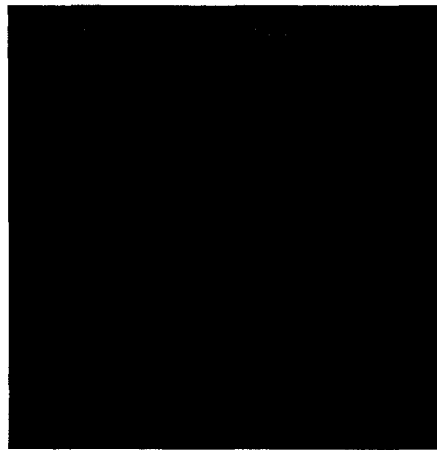


**The Affordable Housing Advisory Committee
2010 – 2011 Annual Report**



JULY 2011

**The Affordable Housing Advisory Committee (AHAC)
Annual Report, 2010-2011**

The Affordable Housing Advisory Committee (AHAC) is comprised of members appointed by the Alexandria City Council and is staffed by the Office of Housing. A list of the committee members during the 2010-11 period is included at the end of this report. The purpose of the committee is to advise City Council on issues regarding the maintenance and promotion of affordable housing, to make recommendations for policies governing the expenditures of the City's Housing Trust Fund and Housing Opportunities Fund monies, and to oversee the administration of the Trust Fund. This year, AHAC also participated in the Housing Master Plan (HMP) process as the core members of the HMP Advisory Group, along with six additional members representing relevant constituencies. Three AHAC-only meetings were held during the annual report period, and the group also participated in ten HMP Advisory Group meetings which took the place of regular AHAC meetings.

During the past year, the Committee dealt with the following funding requests, affordable housing plans, and issues:

1. **Considered and approved a \$35,000 Grant Request from Rebuilding Together Alexandria (RTA) for Housing Trust Fund monies (02/11):** Housing Trust Fund (HTF) monies were approved to fund RTA volunteer-driven rehabilitation activities in FY2011. At least 75 percent of the City's grant funds are for the purchase of supplies and materials. RTA planned to assist over 95 Alexandria resident homes with home repairs, as well as some non-profit agencies, serving more than 150 homeowners and their families. Funding Source: Housing Opportunities Fund (Housing Trust Fund portion)
2. **Considered and approved a request from Alexandria Housing Development Corporation for Housing Opportunities Fund monies (02/11):** The Committee approved a new \$200,000 allocation from the Housing Opportunities Fund for the FY 2012 annual operating budget of the Alexandria Housing Development Corporation (AHDC). AHDC can retain up to \$50,000 from FY 2011 carryover funds. Funding Source: Housing Opportunities Fund (General Fund portion)
3. **Considered and approved a transfer of ownership of three affordable housing projects to the Alexandria Housing Development Corporation along with a reservation of up to \$574,000 of affordable housing funds for AHDC (6/11):** The Committee approved the transfer of ownership of three properties owned and operated by the RPJ Housing Corporation to AHDC. The three properties included Arbelo, Lacy Court, and Longview Terrace Apartments and the transfer was required because of RPJ Housing's inability to secure permanent financing for the properties. AHDC will assume the City's secondary loans originally provided to RPJ Housing for each property. The Committee also approved a reservation of \$574,000 to allow AHDC to cover the due diligence and transactional costs incurred while assuming ownership of Arbelo, Lacy Court,

and Longview Terrace Apartments. The reservation of funds will also provide AHDC with operating and capital reserves for up to 12 months until they can secure permanent financing.

4. **Formed the base for the Housing Master Plan Advisory Group:** AHAC along with six additional appointees serves as the Advisory Group for the Housing Master Plan process. The purposes of the Housing Master Plan process include:
 - Achieve a more balanced distribution of affordable housing throughout the City consistent with other elements of the City's Master Plan;
 - Define goals and establish policies to promote mixed-income housing;
 - Enhance community understanding of the value of housing choice and its impact on economic sustainability;
 - Investigate strategies for affordable, workforce, and public housing preservation and production through development and zoning tools and resources; and
 - Consider a policy to enhance the number and type of housing units that should be protected from loss (i.e., preserved or replaced).

In its Housing Master Plan Advisory Group role, the committee has:

- Heard and discussed presentations on special needs housing, housing economics, funding options, and land use tools for affordable housing.
- Participated in a housing allocation exercise focused on the future geographic locations of affordable housing in the City.
- Reviewed and provided feedback on potential Goals and Objectives of the Housing Master Plan.

Voting Members: 14

- 1 Builder or developer of residential property
- 1 Real estate professional with knowledge and experience in residential real estate
- 1 Landlord of residential property in the City
- 1 Residential tenant in the City
- 1 Homeowner in the City
- 1 Commissioner from the ARHA Board
- 1 Representative of the City's faith community
- 1 Representative of a civic association in the City
- 1 Representative who is employed by or affiliated with an organization that promotes and maintains affordable housing
- 1 Financial professional with knowledge and experience in the field of finance as it relates to residential housing
- 1 Representative of an employer in the city who employs at least 100 employees
- 1 Licensed and practicing attorney
- 1 Person designated by, but who need not be a member of the Commission on Aging
- 1 Person who is either a City employee or a teacher with the Alexandria City Public Schools

Voting Members during 2010-2011:

- Patricia Arnaudo (July 2010 – December 2010)
- Eric Bonetti (July 2010 – June 2011)
- Michael Butler (April 2011 – June 2011)
- Michael Caison, Chair (July 2010 – June 2011)
- John Corrado (July 2010 – June 2011)
- Carter Flemming (July 2010 – June 2011)
- William Harris (July 2010 – June 2011)
- Shelly (Bob) Kaufman (July 2010 – June 2011)
- Laura Lantzy (July 2010 – June 2011)
- Rick Liu (July 2010 – June 2011)
- Patrick McCreesh (July 2010 – June 2011)
- Katherine Medina (January 2011 – June 2011)
- Kenya Newby (May 2011 – June 2011)
- Mary Ellen Ruff (July 2010 – February 2011)
- Sonya Sacks (July 2010 – June 2011)
- Ana Soto (July 2010 – December 2010)

Annual Report
Alexandria Gang Prevention Community Task Force
July 1, 2010 – June 30, 2011

CITY MANAGER'S OFFICE
ALEXANDRIA, VA

2011 JUN 30 P 6: 30

Summary of Activities for 2010 – 2011:

In concert with its membership on the Northern Virginia Regional Gang Task Force and in partnership with efforts within the Council of Governments, the Alexandria Gang Prevention Community Task Force - consisting of 17 members, co-chaired by the Mayor and a Member of City Council, and staffed by the Gang Prevention & Intervention Coordinator - continued to support, sustain, improve and create activities, services and resources that remove and mitigate the existence of gang membership, in accordance with recommended national best-practices.

The Task Force, which is advised by the Senior Policy Work Group on Gangs (the membership of which includes multiple City and School leadership positions) met quarterly as an entire group, communicated regularly throughout the year, and completed work through subcommittees. The Task Force continued to be kept apprised of criminal and other incidents related to gang activity; interventions in place to support those who may have involved themselves in gang behavior and needed help to separate themselves from such involvement; and prevention and education efforts to provide protective factors within the community, family and individuals to diminish gang behavior prior to its occurrence.

The following is a listing of some of the major activities undertaken and advised by the Task Force and the Senior Policy Work Group on Gangs:

Regional Partnership

The regional effort of gang risk mitigation continues in full within law enforcement and prevention, education, intervention (17 jurisdictions - since 2003 - **Northern VA Regional Gang Task Force** (www.preventgangsnova.org)). Note that the Alexandria Gang Prevention Coordinator and Director of Court Service Unit sit on the Intervention Steering Committee and meet with representatives from law enforcement and counterparts from Prince William County, Loudoun County, Arlington County/Falls Church and Fairfax County on a monthly basis to discuss regional and local initiatives addressing gang mitigation for youth and adults.

Crime and Graffiti Briefings:

The group was regularly apprised of gang crime and related incidents by special gang and graffiti reports and intelligence by the Northern Virginia Regional Gang Task Force, the Alexandria Police Department, the Alexandria Sheriff's Department, the Commonwealth Attorney's Office, the Office of Adult Probation and Parole, the Juvenile Court Service Unit, the Alexandria City Public Schools, the Department of Recreation, Parks & Cultural Activities, other partnering agencies and organizations and community members, including youth. Integral to the workings of the Task Force has been the accurate and up-to-date knowledge of local, regional and national trends related to gang activity. Included in these reports was the streamlined and highly touted graffiti removal system within the City, which has attained statewide acclaim. Discussions included specific neighborhood issues and concerns related to both the youth and adult population.

A trial "ride along" was organized in June, 2011. The Task Force boarded a City 28 passenger bus and drove to every point in the City while learning about issues and information from the Alexandria Police Department's Gang Detective and the Director of the Office of Citizen Assistance. This effort was well received and will be replicated during the course of the year with meetings within the community and more "face-to-face" meetings within partnering organizations and/or community areas.

Subcommittee Incident Reviews:

Following a model program out of Milwaukee, WI, at-large community representative, Mr. Steven Jansen, led the development of a protocol to evaluate and review prior gang-motivated incidents within our community. The goal of this review is to ascertain lessons learned from a law enforcement, prosecution, intervention and prevention perspective; considering the perpetrators, victims and witnesses and to share these with agencies and organizations within our community in order to positively affect policy changes to make our community safer and more responsive.

Intervention Prevention Education (IPE):

The Alexandria Gang Prevention Community Task Force provided regular input on the oversight of the effective Intervention Prevention Education (IPE) program within the City and region. The IPE program – a free, 90 day professional intervention program for youth 12 – 21 and families at-risk of, or involved with, gang membership – continued in full-force. The program, which operates by referrals submitted by City and non-profit professionals, school officials, parents and other community members; received a plethora of service requests from agents representing a wide-cross-section of staff members; so much so that the number of staff deployed in Alexandria was double of that which existed in some larger, more populated jurisdictions in the region.

Due to needs of both students younger than the age of 12 and adults over the age of 21, 2 new programs were created within the City. The Elementary IPE program began and a full-time specialist was hired to provide specific intervention to individuals, families, groups of students and the elementary school community in general. Additionally, due to demanding needs of young adults in need of re-entry services, a pilot program was created and a staff person hired to provide specific intervention services to this population. Both of these specialized programs were utilized to capacity and saw benefits for consumers for whom they provided services.

Subcommittee Intervention:

A new committee was recommended during the course of the year. This group began by reviewing issues around the matter of bullying. Following discussions with agency partners, school officials and the National Crime Prevention Council, the school system shared its focus on the highly touted Olveus Program; which is intended to be enacted throughout each school within Alexandria within 3 years.

It is also noted that the group reviewed the youth response/services during crisis situations and awaits officials for this structure and policy.

Subcommittee Graduation Rates/Job Readiness:

Almost since its beginning, the Task Force has looked at ways to improve rates of graduation. Over 12 agency representatives and community members worked with Task Force member, Mr. Jim Copple, and, after a great deal of research, the group created a document of principles that was supported by the Superintendent of ACPS and presented, along with recommendations, to City Council. The Subcommittee focused on several areas - Drop-Out Prevention Information Exchange, Family Literacy, Student Re-Entry Initiative, and Building Connections. The Task Force has kept the issue of graduation rates on its radar of matters paramount to effective support of children in the community.

During the course of the year, the group looked at ways to add value to creating more opportunities for ready-workforce opportunities such as through its partnership with the Alexandria Seaport Foundation and apprenticeships for gang-involved or at-risk youth.

The group combined graduation rates and ready-workforce and, while forming a relationship with the Workforce Investment Board, has considered activities to make enhancements in this area.

Alexandria Mentoring Partnership (AMP) Coordination:

The Alexandria Mentoring Partnership was provided with a full-time Coordinator through grant funding.

The Coordinator acts as a central clearinghouse of information to the public regarding mentoring referrals and support. In essence, the Coordinator is a “one-stop” face of mentoring within the City; meant to make it easier for community members to become involved.

The AMP consists of 10 professionally managed mentor programs within the City. Each program signs an MOU, pays dues and participates in a bi-annual evaluation (based on national best-practice standards for mentoring).

The group – through the Coordinator – holds 2 major recruitment events during the course of the year, quarterly socials/trainings for current mentors, and training/meetings for partnership coordinators.

The AMP signed on some 95 new, actual mentors through the partnership.

Subcommittee Communication, Outreach & Education:

Visibility of the Gang Task Force, its activities and useful/helpful information is an integral piece of community supports. Collaborative efforts with local and regional police, other regional prevention coordinators and other experts - including the Office of the Attorney General - were continued to provide specialized information within the local and regional community.

In order to provide the most effective information delivery to parents and other community members – many of whom who cannot attend multiple meetings – the Gang Task Force continued to partner with the Substance Abuse Prevention Coalition of Alexandria and the Alexandria Campaign on Adolescent Pregnancy to provide cross training for community members on risky behaviors.

Subcommittee work was developed in order to enhance communication. Among the areas of focus was in the area of outreach – connecting with those who might not otherwise be aware of or engaged in help. With partners within the City and community, efforts have been made to enhance this area of connectivity.

Leisure Time Support: Soccer tournaments have occurred every 6 months for the past 2 years. We are partnering with the Alexandria Soccer Association to help students participate in league opportunities.

Regional Conference –A specialized training on Child Sex Trafficking occur on March 22, 2011, for law enforcement, school officials and others. Alexandria staff members were in attendance.

Washington Metro Gang Prevention Network has been created with Council of Governments and partners in DC and Maryland – we are working with counterparts in those jurisdictions.

Tattoo Removal programming through Fairfax County and Prince William/Loudoun – service is available for Alexandria kids (2 at a time) through an agreement with Fairfax County – mostly individuals would have IPE services also because tattoo removal is just 1 of the issues that they would be facing. Alexandria recently utilized the service for a young man who has made VAST improvements and intends to enlist in the military and seek a career in law enforcement.

Jobs - Skill and employability initiative with Seaport Foundation – green color apprenticeships set through grant for this year. There are federally funded jobs available through the Regional Task Force for the summer for 18 youth through Skill Source. Consultation with Joblink also continues to occur.

Statement of Contribution/Members:

Members:

Mayor William Euille (Co-Chair): Mayor Euille continues to support efforts through his vital leadership and continual support and encouragement. The Mayor champions Alexandria Mentoring Partnership events and other initiatives.

Councilman Rob Krupicka (Co-Chair): Councilman Krupicka has been with the Task Force since its inception and continues to help the Task Force enhance its efforts, particularly in the areas of collaboration improvement and assuring the use of metrics.

Ms. Ronnie Campbell (ACPS School Board): Ms. Campbell represents the school board and is an active participant on the Task Force. She is often at Task Force sponsored events, such as the Regional Soccer Tournaments.

Ms. Michele Evans (City Manager's Office): Ms. Evans has been an integral part of the Task Force since its inception. She ensures the collaboration of City staff and programs and provides a vital perspective and important information regarding City issues.

Ms. Fulton Vinson (High School Representative- TC Williams H.S. Assistant Principal): Mr. Vinson represented the high schools during the course of the year. Mr. Vinson provided the team with support during meetings and when follow-up was needed regarding youth issues or staff training.

Mr. Arthur Williams (Middle School Representative – Francis Hammond II Principal): Mr. Williams represented the middle schools during the past year. He provided perspectives and observations from the middle schools and followed up on school and student related matters.

Ms. Susan Stickle (Elementary School Representative – Technology Integration Specialist): Ms. Stickle again represented the elementary schools during the last year. She took on a special leadership role this year as she kept track of and reported on an integral part of any board, commission or task force – that of making sure that everyone knew what the group would be doing for follow up.

Ms. Bonnie Baxley (Director – Community Lodgings, Inc.): Ms. Baxley strengthened a bridge between the Task Force and community organizations. Her leadership was felt in Task Force meetings (chairing a meeting) and through her participation in subcommittee work. She also represented the Task Force during a national conference in Orlando, FL.

Mr. James Williams (NAACP): Mr. Williams continued to act as a strong advocate and partner. He continues to strengthen the connection between the Task Force and community organizations.

Mr. Hashim Taylor (Youth representative): Mr. Taylor – youth representative since middle school – completed his duties on the Task Force up until the week of his graduation. Mr. Taylor's insights led to an increase in information regarding what is known within the schools and encouraged the group to post a "youth impressions" portion on every agenda henceforth.

Ms. Saira Cabrera (Youth Representative): Ms. Cabrera is a new member of the Task Force this year. From the very beginning, she has been an important contributor as she was able to provide valuable insight into a particular problem that the adults were discussing.

Mr. James Copple (Founding Partner, SAI – Member, At-Large): Mr. Copple, who is among the first members of the Task Force, was instrumental in the development of the enhancement of subcommittee work in the area of workforce readiness. He is noted for continually taking the Task Force and subcommittee work to an improved level.

Mr. Steven Jansen (Vice President/COO – Association of Prosecuting Attorneys – Member, At-Large): Mr. Jansen has been on the Task Force for years and has been particularly instrumental in the formation of an Incident Review Committee; which is hoped to provide our community with a national model of safety improvement. Mr. Jansen often chairs the Task Force when the Mayor or Councilman are unavailable.

Minister Tai Smith (Mt. Jezreel Baptist Church) - Inter-faith Representative: Minister Smith joined the Task Force this year. He led Task Force representation in community outreach and has strengthened the Task Force response to community issues. Minister Smith also attended the national conference in Orlando, FL.

Parent Representative – Claritza “Cathy” Santiago: Ms. Santiago joined the Task Force this year. Her position as parent representative is vital and she has already provided important insight to gang issues from a parent perspective.

Statement of the Group’s Specific Goals for the Coming Year:

The Alexandria Gang Prevention Community Task Force will continue to oversee the activities and goals of its strategic plan to mitigate risk factors that may contribute to involvement in gangs. Specifically, it will work in collaboration with its partners within the Northern Virginia Regional Gang Task Force, the Council of Governments and jurisdictions within Virginia, Maryland and the District of Columbia.

Specifically:

- It will continue to receive specific and specialized reports from local and regional law enforcement. It will solidify its plan to create an Incident Review Committee and will make this activity a regular part of its work.
- It will continue to advise and oversee intervention efforts for those most in need of assistance.
- The Task Force will research and add value to help youth become more prepared for the world of work.
- The Task Force shall support the expansion of mentoring so that more children within the City can be matched up with more adults.
- The Task Force shall support activities being undertaken in the enhancement of bullying prevention.
- The Task Force shall partner on efforts to enhance communication, education and outreach to mitigate risks of maladaptive behavior.
- All of the efforts within the Task Force shall be meshed with the City Council and School Board Strategic Plans and the City’s new youth master plan.

Recruitment and Leadership Plans:

The Alexandria Gang Prevention Community Task Force will recruit within the local community to fill vacant positions. The Mayor and one member of Council continue to serve as the Chairpersons of the Task Force.

Cycle for Ensuring Turnover in Leadership:

Leadership within the Task Force is determined by City Council.

Respectfully submitted,

**Mike Mackey
Gang Prevention & Intervention Coordinator**

City of Alexandria
Boards and Commissions
Yearly Activity Report
July 1, 2010 through June 30, 2011

Commission: Alexandria-Caen Sister City Committee
Chair: Kathleen Barnett
Committee Mission: Enhance awareness and understanding between Alexandria and Caen citizens

Leadership and Membership:

At the January 2011 meeting, Kathleen Barnett was elected to replace Sean Kennedy as Chair for the next one-year term. Other officer positions which are on a two-year cycle were filled as follows: Vice-Chair, Jennifer Reading; Treasurer, Steffanie Feuer. Over the course of the year, nine members resigned from the committee, of whom four of were fairly recent appointments. Currently, only 12 of the 17 positions are filled. Suggestion: Although member retention has improved since last year, it would be helpful if the City could update the way it describes the Committee purpose and member obligations in its announcement of vacancies to ensure that members are committed once appointed by the City.

Activities - Administrative:

- Formation of 401c3 "Friends of the Alexandria-Caen Sister City Committee: Under the leadership of former Committee members Jayne Clancy and Steve Rich, there is now a "Friends" group with over 80 names of prior members and interested supporters.
- Creation of a Committee website: Treasurer and Communications lead Steffanie Feuer created a website: www.alexandriacaen.wordpress.com, and has greatly increased our communications efforts
- Decision to focus on D-Day as the Committee's annual "signature event" to raise awareness and interest about Caen
- Decision to maximize the opportunity of counterpart visits for outreach to civic and business groups in each city in order to increase knowledge and awareness of the sister city relationship.
- Invited discussion with Mayor Euille to clarify how the Committee can best support the City's goals for its Sister City relationship with Caen
- Invited discussion with Mary Jo Johnson about the functioning of, and potential collaboration with, the Dundee-Helsingborg Sister City Committee

Activities - Mission Fulfillment:

- D-Day Activities: The Committee launched its first annual D-Day events to a large and responsive audience at Goodwin House with a film (June 2nd), and a presentation by D-Day veteran John Marr, and comments by Mayor Euille (June 4th) about the importance of D-Day to Caen. Committee Vice-Chair Jennie Reading was the initiator of the idea and the principal program organizer, with support from Nick Kuhn and Anne Paine West.

- Wine&Cheese Event: On June 12, 2011, the Committee held a highly-successful event under the leadership of event coordinators Nicole Tousley and Nick Kuhn to raise awareness, support and funds. A previous member of the Committee and current "Friend", Sally Krahn, provided the use of her home for the event which was attended by over 60 people including Congressman Jim Moran, State Senator Patsy Ticer, Mayor Bill Euille and City Councilmember Paul Smedberg. The event netted approximately \$1,000 which will be used to expand awareness and interest in Alexandria about Caen and the Sister City relationship.
- Intern Exchanges: TC Williams grad Danny Ackerman was the July 2010 intern to Caen, and in the same month the Committee, with help from Mayor Euille, hosted and entertained an intern from Caen, Maxime Gallo. For selection of the July 2011 intern to Caen, the Committee undertook extensive outreach to improve the diversity of applicants. Committee member Elizabeth Ryan who is fluent in French and Chair Kathleen Barnett interviewed five young Alexandria residents (four TC Williams grads and one senior at St.Stephen-St.Anne), and recommended Marie-Claire Mandolia, currently a student at Mary Washington College, as the July 2011 intern, which was approved by Mayor Euille. The Committee also prepared to host the intern from Caen, Yohann Troude, who arrived in Alexandria on June 29, 2011, the same day that Marie-Claire left for Caen.
- Alexandria-Caen Exchanges: Due to financial constraints on both sides, there were no group exchanges during FY11, but one Alexandria Committee member, Constance Troutman, visited Caen in August 2010 and was hosted there by our Caen counterparts.

Goals for the Coming Year:

Committee members planned various activities to introduce the July intern from Caen, Yohann Troude, to Alexandria.

Plans will begin soon to host and entertain a delegation of three adults and four teenagers from Caen Oct. 22-31. To fulfill our decision to encourage the use of visits not just for tourism but also to maximize outreach efforts, we hope that one of the adult visitors who is a Rotary member in Caen will speak at the Alexandria Rotary Club and that one or more of the teens will speak at an Alexandria middle- or high-school French class.

Committee Vice-Chair Jennie Reading is heading the plans for our second annual D-Day signature event(s) in June 2012. Caen-Alexandria Committee Chair Marie Coquelin has promised participation by sister city committee members from Caen, either in-person or via video hook-up.

Committee member Dean DeGood is heading an effort to raise corporate, individual or foundation funds to defray costs of a July 2012 intern to Caen if a qualified French-speaking applicant cannot afford to pay the European airfare and/or to forego income from a full-time summer job without financial assistance.

ALEXANDRIA ARCHAEOLOGICAL COMMISSION

ANNUAL REPORT

for

FISCAL YEAR 2011: JULY 2010 – JUNE 2011

I. SUMMARY

The Alexandria Archaeological Commission (AAC) had another active year pursuing its three fold mission of preservation, education, and advocacy for Alexandria's archaeological and historical resources as they arose regarding issues involving City of Alexandria Strategic Plan (see section III of this report). In particular, the AAC focused on Waterfront Plan issues, the Torpedo Factory Study and its implications for the Alexandria Archaeology Museum, and crafting a new strategic plan for the AAC.

During Fiscal Year 2011, the AAC:

- Waterfront Plan:
 - Drafted the Waterfront History Plan, which became Appendix 6 of the proposed Waterfront Small Area Plan.
 - Sent a letter to the Planning Commission supporting the general concept of the Waterfront Arts Plan, which is Appendix 5 of the proposed Waterfront Small Area Plan.
 - Sent recommendations to the Planning Commission and City Council regarding the AAC's views on the proposed Waterfront Small Area Plan.
- Fort Ward History & Archaeology:
 - Spoke at a City Council Work Session, spoke at a public hearing, and sent letters to City Council asking that \$75,000 for continued archaeological work at Fort Ward be appropriated in the FY2012 budget.
 - Spoke at a City Council Work Session, spoke at a public hearing, and sent letter to City Council in support of the recommendations set forth in the final report of the Fort Ward Park and Museum Stakeholders Advisory Group.

