

2022 ANNUAL REPORT

NAME OF BOARD/COMMISSION

DATE

1. Current Members and Terms

- i** *Mark Bouziane, Chair 07/27/20 – 07/23/23*
- Glynis Boyd Hughes, Vice Chair 02/08/22 -02/07/25*
- Cathy Saunders 05/24/21 – 12/09/22*
- Valerie James-Gilbert 01/27/22 – 02/07/25*
- April Bingham 02/08/22 – 02/07/25*
- Jaron Clay 12/13/21 – 02/10/21 (reappointed for 02/11/23 – 02/10/260*
- Gabriel Bibb 07/20/2020 – 07/27/2023*

2. By-Laws

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

3. Attendance Records

- i** *Copy 2022 attendance record spreadsheet attached.*

4. Dates of Meetings

- i** *01//06/22, 02/03/2022, 03/03/2022, 04/07/2022, 05/05/2022, 06/02/2022, 09/01/2022, 10/06/2022, 11/03/2022, 12/01/2022 (meetings are not held during the months of July and August)*

5. Expectations and Responsibilities of Board/Commission Members

- i** *The duties and the 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 *Ordinance No. 2022-054 To amend and reordain City Code 2-1105, concerning the Aging and Disabilities Advisory Board, for the purpose of modifying the membership composition of the Board. Introduced February 28, 2022; adopted July 25, 2022.*

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

233 A. All Board meetings will be governed by Roberts Rule of Order.

234 B. The rules contained in the current edition of Robert’s Rules of Order (Newly Revised) will
235 govern in all cases in all meetings when they are agreeable and when they are not incon-
236 sistent with these Bylaws or any special rules of order the board may adopt.

237

238 **ARTICLE VIII - AMENDMENTS TO BYLAWS**

239 A. These Bylaws may be altered, amended, or repealed and new Bylaws adopted by a two-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

243

244 The City of Richmond Aging and Disability Advisory Board approved and amended the Bylaws
245 on September 20, 2022.

Attendance Record 2022

X = Present

	NAME	1/6/2022	2/3/2022	3/3/2022	4/7/2022	5/5/2022	6/2/2022	7/1/2022	8/1/2022	9/1/2022	10/6/2022	11/3/2022	12/1/2022	#	%
1	Adams, Kimberly	X												1	9.1%
2	Barker, Charles	X	X	X										3	27.3%
3	Bibb, Gabriel		X	X		X	X			X	X	X	X	8	72.7%
4	Bingham, April		X	X	X	X	X			X			X	7	63.6%
5	Bouziane, Mark (Chair)			X	X	X	X				X	X	X	8	72.7%
6	Boyd Hughes, Glynis			X			X			X	X	X		5	45.5%
7	Clay, Jaron	X	X	X	X		X				X	X		7	63.6%
8	Dickerson, Cora	X		X										2	18.2%
9	James-Gilbert, Valerie		X	X	X	X	X			X			X	7	63.6%
10	Jones, Yvette	X	X	X	X		X					X		6	54.5%
11	Lee, Melanie	X	X	X						X				4	36.4%
12	Martin, Alison													0	0.0%
13	Saunders, Cathy	X	X	X						X	X	X		6	54.5%
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:		7	8	11	5	4	7	0	0	6	5	6	4		

**City of Richmond Aging & Disabilities Advisory Board
Governance Committee Meeting
August 9, 2022
Huguenot Community Center
7945 forest Hill Avenue, Bldg., #26
Richmond, VA 23225**

Board Members Present:

Mark Bouziane – 4th District (Chairperson)
Jaron Clay – 7th District
Attorney Melanie Lee – by telephone

Others Present:

E. Yvette Jones, Office of Aging & Disability Services Program Manager
Toni Beechaum, Office of Aging & Disability Services Program Coordinator

A special call meeting of the Aging & Disabilities Advisory Board (ADAB) Governance Committee for the purpose of reviewing the City of Richmond ADAB Proposed By-Laws was called to order at 2:17 pm on Tuesday, August 9, 2022, with a welcome from Chairperson, Mark Bouziane.

Mr. Bouziane explained to the committee members how the review procedure would follow with each article and section being read aloud followed by questions and discussions with amendments as needed. Committee members will vote on changes to each section as they move through the document with a final vote of the document in its entirety after full draft had been reviewed. The final reviewed and amended document will then be presented to the full ADAB at the next special call meeting scheduled for 8/11/2022 at 12 noon to be held at Huguenot Community Center, 7945 Forest Hill Ave; Bld.# 26, Richmond, VA 23225.

ARTICLE I: ADVISORY BOARD NAME

Article I: Advisory Board Name was read aloud by M.Bouziane; J.Clay asked question about why individuals with intellectual disabilities was not included; Y.Jones explained that the Office of Aging & Disability Services (OADS) does not provide community-oriented or consumer based programs and services for this population; motion to accept as written by M.Bouziane; moved by J.Clay; 2nd by Y. Jones; all in favor; motion passed.

ARTICLE II: PURPOSE

Article II: Purpose was read aloud by M. Bouziane. Recommended amendments to this article were 1) insert the word “adults” after older to read, “...information and recommendations to the City of Richmond on services for older adults”; (2) insert the words “strive to” after shall to read, “The Board shall strive to improve...”.

There was a question for clarification of item #5 on the Board’s role and the intent. After discussion it was determined that the intent of item #5 was that the Board will provide support to the OADS in the program and service design, development and oversight that is put in place by the staff and the OADS staff and can seek out the expertise of the ADAB members as needed.

For clarification for item #6 the discussion centered around the role of the ADAB with