



STRATEGIC PLAN SUBCOMMITTEE MEETING

(President Smigiel, President Elect Willie Greene, Vice President Jon Stehle, Past President Anita James Price)

Wednesday, February 5th – 3:00pm

Omni - Richmond

Agenda

- I. Strategic Plan Discussion Subcommittee with Spark Mill

VML EXECUTIVE COMMITTEE DINNER AND MEETING

Wednesday, February 5th – 6:30pm

Richmond - TBD

Agenda

- I. Call to Order
- II. Strategic Plan Discussion
- III. Adjournment

VML EXECUTIVE COMMITTEE MEETING

Thursday, February 6th – 8:00am

Omni - Richmond

Agenda

- I. Call to Order
- II. Setting Meeting Norms
- III. Consideration of Minutes Oct.
- IV. Review of Financials – **Tab 1**
- V. Building Update
- VI. Review of Personnel Policy Manual Update and Staff Evaluations – **Tab 2**
- VII. Executive Director Evaluation Discussion
- VIII. Constitution Revision Discussion
- IX. Review of Conference Survey Data
- X. Town Task Force
- XI. Continuation: Strategic Plan Discussion and Brainstorming
- XII. Future Meetings:
 - a. Executive Committee – May 15-16, 2020 - Richmond
 - b. Executive Committee – August 14-15, 2020 – Richmond
 - c. Annual Conference – October 11-13, 2020 – Norfolk
 - d. 2021 Annual Conference – Leesburg – TBD
 - e. 2022 Annual Conference – Richmond - TBD
- XIII. Other Matters – **Tab 3**
- XIV. Adjournment

	A	B	C	D	E	F
1	VIRGINIA MUNICIPAL LEAGUE					
2	Budget vs. Actuals: FY2020 Operating Budget					
3	July 2019 - June 2020					
4						
5		Total				
6		Budget	Actual	Remaining	% of Budget	
7	Revenue					
8	4120 Investment Income	60,000.00	27,255.31	32,744.69	45.43%	
9	4180 Miscellaneous Income	28,584.00	5,000.00	23,584.00	17.49%	
10	Advocacy	22,000.00	14,930.00	7,070.00	67.86%	
11	Affiliated Groups	84,916.00	66,307.00	18,609.00	78.09%	
12	Annual Conference	250,000.00	303,965.00	(53,965.00)	121.59%	
13	Membership Dues	1,170,000.00	1,160,118.00	9,882.00	99.16%	
14	Publications	42,500.00	22,318.00	20,182.00	52.51%	
15	Sponsorships	918,000.00	471,607.82	446,392.18	51.37%	
16	Workshops/Seminars	24,000.00	13,320.00	10,680.00	55.50%	
17	Total Revenue	\$ 2,600,000.00	\$ 2,084,821.13	\$ 515,178.87	80.19%	
18	Gross Profit	\$ 2,600,000.00	\$ 2,084,821.13	\$ 515,178.87	80.19%	
19	Expenditures					
20	Advocacy Expenses	233,500.00	123,362.61	110,137.39	52.83%	
21	Annual Conference Expenses	250,000.00	240,278.23	9,721.77	96.11%	
22	Compensation and Benefits	1,407,700.00	688,940.00	718,760.00	48.94%	
23	Executive Committee	36,000.00	12,562.48	23,437.52	34.90%	
24	General Operating Expenses	331,800.00	178,655.96	153,144.04	53.84%	
25	Miscellaneous	234,000.00	36,090.90	197,909.10	15.42%	
26	Publications Expenses	74,000.00	33,693.26	40,306.74	45.53%	
27	Workshops/Seminars expenses	33,000.00	21,635.29	11,364.71	65.56%	
28	Total Expenditures	\$ 2,600,000.00	\$ 1,335,218.73	\$ 1,264,781.27	51.35%	
29	Net Operating Revenue	\$ -	\$ 749,602.40	\$ (749,602.40)		
30	Net Revenue	\$ -	\$ 749,602.40	\$ (749,602.40)		
31						
32						
33						
34	Monday, Jan 20, 2020 09:08:51 AM GMT-8 - Accrual Basis					

	A	B	C	D	E
1	VIRGINIA MUNICIPAL LEAGUE				
2	Budget vs. Actuals: FY2020 Operating Budget				
3	July 2019 - June 2020				
4					
5		Total			
6		Budget	Actual	Remaining	% of Budget
7	Revenue				
8	4120 Investment Income	60,000.00	27,255.31	32,744.69	45.43%
9	4180 Miscellaneous Income	28,584.00	5,000.00	23,584.00	17.49%
10	Advocacy			0.00	
11	4070 Local Government Day	9,500.00	2,430.00	7,070.00	25.58%
12	4320 Rent Payments During GA	12,500.00	12,500.00	0.00	100.00%
13	Total Advocacy	\$ 22,000.00	\$ 14,930.00	\$ 7,070.00	67.86%
14	Affiliated Groups			0.00	
15	4135 AEP Administrative Fee	5,000.00	5,000.00	0.00	100.00%
16	4136 VBCOA Administrative Fee	21,218.00	21,218.00	0.00	100.00%
17	4137 VLGMA Administrative Fee	11,750.00	11,750.00	0.00	100.00%
18	4138 MEPAV Administrative Fee	9,270.00	9,500.00	(230.00)	102.48%
19	4145 VEPGA Administration Fee	37,678.00	18,839.00	18,839.00	50.00%
20	Total Affiliated Groups	\$ 84,916.00	\$ 66,307.00	\$ 18,609.00	78.09%
21	Annual Conference			0.00	
22	4050 Conference Registration	150,000.00	178,075.00	(28,075.00)	118.72%
23	4055 Conference Sponsorship	45,000.00	57,260.00	(12,260.00)	127.24%
24	4060 Conference Exhibits	45,000.00	55,180.00	(10,180.00)	122.62%
25	4061 Mayor's Institute	10,000.00	13,450.00	(3,450.00)	134.50%
26	Total Annual Conference	\$ 250,000.00	\$ 303,965.00	\$ (53,965.00)	121.59%
27	Membership Dues			0.00	
28	4000 Regular Dues	1,081,000.00	1,077,820.00	3,180.00	99.71%
29	4010 Associate Dues	79,000.00	78,548.00	452.00	99.43%
30	4030 Sustaining Dues	10,000.00	3,750.00	6,250.00	37.50%
31	Total Membership Dues	\$ 1,170,000.00	\$ 1,160,118.00	\$ 9,882.00	99.16%
32	Publications			0.00	
33	4090 VTC Advertising	30,500.00	14,420.00	16,080.00	47.28%
34	4185 VTC Subscriptions	1,000.00	48.00	952.00	4.80%

	A	B	C	D	E
35	4290 Online Classified Advertising	11,000.00	7,850.00	3,150.00	71.36%
36	Total Publications	\$ 42,500.00	\$ 22,318.00	\$ 20,182.00	52.51%
37	Sponsorships			0.00	
38	4095 VML Bond/Finance Program	140,000.00	63,529.87	76,470.13	45.38%
39	4150 Insurance Programs	750,000.00	375,000.00	375,000.00	50.00%
40	4200 US Communities Program	28,000.00	33,077.95	(5,077.95)	118.14%
41	Total Sponsorships	\$ 918,000.00	\$ 471,607.82	\$ 446,392.18	51.37%
42	Workshops/Seminars			0.00	
43	4130 Other Workshops/Seminars	3,500.00	7,330.00	(3,830.00)	209.43%
44	4190 Newly Elected Officials	8,000.00	1,010.00	6,990.00	12.63%
45	4195 Finance Forum	6,000.00	4,980.00	1,020.00	83.00%
46	4295 Regional Suppers	6,500.00		6,500.00	0.00%
47	Total Workshops/Seminars	\$ 24,000.00	\$ 13,320.00	\$ 10,680.00	55.50%
48	Total Revenue	\$ 2,600,000.00	\$ 2,084,821.13	\$ 515,178.87	80.19%
49	Monday, Jan 20, 2020 09:07:21 AM GMT-8 - Accrual Basis				



VIRGINIA MUNICIPAL LEAGUE

Personnel Policy Manual July 1, 2000

(AS REVISED January 1, 2020)

VIRGINIA MUNICIPAL LEAGUE
PERSONNEL POLICY MANUAL

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VIRGINIA MUNICIPAL LEAGUE

PERSONNEL POLICIES¹

I. PURPOSE

The objective of these Personnel Policies (“Policies”) is to provide a uniform system of personnel administration for the staff of the Virginia Municipal League (“League”), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

Each employee is expected to read this Personnel Policy Manual carefully, as it is a valuable reference for understanding your job and the League.

It is the policy of the League to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the League and its employees.

EMPLOYMENT WITH THE LEAGUE IS AT-WILL. THIS MANUAL DOES NOT CHANGE THE AT-WILL STATUS OF LEAGUE EMPLOYEES, AND DOES NOT CREATE A CONTRACT OF EMPLOYMENT WITH THE LEAGUE. At-will means that regardless of any provision in this policy manual, either you or the League may terminate the employment relationship at any time, for any reason, with or without cause.

¹

The League reserves the right to modify, amend, or rescind these policies in whole or in part without prior notice. See Section XIII.

II. DEFINITIONS

- A. Exempt Employee – an employee whose duties meet the exemption tests defined under the Fair Labor Standards Act (FLSA) and its regulations and who are paid on a fixed basis. An exempt employee is not entitled to overtime. Full-time, part-time, and temporary employees may be exempt.
- B. Nonexempt Employee – an employee whose duties do not meet the exemption standards under the FLSA and who is paid on an hourly or salaried basis. A nonexempt employee is covered by wage and hour laws with regards to overtime pay. Full-time, part-time, and temporary employees may be nonexempt.
- C. Full-time Employee – an individual hired on either a salary or hourly basis for an established position for an indefinite term who is expected to work a minimum of 37.5 hours a week.
- D. Part-time Employee – an individual hired on either a salary or hourly basis for an established position for an indefinite term who is expected to work an established period of time that is less than 37.5 hours per week.

E. Temporary Employee – an individual hired on a term basis, e.g., day, week, or period of months or on a project basis.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the League to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, gender, gender identity, gender expression, age, national origin, veteran status, political affiliation or disability. This policy applies to every aspect of employment practices including, but not limited to the following:

- A. Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, gender, age, national origin, veteran status, political affiliation or disability, except where such a factor can be demonstrated as a bona fide occupational qualification.
- B. All decisions for hiring or promotions are based upon each individual's qualifications for the position to be filled.
- C. All other personnel actions such as compensation, benefits, transfers, corrective action, layoffs, terminations, training, and assignments, will be administered without regard to race, color, religion, gender, age, national origin, veteran status, political affiliation or disability.

B. Immigration Reform and Control Act

In compliance with the federal immigration Reform and Control Act of 1986 (“IRCA”), as amended, the League is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. The employee must provide this information within 3 business days of the first day of employment.

If the employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the League.

C. Harassment

The League is committed to having a diverse workforce with all employees being valued for their individual capabilities and contributions, complying with all federal, state, and local laws on equal employment opportunity, and providing a workplace free from tensions involved in conduct that does not relate to the League’s business. In particular, the hostile atmosphere created by

non-work related conduct including ethnic, racial, sexual, or religious remarks, animosity, unwelcome sexual advances, requests for sexual favors, or other similar conduct is not permitted.

Harassment based on race, color, religion, gender, gender identity, gender expression, age, national origin, veteran status, political affiliation or disability will not be tolerated. Harassment arises from the dynamics of the workplace and can be based on nuances, subtle perceptions, and implicit communications. Conduct that may rise to the level of harassment includes verbal remarks (epithets, derogatory statements, slurs, jokes), physical contact (assaults, physical interference with movement or work, touching), visual displays (displaying of printed or photographic materials, objects), and other actions that are demeaning or hostile.

D. Sexual Harassment

Sexual harassment is unwelcome advances, requests for favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is either explicitly or implicitly made a term of condition of employment;
- B. submission or rejection of such conduct is used as a basis for employment decisions;
- C. the conduct is severe or pervasive enough to create an intimidating, hostile, or offensive work environment.

Examples of sexual harassment are:

- 1) physical assaults;
- 2) subtle or overt pressures or direct requests for sexual favors;
- 3) inappropriate displays of sexually suggestive objects or pictures;
- 4) a pattern of unwelcome conduct of a sexual nature that would be offensive to a reasonable person such as unnecessary touching, abusive or demeaning language or gestures (including remarks about another's clothing, body or body movements, or sexual activities), or teasing or joking.

No supervisor or coworker shall intimate either explicitly or implicitly that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other conditions of employment.

E. Violations

An employee who believes that this policy is being violated should (1) inform the offending person(s) that the conduct is unwelcome or (2) report it immediately to the Executive Director or

the Chief of Staff. The report should be made in writing; however, a report will also be accepted by phone or in person.

Charges will be promptly and thoroughly investigated and corrective actions taken if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the League's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

In all cases, the League will make follow-up inquiries to ensure that the harassment has not resumed. An employee violating this policy will be subject to disciplinary action, up to and including termination. The employee who brought the complaint will be provided information on the outcome of the investigation.

F. Retaliation

Retaliation is illegal and contrary to the policy of the League. Employees who bring complaints of discrimination or harassment, or who identify potential violations or witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the Executive Director or the Chief of Staff, however a telephonic or in person report may be given. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct up to and including possible termination.

IV. RECRUITMENT AND SELECTION

A. Open Competition

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified and best-suited applicants for all vacancies and selection is based on the best-qualified and suited person available at the salary offered for the particular position.

B. Hiring Authority

The Executive Director of the League or his/her designee has complete authority for hiring, promoting and discharging employees in accordance with these policies. The Executive Director or his/her designee has the responsibility and authorization for administering the personnel system established by these policies.

C. Employment of Relatives

Relatives of employees or members of the League cannot be employed with the League where the employment would cause or have the potential to cause a conflict of interest, such as one relative supervising the other relative. Relatives are defined to include spouses, in-laws, parents, step-

parents, children, stepchildren, brothers and sisters including step or half, nieces, nephews, grandparents, and grandchildren.

V. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular wage and authorized overtime pay for full-time employees, the League's contributions to employee benefits both monetary and nonmonetary, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Base Pay for Positions

The Executive Director is responsible for the establishment of an equitable wage for each position and such wage adjustments as in the future may be deemed appropriate. In arriving at a pay rate, consideration will be given to an assessment of the position requirements, the prevailing rate for comparable work in the area, the current cost of living, and the League's financial condition. It is the policy of the League to abide by the Fair Labor Standards Act ("FLSA") regulations regarding federal minimum wage, overtime, child labor and record keeping requirements.

1. Workweek

Virginia Municipal League works a 7.5-hour day, 37.5 hours a workweek beginning on Sunday and ending Saturday.

2. Payday

League employees are paid semi-monthly on the 15th of the month and the last day of the month. If the normal payday falls on a League-recognized holiday, paychecks are distributed one workday prior to the holiday. If the normal payday falls on a weekend day, paychecks will be distributed on the Friday before the weekend day. Salaried employees are paid from the 1st through the 15th on the 15th and the 16th to the last day of the month on the last day of the month. All hourly employees and any overtime is paid in arrears.

3. Garnishments/Child Support

In accordance with Title III of the Consumer Credit Protection Act (CCPA) the League will withhold the earnings of an individual for the payment of a debt as the result of a court order or other equitable procedure. An administration fee for each garnishment is allowable under the Act. Title III prohibits the League from discharging an employee because his or her earnings have been subject to garnishment for any one debt, regardless of the number of levies made or proceedings brought to collect it.

B. Performance Increases

Each employee's performance will be reviewed annually and based on satisfactory performance and contributions to the organization, pay increases may be given on July 1 of each year in which funds are available. Eligible employees are those who have completed one year of service. In

exceptional circumstances an employee's pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

C. Overtime

Employees who are not exempt under the FLSA will be paid at the rate of time and a half for all work in excess of 40 hours a workweek. Unless authorized to do so, employees should not work over 37.5 hours during a workweek. When workload requires a few long days, an employee's scheduled hours may be altered in order to avoid the payment of overtime.