CITY MANAGER'S OFFICE
ALEXANDRIA, VA
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- Torpedo Factory Art Center/Alexandria Archaeology Museum:
 - Sent a letter to City Council advocating for restoration of funding for a part-time position to staff the Archaeology Museum on Sundays.
 - Spoke at a public hearing and sent letters to City Council recommending an AAC representative, with voting rights, on the Torpedo Factory Art Center Board.
 - Recommended the appointment of Mary Jane Nugent as the AAC non-voting representative on the Torpedo Factory Art Center Board.
- Awards:
 - Presented the Ben Brenman Archaeology Awards to recipients Judy McConville, Wesley Pippenger, and (posthumously) Ellen Pickering.
- AAC Planning:
 - Adopted new AAC Strategic Plan

II. GOALS FOR FY2011

The Archaeological Commission set as its goals for July 2010 – June 2011:

- Working with other City organizations or civic groups which are interested in historic preservation and the waterfront for greater co-ordination on issues concerning the waterfront, including planning for Civil War Sesquicentennial;
- Incorporating archaeological and historic resources into discussions and planning involving tourism and economic development;
- Improving archaeological staffing levels while better utilizing dynamic volunteer group and promoting cooperative efforts with the larger history community;
- Enhancing the presence of archaeology and history on the waterfront to increase resident and visitor awareness and improve visitor experience by improving the Archaeology Museum, office and storage space; and
- Improving funding for the Alexandria Archaeology program.

III. AAC Activities Conducted in FY2011

The Archaeological Commission pursued a variety of activities during FY2011. These activities are set forth below and are organized within headings taken from the City's Strategic Plan in order to facilitate an understanding of how the Commission's activities relate to the vision, goals,

and objectives of the City. The AAC met 12 times during the fiscal year and its Waterfront Plan subcommittee met eight times in a two month period this fiscal year.

QUALITY DEVELOPMENT AND REDEVELOPMENT

Waterfront Planning: The AAC established a Waterfront History sub-committee, at the behest of the Historic Alexandria Resources Commission, to draft a Waterfront History Plan. Archaeological Commission members, working with City staff and members of the public, created the Waterfront History Plan to provide substance and historical content for the City's 2010 draft Waterfront Concept Plan. The History Plan provided a series of historical narratives, recommendations for preserving, interpreting, and promoting historical sites, events, and eras along the Waterfront and was organized around the City's draft Planning Outline for ease of use and to assist in future planning. The Planning and Zoning (P&Z) staff included the AAC's Waterfront History Plan as Appendix 6 of the draft Waterfront Small Area Plan. Sub-committee Chair James McCall presented the Waterfront History Plan to P&Z, the Waterfront Committee, the Planning Commission, the Commission for the Arts and other City and civic groups and organizations. The Commission also wrote letters to the Planning Commission and City Council regarding the draft Waterfront Small Area Plan in which several recommendations to enhance historic character were made.

The AAC continued to engage in an ongoing collaborative approach to integrating arts and history themes in public art along the Waterfront. The Commission wrote a letter to the Planning Commission supporting the general concept of the Waterfront Arts Plan (Appendix 5 of the draft Waterfront Small Area Plan) and recommending that a committee of art and history representatives be formed to participate in designing and implementing a master arts and history plan.

THE NATURAL ENVIRONMENT AND HEALTH OF CITIZENS

Fort Ward: Commission member Tom Fulton continued to serve as a representative and chair on the Fort Ward Park and Museum Stakeholder's Advisory Group, which produced its final report in January 2011. Mr. Fulton served as the Advisory Group's speaker, regarding the final report and recommendations, at a City Council Work Session on Fort Ward. AAC Chair, Kathleen Pepper spoke at the Work Session in support of the Advisory Group's recommendations and for additional funding for archaeology at Fort Ward. The AAC also sent a letter of support advocating adoption of the recommendations in the final report. The AAC also sent City Council letters requesting additional funding be allocated in the FY2012 budget for continued archaeological work at Fort Ward. City Council accepted the AAC's recommendations and voted for the FY2012 budget to include \$75,000 for a Stage II Archaeology and History Report and \$75,000 for archaeology associated with storm water drainage planning to insure graves and cultural resources are protected.

FINANCIALLY SUSTAINABLE, EFFICIENT, AND COMMUNITY ORIENTED GOVERNMENT

Torpedo Factory Art Center and Archaeology Museum: The Commission wrote a letter to City Council, and Chair, Kathleen Pepper, spoke at a public hearing on the proposed Torpedo Factory Art Center (TFAC) Board and urged City Council to include a representative of the AAC as a voting member of that proposed Board so long as there is an Archaeology staff and/or Museum in the Torpedo Factory. The Commission endorsed member Mary Jane Nugent to represent the AAC as a non-voting “invited participant” on the TFAC Board.

Alexandria Budget for FY2012: The members discussed budget issues for FY2012, including the result of the FY2011 Sunday staffing reduction on operation of the Archaeology Museum on Sundays. That staffing reduction resulted in the loss of a paid position to work the Sunday hours of 1:00 p.m. to 5:00 p.m. Throughout FY2011, volunteers have worked Sundays to keep the Museum open, but a staff person had to be present on-site for security purposes. Members noted the increasing difficulty in getting volunteers to work consistently in the Museum on Sundays, a day which accounts for one-fourth of the annual Museum visitation. Members approved sending a letter to City Council recommending that funding be added to the budget so that the Museum would not close on Sundays.

Friends of Alexandria Archaeology: The AAC held its annual joint meeting with the Friends of Alexandria Archaeology (FOAA) in April to discuss support for the Waterfront History Plan.

Alexandria Archaeological Commission Strategic Plan and Goals: Led by Vice-Chair Vincent LaPointe, the Commission continued to refine its Strategic Plan in light of City Council’s adoption of a new City Strategic Plan in 2010. The members approved four goals involving (1) People – Alexandria Archaeology staffing, volunteers, and the history community; (2) Archaeology Museum/ Lab/ Education Center/ Storage; (3) Resource Management – funding; and (4) Archaeology, History, and Preservation. A variety of objectives within each goal were also approved:

Alexandria Archaeological Commission Off-Site Meetings: The AAC continued its tradition of learning about different historic places and issues this year. The Commission members met at several sites throughout the City, including the Office of Historic Alexandria Shop on the Waterfront, the Athenaeum which was also the joint meeting with FOAA, and the Lloyd House at the lower campus of St. Stephen’s and St. Agnes School. Members also had its annual walk-about meeting in June 2011, focused on Civil War sites in Old Town Alexandria, led by Susan Cumbey, Director of Fort Ward Museum and Historic Site.

DIVERSE COMMUNITY, HISTORY AND CULTURE, AFFORDABILITY

Freedmen’s Cemetery: The AAC continued to keep abreast of the issues regarding the Contrabands and Freedmen’s Cemetery and Memorial Park. AAC Chair Kathleen Pepper represents the AAC on the Contrabands and Freedmen’s Cemetery and Memorial Park Design

Steering Committee and AAC member Lillie Finklea represents the Friends of Freedmen's Cemetery on that committee. Both are also members of the sculpture committee.

Morrison House Talks: The AAC continued to support the series of history and arts talks presented at the Morrison House on the first Tuesday of each month. The series is sponsored jointly with the Torpedo Factory Artists' Association and the Morrison House Hotel.

IV. GOALS FOR FY2012

The Archaeological Commission set as its goals for July 2011 – June 2012:

- Working with other City organizations or groups which are interested in historic preservation and the waterfront for greater co-ordination on issues concerning the waterfront, including planning for the Civil War Sesquicentennial, and Fort Ward Park;
- Continued active involvement in the Contrabands and Freedmen's Cemetery and Memorial Park;
- Incorporating archaeological and historic resources into discussions and planning involving tourism and economic development; and
- Improving archaeological staffing levels while better utilizing the dynamic volunteer group and promoting cooperative efforts with the larger history community;
- Enhancing the presence of archaeology and history on the waterfront to increase resident and visitor awareness and improve visitor experience by improving the Archaeology Museum, office and storage space; and
- Improving funding for the Alexandria Archaeology program.

V. RECRUITMENT, LEADERSHIP SELECTION, AND SUCCESSION

The Archaeological Commission recruits members by referral and the recommendation of sitting members, by advertisement on the City's website, and/or by other City organizations they will represent. In addition, the Archaeological Commission seeks an active presence throughout the City, holding its scheduled meetings at widespread locations to allow the public to learn more of its activities and opportunities. Both Commissioners and staff attend historically-related events, presentations, tours, etc., at which they may promote AAC and also service on the Commission. Nominees are encouraged to attend Commission meetings prior to formal application to City Council to help inform them of current issues, and the activities and makeup of the Commission. The AAC's brochure is distributed and appears on the OHA/Alexandria Archaeology website.

The Archaeological Commission chooses its officers by simple majority vote from among nominees proposed at the October AAC meeting: Chair, Vice-Chair, and Secretary. A slate of officers is presented for this vote by the Slate Committee in September. Any additional names may be included from the members before the October vote. Individual members may not nominate themselves. Terms are not staggered. The leadership serves a one-year term, and an unexpected vacancy is filled for the remainder of the term. Leaders may serve again at the discretion of the Commission, but must be re-nominated in competition with other nominees and chosen again by simple majority.

In the absence of the Chair, the Vice-Chair acts in its stead, both at AAC meetings and representing AAC at HARC and other meetings. The Vice-Chair has also headed strategic planning for the Commission, ensuring continuity and depth of understanding of goals and activities. Individual Commissioners also act in a leadership capacity, heading subcommittees or representing AAC at Council, or at the meetings of other City commissions and organizations. Service on these committees helps prepare Commissioners as future officers of the AAC.

VI. STRUCTURE OF THE ALEXANDRIA ARCHAEOLOGICAL COMMISSION

The Alexandria Archaeological Commission serves in an advisory capacity to the Mayor and City Council on matters relating to the City's archaeological resources and related issues within the City. Included among the AAC's responsibilities are the establishment of goals and priorities which contribute to the history and heritage of colonial, federal and historic Alexandria; propose local ordinances and state statutes to the City Council and the City Manager which promote the goals and aims embodied in Ordinance No. 3733; plan, develop and recommend short-, mid-, and long-term archaeological plans and programs for the City; encourage the integration of archaeological and historical information and site preservation into master plans and development efforts; study and make recommendations to City Council with respect to additional activities involving the City's archaeological program and artifacts; promote the use of the highest professional standards by Alexandria Archaeology staff; and enhance the visibility of the City of Alexandria as a leader in archaeology throughout Virginia, the United States, and the world.

AAC meetings are held at least 10 times per year, on the third Wednesday of every month at 7:00 p.m. at the Alexandria Archaeology Museum and, several times a year, at other sites of interest to the Commission. The fourteen (14) members of AAC include five (5) members at large, three (3) citizen members representing each of the City's three planning districts, and six (6) members representing various City organizations.

Elections are held in October of each year. The Commission officers consist of a Chair, Vice-Chair, and Secretary. Due to changes in membership and elections, person serving on the Commission may be listed in more than one representative or leadership capacity.

The following people served on the Commission during Fiscal Year 2011:

MEMBERS AT LARGE:

Ann Davin
Lillie Finklea
James McCall
Peter Petersen
Edward (Ted) Pulliam

PLANNING DISTRICT MEMBERS:

Planning District I: Vincent C. LaPointe, Vice-Chair
Planning District II: Donald Kent, Jr.
Planning District III: Janice Magnuson, Secretary

ORGANIZATION REPRESENTATIVES:

Alexandria Association: Tom Fulton
Alexandria Historical Society: Georgia (Katy) Cannady
Alexandria Society for the Preservation of Black Heritage: S. Kathleen Pepper, Chair
Chamber of Commerce: Ellen Hamilton
Friends of Alexandria Archaeology: Mary Jane Nugent
Historic Alexandria Foundation: Seth Tinkam

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 30, 2011

TO: ROSE WILLIAMS BOYD
EXECUTIVE SECRETARY FOR BOARDS AND COMMISSIONS
OFFICE OF CITIZEN ASSISTANCE

THRU: FAROLL HAMER, DIRECTOR *FH*
PLANNING & ZONING

FROM: THOMAS HULFISH, III, CHAIR *TH*
OLD & HISTORIC ALEXANDRIA DISTRICT
BOARD OF ARCHITECTURAL REVIEW

SUBJECT: FY 2011 ANNUAL REPORT of the OHAD BAR

CITY MANAGER'S OFFICE
ALEXANDRIA, VA
JUL 18 P 2 12

I am pleased to present this annual report for the Old and Historic Alexandria District Board of Architectural Review (OHAD BAR) for fiscal year 2010/2011, as required by City Code section 2-4-7(i)(1). The attached record of attendance shows that no member failed to attend more than 75% of the meetings, as required.

BAR Regulatory Activities

The level of activity in the Old and Historic District during the fiscal year July 1, 2010 to June 30, 2011 has remained constant despite economic conditions. Staff and the BAR considered a total of 328 cases. Of those cases, 141 were heard by the BAR (139 approved, 2-1/2 denied, 2 withdrawn) and 187 (57%) were approved through the administrative approval process, 99.2% of all submitted applications were approved by staff or BAR.

The Old and Historic District BAR reviewed and approved several historically appropriate rear additions within the district though most cases involved signs and window replacement. The Old and Historic District BAR also approved blanket approvals for air-conditioning condensing unit replacement within the 149 unit Ford's Landing Development and replacement window specifications for the 242 unit Potomac Crossing Condominiums.

The Board has reviewed and approved signage and storefront alterations for over 20 new businesses within the historic district this year. In addition, over 62 existing businesses made alterations or signage improvements. In addition, the Board reviewed and approved the construction of new, single-family dwelling at 1126 Prince Street in addition to several rehabilitation projects, providing substantial improvements to not only the blocks on which these structures are located, but to the district as well.

There were no appeals filed in FY2011.

The OHAD Board held joint worksessions with the Parker-Gray Historic District BAR and provided recommendations to the City Council on the City-wide way-finding sign program. In addition they held informational presentations on the Waterfront Small Area Plan, King Street infrastructure improvements and new artistic signage for the Torpedo Factory.

Policy/Administrative Changes

The Boards of Architectural Review in collaboration with an Ad-Hoc Workgroup comprised of representatives of local preservation organizations, contractors, and design professionals worked to revise and clarify sections of the Design Guidelines by the adoption of addendum policies for modern and sustainable materials. The Board in October 2010 formally adopted new policies for Replacement Windows and Roofing and expanded their policy for administrative review of Signage. Additionally, in March 2011 the Board approved policy changes for Minor Architectural Elements. These new policies expanded the types of work eligible for administrative approval. This fast track approval process typically takes two days or less. In FY2011, the percentage of cases requiring review by the full BAR was only 43%, a reduction from the previous year by over 25%. This streamlining continues to benefit owners because the approval time is significantly shorter and costs are reduced.

Additionally, the BAR staff has made changes to the format of the dockets, applications and staff reports. These and other changes in the recent years have improved the efficiency of the public hearings, the quality of the applications received and increased the BAR's transparency with no sacrifice to the level of oversight or adherence to standards. Prior to these improvements, it was not unusual for meetings to run several hours. During FY2011, 10 of the 21 public hearings were concluded within 60 minutes. These changes benefit citizens by reducing the amount of time they wait during the meetings for their cases to be heard.

Education/Training

The highlights of the past year were the "Green + Historic Buildings: Best of Both" educational seminar prepared for the Alexandria Eco-City Initiative, and continued outreach thru presentations to various community groups, condominium associations, local contractors/suppliers and realtors.

BAR members participated in the modern and sustainable materials work group meetings which had demonstrations of modern, historically-appropriate roof and window replacement materials. In addition the BAR and Staff attended training and lectures offered by the Virginia Department of Historic Resources, the National Building Museum, and other preservation organizations.

Goals for the Coming Year

The BAR continues efforts to increase awareness of the historic district requirements through annual spring mailings to all property owners in the historic districts. The BAR staff also sends notices to all new property owners in the historic districts.

The Board will also adopt a policy on Fines and Penalties to make implementation of these more transparent, uniform and effective.

BAR members will continue to attend preservation and green building training offered by the Virginia Department of Historic Resources and other preservation organizations, in order to maintain Alexandria's status as a Certified Local Government in coordination with federal and state preservation programs.

In closing, the caseloads of staff and BAR demonstrate that citizens are continuing to invest in and add value to Alexandria's Old and Historic district. The BAR staff continues to work with residents to make the historic district operate as effectively as possible. The Board is committed to continue in its role to facilitate this investment and ensure that the historic district is appropriately protected and preserved for future generations.

ATTACHMENT

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 30, 2011

TO: ROSE WILLIAMS BOYD
EXECUTIVE SECRETARY FOR BOARDS AND COMMISSIONS
OFFICE OF CITIZEN ASSISTANCE

THRU: FAROLL HAMER, DIRECTOR *JH*
PLANNING & ZONING

FROM: *WC* WILLIAM CONKEY, CHAIR
PARKER-GRAY ALEXANDRIA DISTRICT
BOARD OF ARCHITECTURAL REVIEW

SUBJECT: FY 2011 ANNUAL REPORT of the PG BAR

1 2011 JUL 18 P 2 12
CITY MANAGER'S OFFICE
ALEXANDRIA, VA

I am pleased to present this annual report for the Parker-Gray District Board of Architectural Review (PG BAR) for fiscal year 2010/2011, as required by City Code section 2-4-7(i)(1). The attached record of attendance shows that no member failed to attend more than 75% of the meetings, as required.

Summary of Activities

In the past twelve months, the PG BAR has approved 29 Certificates of Appropriateness or Permits to Demolish/Encapsulate. Staff has also approved 38 Administrative Approvals for signs, windows, roofs, siding and other historically appropriate replacements in-kind.

Two new construction projects were reviewed and approved by the Board including Phase IV of the James Bland Redevelopment Project and a new single-family dwelling at 219 N West Street. In addition to Phase IV of James Bland, the Board also provided a conceptual review for the proposed park and playground area for the development. The Board also reviewed and approved several rehabilitation projects, providing substantial improvements to not only the blocks on which these structures are located, but to the district as well.

Board initiatives during this period included the adoption of several new policies providing Administrative Approval of Windows, Roof Materials and Minor Architectural Elements. The Board worked extensively on these policies, conducting several work sessions and public meetings. These new policies simplify and streamline the approval process for appropriate replacement materials and make the BAR process more clear to citizens and the building industry prior to application.

In the recent months, the Board has received numerous requests for alterations to the mid-twentieth century buildings located in the southwest portion of the PG District. Due to these

request and the importance of these contributing resources, the Board heard an informational presentation on the mid-20th century vernacular rowhouses of Parker-Gray and asked that Staff survey these resources and provide a draft report on potential design guidelines for alterations to these vernacular structures.

Goals for the Coming Year

In the next year the Board expects to adopt policy and design guidelines regarding sympathetic alterations to the mid-twentieth century vernacular rowhouses of the Parker-Gray District.

The Board also plans to adopt a policy on Fines and Penalties to make implementation of these more transparent, uniform and enforceable.

Finally, BAR members will attend preservation and green building training offered by the Virginia Department of Historic Resources and other preservation organizations, in order to maintain Alexandria's status as a Certified Local Government in coordination with federal and state preservation programs.

ATTACHMENT

City of Alexandria, Virginia

MEMORANDUM

DATE: JULY 1, 2011

TO: ROSE BOYD, DIRECTOR
SPECIAL ASSISTANT TO THE CITY MANAGER

FROM: FAROLL HAMER, DIRECTOR *fh*
DEPARTMENT OF PLANNING AND ZONING

SUBJECT: FY 2011 ANNUAL REPORT

CITY MANAGER'S OFFICE
ALEXANDRIA, VA
1 2011 JUL 18 P 2 12

Attached is a summary of the Board of Zoning Appeal's activities over the last fiscal year, September 2010 - June 2011, and the annual attendance report. All Board of Zoning Appeals members who missed hearings had excused absences. The Board had no regular scheduled hearing in August and the March hearing was cancelled because there were no cases docketed. The Board held a workshop in February.

The Board of Zoning Appeals is appointed by City Council, and performs duties as specified under Section 15 of the State Code and Chapter 9 of the City Charter and Article 11 of the City's Zoning Ordinance. The Board is charged with hearing and deciding variances, special exceptions and appeals of determinations by the Director.

In accordance with the Board of Zoning Appeals bylaws, Board officers vote to elect Board leadership on an annual basis. The Board held election of officers in February 2011.

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

Attachments: 1. Summary of Activities
2. BZA Attendance Form

Summary of Activities for Fiscal Year 2011, September 2010 - June 2011

Public Hearing Items

Variance Cases	12
Special Exception Cases	10
Appeals	0
Total Cases	22

Decisions

In FY2011, all variance and special exception cases decided by the Board were approved. The Board also deferred two variance cases during FY2011 to allow applicants time to explore alternatives and address Board and neighborhood concerns. No final decision by the Board has been made for either case.

Board of Zoning Appeals Membership

There was no membership turnover in FY2011 and none of the Board of Zoning Appeals member's terms expired in FY2011. The membership included: Mark Allen; Geoffrey Goodale; John Keegan; Stephen Koenig; David Lantzy; Jennifer Lewis; and Eric Zander.

On February 10, 2011, Mark Allen was elected Chair, David Lantzy was elected Vice-Chair and Jennifer Lewis was elected Secretary.

BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE
Annual Report FY 2011

1. Report—The Budget and Fiscal Affairs Advisory Committee (BFAAC) advises and supports the City Council in examining the City’s budget procedures and processes and recommends ways of improving that process including participation by the public. Each year the Committee submits a detailed report to Council commenting on the City Manager’s proposed budget. The BFAAC Report on the City Manager’s Proposed Budget for FY 2012, presented to the Council as Budget Memo # 34 on April 5, 2011, is attached.
2. Attendance---An attendance record for meetings from September 2010 through May 2011 is attached.
3. Recruitment---Ten of BFAAC’s 13 members are designated by City Council (7), Alexandria Chamber of Commerce (2) and the Alexandria School Board (1). Three members are at large. All are appointed by Council. Because of considerable citizen interest in the work of the Committee, candidates for at large membership readily present themselves to the Council for consideration whenever a vacancy is advertised. At large vacancies are generally filled promptly and, to date, BFAAC has not been involved in recruiting members for the Committee. (We currently have one vacancy for designation by a member of Council and one upcoming vacancy for a member at large.)
4. Leadership---The members of the Committee decide each year in the fall on Committee leadership, taking into account previous Committee experience and the desire and availability of the individual to commit to the time and other responsibilities required for the role. Leadership positions have included Chair (and occasionally, as deemed warranted by the circumstances, Co-chairs), Vice Chair and Secretary. Other leadership opportunities are available for members to head up the research, presentation and writing of major sections of the BFAAC annual report on the proposed budget. Each member of the Committee is generally given an opportunity to be responsible for some aspect of the Committee’s report.
5. Goals for Coming Year---
 - Respond to special budget-related requests of Council.
 - Research and prepare a report on the City Manager’s proposed budget for FY 2013.
 - Continue discussions with the Budget Advisory Committee of the Alexandria Public Schools aimed at fostering cooperation and improvements in budget processes.



CITY MANAGER'S OFFICE
ALEXANDRIA, VA.
2011 JUL 11 P 2.29

DEPARTMENT OF CODE ADMINISTRATION

301 King Street, Room 4200
Alexandria, Virginia 22314

John D. Catlett
Director

Phone: 703.746.4200
FAX: 703.549.4589
www.alexandriava.gov

DATE: JUNE 30, 2011

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

SUBJECT: FY 2011 REPORT OF ACTIVITIES

The Building and Fire Code Local Board of Appeals is a quasi-judicial board that meets only when appeals are made relating to the Virginia building and Fire Codes. We are fortunate that the Department of Code Administration is able to resolve most disputes, leaving the board with very few cases to consider. During FY 2011, the board was not convened to hear any appeals.

The board members are required to be knowledgeable in areas relating to building construction and/or building design. In accordance with the Virginia Building and Fire Codes, the board must meet within thirty calendar days from when an appeal is filed. The board responds to requests to meet after an appeal has been filed and does not have regularly scheduled meetings. Unlike other city boards and commissions, the Local Appeals Board does not set policy or actively contribute to the Council Goals and Initiatives.

In accordance with new provisions of the Virginia Uniform Statewide Building Code, the board must now meet annually for training and the selection of officers. The Code Administration Director will be conducting this meeting in July. At that time, the board will discuss plans for recruitment of board members.

I am available to answer any questions that may arise from this report.

Respectfully Submitted,

Richard Clausen, Chairman
3225 Trinity Drive
Alexandria, VA. 22304

Cc: John Catlett, Director, Department of Code Administration
Gregg Fields, Deputy Director, Department of Code Administration
Rose Boyd, Executive Secretary for Boards and Commissions

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 10, 2011

TO: FAROLL HAMER, DIRECTOR
DEPARTMENT OF PLANNING AND ZONING

ROSE BOYD
OFFICE OF CITIZEN ASSISTANCE

FROM: CARLYLE/ EISENHOWER EAST DESIGN REVIEW BOARD

SUBJECT: FY 2010 ANNUAL REPORT

This responds to your and the Office of Citizen's Assistance's request for an annual report. The Carlyle/EE DRB reviews applications for development within the Carlyle and Eisenhower East area of the City. The Board is scheduled to meet every other month, but only meets if there is a project to review.

