

City of Alexandria, Virginia

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4-23-02

MEMORANDUM

DATE: APRIL 10, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: REQUEST TO VACATE A POSITION ON THE ALEXANDRIA
COMMUNITY SERVICES BOARD

ISSUE: Request to vacate a position on the Alexandria Community Services Board (Attachment).

RECOMMENDATION: That City Council declare as vacant the position for a licensed physician on the Community Services Board and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

DISCUSSION: Section 2-4-7(i)(1) of the City Code requires all board and commission members to attend at least 75 percent of the yearly meetings of the bodies on which they serve, and authorizes City Council to vacate any position if Council determines that a member has missed a sufficient number of meetings such that the 75 percent attendance requirement cannot be met.

The Community Services Board will meet 11 times this fiscal year. At its March 7 meeting, the Board voted unanimously to request that Council remove Joseph Hinkle from the Board because Dr. Hinkle has missed six meetings during the current fiscal year and will be unable to meet the attendance requirement. Therefore, I recommend that Council vacate the position and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

FISCAL IMPACT: None.

STAFF: Rose Williams Boyd, Executive Secretary for Boards and Commissions

ATTACHMENT: March 8 Memorandum from William Claiborn to Rose Williams Boyd



ALEXANDRIA COMMUNITY SERVICES BOARD

Phillip Bradbury
Chair

720 North Saint Asaph Street
Alexandria, Virginia 22314-1941

Phone: (703) 838-4455

TDD: (703) 838-5054

Fax: (703) 838-5070

ci.alexandria.va.us

E-mail: acsb@ci.alexandria.va.us

William L. Claiborn, Ph.D.
Executive Director



Received

MEMORANDUM

Citizen Assistance
Office

DATE: MARCH 8, 2002

TO: ROSE WILLIAMS BOYD, EXECUTIVE SECRETARY, BOARDS AND COMMISSIONS

FROM: WILLIAM L. CLAIBORN, Ph.D., EXECUTIVE DIRECTOR, COMMUNITY SERVICES BOARD

SUBJECT: BOARD APPOINTMENT - JOSEPH HINKLE, M.D.

At its March 7, 2001 meeting, the Community Services Board voted unanimously to request that City Council declare vacant the appointment currently held by Joseph Hinkle, M.D. in accordance with City Code Sec. 2-4-7(i)(1). The Board generally schedules 11 meetings per fiscal year and Dr Hinkle has attended only one meeting out of the seven held to date and we have been unable to contact him.

If you need any further information, please let me know.