Exempt employees who are required to work beyond normal hours or on weekends and holidays may be given compensatory time off at the discretion of the Executive Director.

D. Other

The Executive Director may provide other forms of compensation to an employee as circumstances necessitate.

E. Employee Benefits

In addition to holidays and paid leave as described in Section VI, the League provides the following additional benefits for full-time employees and their eligible dependents. This portion of the Policy Manual contains a general description of the benefits available. With all employee benefits, the League reserves the rights to change plan providers, convert to a self-administered plan, and modify or discontinue providing the benefits described below. Employees are provided, upon request, summary plan documents, which describe each benefit in greater detail including, but not limited to, all enrollment restrictions and inception dates of coverage. Employees should familiarize themselves with these descriptive documents. The summary plan documents control should any conflict arise between the summary benefit plan documents and these policies.

1. Definitions

Eligible Employees: include full-time and part-time employees who are regularly scheduled to work 30 hours or more a week.

Eligible Dependent: A spouse who is currently legally married to an eligible employee and an unmarried dependent child who is age 26 or less.

Anniversary Date: The first day an employee reports to work. This date is used to calculate various League benefits.

2 Retirement

For employees hired prior to November 1, 2017 - VML provides a retirement plan for eligible employees as a supplement to Social Security. The 401(a) qualified money purchase plan is provided through a third party provider. Employees are eligible to participate in the retirement program after 90 days of employment. An annual 12.5 percent contribution based on the employee's salary on July 1 preceding is paid by VML at the end of each month that the employee has worked. Additionally, within 60 days of employment employees may elect to contribute four, seven, or ten percent of gross

salary to the plan. This one-time election is irrevocable with respect to participation and the percentage contributed.

The vesting policy, applicable to employer contributions, is as follows:

Year Completed: Percent Vested:

Year 1 50 percent

Year 2 100 percent

Upon separation employees who are not fully vested in the Plan, will forfeit the unvested portion of the account balance or as soon thereafter as practicable. The proceeds will be reallocated to all remaining plan participants who have worked a minimum of 1000 hours during the preceding 12-month period.

For employees hired on or after November 1, 2017 - VML provides a retirement plan for eligible employees as a supplement to Social Security. The 401(a) qualified money purchase plan is provided through a third party provider. Employees are eligible to participate in the retirement program on their first date of employment. An annual percent contribution based on the employee's salary on July 1 preceding is paid by VML at the end of each month that the employee has worked according to the schedule below. Additionally, within 60 days of employment employees may elect to contribute four, seven, or ten percent of gross salary to the plan. This one-time election is irrevocable with respect to participation and the percentage contributed.

VML Contribution: Years 1-5 - 6%

VML Contribution: Years 6-10 - 7%

VML Contribution: Years 11+ - 8%

Year Completed: Percent Vested:

Year 1 20 percent

Year 2 40 percent

Year 3 60 percent

Year 4 80 percent

Year 5 100 percent

Upon separation employees who are not fully vested in the Plan, will forfeit the unvested portion of the account balance or as soon thereafter as practicable. The proceeds will be reallocated to all remaining plan participants who have worked a minimum of 1000 hours during the preceding 12-month period.

An employee who has completed 4 years of service and whose position is eliminated by a layoff or other downsizing through no fault of his or her performance, will be 100% vested in the Company contribution to his or her 401(a) Account.

3. Retirement Health Savings Plan

The League will provide a contribution of ½ percent of gross salary for all employees for participation in a retirement health savings plan, which accumulates assets to pay for qualified medical expenses for the employee and his or her dependents in retirement or upon separation from service. Payments in retirement or separation for qualified medical expenses are paid from the account without tax withholding providing a tax free (rather than tax deferred) benefit. Employees are immediately vested in the plan.

4. Health/Hospitalization Insurance

The League provides health and hospitalization insurance coverage for eligible employees and their eligible dependents. The League pays 100 percent of the employee's coverage in this plan and 60% of dependent levels of coverage.

VML retains the right to change the cost sharing for health and hospitalization insurance coverage at any time it deems necessary.

Employees are eligible to participate on the first day of full-time employment.

5. Life Insurance

The League provides term life insurance coverage equivalent to three times the eligible employee's annual salary rounded to the nearest \$1,000 with a maximum of \$400,000 of coverage.. The League pays 100 percent of the cost for coverage.

6. Long Term Disability

The League provides for employees a long-term disability (LTD) policy.

7. Dental

The League provides for employee and his or her dependents' participation in a group dental coverage policy. Participation in the Plan is optional. The League pays 75 percent of the monthly premium for individual or family coverage.

8. Deferred Compensation

The League provides for employee participation in a § 457 deferred compensation plan, which provides for voluntary, pre-tax contributions by employees. Participation in the Plan is optional. The League does not contribute any portion of the employee's contribution. The League provides payroll deduction for the Plan and remits the employee contribution on behalf of the participant.

9. Short Term Disability

The League provides for employee participation in a short-term disability plan. The League pays 100 percent of the employee's coverage in this plan.

10. Accidental Death and Dismemberment "AD&D"

The League provides for employee only participation in an accidental death & dismemberment plan. Participation in the Plan is optional. The League pays 100% of the monthly premium.

11. Section 125 Flexible Spending Accounts

The League provides for employee participation in a Flexible Spending Account (FSA), allowable under Internal Revenue Code Section 125. The Plan allows eligible employees to set aside a specific pre-tax dollar amount for un-reimbursed medical, dental, and dependent care expenses. Participation in the Plan is optional. The League does not contribute any portion of the employee's contribution. The League provides payroll deduction for the Plan and remits the employee's pre-tax contribution on behalf of the participant. Employees must enroll annually.

12. Direct Deposit

The League provides for employee participation in a Direct Deposit Program. Participation in the Program is optional. The Program allows employees to authorize the electronic transfer of each pay period's appropriate wages to his/her personal checking or savings accounts. Employees are eligible to participate and/or make changes four days prior to the end of any pay period. Participants receive a pay voucher showing his/her account number and the amount deposited.

13. Wellness Program

The League provides for employee participation in a fitness club reimbursement program. Participation in the program is optional. The League will reimburse each employee \$25.00 a month, if the employee attends a fitness club at least 8 times that month. It is the employee's responsibility to obtain a monthly usage report from his or her fitness club and return it to the Chief of Staff at least 3 days prior to the mid-month pay day for reimbursement of the prior month. The reimbursement is subject to taxation, and will be reflected in the employee's paycheck.

14. Employee Assistance Program (EAP)

The League provides for employee and eligible dependents participation in a confidential assistance program through a third party carrier. The League pays 100 percent of the cost for coverage.

15. Paid Parking

The League provides paid parking to all employees as needed.

VI. HOLIDAYS AND LEAVE

A. Holidays

The Executive Director or a designee shall have the authority and provide for additional holidays if warranted. **All employees shall receive the day after the Annual Virginia Municipal League Conference as an additional holiday.**

Full time and part time employees shall be granted time off for these days without charging the time against consolidated leave balances. The League observes all holidays granted by the Commonwealth of Virginia with the exception of those granted when the General Assembly is in session:

Lee Jackson Day

Martin Luther King Day
Presidents Day

When an employee is required to work on one of these holidays, compensatory time off will be given on an hour for hour basis for the hours worked on the holiday. Holidays falling on Saturday or Sunday shall be taken on the Friday or the Monday respectively as announced by the Executive Director or designee.

Full time and part time employees shall be granted two Floating Holidays per calendar year without charging the time against consolidated leave balances. Employees beginning employment July 1 or later in a calendar year shall be granted one Floating Holiday. The Floating Holidays will be forfeited if not taken by December 31 of each year.

B. Leave with Full Pay

1. Consolidated Leave System

In accordance with the following schedule, full-time employees will accrue paid leave to be used for vacations, personal business, short-term illnesses or accidents, death in the family, or for any other personal purposes, unless otherwise stipulated in employment contract. Leave is earned at the following rate and credited at the end of each pay period:

0 - 5 years of service	13.25 hours per month
6 - 15 years of service	17 hours per month
16+ years of service	21 hours per month

Part-time employees who are regularly scheduled to work 30 hours a week may receive leave in proportion to the hours worked, at the discretion of the Executive Director. Except for illness or emergencies, leave must be approved in advance by the Executive Director. Only 450 hours (60 days) of accrued leave may be carried over into the next fiscal year. In addition, an employee will not accrue leave if their leave balance is at 450 hours. Each employee shall be required to use a minimum of 10 days a year after the first year of service. (See Section XI (D) for policy on terminal leave payment).

2. Military Leave With Pay

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a

training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity, not to exceed 15 consecutive calendar days for training duty and five working days for emergency active duty.

3. Education Leave

Education leave is discretionary and is normally with partial pay or without pay. When an employee can demonstrate that the pursuit of the educational program will have an immediate and discernable benefit to the League, leave with full pay may be granted by the Executive Director. The conditions of such leave shall be subject to a case by case determination based on factors which include the nature of the education or training, length of the absence, work record of the employee, work requirements at the time of the request, and value of the education or training to League.

4. Civil Leave

An employee will be given time off without charge to leave or loss of pay for (a) performing jury duty, when subpoenaed as a witness to appear before a court, public body or commission, (b) serving as a blood donor, or (c) performing emergency civilian duties in connection with national defense or for the purpose of voting in a national, state, or local election. The period of such leave shall be only as necessary for the performance of the activity. Any compensation remitted to the employee for the above civil service shall be remitted to the League.

5. Inclement Weather

The League follows the City of Richmond for closure due to inclement weather. If the City is closed due to inclement weather, employees are not charged leave and not expected to report to work. If an employee does perform work during inclement weather, no additional pay is earned.

C. Workers' Compensation Leave

When an employee is unable to report to work because of incapacity that is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive for the first seven days of absence full salary minus normal payroll deductions. The first seven days of Workers' Compensation leave will not be charged against the employee's consolidated leave balance.

If the absence is longer than seven days, the employee will receive for the period of absence the full compensation that is provided under Workers' Compensation Act. If the period of incapacity extends beyond 21 calendar days, the employee will be required to reimburse the League the amount of compensation awarded to the employee for the employee's first seven days of absence. This is an obligation owed to the League and one which, if not reimbursed promptly, will be deducted from future monies (wages, terminal leave pay, etc.) owed to the employee by the League.

D. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status.

1. Military Leave Without Pay

An employee who leaves the employ of the League to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the League. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the League not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position.

2. Extended Leave Without Pay

When special circumstances require an extended leave, the Executive Director has the authority to grant an employee leave without pay provided that the operations of the League's program(s) will not be adversely affected.

3. Disciplinary Leave Without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action, which may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

VII. ON-THE-JOB

A. Standards of Conduct

Each employee has an obligation to observe and follow the League's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of the organization, corrective disciplinary measures may be taken. (see section X)

B. Dress Code

The League has established organization dress standards that allow for business casual attire. Business casual dress offers a welcome alternative to suits, ties, dress shoes and formality of the typical office. Employees should dress according to their job responsibility and maintain an overall image of professionalism, which demonstrates concern and respect for the Virginia Municipal League, its members and visitors.

Employees are to check with their department supervisor ahead of time if uncertain as to the appropriateness of any particular article of clothing for the workplace. If an employee's attire does not adhere to business casual dress, the employee will be asked to go home for a change of clothing; this time away from the office would be charged to the employee's accumulated consolidated leave time.

C. Employee Development

It is the policy of the League to encourage employees to obtain training designed to develop the employee's value to the organization. Leave with partial pay or leave without pay may be available under the Education Leave provisions (see section VI).

The cost of training and related expenses undertaken at the direction of the Executive Director may be paid in full by the League. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the Executive Director or the Managing Director of Insurance Programs and (2) the employee shows successful completion of the course.

D. Performance Appraisals

Immediate supervisors will evaluate the work of each employee at least annually. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised; the original will be retained in the personnel file. If the employee believes that the report is unfair, he or she may prepare comments to be attached to the supervisor's appraisal report. Performance appraisals will be treated as confidential.

E. Attendance

Regular attendance is a critical and essential function of each employee's job. Except for illness or emergencies, leave must be approved in advance by the employee's immediate supervisor. In the event of illness, emergencies or late arrival for any reason, employees must contact their immediate supervisor within 30 minutes of their scheduled start time and inform them of the need for unscheduled leave. If you are unable to contact your supervisor yourself, a family member may call on your behalf. An employee who does not report to work, nor contact their supervisor for three work days in a row will be considered to have abandoned their job and is subject to disciplinary action up to and including termination.

VIII. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job related accident or workplace injury, no matter how insignificant, must be reported to the supervisor as soon as possible, but in all cases within 24 hours of the accident or injury.

B. Occupational Safety and Health

The League attempts to provide a safe and healthy working environment for all employees by providing the necessary safety education and training. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, deaths, injuries, and illnesses that occur on League property must be reported to the Executive Director within the same day of the discovery or occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their workstation. Supervisors are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

Specifically, employees shall:

1. Report all injuries, regardless of severity, to the supervisor immediately but no later than 24 hours. If the supervisor is not available, the injury must be reported to the Executive Director or Chief of Staff before medical treatment is sought, if either is available and if the injury is not so severe to require immediate treatment;
2. Report and, if possible, correct all unsafe conditions or acts;
3. Avoid horseplay and mischief, which could cause injury;
4. Take all standard safety precautions to prevent injury;
5. Follow all safety rules.
6. Not send or receive text messages or email while driving on League business.

C. Alcohol and Drug Free Workplace

Employee Responsibilities:

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol during the course of their duties at the League.
2. Any employee arrested and/or charged under a federal or state statute regulating controlled substances shall notify their supervisor within three days after the arrest.
3. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall represent the League in an official capacity while impaired by alcohol, illegal drugs, or medication.
5. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for the League.
6. If an employee is using prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.
7. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or manager.

D. Smoking

In the interest of health and safety of all League employees, smoking is prohibited inside of League owned and controlled buildings and work places. The Executive Director may establish designated smoking areas outside of 25 feet of League buildings.

E. Workplace Violence

The League strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the League's premises. All threats of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. When reporting a threat of violence, you should be as specific and detailed as possible. Any person engaging in threats of (or actual) violence will be removed from League premises. Individuals who have been removed from League premises will remain off the premises pending the outcome of the League's and/or criminal investigations. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. No employee will be subjected to retaliation for reporting any threat or perceived threat.

The League will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the League may suspend employees, either with or without pay, pending investigation. The League may also, at its option, discipline or terminate the offending employee, terminate or suspend business relationships with, reassign job duties. No existing League policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

F. Emergency Situations

Should an emergency result in the need to communicate information to employees outside of business hours, your supervisor or a representative of the League will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Chief of Staff in the event this information changes.

When events warrant an evacuation of the building, follow the instructions of your supervisor or any other member of management, if available. Leave the building in a quick and orderly manner. Assemble at a location as communicated by management.

IX. COMMUNICATIONS

A. Use of Technology

The league may provide cellular phones, supplies, laptops, computers, copiers, facsimiles, telephones, postage equipment, and other equipment to employees to assist them in doing their jobs better and more efficiently. These items are to be used for League purposes. Employees are expected to exercise care in the use of League equipment and property and use such property for authorized purposes.

Loss, damages, or theft of League property should be reported to an immediate supervisor at once. Negligence in the care and use of the League's property is grounds for disciplinary action. Upon termination of employment, the employee must return all League property, in his or her possession or control.

B. Internet

The League provides unlimited access to the Internet to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the League has established an Internet account that may be accessed by employees. Employees are allowed to use the internet for personal communication and information gathering, but such uses must not interfere with the business activities of the League and must not interfere with the employee's job responsibilities. Employees will be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the League. Any information received, sent, and stored on the League's computer system is subject to monitoring from time to time and in the course of this monitoring may be read for content. The usage of the Internet is subject to the same code of conduct which applies to all other actions in the workplace and using the League's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge.