As of the date of this memo, the Board has met twice during the 2010 Fiscal Year. Both times, the Board reviewed conceptual plans that have been developed as part of the South Carlyle planning process. Since the specific building design has not been prepared yet, this item was presented to the Board as an informational item and no formal actions were taken at either meeting. However, the Board did provide a letter of support for the proposal to be included with the Master Plan Amendment case heard at the June Planning Commission and City Council meetings.

The Board will also meet at the end of this month to review two cases: (1) design of the tanks and ball field on Alexandria Sanitation Authority (ASA) property (Blocks 29 and 30) and (2) additional levels added to an approved building on Hoffman property (Block 8). Both of these items will require an action from the Board. However, since both properties are located within Eisenhower East where the Board serves in an advisory capacity, their recommendations will be forwarded to the Planning Commission and City Council for consideration and final approval.

Attachment: Attendance Form

*Alexandria
Commission
for
Women*

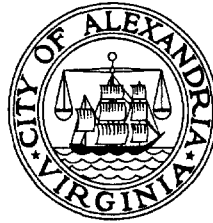
Annual Report

Fiscal Year 2011

September 2011

Alexandria Commission for Women

Annual Report Fiscal Year 2011



Alexandria City Council

William D. Euille, Mayor
Kerry Donley, Vice-Mayor
Frank H. Fannon IV
Alicia Hughes
Rob Krupicka
Redella S. Pepper
Paul Smedberg

The City of Alexandria complies with the Americans with Disabilities Act. If you require this report in an alternative format, call (703)838-5030.

COMMISSION FOR WOMEN

(FISCAL YEAR 2011*)

Executive Committee

Elizabeth (Liz) Johnson, Chair

Mary Catherine Gibbs, 1st Vice-Chair

Tarina Keene, 2nd Vice-Chair

Commissioners

Susan Lowell Butler

Diane Crawford-Batt

Joan Dodaro

Norma Gattsek

Susan Kellom

Camille Leverett

Reina Malakoff

Laura Mandala

P.J. Palmer Johnson

Susan Ross-O'Brien

William Smith

Jenny Wade

Laura Zabriskie Martin

* During the early part of FY 2011, Christine Jordon also served on the Commission. Toward the end of the fiscal year, the City Council appointed Alencia Johnson and Michelle Jones as commissioners.

Introduction

The Alexandria City Council established the Alexandria Commission on the Status of Women in 1974 to monitor issues that concern women and to educate the public about those issues. In 1994, the name was changed to the Alexandria Commission for Women. The Commission works to improve the social, economic, and health status of women in Alexandria. Its mandate includes making recommendations to City officials about actions to encourage equal opportunity for women and eliminate gender-based discrimination.

The Council appoints the members of the Commission to three-year terms. In 2001, the Council expanded the size of the Commission to 15 members appointed at-large from the City's citizenry. All Commissioners serve without compensation. The entire Commission meets monthly from September through June and holds an annual retreat, usually in the summer. Committees and task forces meet more frequently, as necessary. In 2011, the Commission took steps to enhance the diversity of its membership, and to provide more effective orientation of new commissioners through the development of an informative "welcome packet" under the direction of Tarina Keene.

In addition to participating in numerous community activities, the Commission responds to requests for assistance from other Alexandria boards and commissions. For example, this year the Commission for Women provided detailed comments on the draft Strategic Plan on Aging entitled: the Alexandria of Our Future: A Livable Community for all Ages. Importantly, the Commission for Women is represented on several other Alexandria commissions by Commissioners Jenny Wade (Human Rights Commission), Joan Dodaro (Commission on Aging), and Bill Smith (HIV/AIDS Commission). This arrangement facilitates coordinated activities and information sharing.

The Friends of the Alexandria Commission for Women is the fundraising arm of the Commission. This 501(c) (3) nonprofit organization was established in 2000 to support the work of the Commission and the City's women's programs. The Friends structure provides much needed flexibility in raising funds and attracting volunteers to enhance the well-being of women throughout Alexandria.

Overview of Commission Initiatives

Commissioners learn about, and provide insight on, local issues by attending Council meetings, hearings and symposia, inviting speakers to Commission meetings, and attending educational and civic programs within the City and around the region. This year, at its monthly meetings, the Commission hosted several local organizations to discuss topics such as promoting healthy families, sexual assault, human trafficking, and the City's anti-obesity efforts. The Commission also maintains links with other

women's organizations in the region and throughout the United States, such as the State Council on the Status of Women and the National Association of Commissions for Women.

Below you will find a brief description of several initiatives of particular importance to the Commission at this time.

Addressing the Reorganization of the Office on Women

This has been a year of great change for both the city staff that carry out women's programs and the Commission for Women. We are all adapting to the elimination of the Office on Women (OOW) and the movement of its programs and activities to the newly created Department of Community and Human Services (DCHS). The Commission's primary challenge has been to determine how best to carry out its mandate in light of the new organizational reality. For nearly 30 years, OOW had been both the focal point for women's programs and services in the City of Alexandria and the Commission for Women's principal point of contact in the city government. While no programs and services were eliminated in the reorganization, the Commission remains concerned about potential unintended consequences. As the single remaining City entity with "women" as its primary focus, the Commission for Women recognizes the important role it will play in ensuring that women's issues continue to receive the attention they deserve.

With this in mind, the Commission for Women adopted the following broad goals:

- Ensure that services currently provided to women in Alexandria are preserved by monitoring the impact of the reorganization on both the resources devoted to women's programs and the resulting outcomes.
- Maintain City support for existing Commission for Women activities by formalizing an understanding of how support will be provided in the future.
- Establish effective ways to work with the City on new initiatives.
- Develop constructive working relationships and good communications with leaders and staff of the DCHS.

In October 2010, several months into the reorganization, the Commission Chair Liz Johnson and several other Commissioners met with the Director of DCHS and proposed that he consider:

- Adding a staff person (or shifting the responsibilities of an existing staff member) to address the coordination and monitoring of "women's initiatives" in the Office of Outreach and Communication (now called the Office of

Strategic Initiatives and Communication).

- Incorporating “women’s initiatives”, or similar wording, into the name of that Office to serve as a signal that women’s initiatives are considered a priority of the department.
- Budgeting to ensure that the Commission has access to the resources needed to carry out its mandate, and that those resources are on par with the resources available when the Office on Women existed.
- Ensuring that the job descriptions of employees involved in women’s issues specifically reflect these responsibilities so that accountability can be established

After the October meeting, only the last proposal received a favorable response – that is, including women’s initiatives in the job description of the Chief Officer, Office of Strategic Initiatives and Communications.

In the spring of 2011, Commission of Women Chair, Liz Johnson, met with former City Manager Jim Hartmann and discussed the Commission’s concerns about women’s initiatives. An additional issue brought forward at this meeting was the ability of DCHS to take on new initiatives and issues that are of great importance to women (in addition to maintaining those that existed under the OOW). The City Manager’s positive response and support for the Commission has renewed dialogue between the Commission and staff. We certainly hope that common ground can be found. The Commission remains chiefly concerned that additional staff is necessary to provide sufficient attention and strategic guidance for women’s initiatives in the City.

On the other hand, the Commission is pleased that the former Director of the Office on Women (Lisa Baker) in her new capacity as Chief Officer still attends Department Head meetings and is often brought in by the City Manager’s office to help deal with matters of particular concern to women. We recognize, however, that this arrangement is workable at this point primarily because of the specific individual involved (and her extensive history with women’s programs). Should a change occur in the future, this sort of “ad hoc” representation may prove less effective.

As an additional step to ensure a steady flow of communications between the Commission and the new organizational units dealing with issues of most concern to the Commission, the Commission has asked Claire Dunn (Division Chief, Domestic and Sexual Violence Services) and Becky Griesse (Management Analyst, Teen Pregnancy Prevention) to begin attending the monthly Commission Executive Committee meetings.

This section would not be complete without noting the Commission's recognition of, and appreciation for, the hard work that Lisa Baker does to ensure that Commission activities remain well supported. This is especially noteworthy, given the increase in her responsibilities in her new position.

Diversity in the City Workforce

The Commission for Women has made the diversity of the City workforce a top priority. For years the Commission reviewed and commented on the City's annual reports describing the demographics of its workforce, by job category and level, as well as statistics pertaining to its recruiting, hiring, promotion, and training decisions. These annual reports ceased in 2005. Since then, the Commission has urged the City to resume publishing this kind of information.

In the fall of 2009, the Commission was heartened when the City's Human Resources department asked it to review and comment on its draft Diversity Plan for the City of Alexandria. The Commission did provide comments, but unfortunately these were not reflected in the final version of the plan. The Commission found the lack of specificity as one of the major flaws of the plan. While a good statement of principles, goals and objectives, the plan is short on data that would allow a reader to independently assess the diversity of the City workforce.

Throughout fiscal 2011, Chair Liz Johnson and Joan Dodaro met with Human Resources officials to obtain additional data. The results were disappointing. To date, we received basic gender breakouts, but only a highly sanitized summary of a workforce utilization study recently conducted by a city contractor. The study itself has been withheld, even though it is the kind of information we routinely received prior to 2005.

The Commission is at a loss to understand why the City is reluctant to share this kind of information with its commissions and boards. It is particularly odd given that the genesis of the Commission for Women was rooted in the city's workforce disparities of the 1970's. Since then, we know Alexandria has made great strides in fairly hiring, paying and promoting its employees, thus we find the current lack of transparency on this topic baffling.

Promoting Women's History

For several years, under the leadership of Commissioner Susan Lowell Butler, the Commission has promoted the history of Alexandria's women through walking tours. During fiscal 2011, the Commission researched various ways to move this initiative forward to reach a wider audience. Several ideas surfaced: for example, developing a

brochure that could be distributed at the tourist center and other locations; providing materials (even speakers) to introduce Alexandria's rich women's history in the city's classrooms; converting the slide presentation made at the 2010 Women's Awards Banquet into video format; and considering the creation of a special place in a library or other community building to house information on women's history and issues. Work to bring these ideas to fruition will continue in the upcoming year.

Legislative and Advocacy Activities]

Every year, the Commission takes an active role in advocating legislative action on issues of particular importance to women. For example, individual commissioners participate in legislative advocacy days in Richmond, presenting legislators with their views. Further, the Commission fulfills its advisory role through written or oral presentations to the City Council and adds its voice to public debates as warranted. This year, the Commission Chair, Liz Johnson, authored articles on current topics of interest for inclusion in the Alexandria Gazette Packet – for example, in March she wrote an article on women's history; in June her topic was teen pregnancy.

Commission Events and Contributions

The Commission for Women is a very active group. Each year, it sponsors community events, such as the Salute to Women Awards Banquet and Take Our Daughters and Sons to Work Day; and is a coordinating partner for the annual Walk to Fight Breast Cancer. Other activities throughout this year include:

- Contributing time and resources to support various events such as the Shelter's "grocery store" fundraisers, Dine Out and Shop for the Walk, and the Domestic Violence Children's Holiday Party.
- Hosting, under the auspices of the Friends of the Commission for Women, a holiday Women's Art Party showcasing the work of local women artists and raising money to support women's programs and activities.
- Commemorating the 30th anniversary of the Alexandria Shelter for Battered Women with a highly successful fundraising event at Metro Stage.

The following section of this report describes these activities and other contributions during fiscal year 2011.

Salute to Women Awards Banquet

Every March, during Women's History Month, the Commission hosts its *Salute to Women Awards Banquet* to recognize the achievements of women who have made

important and enduring contributions to the Alexandria community. These awards recognize women who exhibit outstanding leadership skills in a variety of areas including public service, legislation and public policy, education and training, health and safety, youth services, cultural affairs, and business and career development. Each year, civic leaders, business associates, educators, co-workers and others nominate women who exemplify the awards' characteristics. The Commission then appoints a group of outstanding women to select the winners. The Commission appreciates the diligent work of the 2011 Selection Committee comprised of Shari Bolouri, Christi Hart, Edwina Leverett, Sandy Modell, and Sandy Murphy.

The 2011 banquet was held on Monday, March 28th, with about 300 people gathering at the Crown Plaza Old Town Alexandria. Liz Johnson, Chair of the Commission, opened the program and presided over the ceremony. Virginia State Delegate Adam Ebbin presented a Commendation on the Domestic Violence Program from the Virginia Assembly. Claire Dunn's special remarks highlighted the 30th anniversary of the City's shelter for battered women and expressed gratitude for the community support throughout the years. The Commission also took this opportunity to salute State Senator Patsy Ticer on her retirement from elected office.

In lieu of a speaker this year, the Commission chose to highlight its newest award – the Lifetime Achievement Award – created in memory of Susan Lowell Butler for her lifelong commitment to advancing opportunities for women, tackling women's health challenges, and enhancing the quality of life for women and girls in her professional work and as a resident of Alexandria. A video/audio tribute, created by Liz Johnson, focused on key events in Susan's life, highlighting her contributions to cancer organizations, education, and civic well-being. City Councilman Rob Krupicka and State Delegate Charniele Herring spoke eloquently about Susan's many contributions as a leader, friend, and mentor. Charniele closed by reading a Virginia General Assembly Memorial Resolution honoring Susan. The award was accepted by Susan's husband, Jim Butler. Henceforth, this award will be known as the Susan Lowell Butler Lifetime Achievement Award.

Distinguished current and former public officials announced and presented the night's awards: State Senator Patsy Ticer, Councilwomen Redella (Del) Pepper and Alicia Hughes, former City Manager Vola Lawson, and former State Delegate Marian Van Landingham. The 2011 *Salute to Women Awards* winners are:

Marguerite Payez Lifetime Achievement Award

Julie Lineberry

Women's Health and Safety Advocate Award

Melinda Gray

Youth Community Services Award (Youth)

Dora Tweneboah

Youth Community Services Award (Adult)

Deena Disraelly and Krishna Leyva

Leadership in Business and Career Development Award

Kari Galloway

Marian Van Landingham Legislation and Public Policy Award

Beverly Beidler

Rising Star Award

Chyrell Bucksell

Making a Difference Award

Cathy David

Vola Lawson Award (honoring a City employee)

Detective Sandra Hein

Donna Bergheim Cultural Affairs Award

Linda Hafer

In addition to recognizing stellar women in our community, the *Salute to Women Awards Banquet* is a major Commission fundraiser. As in the past, this year's proceeds will support the City's women's programs, principally its sexual assault program. While this is a City program established to ensure that victims of sexual assault are helped in their time of need, it relies on funding from grants and private donations to provide a full range of services. This year, the Banquet netted almost \$11,000 to support the needs of this program.

The Commission greatly appreciates those in the Alexandria community who contributed significantly to the success of this event, including Gold Sponsor Crown Plaza Old Town Alexandria; Silver Sponsors (Commonwealth Republican Women's Club; Friends of the Alexandria Commission for Women; General Motors; Rich Rosenthal Brincefield Manitta Dzubin & Kroeger, LLP; Conklyn's Flowers; Royce Flowers; Senator Dick Saslaw, Delegate Adam Ebbin, Delegate David Englin, Delegate Charniele Herring and Susan Kellom; Washington Area Toyota Dealers; and the D.C. Cancer Consortium; and Bronze Sponsors (Alpha Kappa Alpha Sorority; Congressman Jim Moran; Councilman Rob Krupicka; Fay D Slotnick, Parent Leadership Training Institute of Alexandria; Hart, Calley, Gibbs & Karp, P.C.; Helen Olivia; Jack Taylor's Alexandria Toyota; Laura Mandala and Joan and Gene Dodaro; Mel Bergheim; Neighborhood Restaurant Group; P.J. Palmer Johnson; Sue Goodhart and the Goodhart Group; and Volunteers of America.

The success of this event was the result of hard work by many Commissioners under the leadership of Mary Catherine Gibbs, with substantial logistical support from Lisa Baker, Sarah Watson, and other Department of Community and Human Services staff.

Take Our Daughters and Sons to Work Day

Across the nation, "Take Our Daughters and Sons to Work Day" (TDSTWD) is the fourth Thursday in April. Ms. Foundation for Women initiated the event in 1992 to focus on the ideas, needs, and dreams of girls; and to help ensure that they remain confident, strong, and in school throughout their teen years. Originally intended to provide young girls opportunities to see the various roles women play in the workforce, the event was subsequently expanded to include boys. Since 2003, TDSTWD has provided both young women and men with an up-close view of the occupational choices that await them.

Each year, the Commission sponsors this event in Alexandria. Under the leadership of Commissioner Jenny Wade, students from Minnie Howard Ninth Grade Center and T.C. Williams High School are paired with adult volunteers willing to be mentors for the day. The event also includes children of City employees who join their parents for a day at work. Preparation is the key to the program's success – student participants are asked to indicate their career preferences and interests and every effort is made to match young people to mentors in their preferred work fields. Based on the mentors who volunteer, organizers also take the opportunity to introduce the students to careers they might not have considered. The 2011 program involved 76 students and about 40 mentors. Additionally, 19 city employees brought their own children to work. As in past years, mentors came from

public and private sector organizations and represented a wide range of fields, such as medical, legal, hospitality, and public safety to name a few.

The students' career interests represented a broad range of fields, from engineering and law to interior design and business ownership. This year saw an increase in the number of students wanting to learn more about careers in education – and one lucky student was able to shadow an elementary school principal. There was also a high level of interest in the medical and restaurant fields – Laura Mandala coordinated a tour of medical facilities, while Christi Hart did likewise for restaurant operations. Probably the most eye-opening experience this year was had by the young girl who listed as her career preferences a desire to be a pre-school teacher, or a veterinarian, or a professional horseback rider. Rather than spending the day with a mentor in one of those fields, she was taken by a mentor to interview a person working in each of these occupations -- in the Alexandria schools system, at a stables and riding facility, and at the Alexandria Animal Welfare League. The student told us that these visits did not resolve her career dilemma, but did motivate her to learn more about occupational choices and the education needed for various fields.

As in past years, City leaders strongly support this event. In addition to urging the participation of City employees (either by signing up as mentors or bringing their own children to work), Councilman Frank Fannon addressed the students and mentors at the kick-off reception at City Hall. The Commission wishes to recognize the support and assistance of school personnel who contributed to the events success: Susan Maxey, Principal, T.C. Williams High School; Tammy Ignatio, Executive Associate Principal, Minnie Howard Campus; as well as Susan Smith and Kelly-Church-Connelly.

Donations for the kick-off reception were provided by several local businesses (Bruegger's, Café Nicole, and Buzz); Grace Outreach Center & Youth Leadership Institute assisted with transportation; and the Friends of the Commission for Women also provided financial support.

Walk to Fight Breast Cancer

The Commission is a coordinating partner for the annual Walk to Fight Breast Cancer, which focuses attention on the early detection of breast cancer. Highlighting Breast Cancer Awareness Month, this walk is held annually during the month of October. This year's walk, held on Saturday, October 23, attracted over 1,200 participants and raised a little over \$107,437 in fees, donations, pledges, and sponsor contributions.

All proceeds support the Alexandria Breast Cancer Fund that provides free mammography screenings and other diagnostic procedures for women who lack insurance or are underinsured. In 2011, 499 women were served. This past year, \$19,000 was transferred from the fund to the Alexandria Breast Cancer Surgical Fund to provide expanded surgical care for needy women.

Fundraising Activities of Friends of the Commission for Women

The Friends of the Commission for Women, the non-profit organization created to support the work of the commission, held two major fundraisers during fiscal 2011: (1) the annual holiday art and shopping event and (2) a benefit at the Metro Stage production of “His Eye on the Sparrow” to commemorate the 30th Anniversary of the City’s shelter for battered women.

- ***Holiday Art and Shopping Event***

On December 5, 2010, the Friends of the Alexandria Commission for Women sponsored its 13th annual holiday Art Party to showcase women artists in Alexandria and raise money to further Commission work. Originally, art parties were held at various commissioners’ homes. However, by 2006 the popularity of these gatherings -- with both vendors and the public -- far out-grew the home-based model and were moved to larger venues.

This year’s event attracted 29 exhibitors and hundreds of shoppers to the Charles Houston Recreation Center. The exhibitors’ remittance of 20% of their gross sales plus a very successful raffle totaled over \$2,400.

Virtually every Commissioner participated in the art party. For the last time, Susan Lowell Butler (a commissioner as well as the Chair of Friends of the Commission) provided leadership for this event which over the years had become very closely associated with her. She was supported by Commissioners Diane Crawford-Batt, Joan Dodaro, and Mary Catherine Gibbs. Special thanks go to Norma Gattsek and Laura Zabriskie Martin for their help in marshaling raffle prizes and ensuring plentiful refreshments.

- ***Commemorating the 30th Anniversary of the Alexandria Shelter for Battered Women***

On February 10, 2011, the Friends of the Alexandria Commission for Women hosted an evening at Alexandria’s Metro Stage commemorating the 30th Anniversary of the Alexandria Shelter for Battered Women. The main attraction was the inspiring story of Ethel Waters, as dramatized in “His Eye Is on the Sparrow”. At the intermission,

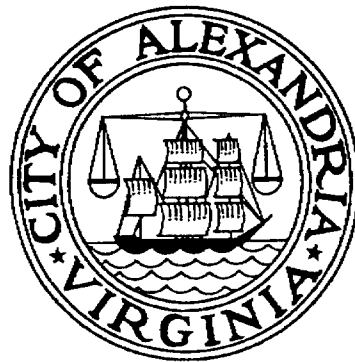
Vice-Mayor Kerry Donley enthusiastically and entertainingly auctioned off several significant prizes. The evening brought in around \$4,000 to be used as needed at the Shelter.

The Friends of the Alexandria Commission for Women greatly appreciated the generous and delicious contributions that the following local businesses made to the success of this event: Bittersweet Catering, Cheestique Specialty Cheese Store, Great Harvest Bread Company, Lavender Moon, and Subway.

- *Other Activities*

Throughout the year, the Friends used its funds to support worthy women's activities and programs where City funds were not available or insufficient. For example, in 2011, Friends provided financial support to host "teas" at Northern Virginia Community College's Alexandria campus on topics of interest to young students – such as dating violence, breast cancer, and safe sex. Also in October, Friends sponsored a reception at City Hall commemorating Domestic Violence Awareness Month at which the Mayor read a Council Proclamation.

The Alexandria Commission on Aging
Annual Report
to
the Alexandria City Council
for
2010 – 2011



Respectfully Submitted by Jane M. King, Chair

Alexandria Commission on Aging

July 2011



Commission on Aging Members pictured:

Seated: Margaret Gaynor, Jane King, Mary Parker, Cedar Dvorin

Middle Row: Pat McBride, Bill Harris, Ben Kellom, Don Fowler, Laura Macone

Third Row: Jan Macidull, Lewis Simon, Bob Eiffert, Bob Breiner, Pat Sullivan-Perry

Not pictured: Councilwoman Del Pepper, Carol Downs, Janet Barnett, Joan Dodaro, Louis Ferrand

The Alexandria Commission of Aging comprises 21 members appointed by the Alexandria City Council. The Commission represents older adults in Alexandria City and provides oversight and advocacy for all matters affecting their well-being. According to City Ordinance, the Commission is responsible for “identifying the needs of the elderly, developing overall planning to meet those needs, evaluating service delivery plans as implemented, and advocating on behalf of the elderly.” In carrying out these responsibilities the Commission met ten times this past year, and many commissioners gave considerably more time in assisting DAAS staff and consultants to develop a strategic plan for Alexandria that will support a livable community for all ages.

Stated Commission on Aging Goals for FY 2011

The following are the goals established by the Commission and the relevant activities in support of those goals in FY 2011:

Continue efforts to develop a strategic action plan that will guide the City in its efforts to meet the needs of the coming age wave of baby boomers, and to make Alexandria a more livable community for all ages.

- *In May, 2010 City Council approved a budget of \$74,000 to enable the Department of Aging and Adult Services to contract with a consultant to assist in developing a strategic plan on aging. An RFP, developed by DAAS staff with counsel by a Commission committee, was subsequently put out for bid.*
- *In order to prepare the Commission for its advisory role in developing the strategic plan on aging, Tom Gates, Assistant City Manager, was asked to provide an overview of the 2010 City Council Strategic Plan during the Commission’s September meeting.*
- *In October, the contract with Just Partners, Inc., JPI, Inc., as the consultant for developing the strategic plan on aging, was signed by MaryAnn Griffin, Director of DAAS, and work commenced.*
- *By November, DAAS, in consultation with the Commission, identified prospective members of an Advisory Committee to assist in assessing concerns and recommending objectives for the strategic plan. The Advisory Committee comprises representatives from Alexandria businesses, faith-based organizations, non-profits, health providers, citizen organizations and others whose experience and expertise was relevant to developing a plan. The first meetings of the Advisory group and the Department Aging Liaisons (representatives of each City government department) were held on November 30, when JPI described the efforts of other communities to support aging in place and sought advice from attendees. Many members of the Commission on Aging observed these meetings.*
- *By January, DAAS staff and the Commission were developing plans for two town halls, to enable Alexandria residents to voice their needs for, concerns about and preferences for*

aging in place in Alexandria--in the context of developing a livable community for all ages.

