

Form Name: 2025 Annual Reports for Boards, Commissions and Similar Entities
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2025 Annual Report For Boards and Commissions

Name of Board, Commission or Similar Entity Community Criminal Justice Board (CCJB)

Current members (indicate chair, vice-chair, etc.)

- Rick Edwards
- Crystal Foster-Fitzgerald
- Marilyn Goss
- DJ Haskin
- Antionette Irving (Chair)
- Helen MacDonald
- Jacqueline McClenney
- Alice Minium
- Michon Moon
- Tracy Paner (Secretary)
- Mansi Shah
- David Smith (Vice Chair)
- Ward Scott

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 2025

- March 11, 2025
- June 10, 2025
- September 9, 2025

No

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

<https://www.formstack.com/admin/download/file/18938549599>

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/18938549601>

New Projects

The Board created a new committee, The Data And Funding Committee, which is comprised of CCJB members and community stakeholders, including researchers in the justice field from local universities. The Committee is responsible for reviewing, tracking, and evaluating grant funding related to community violence prevention in Richmond, ensuring alignment with citywide goals and accountability for outcomes.

Following the CCJB's establishment of the Data and Funding Committee earlier this year, the Committee has formally convened and commenced work to review, track, and evaluate grant funding related to community violence prevention in Richmond. The committee's primary task shall be to evaluate the efficacy of grant-funded programs for reducing community violence, and the impact of justice involvement. The committee shall make recommendation(s) on future projects and criminal justice grants.

The Goals and Objectives of the Committee are to:

- Form a dedicated team to review community violence funding
- Align work with Mayor Danny Avula's KPIs and City Priorities
- Engage City Council Liaisons, grant managers, and the Office of Violence Prevention
- Plan a formal kickoff and defining roles and responsibilities

The Virginia Department of Criminal Justice Services (DCJS) has hired a Consultant to work with CCJBs statewide. The Consultant works to enhance local justice systems by advising on pretrial/probation, developing plans, reviewing grants, and facilitating community involvement, essentially serving as a key advisor and coordinator for community corrections, often linking agencies and ensuring effective service delivery to reduce recidivism, focusing on evidence-based practices and coordination with entities like the DCJS.

Attendance Record 2025

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	Rick Edwards			X						X				2	66.7%
2	Crystal Foster-Fitzgerald			X			X							2	66.7%
3	Marilyn Goss			X						X				2	66.7%
4	DJ Haskin						X							1	33.3%
5	Antionette Irving			X			X			X				3	100.0%
6	Helen MacDonald			X			X			X				3	100.0%
7	Jacqueline McClenney			X			X			X				3	100.0%
8	Alice Minium													0	0.0%
9	Michon Moon			X										1	33.3%
10	Tracy Paner						X			X				2	66.7%
11	Mansi Shah			X						X				2	66.7%
12	David Smith						X			X				2	66.7%
13	Ward Scott									X				1	33.3%
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	0	8	0	0	7	0	0	9	0	0	0		

**RICHMOND COMMUNITY CRIMINAL JUSTICE BOARD
BYLAWS**

ARTICLE I – NAME

The name of this board shall be the Richmond Community Criminal Justice Board, hereinafter referred to as the “CCJB.”

ARTICLE II – AUTHORITY

There is hereby established a Community Criminal Justice Board for the City of Richmond appointed by its local governing body. The CCJB is established pursuant to the Comprehensive Community Corrections Act (“CCCA”), Virginia Code § 9.1-173 *et seq.*, as amended and reenacted. The Board shall conduct all business in compliance with the CCCA; the Freedom of Information Act, Virginia Code § 2.2-3700 *et seq.*; and Chapter 2, Article 5 of the Richmond Code. All activities of the CCJB shall be operated in accordance with Section 501(c)(3) of the United States Internal Revenue Code. If the Richmond Community Criminal Justice Services Board and its programs were to dissolve, its assets would be transferred to charitable organizations, or be turned over to the City of Richmond for charitable and exempt purposes in accordance with the regulations established under 501(c)(3) of the United States Internal Revenue Code.