Employees must not share their passwords with any other individuals, including other employees or outsiders, except the Executive Director or his designees. Nor is it appropriate to attempt to

subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access.

Employees are representatives of the League when using the League's Internet account.

Accordingly, they are expected to act and to communicate professionally on the Internet, not to engage in any commercial or illegal activities, or to use the account for personal business.

Specifically, the League strictly prohibits any display or transmission of material that can be construed as creating a hostile work environment, including sexually explicit or obscene images, messages, or cartoons, or the transmission or use of e-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, sex, age, disability, or religious or political beliefs. Violation of this policy is grounds for disciplinary action, up to and including termination. Should an employee receive unsolicited prohibited material over the League's computer system, the employee must refrain from disseminating such materials to other persons either within or outside the League and should inform the sending party that the receipt of such information violates the policies of the League.

The League will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The League will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

C. Other Electronic Communications

The League provides electronic, digital and wireless communications equipment for business purposes. The use of this equipment should not be for personal use. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the League.

D. Consent to Monitoring

Your employment constitutes your consent to the monitoring of communications sent, received and stored on equipment provided by the League or an electronic, wire, or digital services provided by the League.

E. Personal Employee Information

In compliance with the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA), the League will assure employees' "individually identifiable health information", or "protected health information (PHI)," be treated with confidentiality. A written authorization will be obtained for any use or disclosure of PHI, except when given to governmental agencies when undertaking a compliance investigation or review of enforcement action.

X. DISCIPLINE AND GRIEVANCES

League employees are expected to conduct themselves in a professional manner, as representatives of the League. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the League.

A. Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral coaching, oral warning, written warning, suspension, demotion, or termination. The following are examples of misconduct that may result in discipline. The list is not inclusive and other misconduct may be subject to disciplinary action:

1. conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;
2. willfully falsifying League records (including time records, leave records, job applications, or pay or reimbursement vouchers);
3. gross negligence with League property or misuse of League property;
4. violating any workplace rule;
5. performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;
6. violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the Executive Director;
7. using or being impaired at work by intoxicants, drugs, or alcohol;
8. grossly neglecting duty or continually being unable or unwilling to render satisfactory performance;
9. taking property of the League for one's personal use, for sale to another, or for a gift to another;
10. inducing, or attempting to induce, an officer or employee in the service of the League to commit an unlawful act or to act in violation of any lawful or official regulation or order;
11. accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the League;
12. failing to report for work or being absent without prior notice to supervisor;

13. unsatisfactory attendance, excessive absences, or excessive tardiness.

B. Notification

“An employee who is subject to disciplinary action other than an oral admonishment or written reprimand will be given an opportunity to respond in writing to the action” The response will be considered in assessing discipline and will be placed in the employee’s personnel file with the disciplinary action.”**XI. TERMINATION OF EMPLOYMENT**

The procedures and rules set out in this chapter do not alter or negate in any way the employment at will relationship that the League has with its employees. The League may terminate an employee at any time, and for any reason, with or without cause. This chapter shall be construed in a manner consistent with the purpose of the policy, set out in chapter I. Purpose.

A. Resignation

To resign in good standing, an employee must give at least two workweeks advance notice to their immediate supervisor. If special circumstances exist, the Executive Director may waive the notice requirement. Consolidated leave may not be utilized during the two week notice unless approved in advance by the immediate supervisor. Failure to give the required advance notice will result in forfeiture of terminal pay. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation.

B. Lay-off

The League reserves the right to dismiss employees for lack of available work or funds. In such cases the employees affected will be given a minimum of two workweeks advance notice or two weeks pay in lieu of notice.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the American’s with Disabilities Act.

D. Terminal Leave Pay

An employee, who is laid off, resigns giving the required advanced notice, or terminated for reasons other than cause, shall be paid for all accrued leave up to a maximum of 60 days.

F. Continuation of Health Care Coverage

In compliance with Code of Virginia § 38.2-3541 if the health insurance on a person (employee or dependent) covered under the League’s health insurance policy ceases because of the termination of the person's eligibility for coverage, but prior to the insured becoming eligible for Medicare or Medicaid, the insured's present coverage shall continue under the League’s policy for a period of 12 months immediately following the date of the termination of the person's eligibility, without evidence of insurability, subject to the following requirements:

1. The application and payment for the extended coverage is made to the League within 31 days after issuance of the written notice required in subsection C, but in no event beyond the 60-day period following the date of the termination of the person's eligibility;

2. Each premium for such extended coverage is timely paid to the group policyholder on a monthly basis during the 12-month period;
 3. The premium for continuing the group coverage shall be at the insurer's current rate applicable to the group policy plus any applicable administrative fee not to exceed two percent of the current rate; and
 4. Continuation shall only be available to an employee or member who has been continuously insured under the group policy during the entire three-month period immediately preceding termination of eligibility.
- C. The group policyholder shall provide each employee or other person covered under such a policy written notice of the availability of continuation of coverage and the procedures and timeframes for obtaining continuation of the group policy. Such notice shall be provided within 14 days of the policyholder's knowledge of the employee's or other covered person's loss of eligibility under the policy.

XII. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the League without notice.

Modified

PERSONNEL POLICIES MANUAL RECEIPT AND ACKNOWLEDGMENT

Each Employee must indicate that they have read, understand the provisions and will abide by this personnel policies manual.

The Virginia Municipal League (VML) Personnel Policy Manual and any subsequent updates, is housed on the VML Intranet site to which all employees have access. I understand it is my responsibility to read, familiarize myself with the policies and understand the matters set forth in this Manual.

This Manual supersedes all prior written policies as to subjects addressed in the manual and all representations, oral or written. In the event of a contradiction between this Manual and the representation of a supervisor, the terms of the manual will govern.

I understand that no statement contained in this Manual creates any guarantee of continued employment or creates an obligation, contractual or otherwise, on the part of the League.

I understand and acknowledge that the League has the right, without prior notice, to modify, amend or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law

Signature of Employee: _____

Name (printed): _____

Date: _____

Signature of Executive Director: _____

Name (printed): _____

Date: _____



OFFICERS

PRESIDENT

THOMAS R. SMIGIEL, JR.
NORFOLK COUNCIL MEMBER

PRESIDENT-ELECT

WILLIE GREENE
GALAX COUNCIL MEMBER

VICE PRESIDENT

JON STEHLE
FAIRFAX COUNCIL MEMBER

PAST PRESIDENT

ANITA JAMES PRICE
ROANOKE VICE MAYOR

EXECUTIVE DIRECTOR

MICHELLE GOWDY

MAGAZINE

VIRGINIA TOWN & CITY

TO: VML Executive Committee Members

RE: Update of Current Members of the VML Executive Committee

DATE: January 20, 2020

With the recent resignation of Bridge Middleton, Mayor, Town of Middleburg as an At-Large member of the VML Executive Committee. Here is the current list of members.

President – Mr. Thomas R. Smigiel, Jr., Council Member, City of Norfolk

President-Elect – Mr. Willie Greene, Council Member, City of Galax.

Vice President – Mr. Jon Stehle, Council Member, City of Fairfax.

At Large Positions:

Mrs. Jill Carson, Vice Mayor, Town of Pennington Gap
Mr. W. T. Bill Rush, Town Manager, Town of Marion
Honorable Laurie DiRocco, Mayor, Town of Vienna
Mr. A. D. “Chuckie” Reid, Vice Mayor, Town of Farmville
Mr. Sean Polster, Council Member, Town of Warrenton

Immediate Past President – Anita James Price, Council Member, City of Roanoke.

The section chairs are as follows:

Chair, City Section: Mr. Charles Frye, Council Member, City of Fredericksburg

Vice Chair: Mr. Linwood Johnson, Council Member, City of Franklin

Chair, Town Section: Honorable Lisa Merkel, Mayor, Town of Herndon

Vice Chair: Honorable Michael Barber, Mayor, Town of Christiansburg

Chair, Urban Section: Honorable John Rowe, Mayor, City of Portsmouth

Vice Chair: Ms. Katie Cristol, Supervisor, Arlington County

P.O. Box 12164
RICHMOND, VIRGINIA 23241

804/649-8471
www.vml.org

Willie T. Greene, Sr.
P.O. Box 1142
Galax, Va. 24333
August 21, 2018

VML Nominating Committee

Dear VML Nominating Committee

I am writing in response to your applications for serving on the VML's Executive Committee. The position requirements and my skills are a perfect match. I have been appointed to several state and local boards and commissions. The state Board of Social Services for eight years (two years as Vice President and two years as President), eight years state Board of Social Work and just recently appointed by Governor Ralph Northam to the State Executive Council for the Office of Children Services, this is a three year appointment. All appointments were from the last five Governors.

As you'll see on my enclosed resume, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to be a "Partner" and contribute to the Virginia Municipal League's Mission and success.

I can promise that meeting with me will not be a waste of your time—and I will make myself available at your convenience, during or outside of normal business hours.

Sincerely,

Willie T. Greene, Sr.
wtgreensr@embarqmail.com

Willie T. Greene, Sr.
P.O. Box 1142
111 Carriage Drive
Galax, Va. 24333
wtgreenesr@embarqmail.com

Education

Galax High School
Wytheville Community College
Estate License

Graduate
Business Management/Real

Professional Affiliations and Community Services

- Virginia Municipal League's City Section two years/ VML Executive Committee two years
- 2018 Appointed to the State Executive Council for the Office of Children's Services
- Served as member and trustee of Galax Volunteer Fire Department for 30 years.
- Adjunct Instructor Surry Community College, Dobson, NC
- Instructor for the Virginia Department of Fire Programs and the EEO/AA Council
- Past President of the Virginia Head Start Parent Policy Association
- Past President Galax Parks and Recreation Commission
- Elected to Galax City Council 1994-present Currently serve as Vice Mayor the past 18 years
- Member of Galax Social Services Board
- Member of Mount Rogers Planning District Commission Executive Committee
- Chairman of Mount Rogers Planning Commission Executive Committee
- Appointed to 4 year term of the Virginia State Board of Social Work by Governor Mark Warner
- Re-appointed to VSBSW by Governor Tim Kaine in 2008 to another 4 year term
- Served 8 years on the State Board of Social Services.
- Served as Chairman of National Bank of Blacksburg's Advisory Committee
- Owned and operated a restaurant for 4 years and a Day Care Center for 10 years.
- Presently serving on the Twin County Regional Airport Commission
- Presently serving on the Carroll, Grayson Galax Regional Landfill

Willie T. Greene, Sr.
P.O. Box 1142
111 Carriage Drive
Galax, Va. 24333
wtgreenesr@embarqmail.com

Education

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Wytheville Community College

Graduate

Business Management/Real Estate License

Professional Affiliations and Community Services

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- Presently serving on the Twin County Regional Airport Commission
- Presently serving on the Carroll, Grayson Galax Regional Landfill

Joni Terry

From: Michelle Gowdy
Sent: Monday, September 16, 2019 4:05 PM
To: Joni Terry
Subject: Fwd: VML Application
Attachments: Willie T. Greene Resume VML 2018.doc; ATT00001.htm; Willie Greene Cover Letter VML Executive Committee.doc; ATT00002.htm

Can you fill out the application for him and check vp and president elect

Sent from my iPhone

Begin forwarded message:

From: willie greene <wtgsr29@gmail.com>
Date: September 16, 2019 at 4:03:15 PM EDT
To: Michelle Gowdy <mgowdy@vml.org>
Subject: VML Application

Having trouble scanning the App, but will continue to work on it.
Willie



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Willie T. Greene Current Title: Councilman

Locality: City of Galax

Address: 111 E. Grayson St. Galax, Va. 24333

Email: wtgreenesr@embarqmail.com

Phone: 276-236-5773 Fax: _____

Cell: 276-233-9130

Home address:
111 Carriage Dr
Galax, Va 24333

Name of Spouse:
Sue M. Greene

List all positions (elected or appointed) held with your locality, including your current position:

<u>Position</u>
<u>Council Memeber</u>
<u>Vice Mayor</u>
<u>Carroll/Grayson Solid Waste Authority</u>
<u>Twin County Airport Commission</u>

<u>Dates of Service</u>
<u>1994-Current</u>
<u>2000-2018</u>
<u>2000-Current</u>
<u>2000-Current City Chair</u>

List your participation on League committees or other League service:

Position

City Chair

Leadership Academy Level 2

Executive Committee

VML Mayor's Institute & Conference

Dates of Service

2016-Current

2017

2016- Current

Past 19 years

Reasons why I (or person nominated) should be considered by the Nominating Committee:

I have been appointed to several state and local boards and commissions. ~~The State Board of Social Services for eight years (two years as Vice President and two years as President. Eight years on the State Board of Social Work and appointed to serve on the State Executive Council for the Office of Children services. All appointments were from the past five Governors of Virginia.~~

~~As you'll see on my enclosed resume, I have the educational background, professional experience and track record for which you are searching for. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to be a partner and contribute to the Virginia Municipal League's Mission and Success.~~

If you are nominating another official, does that official consent to this nomination? N/A

Name of person submitting this form: Willie T. Greene, Sr.

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

Joni Terry

From: sean polster <hazmat1104@yahoo.com>
Sent: Wednesday, September 11, 2019 5:45 PM
To: Joni Terry
Subject: VML Executive Committee Application
Attachments: Sean Polster Resume.docx; 2019 VML Nominating Form Polster.pdf; VML Application Polster.docx

I humbly submit my paperwork to be considered for the President-Elect and At-Large position with the Virginia Municipal League Executive Committee. Please let me know if you need additional paperwork or have questions.

Respectfully,

Sean Polster

FROM THE DESK OF SEAN POLSTER

PO BOX 396 WARRENTON, VA 20188

September 5, 2019

Executive Director Michelle Gowdy
Virginia Municipal League
13 East Franklin Street
Richmond, Virginia 23219

Director Gowdy,

I am extremely excited at the opportunity to serve the Virginia Municipal League as the next President-Elect. While this comes with mixed emotions as Vice Mayor Ohpie Kier would have lead our organization well, I feel that my background, experience and ability to lead while effectively communicating with diverse audiences would be a great fit for our organization while we navigate through our strategic plan, Vision 2025.

Attached to this letter of intent is my resume as well as the requisite VML form applying for this position. In addition to my experiences within the Virginia Municipal League serving as an advocate and educator at the local, state and federal level I am also very active within the National League of Cities serving on their board, past chair of the Public Safety and Crime Prevention Committee and Executive Committee. I also believe that the interpersonal connections and resources I've made as a member of their organization can be actively and efficiently leveraged to position the Virginia Municipal League as the premiere organization for all of our state municipal needs.

I bring with me the support and endorsement from the Town of Warrenton Council as well other members of our Virginia Municipal League family that I have told about this opportunity. I look forward to speaking with the you and the nominating committee members on my candidacy and answering any questions that you may have.

Yours in service,



Sean M. Polster
At-Large Member
Town of Warrenton Council



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Sean M. Polster Current Title: At-Large Councilmember

Locality: Town of Warrenton

Address: 18 Court Street Warrenton, Virginia 20186

Email: spolster@warrentonva.gov

Phone: 540-347-1101

Fax: _____

Cell: 540-422-3590

Home address:
315 Cannon Way
Warrenton, VA 20186

Name of Spouse:
Nicole Polster

List all positions (elected or appointed) held with your locality, including your current position:

Position
At-Large Councilmember

Dates of Service
07/01/2014 - Present

List your participation on League committees or other League service:

<u>Position</u>	<u>Dates of Service</u>
<u>VML Town Section Chair</u>	<u>10/2018 - Present</u>
<u>VML Executive Committee</u>	<u>10/2018 - Present</u>
<u>NLC Board & Executive Committee</u>	<u>11/2017 - Present</u>
<u>NLC PSCP Committee Chair</u>	<u>11/2017 - 11/2018</u>

Reasons why I (or person nominated) should be considered by the Nominating Committee:

I became involved in local government after over two decades of service as a law enforcement officer, paramedic and firefighter. I believe that public service is always about those you serve and the needs of your community or organization first and foremost. I have enjoyed working with our members and staff as well as advocating at the local, state and federal level on behalf of the Virginia Municipal League. I also believe that the interpersonal connections and resources I've made as a member of the National League of Cities can be actively and efficiently leveraged to position the Virginia Municipal League as the premiere organization for all state municipal needs.