- The first town hall took place on February 23, 2011 and the second on March 3. The total turnout was nearly 400 attendees. Flyers in both English and Spanish had been distributed very broadly, and AARP sent invitations to its 10,000 members in the City. The town halls featured greetings by Councilwoman Del Pepper and Mayor Euille, an overview of issues and demographics related to aging and six breakout sessions: transportation, housing, health and wellness, community support, economic development and quality of life.*
- On April 14, a draft version of the plan was presented by JPI to separate meetings of the City's Department Aging Liaisons, the Advisory Group and the Commission.*
- At these meetings, the executive director of the Jefferson Area Board on Aging (the Charlottesville Area Agency on Aging) and program manager for JPI, stressed the often-repeated comments of town hall attendees that they do not have sufficient information on aging services available in the City and have serious concerns about the availability of appropriate and affordable housing, mobility options and other City features. His overview was comprehensive and also stressed the importance of continued citizen involvement in implementation of the plan.*
- In May, a public hearing was held at the Lee Center.*
- Throughout the year, several commissioners were very actively engaged in the development of the plan, which will be presented to City Council in October.*

Continue to further develop and strengthen the liaison program in which one employee representative from each department is responsible to advocate for the needs of senior adults in his/her department. Have at least four training/evaluation meetings during the year.

Department Aging Liaisons were an integral part of developing the Strategic Plan, and continue to provide input as drafts are reviewed and revised. Representatives from city departments provide perspectives from their many areas of expertise in the city as well as personal experiences. Information and ideas were exchanged throughout the year as projects develop to make sure the needs of older Alexandrians are considered.

Pursuant to the development of a strategic plan, convene town hall meetings for the purpose of obtaining first-hand information from residents about the needs and concerns of older citizens.

- Two very successful town hall meetings were held in February 2011. (See above)*

Bill Harris, current member and former chair of the Commission, on its behalf, has continued to advocate for housing for low-income Alexandria residents, with special attention to affordable assisted living.

While the committee has been concerned about the housing needs of all elderly Alexandrians, its special interest and concern is getting affordable housing for those elderly people with low-incomes. Nothing to report has occurred this past year in the area of housing for the elderly, for any income level— none has been lost, and none has been gained. The need continues to be great and those facilities that provide Section 8 or Housing Choice Voucher assistance have long wait lists.

The Housing Committee's focus for this past year has been primarily in the area of affordable assisted living. There are no assisted living facilities in Alexandria, and only three in all of Northern Virginia that are open to frail elderly people with low-incomes. None are available, or practical, for most elderly Alexandrians.

The two major obstacles to developing affordable assisted living are the high cost of land, and the lack of available sites. Early in the year ARHA expressed some interest in making a 2.5 acre site it owns available for affordable for assisted living. However, at last report, some soil and other issues are being studied and there may be problems that preclude this site being an option.

The committee has met several times during the year with two men who own property in Alexandria and who have expressed interest in developing and operating affordable assisted living facilities, or at least affordable independent housing with support services for elderly people. The committee will continue to work with and provide support to these two men.

Develop a strong working relationship with the Older Dominion Partnership.

- *The Older Dominion Partnership (ODP) comprises non-profit, business, government, academic, philanthropic organizations and others in Virginia whose stated purpose is to: broaden pro-aging stakeholder groups and support base beyond the age-related service agencies; formulate a comprehensive long-term strategy to help the Commonwealth prepare for the coming age wave; provide research-based information to serve as a rallying point/common ground to unify stakeholders behind a shared vision of a future where our aging population is an asset rather than a liability; elevate the overall awareness and importance of age wave preparedness as a critically important cause that will impact the future of our Commonwealth.*

With the leadership of the Alexandria Commission on Aging and the very important involvement of economic development officials, NVAN is planning to convene a Northern Virginia conference to involve a broad range of stakeholders in regional planning for the age wave. Staff of the DAAS and several Commission members attended the ODP's second summit on May 19.

The ODP is currently surveying older Virginians, including many in Alexandria, to assess their concerns about aging in their communities.

Commission Goals for FY 2012

With participation by members of the Advisory Committee and department Aging Liaisons, the Commission will monitor the progress of the strategic plan once it is approved by the City Council.

Following the City Council's review of the strategic plan on aging and its public hearing, the Commission will identify those aspects of the plan, as approved by the Council, that can be supported by volunteers and develop a plan for engaging Alexandria organizations and recruiting volunteers to support implementation of the plan.

Commission committees will be formed that correspond to the priorities specified in the plan as approved by City Council. Committees may include communication, housing, transportation, quality of life and economic development. All Commission members will be asked to comply with the time commitment, 6 hours a month, as specified by the City.

Begin planning an affordable assisted living facility in Alexandria by the close of FY 2012.

Annual Commission Awards

The Commission celebrated May as Older American's Month by giving its annual awards on May 24th in the Vola Lawson Lobby at City Hall. Each year the Commission gives out four awards to individuals and organizations that have demonstrated extraordinary service to benefit elderly Alexandria citizens. These individuals and organizations epitomize the 2011 Older Americans Month theme of Connecting the Community.

The Annie B. Rose Lifetime Achievement Award for exemplary accomplishments that spanned a lifetime of public service and that were devoted to significantly improving life for older residents went to William P. Harris.

The Lois Van Valkenburg Excellence in Aging Award for an Individual was given to Amber Kim Dewey for her outstanding contributions to elevating the quality of life for older adults in Alexandria over the past year.

The Excellence in Aging Award for an Organization, which recognizes outstanding contributions to elevating the quality of life for older Alexandrians, this year went to the Zeta Chi Omega chapter of the Alpha Kappa Alpha Sorority.

The Senior Taxi Driver Award, which was first awarded in 2010, honors taxi drivers for compassionate and courteous service. The award was given to two drivers with Alexandria Yellow Cab, Jean Yeboah and Zamir Ahmad. Both drivers have made service a key ingredient of their success – neither has received a single complaint.

NVAN (Northern Virginia Aging Network)

The Commission is an active participant in NVAN, an informal networking organization made up of the Area Agencies on Aging and the Commissions on Aging of all Northern Virginia jurisdictions. Meetings are held every other month to share concerns and ideas about how to better support each other in helping to improve the lives of all elderly citizens. A major function each year is the development of a legislative platform and the presentation of same to state legislators at an annual legislative breakfast meeting each fall. With minor exceptions, the Alexandria Commission on Aging and the City Council have supported NVAN's priorities and

have expressed their support with the General Assembly's Northern Virginia delegation of their approval. NVAN is recognized as one of the state's more effective advocacy groups working on behalf of older residents. The Alexandria AAA staff and Commission on Aging are active participants.

Organizations in Alexandria which regularly send representatives to Commission meetings and which make regular reports, written and oral:

- Charles Houston Senior Center
- Senior Services of Alexandria
- Alexandria Recreation, Parks and Cultural Activities
- Alexandria Police Department
- Successful Aging
- Commission on Persons with Disabilities
- Affordable Housing Advisory Committee
- AARP
- Alexandria Adult Day Services Center
- RSVP
- TRIAD/SALT Council
- St. Martins de Porres Senior Center
- Partnership for a Healthier Alexandria
- AHA! (At Home in Alexandria)
- Commission for Women

The Alexandria Commission on Aging presents this report for FY 2010 with appreciation to City Council for the opportunity to have been of service to the City and its senior citizens.

Jane M. King, Chair

Ben Kellom, Vice Chair

Carol Downs, Secretary

Janet Barnett

Robert Breiner

Joan Dodaro

Cedar Dvorin

Robert Eiffert

Louis Ferrand

Don Fowler

Janet Macidull

Laura Macone

Pat McBride

Mary Parker

Lewis Simon

Patricia Sullivan-Perry

Councilwoman Del Pepper, Liaison from City Council

MaryAnn Griffin, Director, DAAS

Debbie Ludington, Long Term Care Coordinator, DAAS

2011 JUL 18 A.D. LH
July 2011

The commission on employment is responsible for developing a city-wide plan for employment services that reflects the goals of linking existing City employment and training programs with employment and training programs operated by the City school systems and with the economic development program operated by the Alexandria Chamber of Commerce in cooperation with City Council.

Highlights of activities

The Commission has reviewed, discussed and analyzed the following initiatives relating to the City and our mission:

- In light of the recent merger the commission discussed updating the ACE charter to reflect the ACE's support of the Center of Economic Support. We were informed that we were not able to add to our charter. Subsequently we have discussed an initial meeting with DCHS board chairs and vice chairs to brainstorm on a collaborative basis.
- Review each commissioner's area of expertise and how it can be applied to the mission of the ACE and the Center of Economic Support. Each commission is contributing time and value.
- CUREsolutions Inc. and CVS Caremark Training Program was successful
- ARHA "Green" Building Maintenance Business Development Training – participants will learn the basics of residential maintenance and clean "green" construction practices as well as owning operating a business.

In support of our goal to continue our public relations campaign to create and maintain a positive, visible public presence with open lines of communication to foster collaborative efforts we heard from:

- David Stoesz, Executive Director of Policy America, gave a presentation and distributed information on his programs;
- David Remick, executive Director of the Alexandria/Arlington Workforce Investment Board presented a slide show on current WIB activities
- Michael Gilmore joined us at our February meeting for an interactive discussion regarding DCHS's vision and mission statement. Also discussed were the Values and Guiding Principles of the department.
- Commissioners attended the spring quarterly meeting of Alexandria Works! Coalition
- Communicate on a regular basis with the Mayor and members of City Council

Goals for the coming year

- Continue to support and assist JobLink in a successful merger and implementation of the new entity of "No Wrong Door Intake"
- Actively participate in the conversation of holding an event/meeting of all of the DCHS boards and commissions with the goal of promoting information-sharing and collaboration across them

Leadership & recruitment plans

- During our summer recess each commissioner will attempt to recruit an interested person to serve on our commission. Recruitment and retention have been a challenge mainly due to current economic conditions and professional work load.
- In the spring ACE commissioners elect someone to serve as vice chair for the coming year. Our understanding is that the vice chair will step up into the role of chair in 1 to 2 years.

Respectfully submitted by Iris Henley
July 2010



COMMISSION ON HIV/AIDS 2010-2011 ANNUAL REPORT

Dear Members of the Alexandria City Council:

This has been a year of renewed focus and reinvigorated effort for the Commission on HIV/AIDS. HIV/AIDS still maintains a significant presence in Alexandria and threatens to spread among our residents. Despite our proactive efforts over the past two decades, challenges remain in engaging all residents in the available prevention, testing and treatment services that have been put into place. Our priority is now to reach out to those residents and the communities to which they belong to overcome apathy and stigma, to encourage them to be tested for HIV and to take the appropriate steps to avoid the further transmission of this entirely preventable disease.

The Continuing Challenge

- The prevalence of HIV/AIDS in the City of Alexandria is 1.2% compared to .65% in Arlington County and .16% in Fairfax County. The total number of people with HIV only or full-blown AIDS in Alexandria is 1,720. (Please refer to Attachment A, The Demographics of HIV/AIDS in Alexandria.) While Alexandria constitutes just 7.2% of the population of Northern Virginia, 26.3% of all Northern Virginians with HIV or AIDS live in Alexandria.
- 74% of the persons with HIV/AIDS in Alexandria are male; 26% are female. 56.2% of persons with HIV/AIDS in Alexandria are African American, non-Hispanic. Non-Hispanic whites comprise 31.6% of persons with HIV/AIDS, while Hispanics comprise 11.1%. The primary mode of transmission of HIV/AIDS among persons infected in Alexandria is men having sex with men (MSM). Heterosexual contact accounts for 21.2% of infections and intravenous drug use (IDU) 7.6%
- There is a concurrent rise in the incidence of early syphilis cases particularly among MSM (90%) and among persons previously diagnosed with HIV (39%).
- These statistics are consistent with data for Northern Virginia and the USA as a whole. Nationally there is a serious spike in HIV infections among African American and white MSM between the ages of 13 and 24.
- It is estimated that up to 30% of Americans who are HIV+ do not know their status. In particular, according to national studies, gay African American men are less likely to be tested and to know their status than their white peers. They also have higher rates of untreated syphilis.

Our Strengths

- **Alexandria has for many years been proactive in response to the HIV/AIDS crisis.** The statistics showing a higher prevalence of HIV/AIDS in Alexandria are, in part, a testament to those proactive efforts at testing and treatment.
- **A comprehensive infrastructure and programs are in place,** through the Alexandria Health Department, other City departments and non-government organizations (ANHSI, the Red Cross, Carpenters Shelter, INOVA, K.I. Services and NOVAM), to provide for education, testing and treatment for all Alexandria residents.

The Issues

- **Early testing and treatment for HIV are essential** to promote the health of the individual, to reduce the risks of further transmission and to reduce societal costs. (Estimates of the lifetime costs for treating a person with HIV rose from \$618,000 in 2006 to \$1 million in 2009.)
- **Stigma, particularly racism and homophobia (both externalized and internalized), discourages high-risk individuals from accessing the infrastructure and programs that are in place for education, testing and treatment.**
- In addition, **the transition of HIV/AIDS to a more chronic health issue with an increase in life expectancy through appropriate treatment has lessened concerns among some high risk individuals** about its threat and lessened adherence to safe health practices.
- **We must engage the communities to which those high risk individuals** belong to take leadership in raising awareness, eliminating the stigma and promoting behavior change.

The Commission's Efforts

In light of the epidemiological data for Alexandria, and in consideration of regional and national trends, the Commission established three initial priorities for community engagement in 2011:

1. the African American population in the City (primarily through the faith community),
2. the gay/bisexual male population in the City, and
3. a subset of both populations, the population of gay/bisexual African American males in the City.

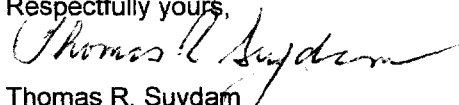
In January 2011, the Commission held a facilitated planning session to establish goals, and key actions for our work in 2011. Attachment 2 is a summary of the resultant plan, which we call our 2011 Action Agenda, and our progress on it through the end of the fiscal year. Our key advances thus far have been:

- To schedule a working session with City Council to engage in discussion of initiatives for community outreach.
- To initiate relationships with numerous other City commissions, boards and other groups to identify areas of common interest and initiate communications and coordination between us.
- To conduct an initial conversation with a select group of gay African American men to begin to explore contributing factors to their risk of infection, their concerns/interests and the most effective means of engaging their communities.
- To endorse a proposal for the creation of a health initiative in Northern Virginia to serve LGBT (lesbian, gay, bisexual, transgender) residents.
- To initiate contact with the faith institutions in Alexandria and, particularly, with select African American congregations known to address HIV/AIDS in some way.

Recruitment

As we begin a new fiscal year, the Commission enjoys the filling of all but two Citizen-at-Large positions. Many vacancies among key organizational representatives have been filled over the past year. The representation of some organizations, such as Whitman Walker Clinic (which has been vacant for some time), no longer serve the Commission's charge. A review of the composition of the Commission is part of our Action Agenda and we hope to provide Council with recommendations for change by the end of the calendar year. We continue to recruit for a high school student and have been looking to the T.C. Williams Gay/Straight Alliance and the Teen Wellness Center youth advisory group for candidates.

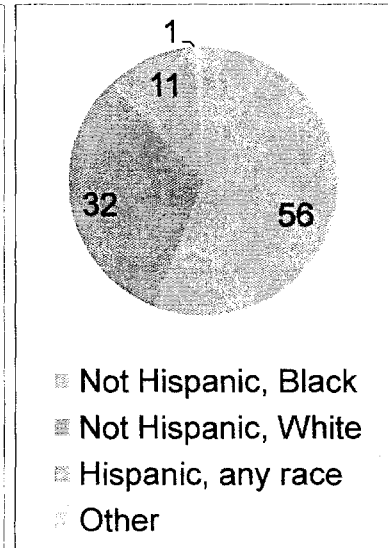
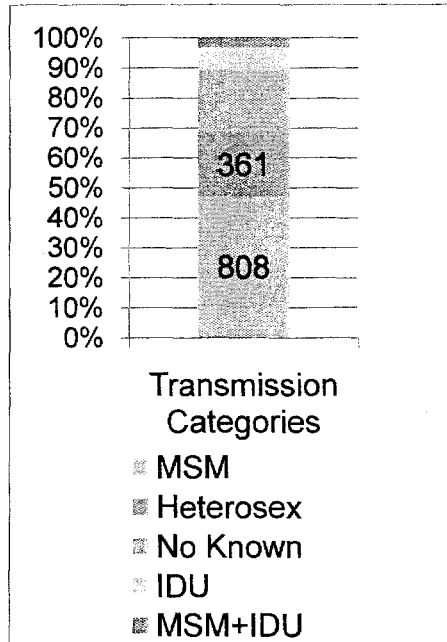
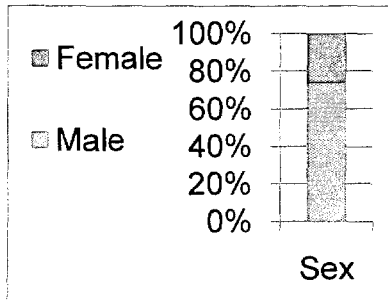
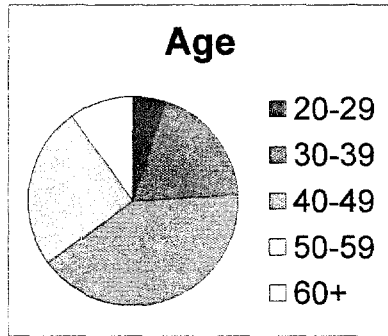
Respectfully yours,



Thomas R. Suydam
Chair, Alexandria Commission on HIV/AIDS

Demographics of HIV/AIDS in Alexandria

AIDS	HIV Only	HIV + AIDS	% of NoVA
929	791	1,720	26.3



**ALEXANDRIA COMMISSION ON HIV/AIDS
2011 ACTION AGENDA**

Goal 1: ADVISE City Council on matters related to HIV/AIDS and INVOLVE the residents of the City in the formulation of that advice.		
Objective	Key-Action Steps	Status
1. Identify priorities for study, advice and communication.	<ol style="list-style-type: none"> 1. Maintain current data analysis arrangement with Virginia Dept. of Health (VDH). 2. Solicit stakeholder input. 3. Expand data sources to identify contributing factors. 	<p>Complete</p> <p>Ongoing</p> <p>Not Started</p>
2. Engage City Council directly to educate, inform, discuss, and solicit guidance and support on matters related to HIV/AIDS and its impact on Alexandria.	<ol style="list-style-type: none"> 1. Educate ourselves on local resources serving Alexandria (AHD, ANHSI, Inova Juniper, K.I. Services, NOVAM) 2. Conduct working session with Council and AHD to inform and solicit support. 	<p>Ongoing</p> <p>Scheduled</p>
3. Develop communication tools for potential interactions of individual Commissioners with Council members and others (either scheduled or ad hoc).	<ol style="list-style-type: none"> 1. Develop elevator speech for Commissioners 2. Develop fact sheet 	<p>Complete</p> <p>Not Started</p>
4. Propose update to City Council of Article P of Chapter 4, Title 2 of the Code of the City of Alexandria (pertaining to the Alexandria Commission on HIV/AIDS) to address current challenges as they relate to HIV/AIDS.	<ol style="list-style-type: none"> 1. Assess composition and revise as necessary 2. Assess functions and revise as necessary. 	<p>Not Started</p> <p>Not Started</p>
5. Submit Annual Report	<ol style="list-style-type: none"> 1. Coordinate VDH data analysis with annual report. 2. Develop and submit. 	<p>Complete</p> <p>Complete</p>
Goal 2: COMMUNICATE to the City Council, to selected institutions in the City and to Alexandria residents current information regarding HIV/AIDS and the impact on our community.		
Objective	Key-Action Steps	Status
1. Establish collaborative relationships with related City-commissions, boards and other initiatives (e.g., Commission on Public Health, Commission on Women, Partnership	<ol style="list-style-type: none"> 1. Identify potential commissions, boards, and other initiatives with related missions/objectives and points of contact. 2. Initiate contact and begin information 	<p>Complete</p> <p>Complete</p>

for a Healthier Alexandria, Teen Wellness Center).	sharing (action agendas, plans, etc.). 3. Identify common or related interests/goals and potential area(s) for collaboration. 4. Decide on appropriate means for ongoing communication and identify ACOHA Commissioner to take lead with each partner.	Ongoing Under Way
2. Identify potential outlets for communication (e.g., City-sponsored media, newspapers, web news providers, student organizations, fraternal organizations, professional groups, private health providers and health provider organizations) as a means to disseminate information on HIV/AIDS and the impact on Alexandria.	1. Coordinate with City public relations and communications staff. 2. Develop communications contacts.	Complete Not Started
3. Develop and disseminate communication materials according to established priorities (i.e., populations to be reached, messages to be delivered).	1. Develop testimonials by persons living with HIV/AIDS (PLWA). 2. Plan and conduct viewing of <i>The Other City</i> at Inova Alexandria	Not Started Under Way
4. Decide on producing a 2011 Awards Ceremony.		Complete

Goal 3: PROMOTE prevention initiatives for Alexandria residents.

Objective	Key-Action Steps	Status
1. Promote prevention initiatives to MSM (men having sex with men), all races but especially men of color (MOC), in Alexandria.	1. Identify effective prevention strategies/modalities for MSM men utilized elsewhere. 2. Develop strategy for engaging MOCSM (men of color having sex with men) in Alexandria in conversation to determine contributing factors to their risk of infection and their concerns/ interests. 3. Obtain input from KI Services and NOVAM on their outreach initiatives to MSM in Alexandria and their observations. 4. Recommend course of action for Council. 5. Consider creation of MSM task force in association with neighboring jurisdictions. 6. Gather input from gay members of T.C.Williams Gay-Straight Alliance on issues/barriers/concerns related to HIV/AIDS.	Ongoing Ongoing Ongoing Under Way Under Way Not Started

<p>2. Develop and maintain compilations of prevention initiatives in Alexandria and serve as clearinghouse for that information to promote collaboration, expansion or replication. These institutions may include:</p> <ul style="list-style-type: none"> • AHD • Non-government organizations • schools, churches and other organizations 		<p>Not Started</p>
<p>3. Promote prevention initiatives through faith institutions, particularly African American congregations, by ongoing communications and information sharing with them.</p>	<ol style="list-style-type: none"> 1. Issue email notification to all faith institutions of the National Week of Prayer for the Healing of AIDS. 2. Establish contacts with leaders of selected faith communities. 3. Encourage participation of leaders of faith institutions in Howard University's annual conference on stigma associated with HIV/AIDS. 	<p>Complete</p> <p>Under Way</p> <p>Under Way</p>

City of Alexandria
Commission on Information Technology

FY 2011 Annual Report to City Council

July 25, 2011

1. Introduction

The Alexandria Commission on Information Technology¹ submits this report on its activities during the FY2011 fiscal year and goals for FY 2011. Text in bold represent areas where we feel action is required. We would commend the Information Technology Services (ITS) staff and particularly Tom Trobridge for their support over the past year.

City Council also requires each advisory group to include a recruitment plan and a leadership plan in their annual report. These are attached at the end of this report.

2. Strategic Planning for City IT Services

As required by charter, the Commission reviews annually the City Manager's Information Technology Plan (IT Plan).² Each year, the IT Plan has been a "bottom-up" collection of program and funding descriptions, lacking overall rationale and connection to any drivers in the City's strategic plan. The past year's IT Plan provided an after-the-fact alignment to the City's strategic plan by associating each project with a strategic goal in the plan. The Commission believes, however, that the IT Plan should be more closely linked to the City's strategic plan to provide a rationale and priorities for *all* of the information and communications technology (ICT) activities and programs across all City Departments and Agencies.

Recommendation: The Commission believes that the IT Plan should address all aspects of information and communication technology in Alexandria and that it should be developed as a top-down strategic planning document linked to the City's Strategic Plan.

¹ Commission Members during FY2011 include: Kostas Liopiros, Chair; Daniel Brooks, Vice-Chair; Lynda Rudd, Secretary; Phillip Acosta; Nina Baliga; Marjorie Conner; Steven Cooper; Catherine Hogan; Alicia Hughes; Margaret Leary; Page Moon; Helen Morris; Redella Pepper; and Marie Schuler.

² See "*IT Commission review of the proposed FY2012-2017 Information Technology Plan*," April 19, 2010.

3. Broadband Access – Concerns and Issues

Broadband access is becoming an essential part of the infrastructure of education and municipal government in Alexandria and is becoming increasingly important for civic engagement. The Commission believes that broadband will become the critical communication infrastructure of the future.

The Commission has concluded that adoption of an adequate broadband capability may be lagging availability in Alexandria and that affordability of adequate broadband may be a major factor impacting adoption. Other factors affecting adoption of broadband include digital literacy and lack of interest. As a result, many citizens are potentially excluded from many aspects of municipal, educational and other activities.

The Commission forwarded several recommendations to City Council in August³ to establish a policy goal to increase the availability and adoption of broadband access in Alexandria. The Commission stands ready to support and assist the City's efforts in this area.

Recommendation: The Commission urges City Council to address the recommendations forwarded to them on August 8, 2010 to establish an initiative to increase the availability and adoption of broadband in Alexandria.

4. Status of broadband availability and adoption

This past year the Commission reviewed a number of surveys and studies regarding availability and adoption of broadband, specifically with regard to their implications for the City of Alexandria. These data addressed availability and usage by citizens, businesses, schools and libraries.

