

Every board or commission to which the Council appoints all members shall meet at least one time in a 12-month period. Any such board or commission that does not meet at least once during a 12-month period may be subject to dissolution by ordinance or resolution. A board or commission created or continued pursuant to State or Federal law shall not be subject to dissolution for failure to comply with this section's requirements.

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### **Sec. 2-796. - Establishing advisory committees; purpose; public notice.**

Unless otherwise specifically provided by ordinance, advisory committees shall be utilized solely for advisory functions. Determinations of action to be taken and policy to be expressed with respect to

## 6. 2024 Projects

In 2024 we instituted a bi-monthly 'Lunch and Learn' series for the board wherein members were provided an opportunity to hop on a virtual series to receive a deep dive briefing on a specific issue from the Department. We were able to hold two of these successfully however they lost steam throughout the year.

## 7. Legislation and Policy Recommendations

Unfortunately given the lackluster attendance of members and inconsistent meeting due to issues with quorum, coupled with inconsistent engagement from department staff we are not in a posture to be able to provide legislative or policy recommendations in 2024.

# **Social Services**

## **Governance Policy and By-Laws**

Adopted by the Richmond Department of Social Services: **Council (attached) and VDSS Governance and Board Bylaws [here](#).**

### RDSS Advisory Board Members' Terms

Name of Board Member	Unexpired Term		First Term Appointment		Second Term Appointment		Check As Applicable		
	From	To	From	To	From	To	Chair	Vice Chair	Super-visor
Portia Allman			2/26/24	3/26/28					
Jameson Babb	9/12/22	9/26/23	9/27/23	9/26/27			X		
Timika Cousins			9/11/23	6/23/24	9/9/24	6/23/28			
Ann Kramer			2/26/24	9/26/27					
Preston Page	6/27/16	6/22/17	6/23/17	6/22/21	6/23/21	6/22/25			
Nicole Poulin			2/26/24	10/1/27					
Lisa Specter-Dunaway	11/8/21	1/11/22	1/12/22	1/11/26				X	
Sherrell Thompson			5/8/23	4/22/27					
Kimberley Young			9/14/20	9/10/24					

# Attendance Record 2024

X = Present

		January	February	March	April	May	June	July	August	September	October	November	December	#	%
1	Portia Allman			X	X				X					3	75.0%
2	Jameson Babb		X	X	X				X		X			5	100.0%
3	Timika Cousins								X		X			2	40.0%
4	Ann Kramer			X	X						X			3	75.0%
5	Preston Page			X	X									2	40.0%
6	Nicole Poulin			X	X				X					3	75.0%
7	Lisa Specter-Dunaway		X	X	X									3	60.0%
8	Sherrell Thompson										X			1	20.0%
9	Kimberley Young			X	X									2	67.0%
10														0	0.0%
11														0	0.0%
12														0	0.0%
13														0	0.0%
14														0	0.0%
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:		0	2	7	0	7	0	0	0	4	0	4	0		

**Note: The Chair cancelled the July 2024 meeting, via email, because**

City of Richmond  
Richmond Social Services Advisory Board  
Bylaws

**Article I – Name and Authority**

- Section 1        The name of this organization shall be the Richmond Social Services Advisory Board, hereinafter referred to as the “board”.
- Section 2        The Richmond Social Services Advisory Board shall have such authority as prescribed in governing legislation, as amended by Code 2-604.

**Article II – Policies**

- Section 1        The policies and the by-laws of the Richmond Social Services Advisory Board shall be in compliance with the Richmond City Code and the laws of the Commonwealth of Virginia.
- Section 2        The illegality or invalidity of any term or section of the by-laws shall not affect the validity of the remainder of the by-laws, and the by-laws shall remain in full force and effect as if such illegal or invalid term or section were not contained herein.

**Article III – Purpose**

The purpose of the Richmond Social Services Advisory Board is to serve in an advisory capacity to Department of Richmond Social Services.

**Article IV – Responsibilities**

The Richmond Social Services Advisory Board shall have the responsibility to:

- Faithfully attend board and committee meetings
- Know the programs, goals, and objectives of the RDSS
- Take an active interest in state and local social services issues
- Monitor the formulation and implementation of social services programs in the city
- Avoid any hint of conflict of interest
- Enhance the public image of the RDSS
- Require presentation of written or oral reports of committee meetings at board meetings
- Take advantage of training opportunities offered by the VDSS & RDSS
- Monitor fiscal performance

## **Article V – Membership and Terms of Members**

- Section 1      The Richmond Social Services Advisory Board shall be composed of nine members appointed by Richmond City Council.
- Section 2      Members shall serve for terms of four years and a member may serve no more than two consecutive terms.
- Section 3      Resignations shall be in writing to the Office of the City Clerk and the chair of the Richmond Social Services Advisory Board and shall be given with as much notice as possible.
- Section 4      All members of the Richmond Social Services Advisory Board shall abide by the Virginia Conflict of Interest Act. A member declaring a conflict on a particular matter being considered by the Richmond Social Services Advisory Board shall refrain from voting on such issue.
- Section 5      Should any member appointed by the Council miss four consecutive regularly scheduled meetings of the Richmond Social Services Advisory Board, the Richmond Social Services Advisory Board may refer that member to City Council for consideration of removal.
- Section 5.1     Prior to a Board decision on the above referral, the Board shall send a letter notifying the member of their absence and the upcoming vote on their potential removal.
- Section 6      Members must be a resident of or work in the City of Richmond.