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: Sean Polster

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

Sean M. Polster

SECURITY CLEARANCE – TS

315 Cannon Way • Warrenton, VA 20186
(540) 222-1993 • hazmat1104@yahoo.com

SUMMARY OF QUALIFICATIONS

- Twenty-seven years of emergency management technical proficiency with hazardous material, operational readiness and crisis response.
- Fifteen plus years of practical experience in Fire and Emergency Medical Service (EMS), in field & tactical environments.
- Fifteen years as an instructor of emergency management preparation & response, advanced life support, and fire services.
- Vast experience in identification, analysis, and vulnerability assessment of emergency management; all government levels.
- Extensive knowledge of law enforcement and criminal investigation techniques at local, state, and federal levels.
- Expert in course syllabi development; delivered new innovative material to fit the needs of local and state organizations.
- Avid communicator; guest speaker at conferences, able to collaborate amongst all levels of government with colleagues.
- Ten years of fire marshal experience in investigations, inspections and suppression and detection system testing.

PROFESSIONAL EXPERIENCE

- Operations Officer for National Incident Management System (NIMS) during the 2003 US Capitol Ricin Incident, reportable to Incident Commander; directed multi-agency task force in immediate response and analysis of the situation.
 - Lead Team for US Capitol Police, directed ten CBRNE Specialists; responsible for the planning, detection, and response to incidents for all members of congress during the 2004 Republican Convention in Philadelphia, PA.
 - Collaborated with state officials to conduct threat and vulnerability assessments prior to client's travel, as a member of the protective detail, specialized in Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) and medical response.
 - Systematically follow scientific processes, develop hypotheses, and analyzed evidence for Fauquier County Fire Marshal's Office; utilizing analytical methods to determine cause and origin of fire and explosive incidents, prepare reports.
 - Responsible for the operational readiness of the company's armored vehicles ensuring that they had the necessary equipment and medical staffing for our discrete federal and corporate clients based on the operational tempo.
 - As SME on the Science and Technology (S&T) Subgroup, supported the Interagency Board (IAB) mission; to strengthen the nation's ability to prepare for & respond safely and effectively to emergencies, disasters, and CBRNE incidents.
 - Tactical Paramedic, Fauquier County Special Emergency Response Team; entrance broacher, execution of arrest warrants.
 - Directed hazardous material team; ensured operational readiness through education and state of the art detection systems.
 - Conducted emergency management preparation & response training for congressman, senators, management & key staff.
 - Called upon as Subject Matter Expert (SME) by the State of Virginia; aided effort that revised Fire Officer training course.
 - Develop policies & procedures for emergency management; streamlined preparation, improved incident response times.
 - Technical Advisor for authors of The Facility Managers Emergency Preparedness Handbook, evaluated the initial draft.
 - Faculty Assistant, Northern Virginia Community College, Criminal Justice Program; develop course material & lectured.
 - Facilitator, George Washington University, Paramedic Degree Program; taught CBRNE recognition & treatment course.
-

EDUCATION

Grand Canyon University, Masters in Leadership with emphasis in Disaster Management, June 2015
Bluefield University, Bachelor of Science in Criminal Justice, 2009
National Fire Academy, Executive Fire Officer Program Graduate

CERTIFICATIONS

Hazardous Materials Incident Commander – 7/2000
Fire Officer IV, Instructor III & Inspector II – 10/1999
Fire and Explosive Investigator – 10/1999
National Incident Management System, ICS 400 – 11/2011
Pediatric Advanced Life Support (PALS) Instructor – 01/2009
Advanced Cardiac Life Support (ACLS) Instructor – 01/2009
Commonwealth of Virginia Adjunct Fire Instructor – 01/2008
Law Enforcement Officer and Criminal Investigator – 06/2002

EMPLOYMENT

Department of Homeland Security
Mt. Weather, VA.

Nov 07 to Present

Firefighter/ Paramedic - Functions as the hazardous materials team lead for on and off-site responses to CBRNE incidents. Develops and implements programs to improve and streamline workflow processes, ensure technical proficiency and to save man hours and cost. Ensures operational readiness through education and state of the art detection. Developed and implemented advanced life support CBRNE medical protocols. Maintains professional associations with those in support of the mission of the Mount Weather Emergency Operations Center and its support activities.

Town of Warrenton
Warrenton, VA

May 14 to Present

Councilman At-large - Function as liaison between the town and general public; ensure policies are consistent with legislation, revising as needed to improve the quality of life and support business development. Aide in creating a strategic vision and comprehensive plan for the Town of Warrenton. Review and approve the town's \$22 million budget preserving fiscal soundness while exercising governmental best practices. Maintain open communications with state and federal elected officials regarding local issues that impact the town and its residents. As a committee chair; delegate, monitor, and evaluate the work of several department heads providing feedback to the town manager while meeting goals and objectives.

New Baltimore Volunteer Fire Department
New Baltimore, VA

Nov 99 to Present

Assistant Fire Chief - Operate as a senior fire officer managing the department hazardous materials program creating policies ensuring their effectiveness. Continually research new and innovative developments in firefighting equipment to mitigate emergencies and minimize injuries and property damage. Developed and manage the volunteer schedule adjusting and setting priorities ensuring that varying shifts are covered. Distributed workload to subordinate officers and set performance standards to ensure expectations are met and assignments are tracked. Counseled and disciplined employees to correct performance, but also recognized and rewarded contributions to the agency.

Tent Events of Warrenton, LLC.
Warrenton, VA.

Jun 07 to Jan 13

Managing Member/ Owner - Developed and executed an annual strategic plan that lead to an increase in gross income on an average of over 250% a year. Managed annual budget to ensure long term financial viability of the business. Hired, managed and counseled personnel. Developed performance standards and evaluated work performance. As necessary reassigned work or moved timetables to meet goals and deadlines. Built and promoted smart business growth through social medial and other non-traditional marketing measures to gain market edge.

Guardian 24/7
Leesburg, VA.

Sep 10 to Sep 12

Pre-Hospital Patient Care Coordinator - Responsible for the operational readiness of the armored vehicle fleet ensuring that they had the necessary equipment and medical staffing for discrete corporate and federal clients based on the operational tempo. Collaborated with several state official and agencies to conduct threat assessments prior to client's arrival and then serve as a part of the protective detail specializing in CBRNE and medical response. Provided advanced life support training and venerability surveys to client's facilities, private residences and several methods of transportation.

Fauquier County Fire Marshal's Office
Warrenton, VA.

Oct 06 to May 09

Fire/ Explosive Investigator - Certified law enforcement officer and criminal investigator with extensive knowledge of local, state, and federal law. Educated community members during fire inspections and conducted building inspections with initial and follow-up assessments of detection and suppression systems. Led technical investigations systematically following scientific processes to develop hypotheses as to the cause of a fire or explosive incident. Utilized analytical methods to evaluate evidence to determine cause and origin of fire and explosive incidents, prepare reports. Collected and documented all items of evidentiary value for recordkeeping and prosecution.

Dumfries-Triangle Vol. Fire Department
Triangle, VA.

Feb 02 to Sep 10

Assistant Fire Chief - Served in several key roles, responded to over 3,500 calls a year for service. Assisted in administration and management of the departments \$1.2 million operating budget. Lead execution of emergency management as Incident Commander and Operations Officer assigning, monitoring and evaluating work of fire suppression techniques while responding to structural, vehicle, aircraft and hazardous materials fires. Mentored new firefighter's and junior members providing advice, counseling and instruction dealing with administrative and technical matters. As a senior officer coordinated team goals, timetables and other activities with other departments. Led and directed the inspection of firefighting apparatus to ensure proper operation and assessing strengths and weaknesses in administration and operations. Developed and maintained liaisons with private, local, state and federal agencies. Ensured good working relationship with internal and external stakeholders retained a strong network of professional contacts.

US Capitol Police
Washington, DC.

Nov 03 to Apr 07

Supervisory Hazardous Materials Specialist - Served as supervisor of hazardous materials response team managing hazardous materials protection for US Capitol complex and surrounding federal buildings. Utilizing strong interpersonal skills to developed a robust team that managed several high profile hazardous materials incidents at the US Capitol. Delivered after action reports to high level congressional members with briefings on CBRNE topics. Planned work assigned to employees strategically assigning work to subordinates based on strengths. Developed strategies and policies to comply with federal directives. As liaison for local, state, and federal agencies; built partnerships and expanded response capabilities. Supervised both civilian and uniform department personnel assigning, monitoring and evaluating work to accomplish goals. Corrected and verified employee's contributions and time cards.

PROFESSIONAL AFFILIATIONS

- Virginia Association of Hazardous Materials Response Specialists
- Virginia Municipal League (Executive Committee)
- National League of Cities (Board and Executive Committee)

References available upon request.

PROFESSIONAL TRAINING

- SES Human Resources Leadership Training, Department of Interior
- United States Capitol Police Training Services Bureau; Basic First Line Supervisor
- Texas A&M, Texas Engineering Extension Service; Enhanced Incident Management Unified Command Course & Weapons of Mass Destruction (WMD) Concept
- National Registry of Emergency Medical Technicians; Nationally Registered Paramedic (NRP)
- Care Flight; Air Critical Care: Fixed Wing Transport
- United State Custom and Border Patrol, Advanced Training Center, Tactical Casualty Combat Care
- University of Maryland, Baltimore Campus; Critical Care Emergency Medical Technician Paramedic (CCEMTP)
- Uniform University of Health Sciences; Counter-Narcotics Tactical Operations Medical, Basic and Advanced
- Northern Virginia Criminal Justice Academy; Basic Criminal Investigator and Narcotics Investigations
- Excalibur; Special Weapons and Tactics I
- Federal Law Enforcement Training Center; Law enforcement In-Service Drivers Training Program
- S2 Institute; Weaponization of Chemical and Biological Agents
- New Mexico Tech, Energetic Materials Research and Testing Center; Incident Response to Terrorist Bombings
- Federal Emergency Management Agency, Emergency Management Institute; IS-700, NIMS, an Introduction
- George Washington University; Paramedic Education Program and EMS Response to Hazardous Materials Accidents
- American Academy of Orthopedic Surgeons; Advanced Assessment and Treatment of Trauma
- National Emergency Response & Rescue Training Center; WMD Terrorism Awareness for Emergency Responders, Incident Management, Unified Command, Public Works & EMS 1Basic Concepts for WMD Incidents

- Federal Emergency Management Agency, National Fire Academy; Introduction to Unified Command for Multi-Agency and Catastrophic Incidents, Executive Development & Analysis of Community Risk Reduction, Operations Command & Control of Incidents, Hazardous Materials Incident Management, Incident Safety Officer, ICS-100/Introduction to ICS for Operational First Responders, ICS-200/Basic NIMS ICS for Operational First responders, ICS300/Intermediate ICS for Expanding Incidents and ICS 400/Advanced ICS for Command and General Staff
- Maryland Fire and Rescue Institute; Confined Space Technical Rescuer I & II, Rescue Technician – Site Operations
- International Fire Service Accreditation Congress (IFSAC); Hazardous Materials Incident Commander, Hazmat Technician, Driver Operator Aerial & Pumper, Fire Officer IV, Fire Inspector II
- Commonwealth of Virginia, Department of Fire Programs; Firefighter II, Fire Officer IV, Adjunct Instructor, Fire Investigator, Fire Inspector II, Aircraft Rescue Firefighter, Heavy Tactical Rescue – Rope III, Trench & Vehicle Extrication, Emergency Vehicle Operations Course – level 4
- DUPONT Emergency Solutions; Street Smart Chemistry & WMD, Hazardous Materials Technician
- Docimo and Associates; Advanced Air Monitoring
- Smith's Detection; Advanced Infrared Analysis for Hazardous Materials
- Public Agency Training Council; Fire Pattern Certification, Fire Investigation Techniques, Forensic Fire Investigation
- American Safety & Health Institute; Cardiopulmonary Resuscitation, Advanced Cardiac/Pediatric Life Support Instructor

Joni Terry

From: Stehle, Jon <Jon.Stehle@fairfaxva.gov>
Sent: Monday, September 16, 2019 10:06 AM
To: Joni Terry; Michelle Gowdy
Subject: Re: Nominations Committee
Attachments: vml-executive-committee-application_JRS_091519.pdf

Joni,

Please find attached my executive committee application.

I am putting together a resume and copies of the two articles I have been involved with for the VML Magazine. I should have those over to you later on today.

Thanks!
Jon

Jon Stehle, Council Member
City of Fairfax

Direct: 703-463-7565

FOIA Disclaimer

You are hereby advised that, pursuant to the Virginia Freedom of Information Act, written correspondence (including, but not limited to, letters, e-mails and faxes) from and to the City of Fairfax and its officials and employees, and others acting on its behalf, may be subject to disclosure as being a public record. This includes the e-mail address(es) and other contact and identifying information for parties involved in the correspondence.

From: Joni Terry <jterry@vml.org>
Sent: Monday, September 9, 2019 12:04 PM
Subject: Nominations Committee

CAUTION: This email originated outside the City of Fairfax's email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

To: VML Members, Key Officials and Liaisons

From: Anita James Price, President of VML

Date: September 6, 2019

Re: Nominations Committee

Please find attached a list of the nominations committee members for 2019. Also attached is the process for applying to be on the Executive Committee.

Have a nice weekend.



Application to Serve on VML Executive Committee



At-Large Position



Vice President



President-Elect

Name: Jon Stehle Current Title: Councilmember

Locality: City of Fairfax

Address: 10455 Armstrong Street Fairfax VA 22030

Email: jon.stehle@fairfaxva.gov

Phone: 703-463-7850 Fax: _____

Cell: 703-463-7565

Home address:
11110 Snughaven Lane
Fairfax VA 22030

Name of Spouse:
Stephanie

List all positions (elected or appointed) held with your locality, including your current position:

<u>Position</u>
<u>Councilmember</u>
<u>Chair, Parks & Recreation</u>
<u>Board Member, PRAB</u>
<u>Board Member, PRAB</u>

<u>Dates of Service</u>
<u>07/16 to present</u>
<u>01/15 to 06/16</u>
<u>06/14 to 01/15</u>
<u>06/14 to 01/15</u>

List your participation on League committees or other League service:

<u>Position</u>	<u>Dates of Service</u>
<u>Chair, City Section</u>	<u>10/18 to present</u>
<u>Member, Nominating Comm</u>	<u>09/18 to 10/18</u>
<u>Vice Chair, City Section</u>	<u>10/17 to 10/18</u>
<u>Vice Char, Environmental</u>	<u>07/18 to 07/19</u>

Reasons why I (or person nominated) should be considered by the Nominating Committee:
As the current City Section Chair, I have had the privilege of working on the Vision 2025 effort that has been launched this year. This is a critical opportunity for VML and I hope that my background of strategic planning, leadership and change management may be useful for this vision. My experience in the past with other non-profit, government and private section organizations has shown that for an effort such as Vision 2025 to be successful, it will require continued buy in and support from the members over multiple years. I am eager to be a part of this journey.

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: Jon Stehle

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

By Jon Stehle

How to build trust in local government using only four pages

The City of Fairfax uses Citizen-Centric Reports to keep its citizens informed

ONE OF THE big challenges facing elected officials is overcoming the disconnect between citizens' trust in their government and their need for it to work effectively on their behalf. This disconnect often makes it difficult to communicate ideas and enact initiatives that we, as elected officials, believe would benefit the community. Fortunately, there is a tool designed to improve the public's trust in government that can help to bridge this divide: The Citizen-Centric Report (CCR).