Our initial assessment is that adoption of broadband lags availability. Further, there is insufficient choice and variety of broadband access in Alexandria, for citizens and especially for small businesses. Most of the options currently available, with the exception of cable modem broadband access, do not meet the minimum speed goals for households and businesses recommended by the Federal Government in the National Broadband Plan.⁴

Recommendation: It is felt that broadband availability and adoption should be monitored and assessed on a continuing basis and that periodic reports be made available to City Council.

5. Coordination and liaison with the School System

The School system has a separate organization planning and implementing its IT system. There have been effective discussions with regard to coordinating School and City IT services. These can and will lead to efforts to integrate services where possible to achieve cost reductions and efficiencies by eliminating duplicative efforts. In many areas that range

³ See "*Broadband Initiative for the City of Alexandria*," August 9, 2010.

⁴ *Id.*, note 9.

from WiFi services to VoIP services more extensive and effective coordination and integration of effort between the City and Schools can be achieved.

Recommendation: It is felt that such enhanced coordination and efficiency gains with respect to the City Government and the School System should be monitored and progress reported in 2012.

6. IT Commission Web Site

The IT Commission's page on the City's web site does not adequately reflect the evolving role and mission of the Commission. It is also of limited use in attracting new recruits to the Commission. We believe a Commission specific web site linked to the City's web page would be extremely useful as a recruiting tool. It could also be used to expand the information presented to the community regarding the role and contribution of IT in Alexandria. ITS can make available space on their servers for a separate IT Commission web site linked to the City's web page. However, the Commission also requires support to achieve this important goal.

Recommendation: That the ITS provide support to develop a web site for the IT Commission.

7. Recruitment of Commission Members

We have revised our recruitment plan to simplify the process and to incorporate the Commission's proposed web site in informing the public and recruiting new members. The revised plan is attached to this report.

8. Specific Goals for FY 2012

8.1 Linking the City's Strategic Plan to IT Plans and Programs

We will continue the effort begun last year to develop an IT vision and a comprehensive set of IT strategic goals linked to and derived from the City's Strategic Plan. In the process, we will coordinate with the ITS staff, the Office of Communications and other relevant offices and agencies with IT responsibilities. We will use the vision and strategic goals in the Commission's review and assessment of the IT Plan.

8.2 Broadband Surveys

The Commission will continue to collect and analyze survey data regarding broadband availability and adoption in Alexandria and advise on any additional data gathering and surveys.

8.3 Citizen Engagement

The Commission will undertake a review of new and emerging technologies to enhance engagement of citizens with the City. Recommendations will be developed to support strategic planning in these areas.

8.4 Broadband Infrastructure

The Commission will assess and recommend City and/or State actions to encourage entry and competition in the provision of broadband services in Alexandria, such as broadband Internet access and video services. This will include, but not be limited to, identifying appropriate regulatory requirements and legislation, as well as assessing potential public/private partnerships to increase the availability of broadband in Alexandria. Appropriate recommendations will be coordinated with AEDP and other businesses and citizen organizations as needed.

Adopted July 25, 2011

City of Alexandria, Virginia
Commission on Information Technology

RECRUITMENT PLAN

A permanent recruitment committee shall be formed and chaired by the Vice Chairperson of the Commission. The Vice Chairperson will establish the size of the committee from others members as necessary when vacancies occur. The recruitment committee shall be responsible for executing the recruitment plan set out below.

1. Objectives

The recruitment plan is based on accomplishing two main objectives:

1. To identify qualified applicants for Commission vacancies.
2. To conduct an unbiased and constructive endorsement process.

2. Identification of Applicants

The committee shall utilize various means to identify potential applicants, possibly including:

- Posting the notification of an available position on the Commission's web site;
- Posting the notification of an available position on the Commission's page on the City's web site;
- Preparing and distributing news releases for local media sources (e.g., newspapers, radio, PEG);
- Contacting selected organizations in Alexandria to place articles in their employee publications, neighborhood association and organization newsletters; these organizations may include, but not be limited to, other information technology companies in Alexandria that commission members have contacts with.
- Soliciting Council members, IT Commission members, city staff and citizens of Alexandria for recommendations.

Applicants shall be invited and encouraged to attend at least one meeting of the Commission, if possible.

Applicants will be directed to the city's web site that contains information about filing an application online or downloading the form to submit via mail.

3. Endorsement

The committee may work with the appropriate City office to vet applicants (including current Commissioners applying for a new term). The endorsement process may include:

- Reviewing and verifying applications;
- Requesting additional information as necessary;
- Preparing and submitting assessments and recommendations to the Commission.

4. Recommendation

The Commission may review the endorsement of the Recruitment Committee and make a recommendation to City Council. The review shall be held in executive session. The recommendation to City Council shall be made in a timely manner prior to the Council meeting to consider the applicants.

NOTE: The period from the time applications are received until the Council meeting to consider appointments is usually less than one week, which may necessitate convening a special IT Commission meeting.

Once City Council appoints a Commissioner, the IT Commission Chairperson shall follow up with a note of welcome.

Adopted July 13, 2009

City of Alexandria, Virginia
Commission on Information Technology

LEADERSHIP PLAN

The Leadership of the IT Commission shall reside in a Chairman, a Vice Chairman and a Secretary. The roles and responsibilities of the Leadership and the process for electing them and ensuring a turnover in leadership are set out below.

1. Roles and Responsibilities

1.1 Chairman

The Chairman shall be responsible for:

- Providing effective leadership of the Commission, including representing the Commission to the public and other stakeholders;
- Presiding over meetings of the Commission and ensuring the efficient and effective conduct of its business;
- Setting the Commission agenda, taking into account the issues and concerns of all Commission members;
- Ensuring that all issues before the Commission are debated fully and that all members have the opportunity to contribute;
- Reviewing draft minutes prior to distribution to Commission members for review and providing for timely distribution of minutes to members;
- Monitoring the process and procedures of working groups to help achieve a responsive, timely and useful work product;
- Preparing the Commission's annual report to City Council; and
- Coordinating on a regular basis with the Vice Chairman and Secretary to ensure continuity of opinions and advice.

1.2 Vice Chairman

The Vice Chairman shall be responsible for:

Adopted July 13, 2009

- Serving in the absence or incapacity of the Chairman, or if a vacancy in that post exists;
- Leading the Commission's recruitment efforts; and
- Assisting the Chairman in the conduct of the Commission's business.

1.3 Secretary

The Secretary shall be responsible for:

- Drafting the minutes of Commission meetings to include an accurate description of its decisions;
- Maintaining a record of those present, absent and excused for each meeting;
- Maintaining a record of term start and end dates for each member and notifying members of expiring terms;
- Maintaining the official records of the Commission including:
 - The approved minutes of each meeting;
 - Memoranda, reports and other products of the Commission; and
 - Commission rules and procedures.
- Ensuring that the official records are available when required for reports, elections, referenda, other votes, etc.; and
- Assisting the Chairman in the conduct of the Commission's business.

2. Election of Officers

2.1 Terms

The Chairman, Vice Chairman and Secretary shall be elected annually by the full Commission for one-year terms starting at the beginning of the City's fiscal year (July 1 to June 30).

2.2 Nominating Committee

The Commission shall form a nominating committee that evaluates the interested candidates for each position and recommends a slate containing a single nominee for each position. The full Commission shall then vote to approve or deny the proposed slate.

The nominating committee shall be formed during the last Commission meeting prior to the end of the fiscal year (June 30). The committee shall be formed by soliciting volunteers.

Upon its formation, the committee shall request that all interested parties express their interest in the positions. The committee shall meet to evaluate the interested parties and

Adopted July 13, 2009

shall make its recommendation to the full Commission during the next meeting after the beginning of the fiscal year (July 1). The Commission shall discuss the slate and puts it to a vote and/or take nominations from the floor. The newly elected officers shall assume their roles during the next meeting.

This method allows all interested candidates to vie for the Commission's leadership positions. It permits any person interested in influencing the recommendation of the proposed slate to volunteer for the committee. And it provides the ability for any Commission member to express concern over any proposed nominee. It serves the needs of the Commission members, of the Commission itself, and of the City of Alexandria.

Annual Community Criminal Justice Board Report
July 1, 2010 – June 30, 2011

Summary of Activities

The Board was advised that State Probation/Parole were involved in Evidence Based Practices training provided by the State. The P/P office began utilizing the risk assessment tool in September of 2010. The tool will identify appropriate levels of supervision, and help to identify a client's specific needs. Some staff are receiving training on "Thinking for Change", an opportunity to assist criminals in rehabilitation.

The Board was informed by Associate Director Liz Wixson of Mental Health that, a grant was received from the State to pay salaries for a Mental Health Probation Officer. Information was forthcoming reference the jail diversion collaboration program has exceeded its expectations. The frequency of MH clients has decreased by an average of 3 months less per person.

The Board was made aware that the first (CIT) Crisis Intervention Team graduation was held on May 12, 2010. A second class of 18 participants will commence the following week. The CIT grant was renewed for a second year.

The Board was advised that a Cross Systems Mapping workshop was held in November 2010, by the Health Department. There were about 35 people in attendance from the City of Alexandria. The focus was aimed at reviewing the gaps in the criminal justice system involving a mental health person once they are arrested, until they are sentenced and/or released from jail. There were (5) action plans and strategies that ensued from this 2 day workshop reference resources and reversing recidivism.

The Board was given a synopsis of the (CSU) Court Services Unit programs. They were enlightened on the programs offered to youth and family programs, how the school system interacts with the families, as well as referrals for services that are made when appropriate.

The Board was enlightened about the VA Adult Re-Entry Initiative: The (4) Year Strategic Plan. The Governor's initiative is to increase communication between the Department of Corrections and Community Institutions. Furthermore, Alexandria has established a Re-Entry Council which will meet regularly.

The Board was given a presentation on the Public Defender's Office. Ms. Melinda Douglas advised the Board of the office's mission is to represent the criminal offenders who cannot afford a lawyer. The office provides representation for the District Court, Supreme, Court, Court of Appeals, and other courts. She provided a summary of the office, staff, program's provided to clients, internships, and training for lawyers.

Continuation
Annual Community Criminal Justice Board Report
July 1, 2010 – June 30, 2011

The Board was advised that there is a need to ask City Council for assistance in funding, to secure a qualified Doctor to perform Forensic Evaluations. The goal is to seek legislative changes to eliminate the need for local funding.

The Board was given a presentation by Attorney Raighne Delaney reference the VA Board of Correctional Education. The Board was advised of the programs offered, financial challenges, the operating budget, ratio of adults to juveniles, and the success rate of those that pass the GED.

The Board was informed that the number of homeless people in the City of Alexandria has risen. On January 26, 2011, the number of homeless people in the City of Alexandria, were approximately 416; twenty-seven of them were veterans.

The Board was updated on the ceremony held at the Alexandria Detention Center on May 5, 2011. The ceremony honored Deputy Sheriff William G. Truesdale who was killed in the line of duty. During the ceremony the name of the jail was changed in honor of him, as well as his son was sworn in as a Deputy Sheriff the same day. The event was supported by many of the officials, visitors, and colleagues throughout the City of Alexandria.

CCJB Specific Goals

The CCJB Board continues to call on various agencies at future meetings to give presentations to the Board on timely criminal justice topics.

The CCJB have agreed to work together in order help the mentally ill get services and stay out of jail.

The CCJB supports the Alexandria's Re-Entry Council to prevent recidivism and to assist ex-offenders when released from jail.

Recruitment and leadership Plans

The Board has an election of officers each fiscal year. In September 2010, new officers were nominated, and a unanimous decision was made by the Board to approve Mr. Raighne Delaney – Chairman, Adam Pearlman – Vice Chairman, and Laura Zimmerman – Secretary. The term will expire on September 30, 2011.

Alexandria Community Policy and Management Team

2525 Mt. Vernon Avenue Alexandria, Virginia 22301

Phone: (703) 838-0822 TDD: (703) 836-1493 Fax: (703) 836-2355

Vacant
Family Representative

Ron Lemley
Court Services Unit

Suzanne Chis, MSW
Social Services

Deborah Warren, DSW
Community Services Board

Rob Krupicka
City Council

Gretchen Abell, MS
Private Provider

Veronica Aberle, MSN RN
ACPMT Chair, Health Department

Kendel Taylor
Management & Budget

Jane Quenneville, Ed.D
ACPS-Student Services

FY11 Annual Report Summary

The Alexandria Community Policy Management Team (ACPMT) consists of representatives from City Council, the City Manager, the Alexandria City Public Schools, the Division of Social Services, Court Service Unit, Health Department, the CSB, plus a representative from the Northern Virginia Private Providers Association. The ACPMT oversees the expenditure of funds that implement the mandates of the Comprehensive Services Act (CSA). Services are provided under the CSA for at-risk children in or possibly needing foster care and children requiring special education services through individual education plans (IEPs).

The ACPMT is focusing on making sure every child has a permanent home, nurturing the strengths of our children and their families, and creating innovative community-based partnerships to address the challenges facing the City of Alexandria's at-risk children and families. State and legislative initiatives and priorities and challenging fiscal times demand that services support permanency planning, be individualized, be child and family-centered, and be delivered whenever possible in our community. Communities are financially rewarded by adjustment to match rate. The ACPMT embarked upon an internal transformation to position ourselves to better meet these needs. Specifically, through the development of family centered policy, focusing our resources to prepare our staff to deliver flexible, individualized services in our community, we have moved to a collaborative, merged system of high quality care. To this end the ACPMT continues to follow a CSA Service Improvement and Cost Containment Strategy with specific tasks and timelines.

The ACPMT continues to transform its policies and procedures to support the goals of:

1. Bringing our children home;
2. Preventing our children from leaving the community;
3. Strengthening existing, and developing new, community resources; and
4. Maintaining services within our budgeted allocation.

The ACPMT developed yearly objectives for implementing cost containment measures. These endeavors resulted in the creation of quality indicators, action items and monitoring of timelines which included the following:

1. When the need arose for residential and group home placements, they were for shorter periods of duration and focused more on assessment and diagnostic placements to support community based care. As a result, in FY11, staff were able to assist 39% of the children

placed in residential and group care return to less intensive community based interventions. A high risk youth review team comprised of clinical supervisory staff from the child serving agencies was established to guide placement decisions for these high risk children and families.

2. The ACPMT fully embraces and supports the underlying values of CSA to provide for full family participation. To this end, the ACPMT approved a Family Engagement Policy that provides procedures for the active involvement of parents and/or other legally responsible parties in the planning, delivery, and financing of services for their children.
3. CSA expenditures for FY11 are expected to meet the projected budget targets for the year;
4. An average match rate of 48% a decrease of 5% overall;
5. Continued coordinated planning with Statewide and regional localities targeting innovative partnerships for community based services and providing training to stakeholders – major focus this year was on the regional development of a crisis stabilization program, finalization of a regional basis for contracting services, and development of regional service definitions;
6. Enhanced use and engagement with the Statewide assessment instrument (CANS) for determining needed CSA services;
7. ACPMT members led the organization of a system wide Best Practice conference for Court Officers, GALs and Judges that focused on expanding ways of keeping children in the community and transitioning children back into the community;
8. Coordination with DSS on monitoring the Statewide Enhanced Maintenance payment for foster parents resulting in more access to IVE funding;
9. Continued reinforcement and implementation of Alexandria's System of Care wraparound service for all children at risk of residential placement; and
10. Collaboration between the ACPS placement coordinator, the DCHS Medicaid eligibility worker and the System of Care parent partners resulted in IEP residential placements accessing Medicaid payments for part of their placements.

Alexandria Community Policy and Management Team

2525 Mt. Vernon Avenue, Alexandria, Virginia 22301

Phone: (703) 746-5787 Fax: (703) 746-5974

Vacant
Family Representative

Ron Lemley
Court Services Unit

Suzanne Chis, MSW
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Deborah Warren, DCSW
Community Services Board

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ACPMT Chair, Health Department

Kendel Taylor
Management & Budget

Jane Quenneville, Ed.D.
City Public Schools

FY11 CSA Work Plan: Tasks and Timelines Service Improvement/Cost Containment Goals and Objectives

Goal #1: Bringing our children home

Objective	Tasks	Timeline	Result
1) End reliance on congregate care	<p>A) Develop Youth Review Team (YRT), supervisory members from all child serving agencies, to review all high risk cases and make service recommendations.</p> <p>B) Work group from YRT, FAPT2, SOC and ACPMT Case Review establish parameters for congregate care use, i.e., use short term crisis stabilization or no longer than 90 days of residential placement, for diagnostic purposes only.</p> <p>C) Streamline criteria for ACPMT Case Review and FAPT2 review with proposals on limits to residential stays, i.e., no more than six months.</p>	<p>A) Establish supervisor work group involving all City child serving agencies in Fall 2010. Draft policy for ACPMT review by Spring 2011.</p> <p>B) Draft of parameters for inpatient treatment services criteria completed by March 2011. Draft parameters for use of services reviewed by each workgroup by May 2011.</p> <p>C) Completed by April 2011 criteria for reviews, length of stays criteria completed by May 2011.</p>	<p>A) Completed: Workgroups started in October 2010 with first team review in November 2010. Draft policy presented for ACPMT review January 2011. Youth Review Team policy approved at January 2011 ACPMT meeting.</p> <p>B) Completed: Draft parameters based on inpatient residential treatment services criteria presented to FAPT2, SOC, YRT and ACPMT Case Review teams with approvals from each April 2011.</p> <p>C) Completed: Criteria for ACPMT Case Review based on treatment need clusters, i.e., pregnant teens, older teens, conduct disorders, IEPs, etc., March 2011.</p>

Goal #2: Preventing our children from leaving the community

Objective	Tasks	Timeline	Result
1) Review and develop new services to maintain children in the school setting	<p>A) ACPS presentation to ACPMT on new services and programs available to support and maintain children in the public schools.</p> <p>B) Survey IEP placement coordinators and ACPS staff on continuing gaps in services for children placed out of the school system</p>	<p>A) Presentation to ACPMT by October 2010.</p> <p>B) Spring 2011</p>	<p>A) Completed presentation by ACPS Special Projects Coordinator October 2010.</p> <p>B) On-going discussions with individual staff and key personnel</p>
2) CSU diversion program to prevent CHINS children from detention and residential	CSU presentation to ACPMT on existing diversion services program.	Presentation to ACPMT by February, 2011 on strengths of existing services and list of gaps	Completed presentation to ACPMT at their February 2011 meeting. Gaps in services

facilities		in services.	include the need for more thorough needs assessments at the beginning of services and comprehensive treatment resources that address the problems associated with the CHINS population, one service needed is intensive case management.
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Goal #3: Strengthen existing/develop new community resources

Objective	Tasks	Timelines	Result
1) Develop Family Engagement Policy.	1) Draft Family Engagement Policy for use by FAPT teams and case managers from all child serving agencies presenting cases at FAPT.	1) Draft for ACPMT review by April 2011.	1) Completed: Family Engagement Policy Approved by ACPMT April 2011
2) Develop regional service definitions for engaging with providers on gaps in services.	2) Complete regional service definition criteria for use in developing new services and engaging with providers on outcome measures.	2) Definitions completed Spring 2011	2) Completed: Regional service definitions completed, Spring 2011
3) Develop Medication Management Review Procedure	3) Establish workgroup with cross system participation	3) Workgroup to meet in December with draft policy developed by early March	3) Completed: Workgroup met in December 2010 with small subgroup continuing to develop process.
4) Develop regional crisis stabilization program	4) CSB regional task force will draft a proposal for a regional crisis stabilization program that will include a mobile crisis unit.	4) Proposal drafted, going to regional meeting for review in April 2011	
5) Develop individualized services with local and regional private providers	5) Provide on-going meetings with private providers, local and regional staff focusing on individual service needs.	5) On going	5) On going
6) Conduct regular meetings with Judges, court officers, Gals, school staff and other key stakeholders to expand ways of keeping children in the community.	6) Provide a one day conference on Best Practices for Court Officers, GALs and Judges	6) Best Practice conference scheduled for March 8, 2011	6) Completed: Best Practice conference successfully completed March 2011.

Goal #4: Maintain services within our budgeted allocation

Objective	Tasks	Timelines	Result
1) Monitor all CSA spending to maintain expenditures at the FY11 projected expenditure level	1) DHS Finance, IT and CSA staff continue monitoring system for tracking CSA spending.	1) Ongoing - with specific projection model completed January 2011 and after the third quarter in April 2011.	1) Completed: Sending for FY11 is on target to maintain at projected expenditure levels.
2) Educate all FAPT team members on Goals and Objectives	2) Focus FAPT training on alternative community based service resources	2) Ongoing	2) On-going

Approved Final: July 2011



alexandria community services board

annual report fiscal year 2010



Department of Mental Health, Mental Retardation and Substance Abuse



table of contents

The Alexandria Community Services Board (CSB) was established in 1969 to administer and set policy for Alexandria's publicly-funded mental health, intellectual disability and substance abuse services. The CSB is a group of volunteers who are appointed by and report to the City Council.

The CSB's Executive Director serves as the Director of the City's Department of Mental Health, Mental Retardation and Substance Abuse.

The Department has an administrative division and three operating divisions:

- ~Acute and Emergency Care
- ~Extended Care
- ~Child, Family and Prevention Services

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mission and vision

Mission

The Alexandria CSB provides compassionate and effective services that support self-determination, recovery and resiliency for residents affected by mental illness, intellectual disabilities and substance use disorders.

Vision

Alexandria residents whose lives are affected by mental illness, intellectual disabilities and substance use disorders are able to achieve and maintain the highest possible level of satisfaction in relationships, work and community life.

fy 2010 board members

Chair

Mary Anne Weber

Vice Chairs

Tiffany Sanchez
Masharia Holman
Susan Thompson

Members

Ruth Chamowitz	Dana Payne
Elizabeth Paige Coffey	Paul Pepper
Christine Comer	Roy Shannon, Jr.
Thomas Craig	Doris Stanley
Cathy Healy	Lucinda Buker
Roberta New, Ph.D.	
Amber Nightingale	



Arthur, an 18-year client of Extended Care Services.

a message from the csb

Dear Friends,

We welcome this opportunity to share the FY 2010 activities of the Alexandria Community Services Board (CSB). These pages highlight our fiscal information along with our accomplishments and those of the people we serve.

The past year has been challenging as the Alexandria Department of Mental Health, Mental Retardation and Substance Abuse worked to merge with Human Services and the Office on Women. The new organization was inaugurated on July 1, 2010 as the Department of Community and Human Services and Mike Gilmore was appointed to serve as Director. The primary goal of the reorganization is to offer better coordinated and more easily accessible services.

Amid the department consolidation, Extended Care Services celebrated the opening of Riley Place, a Safe Haven program that provides permanent supportive housing and services for homeless individuals. Intellectual disability program staff continued incorporating person-centered practices in the lives of the clients, helping them make their own decisions and encouraging active involvement in daily activities.

Acute Care programs expanded to include the Matrix Model of substance abuse treatment at the Detention Center. In its first full year since grant funding, Jail Diversion Services provided care coordination with the criminal justice system for persons with a serious mental illness. Emergency Services worked with the Alexandria Police to create a Crisis Intervention Team, and Detox developed Phase II, a 30 day residential program.

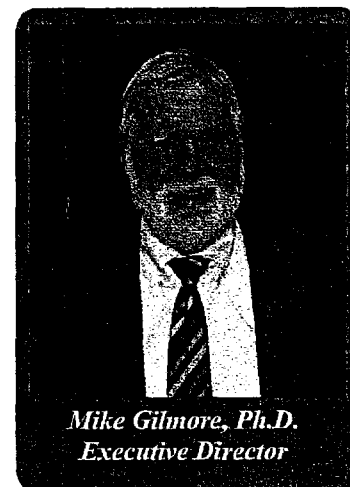
In Child, Family and Prevention Services, our System of Care partners returned 45% of children in residential care to the community, and Alexandria placed 30% fewer children in residential care than the previous year. The Substance Abuse Prevention Coalition of Alexandria brought public attention to underage drinking and substance abuse through year-round events coordinated with the CSB and other community partners. Staff also worked to advocate for the relocation of the Adolescent Health Clinic to T.C. Williams High School. In early FY 2011, the newly named Teen Wellness Center opened.

We served 5,105 Alexandrians and reached out to thousands more to promote mental health care and prevent high-risk behaviors. We also worked with the Mental Health HOPE Campaign to combat stigma in our community. As the CSB continues to guide Alexandria's behavioral health care, we strive to deliver comprehensive services that are collaborative, consumer directed, recovery-oriented, coordinated, culturally competent, welcoming and accessible.

We are grateful to our hard working and compassionate staff, volunteers, members of City Council and all who have supported us. We continue to be inspired by the courage and determination of our clients and their families. We welcome your comments or suggestions.

Sincerely,

Mary Anne Weber, Chair
Mike Gilmore, Ph.D., Executive Director



financial information

fy 2010 city government

Mayor

William D. Euille

Vice Mayor

Kerry J. Donley

City Council

Frank H. Fannon

Alicia Hughes

Rob Krupicka

Redella S. Pepper

Paul Smedberg

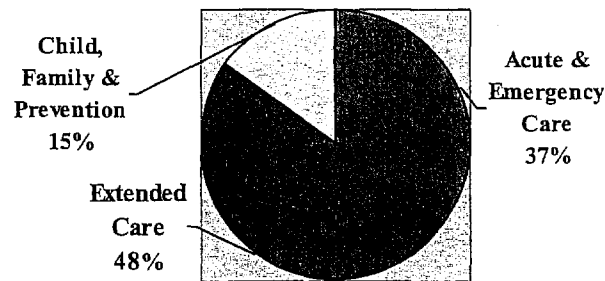
City Manager

James K. Hartmann

The numbers below reflect the CSB's activities for FY 2010.

