

# **CITY OF RICHMOND PERSONNEL BOARD**



## **2023 ANNUAL ACTIVITY REPORT**

**(Calendar years 2022 through 2020 for comparison purposes)**



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**DATE:** December 29, 2023

**TO:** Governmental Operations Standing Committee Members

**FROM:** Veronica Kenner, Human Resources Employee Relations Specialist   
Department of Human Resources

**SUBJECT:** City of Richmond Personnel Board 2023 Annual Activity Report

---

I am pleased to present the Personnel Board 2023 Annual Activity Report. This report reflects all activity for the 2023 calendar year and references the calendar years 2022 through 2020 for comparison purposes.

We thank the Personnel Board for their support and serving the City as members of this body. Please let me know if you have any questions or comments.

**CC:** LaForest Williams, Chairperson (Classified Services), Personnel Board  
Samuel Towell, Vice-Chairperson, Personnel Board  
Personnel Board Personnel Board Members  
Caryl Johnson, Esquire, Attorney of the Personnel Board, Personnel Board  
Jonnell Lilly, Esquire, Attorney of the Personnel Board, Personnel Board  
Tyrome Alexander, HR Director, Department of Human Resources (DHR)  
Timeko Hunte-Brown, HR Division Chief – Employee Relations and EEO, DHR  
Candice Reid, City Clerk, Office of the City Clerk (OCC)  
Pamela Nichols, Senior Assistant City Clerk, OCC



## CITY OF RICHMOND PERSONNEL BOARD 2023 ANNUAL ACTIVITY REPORT

### **CITY OF RICHMOND'S PERSONNEL BOARD**

The City of Richmond's Personnel Board [Board] consists of ten qualified voters whom City Council appoints. The Board has two tenured employees of the classified service. The Board's General powers and duties according to Richmond City Code is 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 BOARD<sup>1</sup>**

LaForest Williams, Chairperson (Classified Services)  
Samuel Towell, Vice-Chairperson  
Lorraine Adeeb, Member  
Betty Burrell, Member  
Saundra Collier, Member  
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)  
Timeko Hunte-Brown, HR Division Chief – Employee Relations and EEO, DHR  
Veronica E. Kenner, Human Resources Specialist/ Secretary of the Board, DHR  
Joshua Underwood, Employee Relations Associate, DHR  
Ti'Eja Woodson, Labor, Human Resources Assistant, DHR

900 East Broad Street, Suite 902  
Richmond, Virginia 23219  
804-646-5660  
<https://www.rva.gov>

## **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/TRAININGS/DEPARTURES/APPOINTMENTS (2023)**

### **Departures:**

- Adolph Brown, IV – September 2023
- Rickie Chavis, (classified service employee) – May 2023
- Betty Squire – January 2023
- Shannon Taylor – June 2023

### **City Council Appointee:**

- Saundra Collier, (classified service employee) – September 2023
- Betty Burrell – November 2023

## **ATTENDEE COUNT (2022):**

<b>Attendees</b>	<b>Count</b>
Lorraine Adeeb	5
Adolph Brown, IV	2
Rickie Chavis	1
Michelle Cutter	2
Caryl Johnson	4
Larry Johnson	4
Jonnel Lilly	2
Linda Jackson-Shaw	5
Samuel Towell	3
LaForest Williams	7
Sandra Collier	2
Carletta Wilson	5

## **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 2023, 91 grievances were filed, and 45 qualified to be heard before the Board. This represents a 39.65% decrease, equaling 45 fewer grievances filed from the previous calendar year. <sup>2</sup>

According to the regulation, all grievances (excluding dismissals) are heard in a four-step process. Steps One, Two, and Three are heard by the respective supervisor, the Appointing Authority, and the

Chief Administrative Officer. An eligible employee who is dismissed shall have the right to appeal directly to the board according to the regulations.

As a primary function, the Personnel Board convenes in closed session to hear matters related to the employment of employees. In accordance with 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 a total of six (6) grievances. The Board continues to hear grievances in a panel of five (5) members.