Local governments earn our citizens' trust by communicating simply, factually, and clearly about the things that matter most to them – "What do we get for our tax dollars?" "What was accomplished this year?" and "What can we expect in the future?"

A Citizen-Centric Report (CCR) is a graphic-rich, four-page financial document with information about a jurisdiction's budget, expenditures, goals, performance metrics, and future challenges.

I first became aware of the effectiveness of CCRs thanks to Dr. Richard R. VanDaniker who I met in 2006 during a week-long training session as part of the Public Sector Financial Management Fellowship sponsored by Portland State University.

In 2016 I was a newly elected council member for the City of Fairfax and my colleagues and I had just adopted a set of goals for our two-year term. Fellow council member Michael DeMarco and I felt that a CCR would be an excellent way to summarize and communicate those goals to our citizens. With the support of the mayor and city manager we volunteered the City of Fairfax to be the target city for the Association of Government Accountants (AGA) 2017 "Government Case Challenge," in which students from universities were invited to compete to develop a CCR for the target city.

The university teams competing in the AGA Government Case Challenge consist of 3 students and one faculty advisor. They do not know the identity of the target city until the competition begins; they may solicit information from the target city throughout the process.



Long story short: The experience with the Government Case challenge was a success. During the challenge, our city government engaged with energetic students from across the US. City of Fairfax Mayor David Meyer supported the effort and invited AGA's CEO Ann Elberts to a televised city council meeting to announce that we would be the Government Case Challenge City for 2017. Bob Sisson, our city manager, embraced the concept and supported city staff, coordinated through our city clerk Melanie Crowder, who supplied information in response to questions from the students. Additionally, council members Michael DeMarco and Jennifer Passey as well as city staff member Chris Colson served on the panel of judges.

When the team from North Carolina State University was announced as the winner, Mayor Meyer noted how impressed we all were with the "creative content of the submitted CCR and we will be able to use the students' ideas as the city prepares to create its own inaugural CCR for our citizens."






Which is exactly what we did.

Using elements from the winning CCR, as well as elements from other submissions, we were able to provide every household in the city with a hard copy of the inaugural City of Fairfax CCR in the March 2018 monthly city newsletter. Each page captures a different aspect of our story:

- **Page 1: Government and the People** - includes a summary, key statistics and lists the strategic goals for the city.
- **Page 2: Key Indicators** - details what we have accomplished in each of our strategic goal areas in the past year.
- **Page 3: Financial Profile** - charts and graphs illustrate residential affordability, economic output and city operating results for the fiscal year.
- **Page 4: Looking Ahead** - details what we hope to accomplish in each of our strategic goal areas in the coming year.

The CCR is also posted on the City's website and our City's TV crew created a video, walking the viewer through the CCR and each of the five council goals associated with it.

The City of Fairfax CCR, which is now entering its second year, has been a resounding success with citizens. In fact, throughout the recent election campaign and in early meetings of the outgoing and incoming Council members, the CCR's popularity was on full display. We heard from citizens who appreciated the annual report because it is easy to follow, provides information they were interested in, and is presented clearly and succinctly without technical jargon. For all these and many more reasons, the City of Fairfax CCR helps our citizens trust their government. I encourage you to explore developing one for your locality.

- 
ECONOMIC DEVELOPMENT
 Advance the economic health of the City
- 
REDEVELOPMENT
 Stimulate and support targeted redevelopment
- 
TRANSPORTATION
 Improve the City's multimodal transportation system
- 
NEIGHBORHOODS
 Enhance the quality of neighborhood living
- 
GOVERNANCE
 Be a model for successful municipal governance

Interested in creating a CCR for your locality?

Challenge and engage younger or newer members of your team to take the lead in preparing a draft CCR. Let them learn more about the data that is available. See through new eyes what is important to share. Then, send your draft CCR to AGA at ccr@agagfm.org, and AGA's team will review and provide constructive feedback on how to make it even better. AGA will recognize well-designed and informative CCRs with an AGA Certificate of Excellence.

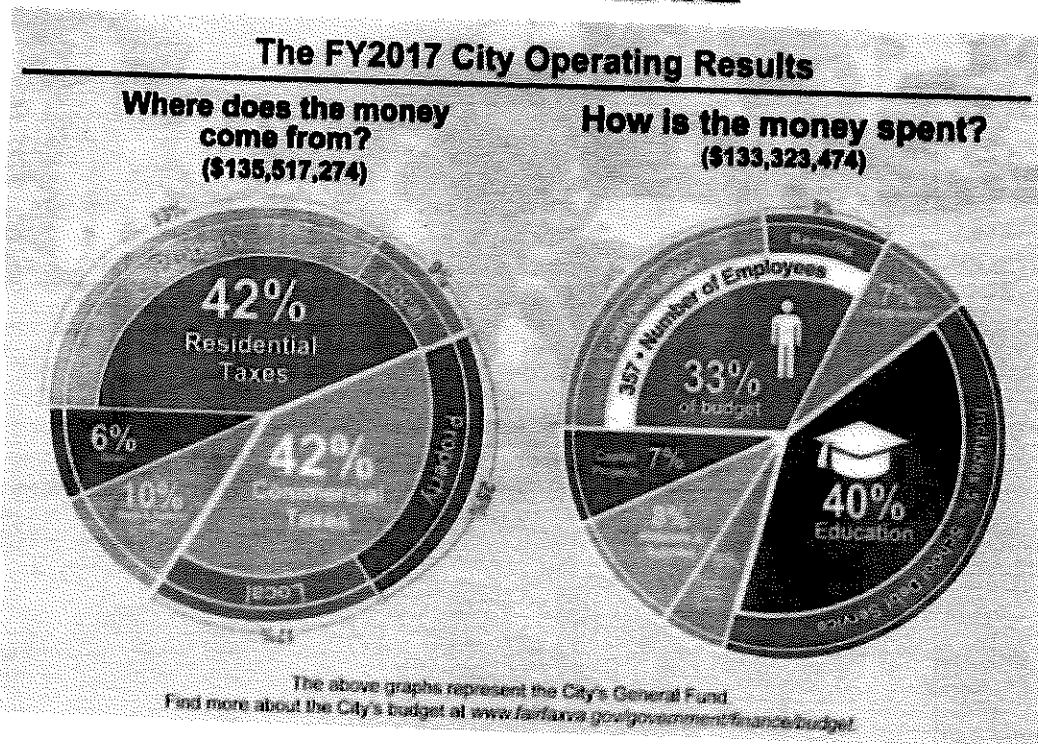
Lessons Learned

Looking back, there were seven key reasons that the City of Fairfax was successful with our first CCR:

1. Have a shared starting point. The City Council was already comfortable with the idea of orienting its efforts around an agreed upon set of goals. These goals gave a framework to build the report upon.
2. Don't think like an auditor. Citizens liked that we used percentages instead of dollar amounts in the "operating results" charts because it made them easier to understand.
3. Pick meaningful metrics. Once we shifted our metrics to focus on the citizen, and not the council's process, it was very helpful.
4. Leave open space on the page. There was a tendency to try to fill all the white space on the page. Thankfully, reviewers told us that they needed "space to think" and we gave it to them.
5. Leverage the work of outside teams where possible. The pictures in the background and the format developed by the North Carolina team worked for us and it gave us a good jumping off point.
6. Develop a shared sense of purpose on your team. We knew it would be critical to have the support of the Council, Mayor and City Manager for this effort. But, in the end, it was just as important to have the staff members engaged in the process.
7. Put the CCR in the hands (literally) of the community. Many of us live on our phones, but the fact that the CCR was physically mailed to each household as part of an existing publication that we know people would read proved essential to its success.



About the author: Tom Sieble is a council member from the City of Fairfax.



By Dan Sze and Jon Stehle

Bay watch goes local

How rolling out a Chesapeake Awareness Bay Week campaign showcases the impact of local outreach

FEW CAUSES IN THE COMMONWEALTH trigger more universal approval than preserving the health of the Chesapeake Bay. It's a no-brainer: The cause crosses political and demographic boundaries, and efforts to save the Bay reach into nearly every jurisdiction in Virginia.

What can cities, towns and counties do to raise awareness about the cause locally? And, even more, what can jurisdictions do to shine a light on their Bay-saving efforts and get some attention via traditional and social media? In short, plenty here's a quick overview of our experiences in the cities of Fairfax and Falls Church this spring.

First, traditional media outlets typically need a so-called news peg or a hook to give a story relevance, which is where the third annual Chesapeake Bay Awareness Week (June 2-10) came into play.

To roll out this public-awareness campaign in our area, the Metropolitan Washington Council of Governments (COG) partnered with the Chesapeake Bay Program, Alliance for the Chesapeake Bay, Choose Clean Water Coalition, Pennsylvania Department of Environmental

Protection, Virginia Conservation Network and Virginia Department of Environmental Quality.

Our respective cities received a boost from COG's team with what we affectionately called a digital-media campaign in a box. It included important facts about the Bay to use with media, logos for all material we produce, sample press releases and a range of regional success stories via video and print.

In short, it inspired us. The easiest first step was to ask our respective jurisdictions to make proclamations for Chesapeake Bay Awareness Week. In Fairfax City, the communications team then ramped up its efforts to reel in a number of media hits, with a targeted focus on how schools are making a local impact through hands-on education in the Bay's watershed. The media-coverage included a local TV story about the amazing work being done by the city's elementary-school science teachers and students (the story was filmed in the "living lab" of a nearby stream), as well as two stories in local newspapers about watershed programs in middle school. Being on

the media cake was the rollout of messaging on Twitter, Facebook and Instagram that included everything from "watershed selfies" (a COG-inspired idea) to easy-to-produce infographics about four everyday ways to save the Bay. All of these efforts received heavy engagement on social media, and the payoff, of course, was raised awareness.

This wasn't a one-and-done campaign, of course nor should it be. While Chesapeake Bay Awareness Week only pops up in June, the estuary's health will be front and center all year long. Through a range of sustainability programs and efforts in our schools, our respective cities will continue to remind citizens that the Bay's health truly impacts all of us.

About the authors: Dan Sze is a council member for the city of Falls Church and the chair of FVME's Environmental Quality Development Policy Committee. Jon Stehle is a council member in the city of Fairfax and the vice chair of FVME's Environmental Quality Development Policy Committee. Both serve on the Chesapeake Bay & Water Resources Policy Committee for the Metropolitan Washington Council of Governments.

Elementary and middle-school students took part in watershed programs as part of the campaign to restore the Chesapeake Bay.



4 WAYS TO SAVE THE BAY

With Chesapeake Bay Awareness Week coming up, here are four things you can do to save the Bay:

- 1 PICK UP AFTER PETS**
Pet waste contains harmful bacteria and viruses that can pollute the water.
- 2 PLANT NATIVE TREES & SHRUBS**
Native plants and shrubs are adapted to the local climate and soil, and they provide habitat for native birds and insects.
- 3 AVOID POURING TOXIC SUBSTANCES DOWN STORM DRAINS**
Toxic substances like oil, paint, and pesticides can harm the Bay's wildlife and plants.
- 4 MAKE YOUR LAWN BAY FRIENDLY**
Planting native grasses and shrubs can reduce the need for fertilizers and pesticides. Watering your lawn only when necessary can also help.

Jon Stehle

Councilmember, City of Fairfax VA

jon.stehle@fairfaxva.gov
(phone) 703-385-7850
(cell) 703-463-7565
10455 Armstrong Street
Fairfax VA 22030

Current Roles:

City of Fairfax

Title: Councilmember
Dates: July 2016 – Present

Performa

Title: Director
Dates: October 2017 – Present

West Virginia University

Title: Adjunct Assistant Professor
Dates: August 2017 – Present

Virginia Municipal League

Title: City Section Chair / Executive Committee Member
Dates: October 2018 – Present

Metropolitan Washington Council of Governments

Title: Vice-Chair, Chesapeake Bay & Water Resources Policy Committee
Dates: January 2019 - Present

Previous Experience

Company: MITRE
Title: Lead, Strategic Performance Management
Dates of Employment: 2014 – 2017
Location: Washington, DC

Company: U.S. Government Accountability Office (GAO)
Title: Senior Analyst
Dates of Employment: 2010 – 2014
Location: Washington, DC

Company: GAO
Title: Analyst
Dates of Employment: 2007 - 2010
Location: Washington, DC

Company: Corporation for National and Community Service (CNCS)
Title: Budget & Program Analyst
Dates of Employment: 2007 - 2008
Location: Washington, DC

Company: DempseyMyers (now RWH Meyers)
Title: Analyst
Dates of Employment: 2005 - 2007
Location: Pittsburgh, PA

Company: Dietrich Metal Framing (now ClarkDietrich Building Systems)
Title: Sales Representative
Dates of Employment: 2004 - 2005
Location: McDonough, GA

Education

School: United States Naval War College
Degree: Master of Arts in National Security & Strategic Studies
Date of Graduation: 2015

School: University of Pittsburgh, Graduate School of Public and International Affairs (GSPIA)
Degree: Masters in Public and International Affairs
Date of Graduation: 2007

School: Washington & Jefferson College
Degree: Bachelors of Arts
Major: History
Minor: Physics
Date of Graduation: 2004

Additional Professional Affiliations

Association for Federal Enterprise Risk Management (AFERM)
Member: 2015- present
<http://www.aferm.org>

Association of Government Accountants (AGA)
Member: 2015 – present
www.agacqfm.org

American Association for Budget and Program Analysis (AABPA)
Board Member: 2009-2010, 2012 -present
President: 2010-2012
Vice-President Symposium: 2008-2009
www.aabpa.org

Washington Metropolitan Chapter Community Associations Institute
Board Member 2019- present
<https://www.caidc.org/>

Next Generation of Government Advisory Board
Board Member: 2012 -2016
www.nextgengovt.com

Joni Terry

From: Stehle, Jon <Jon.Stehle@fairfaxva.gov>
Sent: Monday, September 16, 2019 10:35 PM
To: Joni Terry; Michelle Gowdy
Subject: Re: Nominations Committee
Attachments: VML_Dec_2018_CCR_July_2018_Sze_Stehle.pdf; Jon Stehle Resume_VML_2019.pdf

Joni and Michelle,

Good evening! Per my earlier email, please find attached a short resume along with screen shots of the two articles from last year that I was a part of (with much help from the amazing VML team!)

If it is appropriate to include copies of those two articles with the application, please feel free to do so. I was not sure of the copy write concerns since we all get copies, so thought this might be the most direct approach.

Please let me know if you need anything further to complete my application.

Thanks!

Jon

Jon Stehle, Council Member
City of Fairfax

Direct: 703-463-7565

FOIA Disclaimer

You are hereby advised that, pursuant to the Virginia Freedom of Information Act, written correspondence (including, but not limited to, letters, e-mails and faxes) from and to the City of Fairfax and its officials and employees, and others acting on its behalf, may be subject to disclosure as being a public record. This includes the e-mail address(es) and other contact and identifying information for parties involved in the correspondence.

From: Stehle, Jon <Jon.Stehle@fairfaxva.gov>
Sent: Monday, September 16, 2019 10:05 AM
To: Joni Terry <jterry@vml.org>; Michelle Gowdy <mgowdy@vml.org>
Subject: Re: Nominations Committee

Joni,

Please find attached my executive committee application.

I am putting together a resume and copies of the two articles I have been involved with for the VML Magazine. I should have those over to you later on today.

Thanks!

Jon

Jon Stehle, Council Member

City of Fairfax

Direct: 703-463-7565

FOIA Disclaimer

You are hereby advised that, pursuant to the Virginia Freedom of Information Act, written correspondence (including, but not limited to, letters, e-mails and faxes) from and to the City of Fairfax and its officials and employees, and others acting on its behalf, may be subject to disclosure as being a public record. This includes the e-mail address(es) and other contact and identifying information for parties involved in the correspondence.

