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## 2025 Annual Report For Boards and Commissions

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**Name of Board, Commission or Similar Entity** City Personnel Board

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**Current members (indicate chair, vice-chair, etc.)** LaForest Williams, Chairperson (Classified Services)  
Lorraine Adeeb, Vice-Chairperson  
Betty Burrell, Member  
Patrice Carpenter, Member  
Saundra Collier, Member (Classified Services)  
Linda Jackson Shaw, Member  
Carletta Wilson, Member

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**Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act?** No

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**Meeting Dates of meetings held in 2025** Included in the attached report.

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**Is the 2025 meeting attendance record included?** Yes - Select Yes to upload documents

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**Is a copy of the body's current by-laws or rules of procedures attached?** No

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**If there is additional information the body would like to share, please upload the documents or share in the box below.** <https://www.formstack.com/admin/download/file/18973288478>

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# **CITY OF RICHMOND PERSONNEL BOARD**



## **2025 ANNUAL ACTIVITY REPORT**

(This comprehensive report outlines all Personnel Board activities for the 2025 calendar year and includes references to 2024, 2023, and 2022 for comparison purposes.)



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**DATE:** December 30, 2025

**TO:** Robin Redmond, Department of Human Resources  
Shaletha Dyson, Department of Human Resources  
Timothy Williams, Department of Human Resources

LaForest Williams, Personnel Board  
Lorraine Adeeb, Personnel Board  
Personnel Board Members, Personnel Board

Candice Reid, Office of the City Clerk  
Pamela Nichols, Office of the City Clerk

**FROM:** Veronica Kenner, Department of Human Resources *Veronica E. Kenner*

**SUBJECT:** City of Richmond Personnel Board 2025 Annual Activity Report

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I am pleased to present the **Personnel Board's 2025 Annual Activity Report**. This report provides a comprehensive overview of the Board's activities for the **2025 calendar year**, with comparative references to **2024, 2023, and 2022** to offer historical context and trend analysis.

We extend our sincere appreciation to the members of the Personnel Board for their unwavering commitment, professionalism, and dedicated service to the City as stewards of this esteemed body.

Please do not hesitate to contact us should you have any questions or wish to discuss the information contained in this report further.

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



## CITY OF RICHMOND PERSONNEL BOARD 2025 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 BOARD<sup>1</sup>

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

### ATTORNEYS OF THE PERSONNEL BOARD

Caryl Johnson, Esquire  
Philip Lecky, Esquire  
Jonnell Lilly, Esquire

### DEPARTMENT OF HUMAN RESOURCES

Robin Redmond, Interim HR Director, Department of Human Resources (DHR)  
Shaletha Dyson, HR Deputy Department Director, DHR  
Timothy Williams, Interim HR Division Chief – Employee Relations and EEO, DHR  
Veronica E. Kenner, Employee Relations Specialist/ Secretary of the Board, DHR

900 East Broad Street, Suite 902  
Richmond, Virginia 23219  
804-646-5660  
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## **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.

### **Departures:**

Lorraine Adeeb<sup>2</sup> – term expired June 28, 2025  
Michelle Cutter – term expired April 9, 2025  
Larry Johnson – term expired April 25, 2025  
Stephanie Robertson – departed October 1, 2025  
Knight Williams – departed October 1, 2025

### **City Council Appointee:**

Patrice Carpenter – July 9, 2025 to July 8, 2028

### **Vacancies:**

Three

### **ATTENDEE COUNT (2025):**

Lorraine Adeeb	7
Betty Burrell	7
Patrice Carpenter	6
Larry Johnson	2
Linda Jackson-Shaw	5
Knight Williams	1
LaForest Williams	6
Sandra Collier	9
Carletta Wilson	4

## **GRIEVANCE HEARINGS**

This report reflects only those grievances submitted to DHR for a determination of grievability pursuant to Administrative Regulation 5.19, Grievance Policy for Classified Services, Section E – Determination of Grievability. A determination of “grievability” establishes whether a grievance qualifies to proceed to a hearing before the Personnel Board.

In 2025 a total of 57 grievances were submitted for grievability determination. Of those, 15 grievances met the criteria to be heard by the Personnel Board under the policy. Employees who are covered by a collective bargaining agreement have their grievances resolved through the arbitration process rather than through review by the Personnel Board.

DHR will continue to be responsible for conducting determinations of grievability. In this role, DHR evaluates whether a grievance meets the applicable criteria as established by the City’s Administrative Regulations and/or the relevant Collective Bargaining Agreements. This process ensures that grievances are reviewed consistently, fairly, and in accordance with governing policies and contractual requirements.

In accordance with Administrative Regulation 5.19, all grievances—with the exception of dismissals—proceed through a structured four-step process. The first three steps are addressed at progressively higher levels of review by the employee’s immediate supervisor, the Appointing Authority, and the Chief Administrative Officer. In cases involving dismissal, eligible employees retain the right to appeal directly to the Personnel 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.

**DECISIONS MADE BY THE BOARD**

During the reporting period, the Personnel Board convened to hear four (4) grievances. Hearings continue to be conducted by panels consisting of five (5) Board members, ensuring a thorough and balanced review of each matter.