ARTICLE III - PURPOSE

The CCJB shall serve as a planning and advisory body to the city for developing, monitoring, and evaluating community corrections programs that will provide the judicial system with sentencing alternatives for certain individuals who meet the eligibility criteria established under Virginia Code, § 19.2-303.3 or other applicable provision of state law, pursuant to standards promulgated in conformity with Virginia Code, § 53.1-182.

ARTICLE IV – RESPONSIBILITIES

The CCJB shall have the responsibility to:

- (1) Advise on the development and operation of local pretrial services and community-based probation programs and services pursuant to Virginia Code §§ 19.2-152.2 and 9.1-176 for use by the courts in diverting offenders from local correctional facility placements;
- (2) Assist community agencies and organizations in establishing and modifying programs and services for offenders on the basis of an objective assessment of the community's needs and resources;
- (3) Evaluate and monitor community programs, services and facilities to determine their impact on offenders;
- (4) Develop and amend the criminal justice plan in accordance with guidelines and standards set forth by the Department of Criminal Justice Services and oversee the development

and amendment of the community-based corrections plan as required by Virginia Code § 53.1-82.1 for approval by participating local governing bodies;

- (5) Review the submission of all criminal justice grants regardless of the source of funding;
- (6) Facilitate local involvement and flexibility in responding to the problem of crime in their communities; and
- (7) Do all things necessary or convenient to carry out the responsibilities expressly pursuant to the Virginia Code and the Richmond Code.

(Virginia Code § 9.1-180)

ARTICLE V – MEMBERSHIP

The Board membership shall include, at a minimum, the following members:

- (1) A person appointed by each governing body to represent the governing body;
- (2) A judge of the General District Court;
- (3) A judge of the Circuit Court;
- (4) A judge of the Juvenile and Domestic Relations District Court;
- (5) The Chief Magistrate;
- (6) The Chief of Police;
- (7) An attorney for the Commonwealth;
- (8) A public defender or an attorney who is experienced in the defense of criminal matters;
- (9) The Sheriff;
- (10) A local educator; and
- (11) A community services board administrator.

The local governing body may appoint as many as four (4) members-at-large to the CCJB based on recommendations provided by the CCJB's Nomination Committee. The member must reside in the City or have a principal place of employment within the City.

Members are required to attend all meetings.

Any officer of the court appointed to the CCJB may designate a member of his staff approved by the local governing body to represent him at meetings of the CCJB. (Virginia Code § 9.1-178) In the event he is unable to attend a meeting, the Chief of Police and/or the Sheriff appointed to the CCJB may send a designated member of his staff approved by the local governing body to represent him at the particular meeting he is unable to attend. Appointments for members at large shall serve in staggered, two-year terms, with terms beginning July 1st of the appointing year and ending June 30th two years forward. No CCJB citizen member shall be appointed for more than two successive full terms; provided, however, a person appointed to fill a vacancy (that is, an unexpired term) may serve two successive full terms upon completion of the unexpired term for which the person has been appointed. (Richmond Code § 2-836).

The annual report to the Richmond City Council will reflect all CCJB members who fail to attend three (3) or more meetings within twelve (12) months or fail to attend two (2) consecutive meetings within twelve (12) months. Any member of the CCJB may be removed by the local

governing body for cause, after being given a written statement of the cause and an opportunity to be heard.

ARTICLE VI – MEETINGS

Section 1. Regular meetings of the CCJB, open to the public, shall be held bi-monthly on the first Wednesday, unless determined otherwise by the CCJB. Meetings, unless otherwise specified, shall be held at 3:30 p.m. Meetings may be canceled or postponed upon proper notice pursuant to the Virginia FOIA, §2.2-3707, Part C. 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 Clerk for the City of Richmond in accordance with the Virginia Freedom of Information Act.

Section 2. Special meetings of the CCJB may be called by the Chair or by written notice to all members from at least a majority of its current membership. Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided to the CCJB members.

Section 3. The quorum for all CCJB meetings shall not be less than a majority of the current members of the CCJB or its Committee. No action may be taken by the CCJB or a committee in the absence of a quorum. The CCJB and its Committees may meet in a closed executive session for those 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 4. The CCJB and its Committees may adopt and vote on standing rules relating to the allotment of time for speakers and to the number of speakers who may be heard on any issue.