Expenditures by Service Area ¹

	\$ (Millions)	% of Total
Acute and Emergency Care	11.00	36.5%
Extended Care	14.60	48.4%
Child, Family and Prevention	4.57	15.1%
Total	30.17	



fy 2010 staff leadership team

Michael Gilmore, Ph.D.
Executive Director

Jane Hassell
Director, Administration

Carol Layer, LCSW
Director, Extended Care

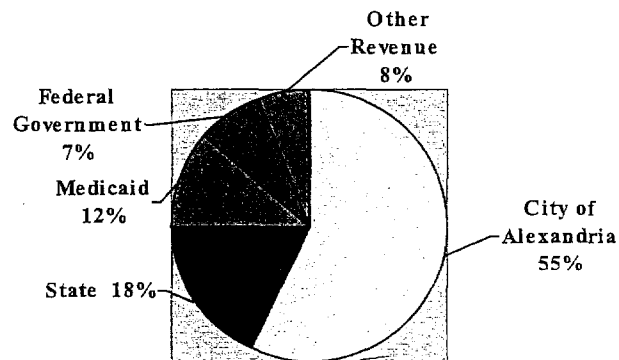
Deborah Warren, DCSW
Director of Child, Family and Prevention

Liz Wixson, LCSW
Director, Acute and Emergency Care

Jim Fleming
Fiscal Officer

Revenues by Source

	\$ (Millions)	% of Total
City of Alexandria	16.59	55.0%
Commonwealth of Virginia	5.47	18.0%
Medicaid	3.66	12.0%
Federal Government	2.22	7.0%
Consumer Fees, Insurance Fees and Other Revenue	2.23	8.0%
Total	30.17	



¹ Administration expenditures totaling \$3,297,883 (11% of total) were allocated to the service divisions as overhead and are included in the division expenditures shown above.

client and city demographics

Because the CSB primarily serves people with low incomes, there is a significant difference between the City's median household income of \$80,449¹ and that of CSB clients. Just over 47% of CSB clients earned \$4,999 or less annually. Approximately 21% earned between \$5,000 and \$9,999; 11% earned between \$10,000 and \$14,999; 11% earned between \$15,000 and \$24,999; and 10% earned \$25,000 or more.

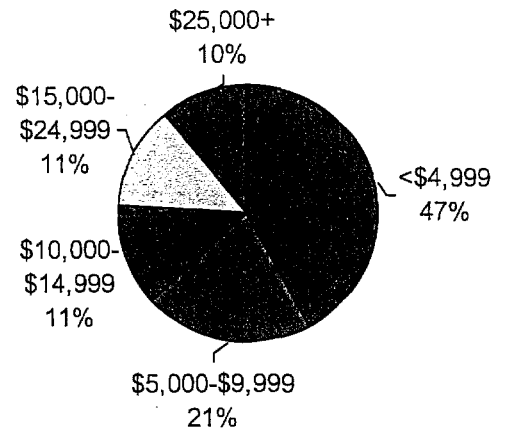
The racial make-up of CSB clients is not reflective of the City population. Approximately 43% of clients were African American, compared to 23% City-wide. Whites comprise 29% of clients, compared to 60% City-wide. Hispanics, who are represented here within several racial categories, made up 23% of clients, compared to 15% City-wide. Other races made up 28% of CSB clients compared to 12% City-wide.

Forty-four per cent of CSB clients were age 30-54; the same as the City-wide statistic. Children made up 24% of clients, compared to 18% City-wide with 14% age 10-19 and 10% age 0-9. Persons age 20-29 comprised the next largest age group (20%), compared to 21% City-wide. Only 12% of clients were age 55 or older compared to 17% City-wide.

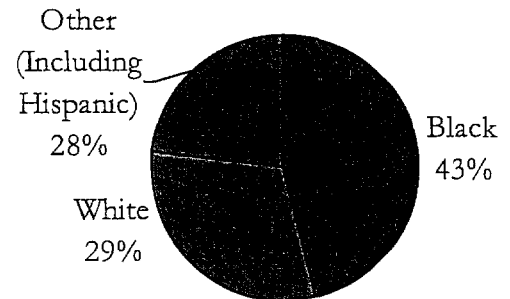
Thirty-nine per cent of CSB clients were female, compared to 52% City-wide, and 61% were male compared to 48% City-wide.

¹ U.S. Bureau of Census, 2006 American Community Survey.

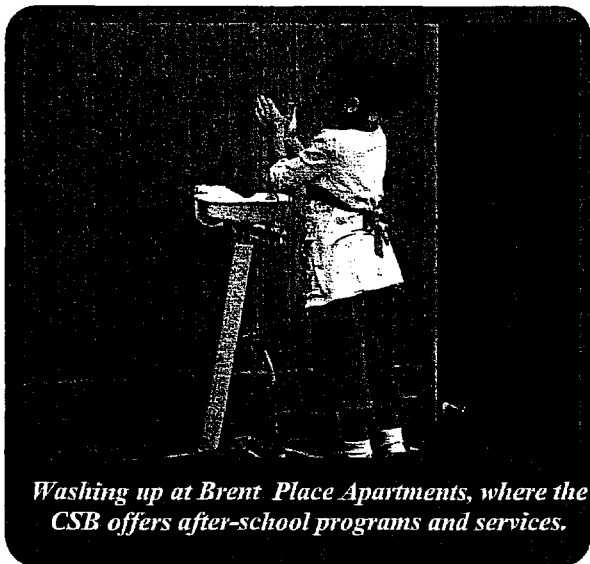
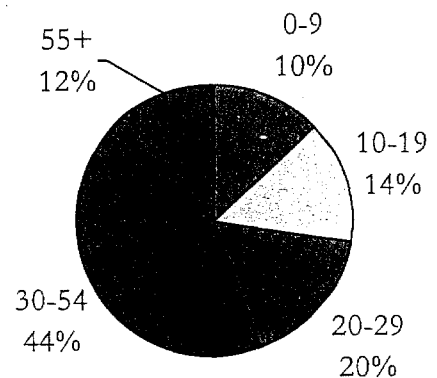
Client Income



Client Race



Client Age



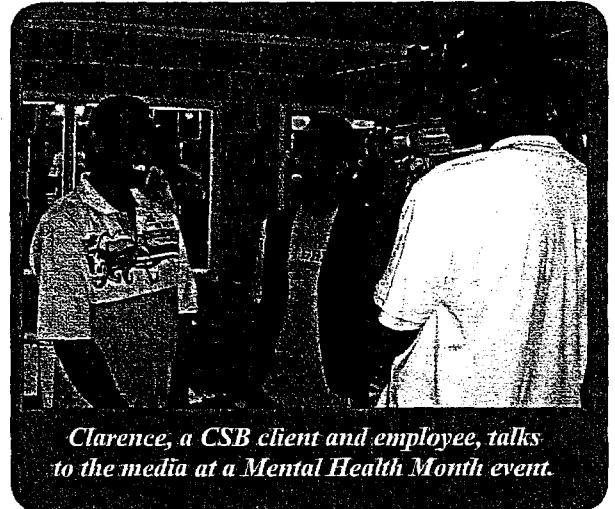
Washing up at Brent Place Apartments, where the CSB offers after-school programs and services.

highlights of persons served

The CSB served an *unduplicated* total of 5,105 Alexandrians during FY 2010. Of these, 3,996 received Acute and Emergency Care services; 1,228 received Child, Family and Prevention services and 818 received Extended Care services. Because individuals receive services in more than one division, the division numbers add to more than the total.

Program-specific highlights from each division follow. These highlights do not reflect all of the programs in each division.

acute care and emergency services



Clarence, a CSB client and employee, talks to the media at a Mental Health Month event.

The Psychiatric Services Unit coordinates psychiatric and nursing services. Medical and nursing staff work to maximize clients' functioning through medication, monitoring and education. The Unit served 1,467 clients.

Outpatient Mental Health and Substance Abuse Services provides individual therapy, group counseling and psychological testing. There were 642 adults and 55 geriatric adults who received outpatient mental health services. There were 412 adults who received outpatient substance abuse services.

Jail Diversion Services provides care coordination with the criminal justice system for persons with a serious mental illness who are re-entering the community from jail and/or are on probation. Jail diversion served 72 people.

Short-Term Case Management coordinates and monitors services and helps clients maintain their benefits. There were 147 persons served in mental health case management and 84 served in substance abuse case management. An additional 40 persons received case management services after jail discharge.

Emergency Services (ES) provides 24-hour telephone and in-person crisis intervention services to individuals having a serious mental health and/or substance abuse problem. ES helped 621 individuals.

Adult Detention Center Services helps inmates adjust to incarceration and provides therapeutic programs. The Sober Living Unit (SLU) helps inmates with addiction to develop skills for a life of sobriety. The Critical Care Unit stabilizes persons with psychiatric crises. Staff working in the general jail population provide individual and group counseling. There were 418 inmates who received services and an additional 506 who received help from Emergency Services.

Detox provides a short-term treatment environment for persons who are withdrawing from alcohol or drugs and works with them to accept ongoing treatment as appropriate. There were 273 people served in the program and 126 people who participated in Phase II of Detox, a 30 day residential program.

The Opioid Treatment Program helps adults stop using illegal narcotics by prescribing and monitoring Methadone and Buprenorphine. These medications do not produce a "high" and minimize the symptoms of withdrawal. Clients participate in regular counseling sessions and are required to abstain from illegal drugs and alcohol while in the program. There were 135 persons who received opiate treatment.

child, family and prevention services

The Preschool Prevention Team provides on-site mental health services, social skills development, behavior management and parent and staff training. They delivered the *AI's Pals* curriculum to 493 children in 36 classrooms. Of these, 66% increased their social skills and 63% showed no increase or reduced problem behaviors. Staff provided 862 consultations to teachers and 181 consultations to parents. In addition, the Team provided 51 parent workshops and 18 teacher workshops.

Youth and Family Outpatient Services provides psychological and psychosocial evaluations and individual, family and group therapy to children, parents and families. These services are provided at the CSB's main center, at the Teen Wellness Center, in Alexandria Public Schools and through the Family Drug Treatment Court. There were 412 persons who received mental health and substance abuse services.

Home Based Services provides crisis intervention and treatment to families with children who are at risk of being placed outside the home. As members of the Multi-Disciplinary Team at the Center for Alexandria's Children, they provide support to children who are victims of crime and provide regional restoration services to return youth to competency to stand trial. There were 103 children served.

The Parent Infant Education Program (PIE) evaluates infant and toddler development and provides early intervention to those with disabilities. There were 346 infants and toddlers who received PIE services.

The Juvenile Detention Center Mental Health and Substance Abuse Program provides screening, evaluations, linkage to after-care services, parent engagement, family and individual therapy, and *7 Challenges*, an evidence-based substance abuse treatment program. This program served 130 youth.

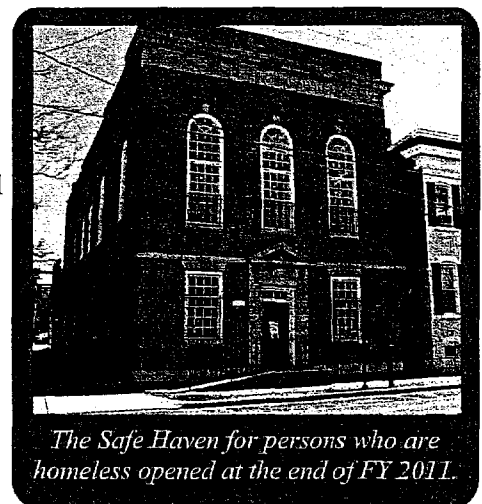
extended care services

Residential Services provides permanent or transitional living arrangements, support, supervision and training for persons with mental illness, an intellectual disability or substance dependency. *Group homes* provided housing, training, support and supervision to 84 people. *Supervised apartments* provided housing and support services to 132 people. There were 19 persons who received *Contracted Residential Treatment* in which the CSB pays for a person to go to a live-in treatment facility for substance dependency. In *Supported Living*, persons live in non-CSB residences while receiving drop-in support from CSB staff who assist them with daily living skills. Supported Living served 53 persons with mental illness or an intellectual disability.

Long Term Case Management supports individuals in recovery, coordinates services, monitors the long-term care clients receive and helps clients maintain their entitlements. There were 546 persons served in mental health case management, 137 served in substance abuse case management and 128 in intellectual disability case management.

Day Support provides rehabilitative work and activities and support for persons with mental illness or intellectual disabilities. There were 142 persons who received mental health day support at the West End Clubhouse and 54 who received intellectual disability day support at Alexandria Vocational Services or through a CSB-funded vendor.

Vocational Services helps people with disabilities develop job skills and obtain employment through the *Individual Competitive Employment*, *Group-Supported Employment* or *Sheltered Employment* programs. There were 60 persons with mental illness and 21 persons with an intellectual disability who participated.



The Safe Haven for persons who are homeless opened at the end of FY 2011.

highlights of acute and emergency care services

Emergency Services partnered with the Alexandria Police Department to create a Crisis Intervention Team (CIT) funded by a grant from the Department of Criminal Justice Services. CIT programs are nationally recognized models of police training that have been proven to decrease the arrest rate of persons with mental illness, increase police referrals of clients into treatment and decrease use of officer force.

Grant funding aimed at diverting persons with mental illness away from the criminal justice system and into treatment led to a 63% reduction in jail time compared to one year prior to receiving grant-funded services. This is 3,242 fewer jail days or 89 jail days per person.

Detox had a 126% increase in the number of persons triaged through the Drunk in Public Diversion Program. There were 687 persons evaluated for admission this year compared to 308 last year.

Detox developed Phase II, a 30-day residential program, in response to elimination of funding for contract residential substance abuse treatment. Phase II offers clients a therapeutic living environment with education, outpatient substance abuse treatment and 12-step meetings. Clients have 30 days of sober time before returning to the community, which gives them a solid start on their path to recovery.

The Sober Living Unit at the Alexandria Detention Center implemented the Matrix Model, a best practice approach to substance abuse treatment. Spanish speakers are able to participate.

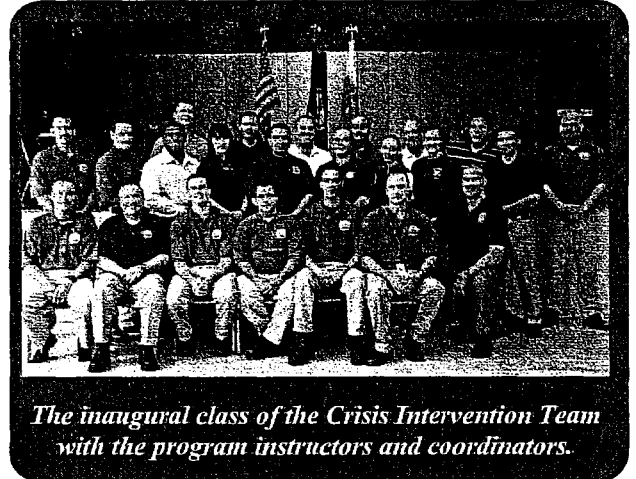
The Outpatient Substance Abuse Team reduced services after losing a therapist position to budget cuts. Ten groups were eliminated, a waitlist was created and referrals for individual therapy were limited.

The Opioid Treatment Program had a higher per cent of young adults than in previous years (22% were age 18-25 compared to 9% last year). National and state data indicate that a rise in prescription opiate abuse in the younger population is creating a shift in the population requesting opioid treatment. The program also admitted more pregnant women, a priority group, than in previous years (14% versus 4% last year).

The Outpatient Mental Health Team served 87 (15%) more clients this year. This increase was due to each therapist offering one appointment each week to a new client. Recovery Model principals support long term clients in reducing the duration of therapy thereby allowing others to receive services more quickly.

The Intake Unit expanded the number of client intake slots per month. The Unit provides an average of 90 intake appointments per month, up from an average of 60 per month last year.

The Medication Unit developed a contract with Target Pharmacies and created a process to help clients obtain free medication from pharmacy-sponsored assistance programs. This developed after the Community Resource Pharmacy closed due to budget cuts and funds were distributed to each CSB to purchase medications locally.



The inaugural class of the Crisis Intervention Team with the program instructors and coordinators.

highlights of child, family and prevention services

The School-Age Prevention Team provided services to prevent alcohol and drug use, emotional problems, violence and school drop-out. Evidence-based programs included: Too Good for Drugs, Life Skills Training, Untouchables, Peer Advisors, Young Stars Success, Kids are Terrific Camp and Decisions 101. The Team provided school-wide campaigns, parent outreach and education, mediation, after school programs, counseling and the weekly Youth Topics eNewsletter. They worked with 1,778 students and 432 parents in 17 locations; 93% of participants indicated an increase in knowledge or a positive change in attitudes toward risk behaviors.

The Alexandria System of Care Program (SOC) collaborated with families, professionals and natural supports to return youth with emotional or behavioral problems to their homes and help those at risk of removal remain in their homes. SOC partners returned 18 of 40 (45%) children in residential care to the community. Of these children, 100% maintained their placement setting, 89% had no criminal activity, 94% did not run away and none required psychiatric hospitalization. Alexandria placed 30% fewer children in residential care than in FY 2009.

The Family Partners Program held support and psycho educational groups for parents of children with emotional problems. For Children's Mental Health Awareness Day, Family Partners coordinated a community presentation by Dr. Abigail Levrini on Attention-Deficit Disorder.

All child-serving therapists were trained to provide Trauma-Focused Cognitive Behavior Therapy.

The Parent Infant Education Program (PIE) began bridging the gap between the City's early intervention programs and family home day-care providers. PIE held two in-service trainings for the providers on red flags in child development and the importance of providers in early intervention.

The Youth and Family Unit worked with the Office on Women, the Health Department and the schools to advocate for the relocation of the Adolescent Health Clinic to T.C. Williams High School in order to increase access to services. In early FY 2011, the newly named Teen Wellness Center opened.

The Youth and Family Unit maximized revenue this year by adding the schools and the Teen Wellness Center to the program's license, thereby allowing Medicaid billing at these locations. As a result, revenue increased from \$119,354 in fiscal year 2009 to \$265,534 in fiscal year 2010.

Staff of the Mental Health and Substance Abuse Program at the Northern Virginia Juvenile Detention Center tracked the residence of incarcerated youth and found that many resided in Washington D.C. Follow-up indicated that most of these youth were not receiving services upon release. Staff met with key stakeholders in D.C. and as a result, the program is able to link youth to services in their jurisdiction.

The Substance Abuse Prevention Coalition of Alexandria (SAPCA) brought public attention to underage drinking and substance abuse through events including: the *Parents Who Host Lose the Most* campaign, the *Community of Concern Dinner* and *Project Sticker Shock*, an event in which youth visit participating stores and place STOP stickers that display a warning about the penalties for providing alcohol to anyone under 21.

Division staff and SAPCA held two large community events. Joseph Califano presented *How to Raise a Drug Free Kid*. At a Recovery Month event, Santino Quaranta of D.C. United spoke with NBC's Julie Carey about his recovery from drug addiction and return to major league soccer.



Participants in SAPCA's Sticker Shock.

highlights of extended care services

Extended Care held a Safe Haven Ribbon Cutting Ceremony and Open House and the first residents moved in. The Safe Haven provides permanent supportive housing and services for homeless individuals with a mental illness and sometimes co-occurring substance use disorders. A Neighborhood Advisory Committee was formed to facilitate communication between Safe Haven staff and neighbors.

Bellefonte Group Home staff assisted the residents in forming a basketball team, the Wizards. They finished their first season undefeated in the region and won second place in the Senior Division of the Virginia Special Olympics. The team brought together the entire community, which supported them through fund-raising and volunteerism. The Wizards also won the local, annual Chili Cook-off and turned their group home into a haunted Halloween mansion for area children.



The Wizards of Bellefonte Group Home with Mike Gilmore, CSB Executive Director.

West End Clubhouse members shared their time and resources to give back to the community through a food drive for a local food bank, a fund-raiser to buy holiday gifts for a family of five, a fund-raiser to support the Red Cross after the Haitian earthquake, and participation in Spring for Alexandria, during which the Clubhouse Team painted the exterior of a church.

Intellectual Disability Residential Services staff continued incorporating their training in person-centered practices in the daily lives of the residents. One example is the embracing of "do with" instead of "do for". Group home residents are actively involved in doing their laundry, household chores, grocery shopping and preparing meals. They also answer the phone instead of notifying staff when it rings.

The Mental Health and Substance Abuse Residential Program renovated the kitchens and bathrooms of 13 supervised apartments and put new furniture, paint and carpeting in four apartments. There were 12 clients in the program who graduated to more independent living and/or completed a job certification program.

Homeless Services participated in the Council of Governments' annual Point in Time Survey to determine the number of homeless persons living in Virginia, Maryland and Washington, D.C. on one given day. On January 27, 2010, there were 359 homeless persons in Alexandria. Of them, 208 were single men and women, 151 were in families, and 66% of the homeless were persons with mental illness, substance use and/or chronic health problems.

The Comprehensive Recovery Team worked to increase the number of clients with Wellness Recovery Action Plans. Through the Peer Support Specialist position, the Team offered support groups and expanded the involvement of family in their loved one's recovery.

Mental Health and Intellectual Disability Vocational Services worked with Quality Assurance and received renewed three-year CARF accreditations, a testament to their outstanding vocational and employment services.

highlights of administration

Program Evaluation began using a freestanding touch screen computer to administer client satisfaction surveys at the Substance Abuse Treatment Center. Use of this system will be expanded to other sites in the coming year.

Quality Assurance coordinated three audits by the Department of Medical Assistance Services (DMAS). The commitment to regulatory compliance by staff resulted in few or no DMAS payback requirements.

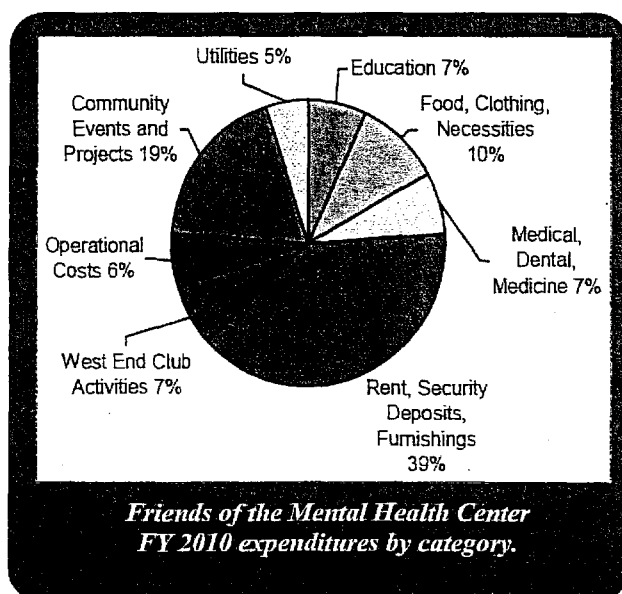
Health Information Management and Technology Services implemented electronic document management to scan third party information and attach the files to individual electronic health records. Technology Services completed the electronic signature pad deployment, further reducing the need for paper documents and assisting in the migration to a fully electronic health record.

Technology Services worked to improve the IT infrastructure by using virtual servers, which ease hardware management, increase capacity and data security, and provide enhanced data and system redundancy capabilities. The virtual hardware is housed in a facility that includes air conditioning, fire suppression and an emergency generator.

Human Resources trained managers to use the City's automated recruitment and selection program, NeoGov. The system allows for completion of the recruitment process on-line, including advertising vacancies, reviewing applications, scheduling interviews and selecting candidates. Through this system, 34 positions were filled.

Human Resources worked with the City Human Resources Office to facilitate the development and implementation of the City's new Competency Based Classification System.

Fiscal Services implemented billing to Medicaid and other pay sources for provision of the medication methadone in the Opioid Treatment Program and for services provided through the Regional Clinical Response Team. In addition, Fiscal Services developed internal processes to ensure Medicaid revenues did not decline with new requirements for prior service authorization.



Seventy-one volunteers provided 3,173 hours of service. Representative payees managed the finances of 74 clients. Companions planned activities with residents of group homes. Guardians served as court-appointed decision makers for clients. Volunteers gave in-office support, assisted with community play groups and provided childcare for parents in recovery groups.

Friends of the Alexandria Mental Health Center, a non-profit group of volunteers that supports CSB clients with social, vocational and emergency needs, responded to 145 requests for assistance with rent, utilities, medication and more. Friends raised over \$30,000, advocated for CSB programs and co-sponsored community education events on stigma and recovery.