	<b>Heard</b>	<b>Upheld</b>	<b>Modified</b>	<b>Overtured</b>	<b>Department Granted Relief</b>
<b>2025</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>2024<sup>3</sup></b>	6	5	0	0	0
<b>2023</b>	6	3	0	3	0
<b>2022</b>	11	3	1	4	1
<b>TOTAL</b>	<b>27</b>	<b>13</b>	<b>1</b>	<b>9</b>	<b>1</b>

**COMPLAINTS HEARD BEFORE THE BOARD**

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Demotion	<b>1</b>	1	0	0
Direct Appeal -Terminations	<b>1</b>	2	3	3
Discrimination	<b>0</b>	0	1	0
Disciplinary Actions	<b>2</b>	3	2	6
Misapplication of Policy	<b>0</b>	0	0	2
<b>TOTAL</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>11</b>

**DEPARTMENTS BROUGHT BEFORE THE BOARD**

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Fire and Emergency Services	<b>1</b>	2	0	1
Justice Services	<b>0</b>	2	0	2
Planning and Development Review	<b>0</b>	1	0	0
Police	<b>0</b>	1	2	8
Public Utilities	<b>0</b>	0	1	0
Public Work	<b>3</b>	0	3	0
<b>TOTAL</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>11</b>

**NUMBER OF GRIEVANCES FILED AND RULINGS**

	<b>Grievances Filed</b>	<b>Grievable Rulings</b>	<b>Non-Grievable Rulings</b>	<b>No Ruling Required</b>
<b>2025</b>	<b>57</b>	<b>29</b>	<b>7</b>	<b>21</b>
<b>2024</b>	48	13	35	-
<b>2023</b>	91	45	46	-
<b>2022</b>	136	46	90	-
<b>TOTAL</b>	<b>332</b>	<b>133</b>	<b>178</b>	<b>21</b>

**GRIEVANCES BY DEPARTMENT**

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Community Wealth Building	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
Economic Development	<b>0</b>	0	0	0
Emergency Communication (E911)	<b>0</b>	0	0	2
Finance	<b>2</b>	1	0	0
Fire and Emergency Services	<b>7</b>	9	45	21
General Services	<b>1</b>	0	0	0
Housing and Development	<b>0</b>	0	0	1
Human Resources	<b>0</b>	1	1	2
Justice Services	<b>12</b>	4	4	3
Parks, Recreation and Community Facilities	<b>0</b>	1	1	1
Planning and Development Review	<b>0</b>	1	3	2
Police	<b>8</b>	26	22	96
Public Utilities	<b>13</b>	3	2	4
Public Work	<b>10</b>	1	12	3
Social Services	<b>2</b>	1	1	1
<b>TOTAL</b>	<b>57</b>	<b>48</b>	<b>91</b>	<b>136</b>

## GRIEVANCES BY COMPLAINT

	2025 <sup>3</sup>	2024 <sup>3</sup>	2023 <sup>3</sup>	2022 <sup>3</sup>
Acts of Retaliation for utilizing the grievance process	0	0	0	1
Anti-Harassment/Discrimination	1	0	1	1
Assignment Demotions/Hiring Practices/Promotions	1	2	6	2
Benefits/Compensation/Classification/Content	6	25	37	91
Disciplinary Actions	16	20	35	25
Direct Appeal - Terminations	13	7	9	1
Methods, means by which personnel activities are carried on	7	2	1	5
Misapplication of Policy	2	6	7	14
<b>TOTAL</b>	<b>46</b>	<b>62</b>	<b>96</b>	<b>141</b>

## ADDITIONAL INFORMATION

- **WHAT IS THE DECREASE/INCREASE COMPARISONS FOR SUBSEQUENT YEARS?**

YEAR	TOTAL CASES	CHANGE
2025	57	↑ +19% FROM 2024
2024	48	↓ -47% FROM 2023
2023	91	↓ -33% FROM 2022

- **PERSONNEL BOARD SCHEDULING AND STAFFING OVERVIEW.**

During the reporting period, the Personnel Board encountered several scheduling challenges that affected the timely resolution of certain matters. In two instances, hearings were required to be rescheduled due to the grievant's failure to appear. Despite the Board's good-faith efforts to accommodate the grievant by rescheduling these hearings, the grievant again failed to attend, resulting in the closure of the case in accordance with established procedures.

In a separate matter, a scheduled hearing was rescheduled due to the nonappearance of a key witness, which delayed the resolution of that case. Additionally, one hearing extended over the course of two full days, reflecting the complexity of the issues presented and the time necessary to ensure a thorough, fair, and deliberative review by the Board.

These scheduling challenges were further compounded by ongoing staffing constraints. The Board is currently operating with **three vacant positions**, which has required several members to serve on multiple panels in order to maintain quorum. While Board members have demonstrated commendable flexibility and commitment, these circumstances underscore the importance of timely

appointments to fill existing vacancies and support the Board's ability to carry out its responsibilities efficiently and effectively.

- **GRIEVANCE REVIEW PROCESS FOR EMPLOYEES COVERED BY COLLECTIVE BARGAINING AGREEMENTS**

Employees who are covered by a collective bargaining agreement have their grievances resolved through the arbitration process rather than through review by the Personnel Board.

DHR will continue to be responsible for conducting determinations of grievability. In this role, DHR evaluates whether a grievance meets the applicable criteria as established by the City's Administrative Regulations and/or the relevant Collective Bargaining Agreements. This process ensures that grievances are reviewed consistently, fairly, and in accordance with governing policies and contractual requirements.

- **2026 INITIATIVES**

- Annual Personnel Board Training, TBD

- 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> Serving the unexpired portion of a three-year term, filling a vacant member position until a permanent appointee is designated.

<sup>3</sup> The grievance count includes multiple complaints filed on a single grievance form.

-END-