ARTICLE VII - OFFICERS

Section 1. The members of the Community Criminal Justice Board shall elect a Chair, Vice-Chair, and Secretary. These officers shall be elected by the CCJB every two years beginning July 1. The duties of the Chair, Vice-Chair, and Secretary shall be defined as follows:

Section 2. The duties of the Chair shall be:

- (a) To facilitate the business of the CCJB;
- (b) To preside over all meetings of the CCJB and Executive Committee;
- (c) To appoint the Chair and members of both the standing and select committees deemed necessary for the efficient operation of the CCJB, unless otherwise provided for in these Bylaws;
- (d) To establish a close working relationship with the City of Richmond and the judicial system; and

- (e) To do all things necessary and convenient to carry out the responsibilities expressly given in Articles II – V.

Section 3. The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair and any other duties assigned by the CCJB.

Section 4. The Secretary shall insure that accurate records are kept of all meetings of the CCJB and the Executive Committee, both regular and special meetings, and assure that notices of both the regular and special meetings of the Board are sent to the members and posted in a timely fashion.

ARTICLE VIII – COMMITTEES

Section 1. The Board may establish committees and work groups to assist with performing its responsibilities and carrying out specified tasks that support the CCJB's responsibilities expressly given in Virginia Code § 9.1-180 *et seq.*. Standing committee quorums shall be the majority of the current members. The Standing Committees are as follows:

- (a) Executive Committee: Is comprised of the Chair, Vice Chair, Secretary and another member of the CCJB. This Committee is responsible for ensuring tasks of the CCJB are completed. The tasks of this Committee are to communicate concerns of the CCJB to appropriate city officials; represent the CCJB at speaking engagements i.e. City Council meetings and statewide events; and assure the CCJB fulfills its legal and statutory requirements.
- (b) Nomination Committee: Is comprised of CCJB members whose primary task is to nominate candidate(s) who meet general and specific qualifications to fill vacant positions on the CCJB. The candidate(s) shall be submitted to the Board for review prior to appointment by the local governing body. A Nominations Committee for election of the Chair and Vice Chair will be appointed by the Executive Committee. The Nomination Committee shall consist of no more than three (3) members of the CCJB and shall convene to prepare for and make nominations to the CCJB.

Section 2. Ad hoc Committees: Ad hoc or temporary committees may be needed from time to time to assist the CCJB with accomplishing its purpose and responsibilities. Each ad hoc committee shall have as its Chair, a member of the CCJB, appointed by the CCJB's Chair. The Executive Committee approves and appoints members of the ad hoc committees, which may include persons who are not members of the CCJB. Once an ad hoc committee has completed its assigned task(s), the ad hoc committee shall be disbanded without need of further CCJB action.

ARTICLE IX – STAFF

Staff support for the Richmond Community Criminal Justice Board is provided by the Criminal Justice Planner, under direct supervision of the Director of Justice Services. The responsibilities of the Criminal Justice Planner are to follow up on assignments given to CCJB members to ensure goals and responsibilities are achieved within a designated timeframe; coordinate the development of the CCJB's Work Plan and monitor the periodic progress for attainment of these goals; assure that the CCJB meets statutory and regulatory guidelines; gather and analyze relevant information on short and long term projects as needed or directed by the CCJB; provide programmatic and financial status reports on local community correction programs; report on availability of funding resources; prepare agendas and minutes jointly with the Chair and Secretary; and provide all other related duties which support the work of the CCJB.

ARTICLE X – ORDER OF BUSINESS

- Section 1. 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 2. City staff members may be invited to participate at any time during the proceedings of the CCJB or its Committee meetings when such participation might assist the CCJB or Committee in deliberations.
- Section 3. Guests or members of Committees may be invited to participate in CCJB or Committee meetings at any point in the order of business, when the remarks of the guest(s) might assist the CCJB or its Committees in deliberations. Other visitors to CCJB or Committee meetings may, at the discretion of the Chair, be invited to speak at the appropriate point in the agenda.