From: Joni Terry <jterry@vml.org>

Sent: Monday, September 9, 2019 12:04 PM

Subject: Nominations Committee

CAUTION: This email originated outside the City of Fairfax's email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

To: VML Members, Key Officials and Liaisons

From: Anita James Price, President of VML

Date: September 6, 2019

Re: Nominations Committee

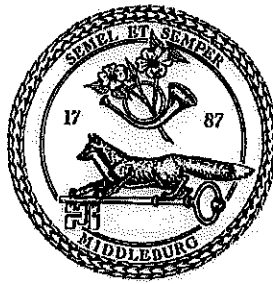
Please find attached a list of the nominations committee members for 2019. Also attached is the process for applying to be on the Executive Committee.

Have a nice weekend.

Town of Middleburg

County of Loudoun

10 West Marshall Street
Post Office Box 187
Middleburg, Virginia 20118-0187
Telephone: 540-687-5152
Fax: 540-687-3804
www.middleburgva.gov



TOWN COUNCIL

Trowbridge M. Littleton, *Mayor*
Darlene Kirk, *Vice Mayor*
Chris W. Bernard
J. Kevin Daly
Kevin Hazard
Peter Leonard-Morgan
Philip Miller
Cindy C. Pearson

September 15th, 2019

Virginia Municipal Committee
Members of the Nominating Committee

Dear Members of the Nominating Committee,

I care deeply about the future of VML. We have an incredible history and have brought untold value and advocacy to our members for over a century. Serving the Cities and Towns of Virginia is at the core of our DNA – it defines who we are. But, like any organization, we must always be on the path of renewal and reinvention which allows us to maintain our relevance and our preeminence in an increasingly competitive world.

As we all experience in our own roles as local government official, the needs of our citizens, businesses and greater communities are constantly changing, and sometime dramatically. For VML, we must also chart this journey to modernize what we do and how we serve the needs of our members if we are to continue to be relevant in the future. This does not mean abandoning our core principals or the essence of our values, but looking for ways to expand our capabilities and our value proposition in new ways, and add to our organization those elements to meet the ever changing needs of our members – because at the end of the day, it is all about the members!

As one of three current executive committee members helping lead the development of our VML Vision 2025, I am committed to seeing we renew the mission, vision and strategic plan for VML in the way which will continue to make us the organization of choice for Virginia's municipalities. It would be the greatest honor to continue helping lead VML through this planning stage and then its implementation over the next several years. I am 100% committed to our shared vision and success to help ensure VML remains the dynamic organization it is for the next 100 years. For these reasons, I submit my name for consideration as the next Vice President of VML and executive committee member.

Thank you for your consideration and please let me know if I can provide and additional information.

Sincerely,

Trowbridge M. Littleton
Mayor, Town of Middleburg



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Trowbridge Littleton Current Title: Mayor

Locality: Town of Middleburg

Address: PO Box 187, Middleburg, VA 20118

Email: blittleton@middleburgva.gov

Phone: 571-276-7730 Fax: _____

Cell: 571-276-7730

Home address:
PO Box 193
Middleburg, VA 20118

Name of Spouse:

List all positions (elected or appointed) held with your locality, including your current position:

<u>Position</u>	<u>Dates of Service</u>
<u>Mayor, Middleburg</u>	<u>2018-Present</u>
<u>Councilman</u>	<u>2016-2018</u>
<u>Planning Commissioner</u>	<u>2013-2016</u>
<u>Historic District Review Committee</u>	<u>2016-2018</u>

List your participation on League committees or other League service:

Position

Dates of Service

Executive Committee At Large Member

2017-Present

Subcommittee Member for VML Vision 2025

2019-2020

Reasons why I (or person nominated) should be considered by the Nominating Committee:

See attached letter

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: Trowbridge M. Littleton

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

Joni Terry

From: Bridge Littleton <blittleton@middleburgva.gov>
Sent: Monday, September 16, 2019 10:27 AM
To: Michelle Gowdy; Joni Terry
Cc: Anita Price
Subject: Application for Executive Committee and Vice President
Attachments: DOC091619-09162019102209.pdf; vml-executive-committee-application-Bridge Littleton-Final.pdf

Michelle, Joni, please find attached my application and written letter for serving on the executive committee and as Vice President for the next year. Please let me know if you need anything else.

Thanks, Bridge

Bridge Littleton

Mayor

Town of Middleburg

blittleton@middleburgva.gov

571-276-7730





Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Roger W. Fawcett Current Title: Councilman

Locality: City of Suffolk, Va.

Address: 442 W Washington St Suffolk, Va

Email: rwf2066@gmail.com

Phone: 757-513-2066

Fax: 757-977-1002

Cell: 757-513-2066

Home address: 926 Vineyard Place Uni Suffolk, Va 23435

Name of Spouse: Candy

List all positions (elected or appointed) held with your locality, including your current position:

Position

Councilman Suffolk Va
City's Land Use, Housing
Social Services & Public
Redevelopment & Housin

Dates of Service

January 1 2013 to Prese
May 2013 to June 2018
June 2017 June 2018
January 2019 to Present

List your participation on League committees or other League service:

<u>Position</u>	<u>Dates of Service</u>
<u>VML VML Transportation (</u>	<u>April 2013 to Present</u>
<u>VML Legislative Member</u>	<u>March 2015</u>
<u>VML Vice Chair</u>	<u>April 2017</u>
<u>VML Chair</u>	<u>April 2018</u>

Reasons why I (or person nominated) should be considered by the Nominating Committee:

I have a strong commitment to excellent local government governance and use of best practices. Serving on the VML Executive Committee will give me a great opportunity to work to bring these best practices to more localities and share with each other the positive ideas we create and learn across the Commonwealth. Further, a strong advocacy program is critical when dealing with the General Assembly and Executive Branch. I am committed to advocating for strong policies that preserve and enhance our powers and responsibilities – and the funding that must come as well. VML has a distinguished reputation in the Commonwealth and I pledge to work to strengthen it so that local and state decision-makers look to us for smart answers.

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: Roger W Fawcett

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

Joni Terry

From: Michelle Gowdy
Sent: Monday, September 9, 2019 2:06 PM
To: Joni Terry
Subject: FW: Executive Committee Application
Attachments: letters to VML re executive comm.docx; Board Resume.docx; vml-executive-committee-application.pdf

From: Rich Orndorff, Jr. <mayor@strasburgva.com>
Sent: Friday, July 19, 2019 2:36 PM
To: Michelle Gowdy <mgowdy@vml.org>
Subject: Executive Committee Application

Michelle,

I hope this email finds you well. I have attached an application to be considered for the Executive Committee. I have not heard anything regarding the legislative committee or the Town Section so I wanted to submit the application.

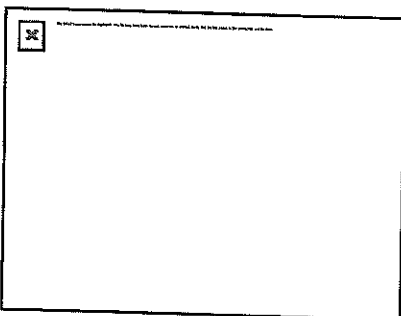
Please let me know when you receive Orndorff this and if I need to do anything else.

Thanks so much.

Best Regards,

Rich Orndorff, Jr.

Mayor
Town of Strasburg, VA
540-335-4177
mayor@strasburgva.com
www.strasburgva.com



Rich Orndorff, Jr.
Mayor
Town of Strasburg
540-335-4177
mayor@strasburgva.com

July 19, 2019

Nominating Committee:

Please find attached an application and resume for consideration to serve on the Executive Committee. I have served 3 years as the vice chair for the Town Section and have been active in VML activities and want to be more active.

Now is the time for those my age to become more active and assume more leadership roles. VML is a wonderful organization that brings elected and appointed officials together where we can share best practices. VML's lobbying efforts for issues that are important to towns and cities across the Commonwealth is crucial and I would very much like to have a more active role.

Thank you in advance for your consideration. Please do not hesitate to contact me if you have any questions.

Best Regards,

Rich Orndorff, Jr.

Rich Orndorff, Jr.

Mayor

Town of Strasburg

540-335-4177

mayor@strasburgva.com

Richard A. Orndorff, Jr.

240 South Holliday Street

540-335-4177

Professional Experience

Fairfield Inn and Suites By Marriott, Strasburg, VA (June 2010 - March 2014)
General Manager

Hotel Strasburg, Strasburg, VA (March 2008 – November 2009)
General Manager/Sales Director

Oxbridge Development, Rockville, MD (March 2007 – December 2007)
Community Manager

Two Daughters' Cafe, Strasburg, VA (2004 – 2006, sold)
Owner/General Manager

DAB Commercial Realty, Inc., Winchester, VA (2000 – 2003)
Commercial Real Estate Consultant

Massanutten Military Academy Foundation, Woodstock, VA (1990 – 2000)
Director of Alumni Affairs

Office of The Speaker, U.S. House of Representatives, Washington, D.C. (1987 – 1989)
Special Assistant to The Speaker for Public Relations

Public Service and Community Involvement

Town of Strasburg

- Mayor, July 2016 – Present
- Council Member, 2010 – 2016
- Mayor, 2000 – 2003
- Vice Mayor, 1996 – 2000
- Council Member, 1990 – 2000
- Past Committee Assignments
 - Ordinance Chairman
 - Public Safety Chairman
 - Finance Chairman

Virginia Municipal League

- Town Section Vice Chairman

Strasburg Chamber of Commerce

- President & Chairman of the Board of Directors, 2009 – Present
- Board of Directors, 2008 – Present

Strasburg Rotary

- Member, 1995 – 2000
- Board of Directors, 1997 – 1999

Strasburg Volunteer Rescue Squad

- Active Member, 1982 – 2006
- Emergency Medical Technician, 1982 – 2006
- President & Chairman of the Board of Directors, 1999 – 2003
- Legal Advisor, 3 years
- Fundraising Committee, 20 years

Blue Ridge Hospice

- Board of Directors, 1997 – 2001

Shenandoah Democratic Committee

- Chairman, 3 years

Virginia State Democratic Party

- 10th Congressional District Chairman, 2002
- 10th Congressional District Committee, 1990 – 2003
- Virginia State Central Democratic Committee, 1994 - 2003



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Rich Orndorff, Jr. Current Title: Mayor

Locality: Town of Strasburg

Address: 174 East King Street, Post Office Box 351

Email: mayor@strasburgva.com

Phone: 540-465-9197

Fax: 540-465-3252

Cell: 540-335-4177

Home address:
240 South Holliday Street
Strasburg, Va 22657

Name of Spouse:
Angie Orndorff

List all positions (elected or appointed) held with your locality, including your current position:

<u>Position</u>	<u>Dates of Service</u>
<u>Council Member</u>	<u>1990-2000</u>
<u>Vice Mayor</u>	<u>1996-2000</u>
<u>Mayor</u>	<u>2000-2003</u>
<u>Council Member</u>	<u>2010-2016</u>

List your participation on League committees or other League service:

Position

Mayor

Dates of Service

2016- Present

Reasons why I (or person nominated) should be considered by the Nominating Committee:

Since returning to Town government in 2010 I have been an active participant in the League. In 2016 I was elected Town Section Vice Chair and was re-elected to that position at the 2017 conference. While I am grateful that my peers selected me for the position, it has not been an active role. I would very much like to have a more active role in the League as I want to not only represent my town but all of the towns and cities across our Commonwealth. The League has had many great leaders and I am ready to offer myself as a future leader to continue the great work of the League. I am anxious to become more involved and take on a more active leadership role and would be honored to serve as President in the future.

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: Rich Orndorff, Jr.

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

DERRICK WOOD

3671 Tavern Way • Triangle, VA 22172 • 703-798-2359 • DERRICK@DERRICKWOOD.COM

Objective

To secure a challenging and responsible position as a Military Outreach Coordinator for Stratford University

Professional Experience

Dumfries Town Councilman, November 2012 –Present

- Approving the \$5 million budget and set tax rates
- Focusing on major community goals and projects for but not limited to recycling, parks and recreation, sidewalks, and road expansion projects
- Addressing the locality's long-term future through considerations such as land use, capital improvement plans, and strategic planning
- Appointing and evaluation the town manager
- Appointing members of various boards, committees, and commissions.

Dyvine BBQ In Motion, September 2011 –Present

- Founder/Pit master
- Set-Up Special Events to introduce menu and create ongoing customers
- Built and develop website with customers interface
- Responsible for all branding and marketing of company
- Attending various networking events to create new business

Wells Fargo, January 2011 – September 2011

- Sales Manager
- Explain loan programs and process to realtors
- Studied and reviewed changing regulations for originations
- Collected and analyzed customer information and maintained weekly reports
- Interviewed and hired loan originators
- Implemented New Radio Business Strategy with Dan, Derrick and Mo Show

WestStar Mortgage April 2007- December 2010

- Branch Manager/ Mortgage Originator
- Interview and hired a team of loan originators
- Built teams of loan originators who produced and originated \$1 million each in loan volume
- Establish partnership with realtors and service providers to host monthly homebuyer educational seminars

- Implemented By Referral Only systems increasing ROI by 300%
- Created quarterly "TEAM Awards" for production

Anchor Mortgage, June 2006-March 2007

- Assistant Manager/Loan Originator
- Educate LO's on requirements to be successful in the real estate finance industry
- Successfully run radio marketing campaigns
- Initiated "Perfect Loan Process" which guarantees countless referrals, outstanding follow up and meets all deadlines for closing a loan
- Lead Instructor for Anchor Renaissance Institute for 40 hour Mortgage Originators class
- Won the quarterly "Employee Suggestion Award" for "rush procedure SOP"

Dominion Home Loans, December 2004-June 2006

- Sales Manager/ Loan Originator
- Accurately reviewed loan packages for all loan officers to ensure in compliance with office policy.
- Suggested new loan and process systems, which reduced errors and increased timely delivery
- Implemented the Flawless execution model for doing loans with debriefing after every loan
- Lead a team of loan officers and created an ongoing training system

United States Marines, May 1997-June 2005

- Financial Management Resource Analyst/ Staff Sergeant
- Secret security clearance
- Monitored, reconciled and prepared official accounting records for Chemical Biological Response Force, Training and Education Command of the Marine Corps, and Marine Corps Community Services
- Conducted weekly financial audits and provided command units with financial progress reports and statistics
- Developed operation budgets for individual units
- Established standard operating procedures for executing effective fiscal year closeout of appropriated funds
- Maintained all correspondence files and directives

Education

Stratford University - Woodbridge, VA

- Masters Business Administration, 2014

Stratford University - Woodbridge, VA

- Hospitality Management, June 2011

Central Texas College -Killen, TX

- Restaurant Management, June 2000

Skills

- Ability to motivate and inspire a group of people to produce
- Knowledge and experience with military financial procedures
- Over 15 years experience in handling confidential paperwork
- Ability to maintain good rapport with various business professionals
- Extremely self motivated with disciple approach
- Capability to assist and supervise management staff
- Effective communication and interpersonal skills
- Experienced management professional



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Derrick Wood Current Title: Mayor

Locality: Town of Dumfries

Address: 17739 Main Street, Suite 200 Dumfries, VA 22026

Email: hondwood@dumfriesva.gov

Phone: 703-221-3400

Fax: _____

Cell: 703-798-2359

Home address:
315 Cannon Way
Warrenton, VA 20186

Name of Spouse:
Monique Wood

List all positions (elected or appointed) held with your locality, including your current position:

Position
Councilmember
Mayor

Dates of Service
07/2014 - 07/2018
07/2018 - Present

List your participation on League committees or other League service:

Position

Dates of Service

VML Transportation Committee

VML Economic Development Committee

Co-Chair PWC Veterans Council

PWC Economic Development Committee

Reasons why I (or person nominated) should be considered by the Nominating Committee:

Mayor Derrick Wood serves the Town of Dumfries, after two terms as Councilmember, an international motivational speaker, author, lecturer, educator, consultant and BBQ chef. The central theme of his message is to "make the complicated simple". Mayor Wood has been vocal on the needs of his community at the local, state and federal levels. He has been an advocate within both the Virginia Municipal League and the National League of Cities for not only his locality, but also the needs of all towns, cities and villages. Mayor Wood has the ability to communicate with a diverse audience and not only garner their trust, but their respect. I would recommend Mayor Derrick Wood for an At-Large position with the VML Executive Committee.