Alexandria Community Services Board
720 North Saint Asaph Street
Alexandria, VA 22314

program site directory

720 North Saint Asaph Street

Administrative Offices, 703-746-3400
Intake (Adult and Child), 703-746-3535
Emergency Services, 703-746-3401
Acute Care Services (Mental Health Center), 703-746-3400
Child, Family and Prevention Services, 703-746-3400

4480 King Street

West End Club, 703-746-3456
Parent Infant Education Program, 703-746-3350
Child Assessment and Treatment Center, 703-838-4708
Extended Care Administrative Offices, 703-746-3500

2355-A Mill Road

Substance Abuse Services, 703-746-3600
Detox Center, 703-746-3636

3105 Colvin Street 703-746-3333

Alexandria Vocational Services
Intellectual Disability Case Management

1900 North Beauregard Street

Center for Alexandria's Children, 703-838-4381

In addition to these locations, the Alexandria CSB has nine group homes throughout Alexandria and 181 residential program beds in houses and apartments throughout Alexandria.

Other sites where Alexandria CSB services are provided include: Adolescent Health Clinic, Alexandria City Public Schools and Recreation Centers, Alexandria Preschools and Head Start Classes, Alexandria Community Shelter and Carpenter's Shelter, Alexandria Detention Center, Alexandria Juvenile & Domestic Relations Court Services Unit and Alexandria Adult Probation and Parole Office.

CITY MANAGER'S OFFICE
ALEXANDRIA, VA

Economic Opportunities Commission
Annual Report
September 2010 – July 2011

2011 AUG -2 P 3: 20

Summary of Accomplishments

The goals of the Economic Opportunities Commission include advocating for the most vulnerable in the City, influencing policy, and proposing common sense solutions for issues facing the most vulnerable. Within these guidelines, the EOC membership completed the following activities.

EOC Policy and Membership Accomplishments

- The By-Laws were reviewed and amended to create an equally balanced tripartite board. There will now be six members selected for each category of the board: elected officials; members chosen democratically to represent the economically disadvantaged residents of the target populations they represent; and business, industry, labor, religious, social service, education and other community groups;
- Four new members were added to the Commission during the reporting year;
- A membership committee was developed to assist in maintaining full membership;
-

Program and Legislative Accomplishments

- Membership successfully advocated to protect State TANF funding for Alexandria's Community Action Agency (OCS), used for direct client services;
- EOC Chair's participation with other Virginia Community Action Partnership members in advocating for the maintenance of federal funding for the most vulnerable in the City, by meeting with members of the Senate and Congress, writing letters of support, and participating in other advocacy efforts;
- EOC Vice-Chair participated on the review panel for the Alexandria Community Shelter program management recruitment/solicitation;
- Membership reviewed the Community Services Block Grant quarterly reports;
- Membership met with the City's Legislative Director twice during the year to research and develop legislative agendas; and

- Membership met with Director Mike Gilmore, of the newly aligned Department of Community and Human Services to discuss priorities, concerns and EOC legislative and program activities.

EOC Projects

Chair Allison Silberberg initiated an EOC hands-on, volunteer project to be performed each year for a non-profit in the community serving population supported by the EOC's mission, titled "All Hands on Deck." This year's project started out as a small project to paint a room at the Alexandria Community Shelter. Over several months, while the project was being developed, it grew into a community event with donations from several businesses for materials (flooring, blinds, paint, etc.) to books and DVDs, bookshelves and computers for families. In addition, Home Depot provided 30-40 volunteer staff, who along with EOC members and shelter residents, painted, floored and landscaped the shelter. The event took place on July 12, 2011.

Goals for the 2011-2012

- Make recommendations to the City's Legislative Package for the 2012 General Assembly Session;
- Program staff will give presentations to the EOC regarding current programs, including successes and gaps in service;
- Goal for the Membership Committee to solicit community participation to allow for capacity membership throughout the year;
- Perform the second annual "All Hands on Deck" activity in the community;
- Develop priorities, related to programs and funding, to ensure services;
- Meet with Chairs of other Boards and Commissions to coordinate services/messaging;
- Meet with other Chairs of CAA Boards from other localities.

Leadership

The amended By-Laws now state the new leadership will be elected each year in June, ensuring officers will be in place by the first meeting of each year. This will allow for Executive Meetings, as needed, during the summer months to allow for planning purposes for the upcoming year. The new EOC officers for the 2011-2012 year were elected in June 2011.

“All Hands on Deck”

The story of a community coming together to help the most vulnerable

Contact:

Allison Silberberg
Chair, Alexandria's Economic Opportunities Commission
703-379-5565
allison@allisonsilberberg.com

Alexandria, Virginia – On Tuesday, July 12, 2011, the Economic Opportunities Commission (EOC), which serves as an advisory commission to Alexandria's Community Action Agency, will bring together the efforts of more than two dozen businesses, organizations, individual donors and volunteers for a day of community service called “All Hands on Deck” to make over the Alexandria Community Shelter, which is managed by the nonprofit New Hope Housing, Inc. (The shelter is located at 2355-B Mill Road in Alexandria, VA 22314.)

“All Hands on Deck” is the EOC's annual project to help a local nonprofit that serves vulnerable residents of Alexandria. For 2011, the EOC selected the Alexandria Community Shelter, a 65-bed emergency shelter for the homeless, for a mini-makeover.

The EOC has no budget and therefore has no funds to support this project. But through the use of collective networking and the generosity of the business community and residents of Alexandria and others in the metro area, donations of furnishings and supplies have come from across the community. Home Depot is donating paint supplies, flooring, blinds, landscaping material, as well as volunteer expertise and manpower from 30 or 40 of their staff. Double R Productions is donating time and talent to create a short video about the event. Thus far, other donors include: Hooray for Books! NextDay Blinds, Barstons Child's Play, Dunkin' Donuts, Honest Tea, Trader Joe's, Atlantis Pizza, La Casa Restaurant, MOM's Organic Market, Hungry for Music, Los Tios, Monterey's Pizza, Starbucks, Whole Foods, the Hoffman Company, AMC Theatres (Hoffman 22 location in Alexandria), Focus Data Solutions, the Ladies Group at the Bethlehem Baptist Church, and the Calvary Chapel. Donations have also been received from individuals in the community, including: Chante Bowser-Neal, David and Cheryl Anne Colton, Michelle Jannazo, Eileen Kuglar, Anne Seidnitz, Amanda Snow and U.S. Air Force families. Through these generous donors, the shelter received bookcases, children's books, adult books, DVDs, chairs, a children's table and chairs, new high chairs, musical instruments for the children, and much-appreciated food and drinks for all the volunteers on the day of the makeover. The EOC appreciates each and every donation.

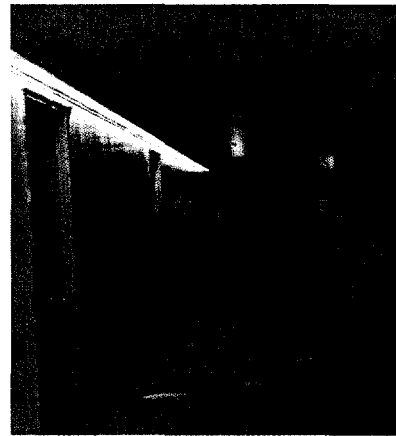
As Chair of the EOC, Allison Silberberg stated, “Together, through 'All Hands on Deck,' we are reaching out to the most vulnerable and showing how the community cares deeply, and that we want to see everyone thrive, especially during these tough economic times. We are also raising awareness about unmet social needs in our community. The City of Alexandria is a compassionate, beautiful, historical city that has a very generous spectrum of caring services for those in need. While most of Alexandria's families are doing well overall, today, as in cities all across our country, far too many families are struggling more than ever. In addition to the economic downturn, the City has lost thousands of affordable housing units in the past decade to new or renovated development. This is a city where one in two schoolchildren at T.C. Williams, our only high school, is receiving the free or reduced-price lunch program. There is real need here in Alexandria. With 'All Hands on Deck,' we are taking a step toward doing something as a community to help families and individuals get back on their feet. Together with our very generous donors and incredible team of volunteers, we are doing what we can to make ours a better community for all. As we know, however, the work continues day in and day out. The EOC hopes that the outreach and can-do spirit will carry on.”

New Hope Housing's Executive Director, Pamela L. Michell, commented, “It is tremendous to see such an outpouring of care and support from the community. Staying in a homeless shelter is emotionally very difficult, and this project will help to create a more welcoming environment for residents as well as making the space more functional. We are very

grateful to all who have helped put this project together, and especially thankful to Allison Silberberg and her colleagues from the Economic Opportunities Commission."

New Hope Housing is an innovative, award-winning nonprofit agency providing shelter, transitional and permanent supportive housing, outreach and support services for homeless families and single adults in Northern Virginia. The agency began operation of the Alexandria Community Shelter in October 2010. New Hope Housing is committed to finding creative and lasting solutions to end the cycle of homelessness by offering homeless men, women and children the services they need to change their lives and succeed. New Hope Housing serves over 1,200 individuals, including more than 200 children, annually.

Alexandria's Economic Opportunities Commission (EOC) serves as an advocate for the City's low-income families. The EOC, which serves as an advisory commission to Alexandria's Community Action Agency, advises the Alexandria City Council, the Virginia State Legislature and the Virginia Congressional delegation about legislative matters regarding a number of issues including: employment, affordable housing, homeless prevention, health care, utility costs, and abusive lending practices.



EMERGENCY MEDICAL SERVICES COUNCIL

City of Alexandria, Virginia

Office of the Chair: Paul E. Prevost, 621 Putnam Place, Alexandria, Virginia 22302
paul.prevost@us.army.mil; (703) 604-7255

July 8, 2011

MEMORANUM FOR EXECUTIVE SECRETARY FOR BOARDS AND COMMISSIONS

SUBJECT: FY2011 Annual Report

Report Period: July 01, 2010 – June 30, 2011

The Council:

- Met on the dates of September 13, 2010, November 10, 2010, February 7, 2011, and April 13, 2011.
- Elected new officers on February 7, 2011: Paul Prevost, Chair; Rob Rapanut, Vice Chair, and Scooter Slade, Secretary.
- Continued its Call of the Quarter Award Program to recognize the outstanding efforts both paramedic and firefighter response actions.
- Conducted a Call-of-the-Quarter Awards Ceremony during the EMS Breakfast on May 19, 2011.
- Council continued active participation on the 1-5-10-20 Planning Committee and monitored the Fire Fighter-Paramedic (FF-PM) Enhancement Program.

The Chair:

- Submitted a letter on April 22, 2011 to Mayor Euille, City Council Members, and the City Manager recommending EMS budget considerations for (1) Twelve new fire-fighter / medic recruits, (2) Emergency Communications Technician training, (3) Capital Improvement Program (CIP), and (4) Research, Planning and Analysis.
- Received notification on May 25, 2011 from Diane Dickerson that her term would end in June 2011 and that she would not seek reappointment to the Council.
- Received and acknowledges the memorandum that Chief Adam Thiel provided to the Mayor and Members of the City Council on February 16 2011 in response to Pam Copley's "Farewell Remarks" of February 7, 2011.
- Received notification on 29 July, 2010 from James Vafier that he was resigning from the Council.

Enclosures:

Minutes (4)

Memorandums/Letters (4)

Attendance Report (1)

**City of Alexandria Emergency Medical Services Council
Meeting Minutes
Monday, September 13, 2010 7:00 p.m.
Inova Alexandria Hospital Board Room**

Members Present: Pamela Copley, Asst. Chief Andrew Snead, Rob Rapanut, Michele Evans, Dr. Joseph Marfori, Connie West, Fire Chief Adam Thiel, Holly Heislup, Scooter Slade, Dr. Tom Clark, Diane Dickerson

Excused: Dr. Marty Brown

Absent: Pam Alesky, Dr. John Audett, Brett Fitzgerald, Paul Prevost

Guests: Brian Hricik, EMS Operations Manager; Phyllis Nimkoff

ITEM	DISCUSSION	ACTION RESPONSIBILITIES TIMELINES
Welcome, Announcements & Introductions	<ul style="list-style-type: none"> • The meeting was called to order by Chair, Pamela Copley at 7:10 p.m. • Pam extended a welcome to guests Brian Hricik, EMS Operations Manager and Phyllis Nimkoff, a social worker and Pamela's sister who is visiting from Tallahassee, Florida. • Pamela acknowledged Dr. James Vafier for his exemplary service as EMS Medical Director for the past 26 years. Dr. Vafier recently resigned from this position and Dr. Joseph Marfori has been named as the new Medical Director • A special welcome was extended to Dr. Joseph Marfori as the new operations Medical Director for EMS. • All members introduced themselves. 	<ul style="list-style-type: none"> • Welcome to All • Special thanks are extended to Dr. James Vafier. • A special welcome to Dr. Marfori.
Meeting Minutes	<ul style="list-style-type: none"> • The minutes of the April 12, 2010 meeting were distributed and reviewed. • Connie made a motion that the minutes be accepted as written; the motion was seconded by Holly. There was no further discussion. 	<ul style="list-style-type: none"> • The minutes of the 4/12/10 meeting were approved as written.
NEW BUSINESS		
Call of the Quarter Nominees for Quarter #2, 2010	<ul style="list-style-type: none"> • Six cases were presented and discussed. • After much discussion, case #6740 was selected for the Call of the Quarter award. • Personnel involved in the case were: Paramedics Michael Tabb and John Rule. 	<ul style="list-style-type: none"> • Congratulations to all involved! • Pam will contact the awardees.

Call of the Quarter Awards Night	<ul style="list-style-type: none"> • The Council would like to sponsor an Awards Night celebration to honor all of the past Call of the Quarter award recipients. • The target date for this event is the week of November 15th, preferably that Monday or Tuesday. • The program will be held at Inova Alexandria Hospital. • The citation bars are ready for distribution. 	<ul style="list-style-type: none"> • Dr. Audett will check on room availability • Pam will talk with the Hospital Foundation • Holly has some budget to contribute
1-5-10-20 Planning Committee	<ul style="list-style-type: none"> • The “kick off” meeting for this committee was held on Tuesday/Wednesday, August 3 & 4th at the Stafford County Fire/EMS Training Center. • Those EMS Council members who attended these sessions were: Chief Thiel, Asst. Chief Snead, Dr. Tom Clark, Dr. Joseph Marfori, Pam Copley, and Diane Dickerson. <p>The following were some comments and questions that were shared regarding these sessions by those who attended:</p> <ul style="list-style-type: none"> • There was great, open dialogue with some high level discussions. • Key stakeholders are not well populated on the committee. • At times the process seemed more important than the results. • There are a lot of opportunities for citizen involvement in this committee’s activities; need more citizen representation. • The committee could use some more seasoned EMS representation. • It was a good start to determine the direction of EMS. • The Chief provided an introduction to the planned activities. • The Fire/EMS Chiefs from Stafford and Richmond gave very impressive presentations. • The facilitators did a nice job of keeping everyone focused and on track. • The work of this committee is part of a much broader process—the City Strategic Planning process. • The data analysis process is currently impacted by the limited capacity of administrative personnel. • This process is designed to show what is needed and what we need to do to meet the EMS needs of the City; we can build off this foundation. • Having long term goals is essential. • Are the teams established going to take us where we need to go? • Will these processes give us the money and resources needed to move forward? • The established committees will reach out to other stake holders as we go forward. 	<ul style="list-style-type: none"> • Chief Thiel to provide updates • Next steps/meeting dates TBD.

Field Training Officer (FTO) Program/Intern Training Plan	<ul style="list-style-type: none"> • Brian identified this program as one of the 1-5-10-20 committee groups. • The goal is to have a fourth person on each fire truck and this person will be a Fire/EMS provider. • The goal of this training program is to determine how staff will be trained to function at the same high level of service that has been provided in the City for years. • In the past, it was a program for single ALS providers; it will now incorporate fire fighter and ALS providers. • It will be a peer-driven program. • The Field Training Officer is a very important position that we want to retain; this will be addressed in the budget process. 	<ul style="list-style-type: none"> • Informational
Budget Update	<p>Michele and Chief Thiel provided budget updates:</p> <ul style="list-style-type: none"> • The Strategic Plan was adopted and it includes goal 6. • Instead of a retreat, City Council will have three work sessions. • Budget guidelines to be adopted 11/23/10. • There is ongoing activity surrounding the consolidation of emergency communications; this requires a new data management system which is a multi-year project. • City Council has demonstrated very strong support for the Fire Department. Current needs include: <ul style="list-style-type: none"> ○ Full staffing for the 206 unit (includes extrication) ○ Peak time medic unit (10 hour/day, 7 days/week); the City is purchasing two new vehicles to cover these hours. • Staff interviews are ongoing; the Department will be extending offers to 14 new medic recruits to provide minimum coverage and peak time unit coverage. 	<ul style="list-style-type: none"> • No action is needed by EMS Council prior to the 11/23 discussions.
OLD and/or ONGOING BUSINESS		
Other Comments, Questions & Announcements	<ul style="list-style-type: none"> • Dr. Stephen A. Haering has been hired as the new Public Health Director. He comes to Alexandria from Winchester. He has an intensive public health background and is very interested and supportive of EMS. 	<ul style="list-style-type: none"> • Informational
OTHER BUSINESS		
Next Meeting	<ul style="list-style-type: none"> • The next meeting of the Council will be <u>Monday, November 8, 2010 at 7:00 p.m.</u> <ul style="list-style-type: none"> ○ <u>Note:</u> <i>Michele Evans has since informed the Chair that November 8, 2010 is a City Council work session and so the next meeting date will have to be rescheduled.</i> • There being no further business, the meeting was adjourned at 8:35 p.m. 	<ul style="list-style-type: none"> • Location: Inova Alexandria Hospital Board Room.

Respectfully submitted—Diane Dickerson, Secretary

City of Alexandria Emergency Medical Services Council

Meeting Minutes

Wednesday, November 10, 2010 7:00 p.m.

Inova Alexandria Hospital Board Room

Members Present: Pamela Copley, Asst. Chief Andrew Snead, Rob Rapanut, Michele Evans, Dr. Joseph Marfori, Connie West, Fire Chief Adam Thiel, Holly Heislup, Scooter Slade, Dr. Tom Clark, Dr. John Audett, Brett Fitzgerald, Paul Prevost, Dr. Marty Brown, Diane Dickerson

Absent: Pam Alesky

Guests: Brian Hricik, EMS Operations Manager; Matt Strauss, Vice President, Local 2141; Lonnie Phillips, EMS Supervisor and President AMA; Nancy McFadden, AFD Paramedic

ITEM	DISCUSSION	ACTION RESPONSIBILITIES TIMELINES
Welcome, Announcements & Introductions	<ul style="list-style-type: none"> • The meeting was called to order by Chair, Pamela Copley at 7:05 p.m. • Pam extended a welcome to the guests present and everyone introduced themselves. 	<ul style="list-style-type: none"> • Welcome to All
Meeting Minutes	<ul style="list-style-type: none"> • The minutes of the September 13, 2010 meeting were distributed and reviewed. • Dr. Brown made a motion that the minutes be accepted as written; the motion was seconded by Dr. Clark. There was no further discussion. 	<ul style="list-style-type: none"> • The minutes of the 9/13/10 meeting were approved as written.
NEW BUSINESS		
Call of the Quarter Nominees for Quarter #3, 2010	<ul style="list-style-type: none"> • This discussion was tabled at this time. NOTE: A subgroup—Tom Clark, Holly Heislup, Pam Copley—met on November 18, 2010 to review the cases. Case #14892 on September 29, 2010 was selected for the 3rd Quarter “Call of the Quarter” award. Personnel involved included: Paramedic Michael Cahill and Medic Erich Wade. 	<ul style="list-style-type: none"> • See note. Congratulations to Michael and Erich who have since been notified.
Call of the Quarter Awards Night	<ul style="list-style-type: none"> • This discussion was tabled at this time. 	<ul style="list-style-type: none"> • TBD
1-5-10-20 Planning Committee	<ul style="list-style-type: none"> • The “kick off” meeting for this committee was held on Tuesday/Wednesday, August 3 & 4th at the Stafford County Fire/EMS Training Center. • The next committee meeting is scheduled for November 22, 2010, 1000-1200. <ul style="list-style-type: none"> ○ Pam is unable to attend and asked for a Council member to volunteer to attend in her absence. <ul style="list-style-type: none"> ▪ Paul indicated he would try to change his work schedule so he can attend. ○ Diane will plan to attend. • Pam advised that the facilitators’ documents for the kick off meeting are available for members’ review, as desired. 	<ul style="list-style-type: none"> • Informational

Budget Update	<p>Michele provided budget updates:</p> <ul style="list-style-type: none"> • There is a budget meeting on Monday night; and, instead of a budget retreat this year, the City Council will have evening work sessions. • The goal of the next meeting is to identify the current financial status and determine what guidance City Council will give to the school system in preparation of their budgets. <ul style="list-style-type: none"> ◦ There is an increase in the number of students and no additional space available. • More will be known after 11/23/10. • The Fire and EMS needs are identified as a high priority. These include a new fire station on Eisenhower Avenue; other facility renovations, staffing and equipment. • Another major element is the impact of BRAC which is planned to open September 2011. Efforts to obtain Federal funding are ongoing. • The budget will be presented in February with work sessions in March and April. <p>Additional updates by Chief Thiel:</p> <ul style="list-style-type: none"> • March 2013 is the target opening date for the new Fire Station 210 on Eisenhower Avenue that will include a 24-hour medic unit. • Renovations are planned for Station 203 on Cameron Mills Road to include another 24-hour medic unit. • The computer automated dispatch system (CADS) is a major project that is ongoing. This \$33-million capital expenditure system supports all emergency radio communications and is designed to create opportunities for more data analysis. • Goal 6 of the strategic plan includes a proposal for a career ladder. • At the end of the year, fire services communications will be transitioning over to the Emergency Communications Center on Mill Road. <ul style="list-style-type: none"> ◦ Once it is open, an EMS Council meeting will be scheduled there so members can view and tour the facility. 	<ul style="list-style-type: none"> • Informational
Election of Officers for 2011-2012	<ul style="list-style-type: none"> • Pam noted that it is time to seek nominations for EMS Council officers. • Dr. Clark and Rob Rapanut volunteered to serve on the nominations committee. <ul style="list-style-type: none"> ◦ Pam will provide the committee with a listing of the EMS Council members' email addresses. 	<ul style="list-style-type: none"> • Contact Tom or Rob if you would be willing to run for office.
OTHER BUSINESS		
Next Meeting	<ul style="list-style-type: none"> • The next meeting of the Council will be <u>Monday, February 7, 2011 at 7:00 p.m.</u> • There being no further business, the meeting was adjourned at 7:27 p.m. 	<ul style="list-style-type: none"> • Location: Inova Alexandria Hospital Board Room.

Respectfully submitted—Diane Dickerson, Secretary

City of Alexandria Emergency Medical Services Council
Meeting Minutes
Monday, February 7, 2011 7:00 p.m.
Inova Alexandria Hospital Board Room

Members Present: Pamela Copley, Asst. Chief Andrew Snead, Rob Rapanut, Michele Evans, Dr. Joseph Marfori, Connie West, Fire Chief Adam Thiel, Bob Callahan, Ellen McHugh, Scooter Slade, Dr. Tom Clark, Dr. John Audett, Paul Prevost, Dr. Marty Brown, Diane Dickerson

Excused: Brett Fitzgerald,

Guests: Brian Hricik, EMS Operations Manager; Lonnie Phillips, EMS Supervisor and President AMA

ITEM	DISCUSSION	ACTION RESPONSIBILITIES TIMELINES
Welcome, Announcements & Introductions	<ul style="list-style-type: none"> • The meeting was called to order by Chair, Pamela Copley at 7:00 p.m. • Pam introduced our two new members <ul style="list-style-type: none"> • Ellen McHugh, Alexandria Chapter of the American Red Cross • Bob Callahan, Woodbine Rehabilitation and Health Center • Pam extended a welcome to our new members and guests present, and everyone introduced themselves. • Acknowledgements and appreciation for their service were extended to our outgoing members: Holly Heislup and Pam Alesky 	<ul style="list-style-type: none"> • Welcome to All, especially our new members. • Many thanks to Holly and Pam.
Meeting Minutes	<ul style="list-style-type: none"> • The minutes of the November 10, 2010 meeting were distributed and reviewed. • Dr. Audett made a motion that the minutes be accepted as written; the motion was seconded by Rob Rapanut. There was no further discussion. 	<ul style="list-style-type: none"> • The minutes of the 11/10/10 meeting were approved as written.
NEW BUSINESS		
Call of the Quarter for Quarter #3, 2010	<ul style="list-style-type: none"> • Pam announced that a sub group met on 11/18/10 and reviewed the three cases submitted for consideration for the 3rd "Call of the Quarter" award. Case #14892 on September 29, 2010 was selected. Individuals involved in this case were Paramedic Michael Cahill and Medic Erich Wade. They have already been notified of their award. • For the benefit of the new members, Pam reviewed the process for how the "Call of the Quarter" award recipients are determined, noting the award is given in acknowledgement of: 1) Excellent use of teamwork; 2) Demonstrating outstanding knowledge of procedures, skills and assessment; 3) Care administered following the accepted protocols which apply for the situation; 4) Incident may involve some complex, unusual or extraordinary circumstance which required the EMS personnel to use extraordinary judgment or reasoning. (The survival of the patient is not a determining factor) 	<ul style="list-style-type: none"> • Congratulations to Michael and Erich who have since been notified.