ARTICLE XI – VOTING

- Section 1. A majority of members present and voting at a CCJB or Committee 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 CCJB's membership. A majority is defined as any number greater than one-half of the members present and voting.
- Section 2. Voting of the CCJB and its Committees 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. The vote of any member will be recorded in the minutes at the request of the member.
- Section 3. This article does not apply to the election of officers.
- Section 4. Alternates, who are approved by the local governing body, shall be eligible to vote and may fully participate on behalf of the member they represent.

Section 5. Pursuant to Commonwealth of Virginia Judicial Ethics Advisory Committee Opinion 00-2, issued February 1, 2000, judges may serve on Community Criminal Justice Boards, “but the judge should not vote nor actively participate in any deliberations relating to the placement, diversion, revocation, or alteration of probation of any offender appearing before the board or before the court upon which such judge sits, nor should the judge vote or participate in any deliberations relating to the financial well being of any state, federal, or locally funded program which would give the appearance of compromising his or her impartiality.”

ARTICLE XII – POLICIES AND PROCEDURES

Section 1. Statements of position may be adopted from time to time by a majority of CCJB members present and voting. A copy of such position statement shall be furnished to each member of the CCJB at the next regular meeting following adoption.

Section 2. The Chair shall ensure that new members receive a complete set of current CCJB Bylaws; copies of the Comprehensive Community Corrections Act, the enabling Richmond Code provision and the general provisions of the Richmond Code regulating boards and commissions; and a list of the current membership of the CCJB.

Section 3. By a majority vote of all CCJB members present and voting, the CCJB may suspend policies or positions at a meeting of the CCJB or its Committee as well as CCJB-adopted procedures or positions for a specified purpose and for a limited time, provided that such proposed suspensions have been described in writing in the announcement for the CCJB meeting when such action is to be taken.

Section 4. The CCJB may not suspend policies mandated by law.

Section 5. The suspension of any rule or position may not extend beyond the call to order at the next meeting of the CCJB or Committee. Any action taken during such suspension shall remain in effect until changed or rescinded by subsequent action of the CCJB or initiating Committee.

ARTICLE XIII – RULES OF PROCEDURE

Roberts Rules of Order Newly Revised shall control the proceedings of the CCJB and its Committees in all cases to which they are applicable, except as otherwise provided in these Bylaws, the Virginia Code and the Richmond Code.

ARTICLE XIV – STANDARDS OF ETHICAL CONDUCT

- Section 1. A CCJB member or the agency-represented by that member shall not benefit financially from CCJB membership. CCJB members should not sit as executive directors of any private agency providing community corrections services.
- Section 2. Judicial membership on the CCJB is mandated by the Virginia Code and is considered to be essential for the improved operation of the local criminal justice system. Therefore, the Department of Criminal Justice Services advises that Community Criminal Justice Boards function as an advisory board and do not participate in the direct operation of local programs that would create conflicts of interest for judges.
- Section 3. Any nonsalaried citizen members who are appointed by the local governing body to the CCJB and who receive monetary compensation as a result of CCJB membership shall file annually on or before January 15 with the City Clerk, as a condition of assuming office, a disclosure form of their personal interests and such other information as is specified on the form.

ARTICLE XV – AMENDMENTS

- Section 1. These Bylaws may be amended at the regular meetings of the entire CCJB 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.
- Section 2. Amendments to these Bylaws shall be moved and seconded. In such instance, final action may be postponed until the next regular meeting. A copy of the proposed amendments must be furnished to each member by the proponent, following the procedures and time constraints prescribed in Section 1 of this Article. Failure to comply with these requirements will be considered as the withdrawal of the amendments to the Bylaws.
- Section 3. When a proposed amendment has been postponed under the provisions of Section 2 or 3 of this Article, amendments to the proposed amendments may be offered before the next meeting, utilizing the procedures and time constraints prescribed in Section 1 of this Article. Such proposed amendments to the amendments must also be moved and seconded when the proposal is considered as an item of old business at the next meeting. No additional new amendments may be added without following the procedures outlined in Section 1 of this Article.