If you are nominating another official, does that official consent to this nomination? Yes

Name of person submitting this form: Sean Polster

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

Joni Terry

From: sean polster <hazmat1104@yahoo.com>
Sent: Friday, September 13, 2019 2:32 PM
To: Joni Terry
Cc: Derrick Wood; Michelle Gowdy
Subject: Fwd: resume
Attachments: Derrick Grad Resume.docx; 2019 VML Nominating Form Wood.pdf

Please accept this application for service on the VML Executive Committee on behalf of Mayor Derrick Wood. Unfortunately Mayor Wood's sister was tragically killed last week and he's busy taking care of his family and business. He has expressed a sincere interest in serving as an At-Large member of the VML Board.

Please pass along any questions.



TINA L. VICK, Vice Mayor
JESSIE M. RATTLEY MUNICIPAL CENTER
2400 Washington Avenue
Newport News, Virginia 23607

September 13, 2019

Ms. Michelle Gowdy, Executive Director
Virginia Municipal League
13 East Franklin Street
Richmond, VA 23219

Dear Ms. Gowdy,

To follow are my application and resume to be considered for an At-Large Position on the Virginia Municipal League Executive Committee.

Sincerely,

Tina L. Vick
Vice Mayor
City of Newport News



Application to Serve on VML Executive Committee

At-Large Position Vice President President-Elect

Name: Tina L. Vick Current Title: Vice Mayor

Locality: City of Newport News

Address: 2400 Washington Avenue, Newport News, VA 23607

Email: tvickcares89@gmail.com; vicktl@nnva.gov

Phone: 757-926-8634 Fax: 757-926-8599

Cell: 757-969-8787

Home address: 625 Ivy Avenue Newport News, VA 23607

Name of Spouse: N/A

List all positions (elected or appointed) held with your locality, including your current position:

Table with 2 columns: Position, Dates of Service. Rows include Councilwoman/Vice Mayor (2008 - present), Chair Peninsula Council for Workforce Development (2008 - present), Chair Office of Human Affairs (2008 - 2015), Director Peninsula Comm. Development Corp. (08/2002 - 12/2007).

List your participation on League committees or other League service:

Position

Community & Economic Development Policy Committee

Legislative Committee

Please see attached sheet

Dates of Service

2013 - present

2014 - present

Reasons why I (or person nominated) should be considered by the Nominating Committee:

Possess strong leadership abilities, excellent public speaker, proven fundraiser,

broad knowledge of real estate development and mortgage procedures, exceptional

relationships with community leaders across Virginia, extensive strategic planning

implementation and superior personnel management, and community outreach

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: Tina L. Vick

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

Tina L. Vick
2400 Washington Avenue
Newport News, VA 23607

Virginia Executive Committee Application Attachment

Community Development Block Grant Committee	2010-present
Peninsula Habitat for Humanity Advisory Board	2008-present
Urban League of Greater Hampton Roads	2008-2014
Hampton Roads Regional Jail Authority	2008-2009
Hampton Roads Housing Consortium	2005-2010
VHDA Multi-Cultural Board	2005-2010
Downing-Gross Cultural Arts Center Advisory Board	2002-2008
Hampton Roads Community Action Program, Interim Executive Director	2002-2007
Alpha Kappa Alpha Sorority, Incorporated	Lifetime Membership

Tina L. Vick
625 Ivy Avenue
Newport News, Virginia 23607
cell (757) 751-2933

e-mail: tvickcares89@gmail.com

Qualifications

Strong leadership abilities, excellent public speaker; proven fundraiser; broad knowledge of real estate development and mortgage procedures; exceptional relationships with community leaders across Virginia; extensive strategic planning implementation and superior personnel management and community outreach.

Program Development/Management Skills

- Created top strategies for improvement of Office of Human Affairs to increase agency's visibility, which resulted in more inclusion on Southside and the Peninsula.
- Assisted in attaining new office space for VA CARES program.
- Assessed management team to determine effectiveness and made valuable changes in training and policies to guide and assist staff to focus on the agency's mission.
- Completed process for agency name change to help program become more identifiable with its mission.
- Reorganized Peninsula Community Development Corporation (PCDC) to build and renovate single family homes in low-moderate income neighborhoods.
- Extensive knowledge on Community Housing Development Organization (CHDO) regulations and use of HOME funds.
- Saved agency from recapture of funds from Department of Housing & Urban Development (HUD).
- Led PCDC to become valuable non-profit that provided homeownership opportunities for target population on the Peninsula.
- Created and managed financial education and motivation program, HomeOwner GOLD, to prepare over 100 community residents for homeownership.
- Organized annual community housing expo.
- Raised \$250,000 for homebuyer financial education from Wachovia Bank, Countrywide Lending, VHDA and other private donations.
- Worked with grant-writing team to secure almost \$400,000 in grant funds from Office of Community Services for creation of Deconstruction Company.
- Saved PCDC from losing grant by re-negotiating contract grant for construction company to include the employment of young adults, ages 18-26, in low income neighborhoods.
- Generated \$2 million in revenues for employment program.
- Successful management of non-profit family services division in New Orleans, LA.
- Increased enrollment for per diem program funding.
- Increased parent participation from less than minimal to maximum participation.
- Succeeded in securing temporary foster care licensing from Louisiana Social Services for Housing for youth of New Orleans Marine Institute.
- Spear headed innovative strategies for client outreach that surpassed client service goals.

Represent the citizens of the municipality. Establishes the City's public policy through resolutions, and ordinances; approves proposed programs, and controls the funding of these programs. Works with City Council to create a strategic plan for the best quality of life for over 180,000 citizens. Reviews \$1 billion dollar budget with city manager and budget director on an annual basis. Voted to support major economic development to include Shipyard Apprentice School, Tech Center, Lower Jefferson Avenue Corridor Street & Utility Improvements, New Fire and Police Precincts and Jim's Local Market. Responsible for funds to local schools and other organizations.

Hampton Roads Community Action Program, Interim Executive Director

Newport News, Virginia

August 2015 – May 2016

Hired specifically and temporarily to manage day to day operations of the community action agency until permanent executive director was hired. The agency included 20 programs to assist low income individuals and families to become self-sufficient. Governed by Board of Directors to fundraise, trouble-shoot ailing management team and increase employee morale for productivity of program. Managed a \$16 million budget to include Head Start, Project Discovery, Supportive Services for Veterans, and Community Development and Housing Counseling, and Work Experience to give low income citizens job experience.

Director, Peninsula Community Development Corporation, Office of Human Affairs

Newport News, Virginia

August 2002 – December 2007

Supervised the development and coordination of \$4 million in single family housing developments and built and renovated 35 homes. Wrote grant applications for CHDO & HOME funds to assist homebuyers 60% of the area median income. Researched Hampton Roads real estate market; identified and evaluated feasibility of potential affordable housing development opportunities. Assembled and supervised real estate development team and interacted with community and local government in all phases of project development. Raised \$250,000 for financial literacy for low to moderate income residents. Wrote grants and managed deconstruction program for revitalization area of the Peninsula. Administered and monitored Adult Career Training for job opportunities for over 100 low income residents.

Real Estate Agent, John E. Wood Realty, Inc.

Newport News, Virginia

October 2001 – August 2007

Conducted negotiations for property acquisition; prepared and negotiated contracts. Partnered with local lenders for pre-qualification of clients. Prepared and coordinated marketing strategies for increased sales. Interviewed clients interested in real estate purchases. Prepared market analysis for investors who needed values for acquisition, rehabilitation and resale value.

Honors

- 2013 – Lawrence Brothers Community Service Award
- 2012 - Suntrust Leadership and Diversity Award
- 2010 - Featured in “*Women of A New Tribe*” photography exhibit, Downing-Gross Cultural Arts
- 2009 – Norvealeate Downing-Gross Achievement Award
- 2009 – Kappa Alpha Psi Citizen of the Year Award
- 1998 – Outstanding Leadership and Dedication Award, New Orleans Marine Institute
- 1992 – Role Model of the Year Award, City of Newport News, VA
- 1992 – Outstanding Staff Award, Peninsula Marine Institute

Licenses

- Commonwealth of Virginia Real Estate Board Brokers License, August 2006
- Commonwealth of Virginia Real Estate Board Salesperson License, October 2001

Publications

- Author, “Growing Up Vick” The Strength and Resilience of the Vick Family, Recently Published*
- “Mytime for Women” magazine featured article, “Nat’l Women’s History Month”-March 2010*
- “Mix” Magazine, “My Oprah Experience” September 2008*
- “Helping Virginia’s Future: The Resource Mothers Program,” The Cutting Edge, a human resource and community development journal; pp.26-28, Volume II, October 1988*
- “Take this job....and love it.” Daily Press, September 1988*

Affiliations

Community Development Block Grant Committee	2010-present
Office of Human Affairs, Chair	2008-2015
Peninsula Council for Workforce Development, Chair	2008-present
Peninsula Habitat for Humanity Advisory Board	2008-present
Urban League of Greater Hampton Roads	2008-2014
Hampton Roads Regional Jail Authority	2008-2009
Hampton Roads Housing Consortium	2005-2010
VHDA Multi-Cultural Board	2005-2010
Downing-Gross Cultural Arts Center Advisory Board	2002-2008
Alpha Kappa Alpha Sorority, Incorporated	Lifetime Membership

***References available upon request**

Joni Terry

From: Michelle Gowdy
Sent: Monday, September 16, 2019 8:35 AM
To: Joni Terry
Subject: FW: Application
Attachments: SKM_C36819091318160.pdf

From: Graham, Lora R. <grahamlr@nnva.gov>
Sent: Friday, September 13, 2019 6:21 PM
To: Michelle Gowdy <mgowdy@vml.org>
Cc: Vick, Tina L. <vicktl@nnva.gov>; Washington, Mabel V. <washingtonmv@nnva.gov>
Subject: Application

Dear Ms. Gowdy,

Attached are documents pertaining to the Virginia Municipal League on behalf of our Vice Mayor, Ms. Tina Vick.

Very truly yours,
Lora Graham

*Deputy City Clerk, II
City of Newport News
City Clerk's Office, 9th Floor
2400 Washington Avenue
Newport News, VA 23607
grahamlr@nnva.gov
(757) 926-8634 – office
(757) 926-8599 – fax*



COUNCIL OFFICE:
757-727-6315

COUNCILWOMAN CHRIS SNEAD
22 LINCOLN STREET
HAMPTON, VIRGINIA 23669

OFFICE FAX:
757-728-3037

September 17, 2019

Virginia Municipal League
Nominating Committee
P.O. Box 12164
Richmond, VA 23241

Dear Nominating Committee:

I am writing this letter of interest in hopes of being nominated for an at-large seat on the Virginia Municipal League's Executive Board. I believe that I would be an asset as I have already served on various VML committees including the Finance and Legislative Committees. I have also had the privilege of serving as VML Finance Committee Chair (2016 – 2017).

Due to my vast municipal government experience with serving on Hampton City Council (2012 – present); retired from the City of Hampton after 34 years with 15 years as budget director; served as president with Virginia First Cities (2017-2019); served on the Hampton Roads Regional Jail Authority, Hampton Roads Planning District Commission; Hampton Planning Commission (Certified Planning Commissioner); and currently serve as a commissioner of the Chesapeake Bay Bridge and Tunnel Commission (appointed by Governor Terry McAuliffe) I believe I would be a good contributor to the Board.

If chosen I would be committed to attending required meetings as part of this board. Being retired allows me the flexibility to participate without many of the constraints some others may have. My current record of participation has been excellent having missed only one legislative committee meeting due to a previous commitment. Attached is my bio which outlines my many professional affiliations.

I am very anxious to continue to serve and would be honored to serve on the VML Executive Board. If you need further information, please feel free to contact me at (757) 303-6309 or csnead@hampton.gov. Thank you for your consideration.

Sincerely,

Chris Snead
Councilwoman

"OLDEST CONTINUOUS ENGLISH-SPEAKING SETTLEMENT IN AMERICA - 1610"

CSNEAD@HAMPTON.GOV



BIOGRAPHY

City of Hampton Virginia

Councilwoman Chris Snead

Ms. Chris Snead is a native of Hampton, a product of Hampton City Schools and has a long history of public service to the citizens of Hampton. She was first elected to serve on Hampton City Council in 2012. Ms. Snead was re-elected to a second four-year term in 2016. In her capacity as a Councilmember she represents various regional organizations on behalf of the City. She currently serves on Virginia First Cities and recently completed a 2-year term as Chair; Finance Committee (Chair 2016-2017) and Legislative Committee for the Virginia Municipal League; Hampton Roads Regional Jail; a gubernatorial appointee to the Chesapeake Bay Bridge and Tunnel where she serves on the Finance, Renewable Energy and tolling committees; City of Hampton Finance Committee (Chair 2014 – present). She serves as a Council liaison to the Hampton Redevelopment and Housing Authority and the Citizens Engagement Advisory Review Committee. Councilwoman Snead has also served on the Planning Commission as a certified Planning Commissioner and Hampton Roads Planning District Commission.

Prior to serving on Council, Ms. Snead worked for the City of Hampton for 34 years before retiring; serving the last 15 years as its budget director. Ms. Snead began her career as a clerk typist in the city manager's office as part of the Comprehensive Employment and Training Act program; known as CETA and quickly became an example of what the CETA program was meant to accomplish. She continued her education, and was promoted to positions of increasing responsibilities and opportunities.

She has developed and managed budgets ranging from \$86 million to \$423 million. Under her leadership, the Hampton Office of Budget and Management Analysis received several Awards for Excellence in Budget Presentation. Councilwoman Snead participated along with City Manager Bunting at the Harvard Kennedy School's Ash Center for Democratic Governance and Innovation to present the innovative public input "I Value" campaign that was used to gauge citizen input on the budget. This was just one of the many innovative budgeting strategies developed under her leadership as budget director and is still used today.

Ms. Snead has one daughter, Samantha who is a graduate of Kecoughtan High School, Hampton, VA and Johnson and Wales University in Charlotte, North Carolina and a grandson, Robert John (RJ) who is her pride and joy.



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Christine Sneed Current Title: Council member

Locality: City of Hampton

Address: 22 Lincoln Street Hampton VA 23669

Email: csneed@hampton.gov

Phone: (757) 727-6315
(757) 303-6309 Fax: _____

Cell: (757) 303-6309

Home address:
6 Cooks Cir
Hampton VA 23669

Name of Spouse:

List all positions (elected or appointed) held with your locality, including your current position:

Position

Dates of Service

Position	Dates of Service
City Council member	7-1-12 - current
Hampton Housing Auth Liason	7-1-16 - current
Chair Hampton Roads Key Jail	7-1-16 - 7-1-17
Hampton Roads Regional Jail Bd Mem	7-1-12 - 7-1-16
HR PDC - Commission Member	7-1-12 - 7-1-16
Hampton Planning Commission	7-1-12 - 7-1-16
VA First Cities - President	7-1-17 - 6-30-19
VA First Cities Member	7-1-11 - present

List your participation on League committees or other League service:

Position

Dates of Service

Finance Committee
Finance Committee Chair
Legislative Committee

7-1-13 - present
7-1-14 - to 30-16
7-1-17 - present

Reasons why I (or person nominated) should be considered by the Nominating Committee:

I feel the reasons the nominating committee should consider me are my consistent/continued involvement with VML including serving on various committees, presenting at newly elected officials conference and the like, my commitment by showing up for meetings and my vast knowledge of issues facing local governments. (See letter of interest for more reasons)

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: Christine Sneed

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

Joni Terry

From: Snead, Chris <csnead@hampton.gov>
Sent: Tuesday, September 17, 2019 3:10 PM
To: Joni Terry
Subject: Fwd: VML Nominating Committee
Attachments: 20190917145748713_COUNCIL OFFICE_...^_ OFFICE FAX_.pdf; ATT00001.htm

Attached is my application and supporting document for consideration for a position on the Executive Board. Please let me know if you need anything further.