## **Article VI – Officers and Elections**

- Section 1      The officers of the Board shall consist of a chairman, vice chairman, and secretary. Other officers may be established by the board.
- Section 2      The chairman and vice chairman shall be elected by majority vote of board members at the last meeting of each year and shall serve a one (1) year term – January first to December thirty first. Officers shall be limited to two consecutive terms. Chairs can serve 3 consecutive terms.
- Section 3      Secretary. The director of social services shall assign an employee of the department to serve as secretary of the social services advisory board.
- Section 4      Vacancies in chairman and vice chairman shall be filled as soon as possible by the board.

## **Article VII – Duties of Officers**

- Section 1 Chairman – It shall be the duty of the chairman to preside at all meetings of the board at which he/she is present and to sign all documents of the board where required. The chairman shall be an ex-officio member of all subcommittees of the organization; shall appoint all subcommittees; shall see that all members of the committee perform their duties faithfully; shall have general supervision and direction of the affairs of the board or commission and shall perform all duties usually pertaining to the office.
- Section 2 Vice Chairman – The vice chairman shall assume the duties of the chairman in the absence or inability of that officer to act, and shall assist the chairman when called upon.
- Section 3 Secretary – It shall be the duty of the secretary to keep the minutes of all meetings of the Board and present a copy to the Office of the City Clerk. Furthermore, the secretary shall ensure that notices of both the regular and special meetings of the board are sent to the members and posted in accordance with the Virginia Freedom of Information Act.

## **Article VIII – Subcommittees**

- Section 1 The board chairman may establish standing committees or subcommittees within the board to carry out specific tasks or activities. The board chairman shall appoint all members of subcommittees and the chairman of each subcommittee.
- Section 2 The chairman shall include one or more members of the board on each subcommittee and may also appoint persons who are not members of the board as members of the subcommittee. However, persons who are not members of the board shall not have a vote on matters on which the board votes.

## **Article IX – Quorum and Voting**

- Section 1 The quorum for all Richmond Social Services Advisory Board meetings shall not be less than a majority of the current members of the board or subcommittee. No action may be taken by the board or subcommittee in the absence of a quorum. The board and its subcommittees may meet in a closed executive session for the purposes authorized by the Virginia Freedom of Information Act, only after an affirmative vote on a motion which specified the purpose for closing the meeting.
- Section 2 A majority of members present and voting at a Richmond Social Services Advisory Board meeting is necessary for the passage of any action not otherwise provided for in these bylaws. However, amendments and/or additions to the bylaws themselves require a two-thirds majority vote of the board membership. A majority is defined as any number greater than one-half of the members present and voting.

Section 3 Voting of the Richmond Social Services Advisory Board and its subcommittees shall normally be by voice. However, in every case where a vote other than a simple majority is required for passage, or as a discretion vote, the vote shall be by the show of hands.

### **Article X – Meetings**

Section 1 Regular meetings of the Richmond Social Services Advisory Board shall be held bi-monthly and may be held in-person, virtual or as a combination of the two based on the needs of the members and shall be open to the public. Notification of regular meetings shall be made by electronic mail or as specified by the individual member. Notification shall also regularly be posted in a prominent public location and in the Office of the City Clerk at least three days prior to each meeting in accordance with the Virginia Freedom of Information Act.

Section 1.1 In the absence of a declaration of a local emergency that would justify the use of Va. Code § 2.2-3708.2(A)(3) to meet by electronic communication means, the Virginia Freedom of Information Act provides for individual members of a public body to participate in an in-person meeting through electronic communication means in two specific situations as long as (i) the public body has adopted a policy such as that found in Rule III(D) of the City Council’s Rules of Procedure governing such participation, (ii) a quorum of the public body is physically assembled at the meeting location, and (iii) the public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Va. Code § 15.2-3708.2(A)(1)(a) allows the member’s electronic participation if the member has a disability or medical condition that “prevents the member’s physical attendance” or a family member’s medical condition requiring care prevents the member’s physical attendance.

Va. Code § 2.2-3708.2(A)(1)(b) allows electronic participation for a “personal matter” that must be identified during the meeting and in the meeting’s minutes.

Section 2 Special meetings of the Richmond Social Services Advisory Board may be called by the chair or by written notice to all members from at least a majority of its current membership.

Section 3 The order of business for all meetings shall be specified in the agenda that shall be distributed at least five (5) days in advance of the meeting.

Section 4 Robert’s Rules of Order Newly Revised, 11<sup>th</sup> Edition, shall control the proceedings of the Richmond Social Services Advisory Board and its subcommittees in all cases to which they are applicable, except as otherwise provided in these bylaws, the Code of Virginia and the Code of the city of Richmond.

## **Article XI – Amendments**

These bylaws may be amended at the regular meetings of the Richmond Social Services Advisory Board by vote of not less than two-thirds of the members of the current total membership. A copy of the proposed amendments shall be submitted to each member in writing at least two (2) full weeks prior to the meeting and introduced and seconded as an order of new business.