**DECISIONS MADE BY THE BOARD**

	Heard	Upheld	Modified	Overtured	Department Granted Relief
2023	6	3	0	3	0
2022 <sup>2</sup>	11	3	1	4	1
2021 <sup>2</sup>	6	4	0	1	1
2020	6	4	0	2	0
<b>TOTAL</b>	<b>29</b>	<b>14</b>	<b>1</b>	<b>10</b>	<b>2</b>

**COMPLAINTS HEARD BEFORE THE BOARD**

	2023	2022	2021	2020
Demotion	0	0	1	0
Direct Appeal -Terminations	3	3	1	5
Discrimination	1	0	0	0
Disciplinary Actions	2	6	3	0
Evidentiary Hearing	0	0	0	1
Methods, Means by which personnel activities are carried on	0	0	1	0
Misapplication of Policy	0	2	0	0
<b>TOTAL</b>	<b>6</b>	<b>11</b>	<b>6</b>	<b>6</b>

**DEPARTMENTS BROUGHT BEFORE THE BOARD**

	2023	2022	2021	2020
Fire and Emergency Services	0	1	0	1
Justice Services	0	2	0	0
Police	2	8	2	0
Public Utilities	1	0	2	4
Public Work	3	0	0	1
Social Services	0	0	2	0
<b>TOTAL</b>	<b>6</b>	<b>11</b>	<b>6</b>	<b>6</b>

**NUMBER OF GRIEVANCES FILED AND RULINGS**

	<b>Grievances Filed</b>	<b>Grievable Rulings</b>	<b>Non-Grievable Rulings</b>
2023	<b>91</b>	<b>45</b>	<b>46</b>
2022	136	46	90
2021	56	45	11
2020	41	30	11
<b>TOTAL</b>	<b>324</b>	<b>166</b>	<b>158</b>

**GRIEVANCES BY DEPARTMENT**

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Economic Development	<b>0</b>	0	1	0
Emergency Communication (E911)	<b>0</b>	2	0	0
Finance	<b>0</b>	0	0	3
Fire and Emergency Services	<b>45</b>	21	10	2
Housing and Development	<b>0</b>	1	0	0
Human Resources	<b>1</b>	2	0	0
Information Technology	<b>0</b>	0	0	1
Justice Services	<b>4</b>	3	5	4
Parks, Recreation and Community Facilities	<b>1</b>	1	1	0
Planning and Development Review	<b>3</b>	2	1	1
Police	<b>22</b>	96	31	11
Press Secretary	<b>0</b>	0	0	1
Public Utilities	<b>2</b>	4	3	9
Public Work	<b>12</b>	3	3	6
Social Services	<b>1</b>	1	1	3
<b>TOTAL</b>	<b>91</b>	<b>136</b>	<b>56</b>	<b>41</b>

**GRIEVANCES BY COMPLAINT**

	<b>2023<sup>2</sup></b>	<b>2022<sup>2</sup></b>	<b>2021<sup>2</sup></b>	<b>2020</b>
Acts of Retaliation for utilizing the grievance process	<b>0</b>	1	1	0
Anti-Harassment/Discrimination	<b>1</b>	1	1	0
Assignment Demotions/Hiring Practices/Promotions	<b>6</b>	2	3	9
Benefits/Compensation/Classification	<b>37</b>	91	6	1
Disciplinary Actions	<b>35</b>	25	24	20
Direct Appeal - Terminations	<b>9</b>	1	5	7
Methods, Means by which personnel activities are carried on	<b>1</b>	5	1	0
Misapplication of Policy	<b>7</b>	14	18	4
Parking	<b>0</b>	0	0	1
Transfer	<b>0</b>	0	1	0
Verbal Counseling	<b>0</b>	1	0	0
<b>TOTAL</b>	<b>96</b>	<b>141</b>	<b>60</b>	<b>42</b>

## **Additional Statistical Information and Responses**

In mid-2022, the Personnel Board resumed in-person Personnel Board Grievance Hearings and other activities. The Board continued, in 2023, to maintain the following SAFETY MEASURES:

- Participants are encouraged to wear face coverings.
- Participants appearing in person were assigned to a designated space in City Hall, where they complied with the social distancing requirements and were provided the use of an electronic device.
- Common areas and hearing materials were disinfected.

On December 12, 2022, the Personnel Board unanimously voted to allow in-person and electronic communication participation (as indicated by VFOIA) and to permit the Attorney of the Personnel Board to draft a policy to support the Board's position. In accordance with 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.

### **What are the Decrease/Increase Comparisons for Subsequent Years?**

- 2023 to 2022 – 39.65% Decrease
- 2022 to 2021 – 142% Increase
- 2021 to 2020 – 36.59% Increase

In July 2023, rules and regulations for the City of Richmond employees are documented in the Administrative Regulations. It should be noted that under the new regulation, a written reprimand is no longer grievability and does not qualify to be heard before the Personnel Board.

### **2024 INITIATIVES**

- Annual Personnel Board Training, 1/10/2024
- Freedom of Information Act (FOIA), TBD

<sup>1</sup> 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.

<sup>2</sup> The grievance count includes multiple complaints filed on a single grievance form.

-END-