Also do I need to mail in a packet?

Sent from my iPhone

Begin forwarded message:

From: "Mautz, Joy" <pmautz@hampton.gov>
Date: September 17, 2019 at 2:54:00 PM EDT
To: "Snead, Chris" <csnead@hampton.gov>
Subject: VML Nominating Committee

Joy Mautz, CMC | Deputy Clerk | Hampton City Council | O: 757-727-6315 | jmautz@hampton.gov

-----Original Message-----

From: cmricoh@hampton.gov [<mailto:cmricoh@hampton.gov>]
Sent: Tuesday, September 17, 2019 2:58 PM
To: Mautz, Joy <pmautz@hampton.gov>
Subject: Message from "CMRicohcpy"

This E-mail was sent from "CMRicohcpy" (IM C4500).

Scan Date: 09.17.2019 14:57:48 (-0400)
Queries to: cmricoh@hampton.gov

Armstead D. Reid
700 Hill Street
Farmville, VA 23901
434-392-5974
chuckie1951@embarqmail.com

September 3, 2019

VML Nomination Committee
P.O. Box 12164
Richmond, VA 23241

To: The VML Nomination Committee,

I am seeking to be reappointed to the Executive Committee of the Virginia Municipal League as an At-Large Member.

I have enjoyed my tenure on the Executive Committee. During my time served, I have met many interesting people and I have learned a lot that will help me when making decisions for years to come.

My term on Council expires on June 30, 2022. I have enclosed my resume.

Sincerely,



Armstead D. Reid
Vice-Mayor
Town of Farmville

ARMSTEAD D. "CHUCKIE" REID

700 Hill Street, Farmville, VA 23901 |
434-392-5974 | chuckie1951@embarqmail.com

OBJECTIVE

To continue serving on the Executive Committee of the Virginia Municipal League, as an At-large member.

EXPERIENCE

- June 1986 – June 2022 Council Member | Vice Mayor
Elected in 1986 on Town of Farmville Council to represent Ward C, current term expires June 30, 2022
Appointed Vice Mayor in 2008
Currently serves on Farmville Town Council Personnel Committee as Chairman; Town Property/Building Committee and represent Council on the Moton Museum Board
- 1994 - Retired United States Postal Service – Postal Carrier
- 1972 - 1976 Served in the United States Air Force

EDUCATION

Southside Virginia Community College

LEADERSHIP

Member of the Prince Edward Branch NAACP
President of the Community Helpers of Prince Edward
Member of the Virginia Municipal League Executive Committee
Past Chairman of The Virginia Municipal League Executive Committee Town Section
Served as a member of the Governor's Local Government Transition Council under Governor Terry McAuliffe



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: ARMSTEAD D. "CHUCKIE" REID

Current Title: VICE MAYOR / COUNCIL member WARD C

Locality: TOWN of FARMVILLE

Address: 116 N. MAIN ST. FARMVILLE, VA. 23901

Email: chuckie1951@embargmail.com

Phone: 434-392-5686

Fax: 434-392-3160

Cell: 434-390-9069

Home address:

700 Hill St.
Farmville, Va.

Name of Spouse:

FRANCES

List all positions (elected or appointed) held with your locality, including your current position:

Position

COUNCIL member
Vice-Mayor
Chair, Personnel Comm.

Dates of Service

PRESENT
PRESENT
PRESENT

List your participation on League committees or other League service:

<u>Position</u>	<u>Dates of Service</u>
<u>Chair of VML TOWN SECTION</u>	<u>2016-2018</u>
_____	_____
_____	_____
_____	_____

Reasons why I (or person nominated) should be considered by the Nominating Committee:

Because of my Past Experience on committee and the
ability to learn more and to share ideas within
this organization and to make a significant + positive
impact

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: Just - D. Reid

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.

Joni Terry

From: Michelle Gowdy
Sent: Friday, September 13, 2019 8:46 AM
To: David Jenkins
Cc: Joni Terry
Subject: Re: Application to Serve on the VML Executive Committee

Thank you very much.

Sent from my iPhone

On Sep 13, 2019, at 12:25 AM, David Jenkins <phvgm026@yahoo.com> wrote:

Michelle,

Attached is my application letter and application form in one file.

Thank you for your help with this. I appreciate the followup phone messages.

I am sending this from my personal email address, but would prefer to be contacted at my office email of jenkinsdh@nnva.gov in reply messages.

Thank you,

David H. Jenkins
Newport News City Councilman
(254) 537-3652

<VML Letter and Application.pdf>

David H. Jenkins
500 Frank Lane
Newport News, VA 23606
(254) 537-3652
September 12, 2019

VML Nominating Committee
P.O. Box 12164
Richmond, VA 23241

Dear Michelle Gowdy,

Last year as a newly elected city councilman, when I attended my first VML classes in Richmond, I was overwhelming impressed by the organization—its leaders and its members. I thought that it would be a great honor and privilege to someday serve on the Executive Committee, and assist my peers in city government. I felt it was unlikely because a fellow member of the Newport News City Council, Patricia Woodbury, was the VML President. Virginia is a large state with many talented local officials.

However, recently when I attended 400th Commemoration of the Arrival of the First Africans in English North America in Hampton, I met Jill Carson, the Vice Mayor of Pennington Gap, and she encouraged me to submit an application if I had a desire to serve. We had a brief conversation, and she was impressed that three generations of my family had been coal miners. I still have family members who live in the Town of Appalachia.

Attending the Sorensen Institute Political Leaders Program this year, I have become steadily more aware of demographic shifts in the Commonwealth of Virginia. These shifts concentrate political power increasingly in the urban areas of Northern Virginia, Richmond and Hampton Roads. Although I serve on the Newport News City Council, I believe we should never forget the rest of the state—the farmers, the dairymen, the watermen, and miners who make huge contributions to our economy and define the character of Virginia.

I grew up in Newport News. I am a graduate of the College of William and Mary. After college I served as a Medical Service Corps officer in the US Army for eight and a half years, leaving the military after returning from Desert Storm. After exploring a number of jobs (and even running for US Congress in 1996), I settled into a career working in home sales and construction operations management in Waco, Texas. I returned to Newport News six years ago to support my mother, who will be ninety-one this month. I became involved in local political issues and helping the community. This led to standing in a caucus to become a candidate for the House of Delegates two years ago and my election to the council last year.

Enclosed is my application to serve on the VML Executive Committee.

Thank you for your assistance,



David H. Jenkins
Newport News City Councilman



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: David H. Jenkins Current Title: Councilman

Locality: City of Newport News

Address: 500 Frank Lane, Newport News VA 23606

Email: jenkinsdh@nnva.gov

Phone: (757) 376-8647

Fax: NA

Cell: (254) 537-3652

Home address:
500 Frank Lane
Newport News, VA 23606

Name of Spouse:
Linda H. Jenkins

List all positions (elected or appointed) held with your locality, including your current position:

<u>Position</u>
<u>Newport News City Council</u>
<u>Hampton Roads Planning District Commission</u>
<u>Hampton Roads Transportation Planning Organization</u>
<u>Hampton Roads Community Action Program</u>

<u>Dates of Service</u>
<u>2018-Current</u>
<u>2018-Current</u>
<u>2018-Current</u>
<u>2018-Current</u>

List your participation on League committees or other League service:

Position

Dates of Service

Member, Finance Policy Committee

2018-Current

Reasons why I (or person nominated) should be considered by the Nominating Committee:
As a newly elected Councilman, last year I attended the VML training for newly elected officials and the VML conference in Hampton. I found the seminars to be extremely informative, and I especially enjoyed visiting with other elected municipal officers from across the Commonwealth. Last year I also attended the VML social event at the National League of Cities in Los Angeles. This year I was honored to be chosen to participate in the University of Virginia's Sorenson Institute Political Leaders Program. As I have travelled throughout the state and met with local leaders, it has enforced my belief that although each city in Virginia is unique, we share many common challenges. We have a lot to learn from each other. I want to help facilitate the exchange of ideas. I want to learn and share with others. I hope that they will share with me. City government faces challenges of the future economy, creating safe, stable, sustainable neighborhoods, and funding schools. We need to work together.

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: David H. Jenkins

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.



Town of Vinton

311 S. Pollard Street
Vinton, VA 24179
Phone (540) 983-0607
Fax (540) 983-0646

Barry W. Thompson
Town Manager

September 16, 2019

Virginia Municipal League
Attention: Nominating Committee
P. O. Box 12164
Richmond, VA 23241

Dear Committee Members:

It is with great pleasure that I nominate Bradley E. Grose, Mayor, for the 2019 VML Executive Committee. Mayor Grose has served the Town of Vinton for over 19 years, first as a Council Member from July 1, 2000 to June 30, 2004 and now as Mayor, a position he has held since July 1, 2004. Mayor Grose takes his position very seriously and serves with dedication, loyalty and has a passion for its citizens, businesses, constituents, Town staff and visitors to our community.


Since coming to work for the Town in 2004 as Finance Director/Treasurer and now as Town Manager, Mayor Grose has always been supportive of me personally and my staff. His leadership has been exemplary and even though he has his own business, he is always readily available to meet with staff, citizens and committees or attend special informational meetings in order to carry out Town business.

When you speak with Mayor Grose you can definitely tell that he has a "heart" for Vinton. He rarely misses the many ribbon cuttings, special events and employee activities that happen in the Town and is always quick to make positive remarks about the great synergy and continued growth in our economy that is making Vinton the "IN" place to live, eat, work and play.

I hope you will consider Mayor Bradley E. Grose to serve on the 2019 VML Executive Committee.

If you have any questions or need any additional information, please feel free to contact me.

Very truly yours,



Barry W. Thompson

BWT:snj
Enclosures



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Bradley E. Grose Current Title: Mayor

Locality: Town of Vinton

Address: 311 South Pollard Street, Vinton, VA 24179

Email: bgrose@vintonva.gov

Phone: 540-983-0607

Fax: 540-983-0626

Cell: 540-293-8802

Home address: 407 Aragona Drive Vinton, VA 24179

Name of Spouse: Debby

List all positions (elected or appointed) held with your locality, including your current position:

Position Council Member Mayor

Dates of Service 7/1/2000 to 6/30/2004 7/1/2004 to 6/30/2020

BRADLEY E. GROSE

Owner/President of Dominion Electronics Inc. (43 years) – Communications Contractor

Active member of Parkway Wesleyan Church – Greeter and Church Board Vice-Chair

Past Member of:

- Vinton Planning Commission (9 years) – State Certified Planning Commissioner
- Roanoke Valley Greenways Commission Executive Board
- Roanoke Valley Metropolitan Planning Organization
- Vinton Town Council (2000 – 2004)

Currently:

- Present Mayor of Vinton (re-elected for 4th term in 2016)
- Roanoke Valley- Alleghany Regional Commission (Current Chairman)
- Roanoke Regional Partnership
- Western Virginia Regional Industrial Facility Authority (alternate)
- Vinton Area Chamber of Commerce Board of Directors (past President for 2 terms)
- Vinton Breakfast Lions Club
- Vinton Vision Committee Member/Vinton-Roanoke County Veterans Monument
- Virginia Municipal League "Certified Local Government Official Gold Award" recipient
- Recipient of a commendation from Commonwealth of Virginia General Assembly for Public Service
- Charter graduate of Vinton Citizen Police Academy and Advanced Citizen Police Academy
- "Santa" for the annual Vinton Christmas Parade

Personal:

- Married to Debby (41 years)
- US Army Veteran
- Attended Marshall University and Virginia Western Community College
- Hobby: classic cars
- Two Children: Melissa Grose Barnard (husband Randy) and Amanda Grose Fullen (husband Marcus)
- Two Grandchildren: Jacob Barnard and Justin Barnard
- One "Grand puppy": Nala Belle
- One Puppy: Bentley (the Boss)

Revised September 13, 2019

Joni Terry

From: Susan Johnson <SJOHNSON@vintonva.gov>
Sent: Monday, September 16, 2019 2:25 PM
To: Joni Terry; Michelle Gowdy
Cc: Bradley Grose; Barry Thompson
Subject: VML Executive Committee Nomination
Attachments: Grose-Nomination for VML Executive Committee.pdf

Michelle,

See attached application, cover letter and bio on Mayor Grose.

Let me know if you have any other questions or need additional information.

Thanks.



Susan N. Johnson, CMC

Executive Assistant / Town Clerk
FOIA Officer

Email: sjohnson@vintonva.gov

Phone: 540-983-0607 | Fax: 540-983-0626

311 S. Pollard Street, Vinton, VA 24179
www.vintonva.gov

Joni Terry

From: Barry Thompson <BTHOMPSON@vintonva.gov>
Sent: Friday, September 13, 2019 1:21 PM
To: Joni Terry; Michelle Gowdy
Cc: Bradley Grose; Susan Johnson
Subject: VML Executive Committee

Mayor Grose and I met and he would like to be considered for the VML Executive Committee. We are getting his application and Biographical information together and will have it to you by Monday, September 16, 2019.

Regards,

Barry W. Thompson
Town Manager
Town of Vinton
311 S. Pollard Street
Vinton, VA 24179

E-mail bthompson@vintonva.gov
Telephone: 540-983-0607
Facsimile: 540-983-0626

"The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant."

Max de Pree ~



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: Kelly Burk Current Title: MAYOR

Locality: LEESBURG

Address: 111 Carlton St, Leesburg, VA 20175

Email: KELLYBURK@AOL.COM, K.BURK@LEESBURGVA.GOV

Phone: 703-431-1665 Fax: _____

Cell: 703-431-4728

Home address: 111 Carlton St

Name of Spouse: LARRY

List all positions (elected or appointed) held with your locality, including your current position:

Position	Dates of Service
<u>Mayor</u>	<u>2016 - Present</u>
<u>Council member</u>	<u>2004-2007 - 2012-2016</u>
<u>Supervisor</u>	<u>2008-2011</u>
_____	_____

List your participation on League committees or other League service:

Position

Dates of Service

Legislative
Health/Human Services
Public Ad

Reasons why I (or person nominated) should be considered by the Nominating Committee:

I would like to be part of the decision
making within the VML. As mayor of the
largest town in Virginia we deal with
issues that small towns may not have
yet (become aware) had to deal with so
Leesburg could help other towns with
lessons learned.

If you are nominating another official, does that official consent to this nomination?

Name of person submitting this form: Kelly Bunk

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.



Application to Serve on VML Executive Committee

At-Large Position

Vice President

President-Elect

Name: James B Buckner Current Title: City Councilman

Locality: Danville VA

Address: 427 Patton St Danville Va 24541

Email: JamesBBuckner@gmail.com

Phone: 4346881589

Fax: N/A

Cell: 4346881589

Home address: 312 Randolph St Danville Va 24541

Name of Spouse: Jessica Buckner

List all positions (elected or appointed) held with your locality, including your current position:

Position Danville City Councilman Dan River SBDC Board of Directors Chairman of the COD Ambulance committee

Dates of Service May 2014-Present July 2014- Present May 2017- Present

List your participation on League committees or other League service:

<u>Position</u>	<u>Dates of Service</u>
N/A	
N/A	
N/A	
N/A	

Reasons why I (or person nominated) should be considered by the Nominating Committee:
I feel that as a member of the VML Excutive Committe I could bring a fresh

prospective and new ideas to an already well diversed committe.

Over my tenure as a Danville City Council Member I have formed many strong

relationships with leaders from all over our great state. Taking part in our

annual VML conference has been the main reason these relationships have formed

and it would be my honor to help build on the foundation that has been laid by
~~previous VML leaders.~~

If you are nominating another official, does that official consent to this nomination? _____

Name of person submitting this form: James B Buckner

Please send this form along with a letter of interest and resume to mgowdy@vml.org. You also may mail the materials to VML Nominating Committee, P.O. Box 12164, Richmond, VA 23241.