Call of the Quarter Nominees for Quarter #4, 2010	<ul style="list-style-type: none"> • There were seven cases submitted and reviewed for consideration. • After much discussion, Case #15992 on October 22, 2010 was selected for the Quarter 4 award. Personnel involved in this case included: Paramedics James Blivin and Tracy Eichelberger, Intermediate Rossana Lazo, and then-Acting Supervisor John Rule. 	<ul style="list-style-type: none"> • Congratulations to all of the nominees and to those selected for the Quarter 4 award!
Call of the Quarter Awards Ceremony	<ul style="list-style-type: none"> • Pam announced that the proposed date for this event is Wednesday, April 27, 2011 at 6:30pm at the Inova Alexandria Hospital Auditorium. • The auditorium and adjacent classrooms have been reserved. • Woodbine has donated \$500 to help fund the program. • There are a number of activities that must be coordinated <ul style="list-style-type: none"> ○ Obtain email addresses for award recipients and other invitees ○ Design and print invitations (small number to be mailed because of budget) ○ Send invitations via email ○ Send invitations via U.S. mail to VIP group list ○ Food catering for award recipients' reception ○ Media ○ Parking ○ Other logistics • Chief Snead suggested that a "pre program" reception be held for the actual award recipients. • EMS Council members who volunteered to work on the committee to plan the event include: Pam Copley, Diane Dickerson, Jack Audett, Bob Callahan, Scooter Slade, Brian Hricik 	<ul style="list-style-type: none"> • Council members are asked to please mark their calendars for this important event.
Graduation Ceremony of the EMS Class in January	<ul style="list-style-type: none"> • Pam distributed the January 14th ceremony flyer acknowledging the 26th EMS Academy and the fourteen new medics who graduated in January. She noted that it was a lovely ceremony and well attended. 	<ul style="list-style-type: none"> • Congratulations new grads!
Budget Update	<p>Michele provided the following budget updates:</p> <ul style="list-style-type: none"> • The 2011 proposed budget will be presented tomorrow • The proposed budget will be under consideration during the months of February, March and April • There will be a public hearing on the budget on Monday, March 7th • There are no new positions in the budget at this time • A final vote will take place on May 2nd 	<ul style="list-style-type: none"> • Informational

<p>EMS Updates</p>	<p>Assistant Chief Andrew Snead provided the following updates:</p> <ul style="list-style-type: none"> • The fire department has received two new ergonomically designed medic units to be used for peak times. <ul style="list-style-type: none"> ○ The new units are scheduled to go in service on February 9, 2011 ○ There will be one unit in service during the peak hours 7 days/week; and a second unit in service on Wednesdays ○ Measures will be kept to include response times and numbers of mutual aid calls • The department has fourteen new medics <ul style="list-style-type: none"> ○ Dr. Marfori was acknowledged for his outstanding speech at the graduation ceremony ○ The new medics are ready for shift assignments • The Field Training Officer (FTO) project has been instituted <ul style="list-style-type: none"> ○ Includes the approval of one medic to be upgraded as a supervisor who will receive a 3% salary increase ○ The FTO role includes mentoring, coaching and training of medics • Three sub groups have been formed out of the 1/5/10/20 strategic plan <ul style="list-style-type: none"> ○ 2013 is the proposed date to have the first fire fighter/paramedic engine unit in service • Three paramedics were recently promoted to Supervisors • Two new pieces of equipment have been added to the medic units <ul style="list-style-type: none"> ○ Lucas device—provides manual compressions for CPR ○ Power cot/stretchers • Chief Thiel noted that two proposals that came directly from the 1/5/10/20 group that have been approved by the City Manager include: <ul style="list-style-type: none"> ○ The FTO program ○ The Peak time medic program 	<ul style="list-style-type: none"> • Informational
<p>Alexandria EMS Council Chair, Farewell Remarks</p>	<p>Pam noted that she has been a member of the City of Alexandria EMS Council for the past ten years and has been the chair of the Council for the past 6 years. She provided her farewell remarks—see attached document.</p> <ul style="list-style-type: none"> • Members acknowledged Pam for her outstanding leadership, dedication and passion for EMS throughout her tenure on the Council. Many accomplishments and acknowledgements of the EMS personnel and services are the direct result of her leadership. 	<ul style="list-style-type: none"> • Many thanks to Pam for her ten years of outstanding service and leadership of the EMS Council and for her support of the EMS personnel!

Election of Officers for 2011-2012	<ul style="list-style-type: none"> • Dr. Clark announced the nominations for the EMS Council offices: <ul style="list-style-type: none"> ○ Paul Prevost—Chair ○ Rob Rapanut—Vice Chair ○ Scooter Slade was nominated from the floor—Secretary • There were no other nominations from the floor. • There was a show of hands for each individual candidate. The nominees were all elected to these positions respectively. • Each position is a 2-year term that begins at the end of this meeting. 	<ul style="list-style-type: none"> • Congratulations to all of the new Officers!
OTHER BUSINESS		
EMS Week	<ul style="list-style-type: none"> • Assistant Chief Snead announced that EMS Week is May 15th – 21st. <ul style="list-style-type: none"> ○ Five sites in the City have been selected for events throughout the week ○ The theme is “LIFE”—Learning Instruction For Everyday • Dr. Brown advised he will determine a date for the annual EMS Breakfast <ul style="list-style-type: none"> ○ All EMS Council members are invited to the breakfast which <u>is</u> sponsored and hosted by Inova Alexandria Hospital and is held in the Hospital Atrium. 	<ul style="list-style-type: none"> • Informational
Other Announcements	<ul style="list-style-type: none"> • Pam reminded all EMS Council members of the Ride Along program. Members who wish to participate in this program can contact Brian Hricik. • BRAC updates: Chief Thiel advised that there is still no mechanism to provide operations funding for the City; however, meetings have taken place with individuals at Fort Belvoir who have indicated their interest in ongoing discussions to provide support for future fire and EMS operations. 	<ul style="list-style-type: none"> • Informational
Next Meeting	<ul style="list-style-type: none"> • The next meeting of the Council will be <u>Wednesday, April 13, 2011 at 7pm.</u> • There being no further business, the meeting was adjourned at 8:42 p.m. 	<ul style="list-style-type: none"> • <u>Note location change: Inova Alexandria Hospital Auditorium.</u>

Respectfully submitted—Diane Dickerson, Secretary



City of Alexandria
Emergency Medical Services Council
DRAFT Meeting Minutes
Wednesday, April 13, 2011 - 7:00 p.m.
Inova Alexandria Hospital Auditorium Room



- Members Present:** Paul Prevost, EMS Council Chairman; Rob Rapanut, EMS Council Vice-Chairman; W. Scooter Slade, EMS Council Secretary; Chief Adam Thiel, Alexandria Fire Department; Michele Evans, Alexandria City Manager's Office; Dr. John Audett, INOVA Alexandria Hospital; Dr. Martin Brown, Alexandria Medical Society; Dr. Joseph Marfori, Alexandria Fire/EMS Operational Medical Director; Diane Dickerson, Alexandria Emergency Nurses Association; Bob Callahan, Woodbine Nursing Home; Ellen McHugh, Alexandria Red Cross; Paramedic Brett Fitzgerald, Alexandria EMS Representative; Anthony Barone, Alexandria Community Representative; Converse West, Alexandria Federation of Civic Associations Representative.
- Excused/Absent:** Brian Hricik, Alexandria Fire Department EMS Operations Manager; Assistant Chief Andrew Snead, Alexandria Fire Department; Dr. Tom Clark, INOVA Alexandria Hospital.
- Guests:** EMS Supervisor Lonnie Phillips, Alexandria Medics Association; EMS Supervisor Jeff Woolsey, Alexandria Fire Dept.

Welcome, Announcements, Introductions

- The meeting is called to order by Chair, Paul Prevost at 7:10 p.m. in the rooms adjacent to the Hospital Auditorium due to a scheduling conflict with the Executive Boardroom.
- Paul introduces our new citizen member Anthony Barone.
 - A welcome is extended to our new member and guests present, and everyone introduces themselves.
 - Paul makes note that EMS Ops Manager Brian Hricik should be listed as the City Staff person for the EMS Council.
- Paul makes further announcements:
 - EMS Council's Annual Report for 2010 Fiscal Year is distributed to all members present.
 - EMS Awards night, previously scheduled for the end of April has been postponed to coincide with EMS Week Breakfast event at Hospital in May.
 - Former EMS Council Chairwoman Pam Copley has resigned her position as a citizen member of the Council.
 - The Council thanks her for her many years of service.
 - The City's HIV/AIDS committee sent correspondence to the Council seeking for collaborative insight in the future.
 - Mayor Bill Euille's "State of the City" address will be a video distributed electronically this year; interested members should go online to view it or see your local cable TV listing.

Approval of Previous Meeting Minutes

- The minutes of the February 7, 2011 meeting are distributed and reviewed.



- Dr. Brown moves that the minutes be accepted as written; the motion is seconded by Rob and accepted by the Council. There is no further discussion.
- **Thanks again to Diane for her superb years of service as Secretary!**

EMS Update

- Chief Thiel provides general update on Fire/EMS activities.
- In Brian's absence, Dr. Marfori begins detailed discussion of happenings within Alexandria EMS:
 - New recruits doing well in preceptorship/field training.
 - New 3% pay for field training officers working well and very well received among those performing extra duty that went previously unrecognized.
 - Peak-time Medic Units have been on the street for 7 +/- weeks and Dept. already looking at ways to make most effective use of needed resource.
 - Firefighter/Medic hiring proceeding with likelihood that 4th firefighter on all fire engines will be a medic; implementation is still in concept phase.
 - EMS has instituted a "high risk" call back program wherein patients who refuse transport to the ER but whose signs/symptoms fall into a high risk category for future medical issues will receive a follow-up call or visit from Peak-time Medic Unit EMS Supervisor.
 - Currently only a 50% call-back rate achieved due to numerous discussed reasons.
 - EMS is in a 90 day trial testing a new automated CPR device (Auto-Pulse). The EMS Supervisors carry them and deploy when necessary. The Dept. previously tested the Lucas2 automated CPR device, which cost about \$15,000 more per unit. Grant money will be used if the Department decides to purchase the equipment.
 - Additionally, they will soon unveil a Medic Simulation Lab inside Station 202 (Del Ray). The former weight room will now be configured with high-tech computer manikins and simulators for airway/intubation practice/training along with other emergency medical clinical education scenarios.
 - Bob asks Dr. Marfori if any plans exist to test ventilators inside medic units in Alexandria (for vent patients in nursing homes), and Dr. Marfori replied that he deems it impracticable for such short transport times, and plenty of FF's to assist with manual ventilation, Lonnie concurs.
 - Michele suggests a demonstration or "show-and-tell" of new high tech devices at EMS Week event/s.
 - The Patient Satisfaction Survey project is proceeding. Once implemented, EMS patients will be given a business card with a website and code to enter online to complete a satisfaction survey. Obvious data set challenges are discussed, i.e. those without internet, apathy, etc.
 - Dr. Marfori begins lengthy discussion of metrics that he has computed using patient care reports from the Alexandria medic units. Of note:
 - Appx. 10% of mutual/automatic aid calls are both received and given.



- Appx. 70% of Fire Dept. calls are for EMS.
- Alex falls below national standards for some response time areas, specifically, Dr. Marfori would like to look at:
 - Lateral response time delays, i.e. when call is received at 911 to time at patient's side, not the typical response time data of time dispatched to time on-scene.
 - Hospital turn-around time disparities for medic units
 - Unit Hour Utilization statistics for certain medic units in Alexandria
- Chief Thiel discusses difficulties within the Fire Dept. to manage, interpret, and use many differing sets of inconsistent/incomplete data.
 - A new analyst has been hired within the Fire dept. to assist
 - Legacy computer systems, software, and compatibility issues remain a stumbling block, along with \$\$ to update them.
 - He also mentions the CAD system as a whole, vs. only looking at patient care report data.
- Dr. Audett thanks Dr. Marfori for his active role and quest to seek and reconcile data. He relays the Hospital's ongoing metrics and real-time dashboards that assist it in providing quality care. He suggests the Council should be getting these kinds of updates at all meetings.
 - Chief Thiel mentions how envious he is of INOVA's system of using and publishing the real-time data to drive decision-making and measure quality and strives for such within Alexandria public service.
- Diane discusses her involvement in the Fire Department's 1/5/10/20 Strategic Planning Committee. She is apart of the EMS subcommittee/group that is grappling with the issue of vision and future of Medics in Alexandria, i.e. will they be/should they be dual-role Firefighter-Medics, or single-role medics only, etc. She conveyed frustration with lack of vision, confusion amongst members as to the path forward, and whether there was a latent mandate for the group to endorse dual or single role providers as the path forward.
 - Lonnie agrees with her assessment and discusses recruitment/retention issues, noting that 50% of medics hired in Alexandria in last 7 years have left the Department.

Budget Update

- Michele makes some announcements, including:
 - City Manager is scheduled to leave in May, though there may be an opportunity for him to stay until the Fall.
 - A recruitment firm has been hired and is soliciting input on what the new qualities and/or experience the new candidate should possess; a City Council public hearing regarding this will be held on Saturday; feel free to e-mail your thoughts to them.
 - Public Safety Budget sessions will be held on Saturday, followed by an add/delete session later on April 25th, followed by another on May 2nd prior to final passage.
- Chief Thiel discusses some items in this year's Budget that may be of concern to the Council:



- Alexandria has been awarded a Staffing For Adequate Fire & Emergency Response grant (SAFER) to assist it in hiring 12 new Firefighter/Medic recruits. It would cost the City appx. \$363,000.00 the first year for training and some matching of the grant. The City's share of these new employee's salaries then rises incrementally for the 2 years following until the City pays the full share/cost. The goal is for these new recruits to be the 4th person on what are now 3 person engine companies, and be medics.
- \$100,000 is in the proposed City Manager's budget for Emergency Communications Technician training for Emergency Medical Dispatch (mainly for police ECT's to get cross-trained).
- Various Capital budget items, including the new \$11.2 million Eisenhower Valley Station 210 and much-needed updates to 5 of the current City Stations.
- Proposal to realign Fire Department overtime and budget for true costs.
- Proposals to continue analytical capabilities and technology upgrades.
- Lonnie relays how thankful he and his colleagues are to have a Fire Department Management team (and Chief) who is willing to ask the tough asks, tell it like it is, and point-out budgetary shortfalls where they exist. He discusses previous FD administrations that would refuse to challenge budgetary decisions or plan for future expenditures, let alone allow strategic planning and input from the employees to guide the process.
 - Mentions the deplorable conditions some of the Firehouses are in.
- Discussion continues amongst the Council as to how it should support EMS initiatives at City Council hearings
 - Members are reminded not to publicly speak as though they are speaking on behalf of the Council without its official consent (i.e. motion approved at meeting).
 - Dr. Brown moves that the EMS Council write a letter affirming its support for the preservation of EMS initiatives in the City Manager's proposed budget.
 - Rob Rapanut seconds motion.
 - Discussion ensues.
 - Unanimous vote in favor; Chief Thiel and Michele Evans abstain.
 - Paul and Rob agree to draft letter on behalf of the Council and send it to EMS Council members once complete.

EMS Breakfast/Awards Ceremony

- Paul discusses his rationale for postponing stand-alone EMS Council Awards ceremony from its April date, in favor of combining it with EMS Week Breakfast already planned for May 19th at INOVA Alexandria Hospital.
 - Dr. Brown discusses the success the event has had in the past, and welcomes the added agenda item to the program.
 - General consensus amongst group that this was the right call to make.
 - Dr. Brown will ensure that the Council is allotted time on the agenda for Call of the Quarter and Special Commendation Awards.
 - Paul has the uniform pins and will distribute them at the ceremony.



- Brian Hricik will be tasked with compiling the list of award winners over the length of the program, and individually inviting them to the event.
- Scooter and Paul will work on Special Commendation awards as well; and invite the awardees.

Call of the Quarter Award

- Paul distributes the one (1) nomination/submission for this quarter.
- Many members ask and take note as to why this is the only submission given this quarter; no explanation provided.
- Scooter moves to accept the submission and award Medics William Jordan, Jason Schmauder, and Scott Serino, along with Captain Eric Whitmore, Firefighters Benjamin Haught, and Daryoush Hermatti, and EMS Supervisor John Rule.
- Ellen McHugh seconds the motion.
- Unanimous vote affirming.

Other Business

- Paul discusses his vision for the Council in the future, and reads from the text of the May 1995 City ordinance relating to the mission of the Council – and asks if it is still relevant.
 - See attachment to minutes.
- Dr. Brown agrees that a reevaluation of the mission of the Council is warranted, noting that EMS as a whole has changed dramatically in these last 15+ years. He notes the Council is not meant to be a watch-dog over the Fire Department, but a mere advisory panel to the City Council. He encourages all Council members to re-read the ordinance and bring about ideas to make more relevant at our next meeting.

Next Meeting

- Paul asks if September 19, 2011 is agreeable, and there is no dissent.

Adjournment

- Paul moves to adjourn the meeting.
- Rob Rapanut seconds the motion.
- Meeting is adjourned at 9:30pm by unanimous vote.

Attachments:

- City of Alexandria Ordinance 3799



ORDINANCE NO. 3799

AN ORDINANCE to add a new Article J (EMERGENCY MEDICAL SERVICES COUNCIL) to Chapter 4 (COMMITTEES, BOARDS AND COMMISSIONS), Title 2 (GENERAL GOVERNMENT) of The Code of the City of Alexandria, Virginia, 1981, as amended.

WHEREAS, on November 27, 1973, the city council established by resolution a 17-member Emergency Medical Services Council to upgrade the city's emergency medical transportation system, to plan and develop training programs for rescue personnel, to develop a medical communications network and a city disaster plan, and to make recommendations to city council with respect to these matters; and

WHEREAS, between 1973 and 1995, the original Emergency Medical Services Council was restructured by city council resolution on five separate occasions, and the number of members increased to 29; and

WHEREAS, on April 11, 1995, the city council voted to replace the existing 29-member Emergency Medical Services Council with a new, restructured 18-member Council, having the same purposes as the existing Council, and requested the city attorney to prepare an ordinance providing for the new Council; now therefore,

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Chapter 4, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended by adding thereto a new Article J to read as follows:

ARTICLE J

Emergency Medical Services Council

Sec. 2-4-85 Creation, composition and organization.

(a) There is hereby established a committee known as the Emergency Medical Services Council (the "council").

(b) The council shall consist of 18 voting members, four of whom shall be ex officio members and 14 of whom shall be appointed by city council. The four ex officio members shall be the city manager or a designee of the manager, the fire chief, the director of the fire department's emergency medical services division, and an emergency rescue technician selected from among the city's emergency rescue technicians by his peers, through a voting process established by the fire chief. The 14 members of the council to be appointed by city council shall be as follows:

progress to coronary care technicians with appropriate technical capabilities;

(2) the acquisition of appropriate therapeutic and record keeping equipment to correspond with the level of training and expertise of emergency rescue technicians;

(3) the provision of a medical communications network which may fit into a regionalized plan;

(4) applications to various grant sources for funding for planning and implementation of the emergency medical services program;

(5) disaster planning, including arrangements for communications and assistance with neighboring communities, coordination with local hospitals, and provision of a disaster vehicle with appropriate supplies and communications and other equipment; and

(6) such other matters as the city council or the city manager may refer to the council, or the council, with the concurrence of the manager, may consider on its own initiative.

(b) The council is empowered to adopt rules and regulations with respect to the procedures of its meetings and similar matters, including the establishment of committees through which it may carry on its functions, so long as such rules and regulations are not inconsistent with any provisions of this code or other law.

(c) The council chair, vice-chair and secretary shall be elected annually by the members of the council at its first meeting of the calendar year.

(d) The council shall hold at least four regular meetings each year, and as many special meetings as it may deem advisable.

(e) Notwithstanding any provision of this chapter to the contrary, the executive secretary, as defined in section 2-4-2 of this code, shall not be required to provide any administrative assistance or resources to the council.

Section 2. That the appointments of the current members of the Emergency Medical Services Council be, and the same hereby are, vacated, and those members wishing to serve on the council being established by this ordinance may apply for a new appointment.

EMERGENCY MEDICAL SERVICES COUNCIL

City of Alexandria, Virginia

Office of the Chair: Paul E. Prevost, 621 Putnam Place, Alexandria, Virginia 22302
paul.prevost@us.army.mil; (703) 604-7255

April 22, 2011

MEMORANUM FOR MAYOR EUILLE, CITY COUNCIL MEMBERS, and CITY MANAGER

SUBJECT: Emergency Medical Service Budget Considerations

The Alexandria Emergency Medical Services Council members strongly recommend that the City of Alexandria government consider the following items for funding in the 2012 fiscal year budget:

(1) Twelve (12) new fire-fighter / medic recruits.

- Requires \$376,923 in City Funding to support the federal Staffing for Adequate Fire & Emergency Response (SAFER) grant.
- The goal is for these 12 recruits to be full time fire fighter / medics and serve as 4th person on what are now 3 person engine companies.
- This recommendation is in City Manager's FY 2012 Proposed Budget

(2) Emergency Communications Technician training.

- Requires \$100,000 to cross train police Emergency Communication Technicians (ECTs) on the skills needed for Emergency Medical Dispatch.
- The goal is trained personnel in Emergency Medical Dispatch to help save lives.
- This recommendation is in City Manager's FY 2012 Proposed Budget.

(3) Capital Improvement Program (CIP).

- Funding is required to support CIP efforts for Alexandria Fire Department facilities.
- It is anticipated that these public safety projects will provide enhanced emergency response to the surrounding area once complete.
- This recommendation is in City Manager's FY 2012 Proposed Budget.

(4) Research, Planning and Analysis.

- Funding is recommended to enhance the Fire Departments Research, Planning and Analysis capabilities, with the specific intent to analyze emergency response data.
- The goal is to gain a better assessment of emergency response utilization and performance.
- This recommendation is not in City Manager's FY 2012 Proposed Budget.

The EMS Council recognizes that 2012 fiscal budget needs present challenges and desires that the City of Alexandria maintain it's excellent and award winning Emergency Medical Services.

May 25, 2011

Jackie M. Henderson
City of Alexandria
City Clerk and Clerk of Council
301 King Street, Suite 2300
Alexandria, Virginia 22314

Dear Ms. Henderson,

Thank you for your letter to inform me that my term on the Emergency Medical Services Council will end on June 9, 2011, and of the opportunity to apply for reappointment. After long consideration, I have decided that I will not reapply.

I have been a member of the Council for many years, representing the Emergency Nurses Association at Inova Alexandria Hospital. During this time, I have been a witness to many operational challenges for our Emergency Medical Services and it has been my privilege to support changes within the Fire Department that have contributed to their service excellence.

In the early 1980s, I was asked to coordinate the EMT-Cardiac class. Even though at that time, I had been a nurse for eight years, I had had no formal training as a teacher. I don't mind saying that for those six months, I worked the hardest that I think I ever have, hoping to provide the students with the best learning experience that they so deserved. I was rewarded when I was told that the students scored the highest scores on the State exam that had ever been scored in the State of Virginia! Wow...our EMS medics were great then and they are even greater now! This was, perhaps, just the beginning of their long legacy of providing outstanding emergency medical services to our citizens and community.

As healthcare providers, we know first-hand just how precious and fragile life is. It can change—literally in a heartbeat. And each day, when that emergency alarm sounds, our EMS providers head out to yet a new classroom and a new learning experience that is different with each call. But one thing that has remained constant is that, at the end of the day, they don't just pass the test, they continue to excel in what they do. For this and so much more, I am so very grateful and proud of our Emergency Medical Services paramedic providers and the other Fire Department and Public Safety personnel who support and deliver these outstanding services everyday.

I want to take this opportunity to say **“Thank You”** to all of our EMS paramedics and supervisors for the consistently excellent pre-hospital care that they give to our patients. They are truly our shining *“Stars of Life.”* And, I want to thank the City of Alexandria for allowing me to be a *“Ride Along”* on the EMS Council for all these years.

Sincerely,

Diane Dickerson
EMS Council Member

Cc: Christine Candio, Chief Executive Officer, Inova Alexandria Hospital
Paul Prevost, Chair, Emergency Medical Services Council
Adam Thiel, Chief, City of Alexandria Fire Department

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 16, 2011

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

THRU: ROSE WILLIAMS BOYD, SPECIAL ASSISTANT TO THE CITY
MANAGER

FROM: ADAM K. THIEL, FIRE CHIEF

SUBJECT: RESPONSE TO CITY COUNCIL REQUEST NUMBER 11-03;
SAFETY, SECURITY AND HEALTH OF THE PEOPLE OF
ALEXANDRIA

I truly appreciate Ms. Pamela Copley for her contribution to the citizens of Alexandria as a member of, and chair to, the Alexandria Emergency Medical Services (EMS) Council. Her passion for the medics within our organization is without dispute and I hope she will continue her advocacy for continually improving our EMS system, as a whole, for the residents, visitors, and workers in the City as she continues to be part of the EMS Council in the future.

There are several notable inaccuracies within Ms. Copley's "Farewell Remarks" of February 7, 2011. Ms. Copley questioned my commitment to the EMS Council. The minutes will show my attendance record for EMS Council meetings. It is a rare occasion when I do not personally attend to offer my insight on the fiscal state, operational readiness, and community involvement endeavors of the Alexandria Fire Department (AFD). These same minutes will also show my responsiveness to any questions, comments or concerns raised by the EMS Council as a whole. It is also worth mentioning that of the fire chiefs mentioned in Ms. Copley's remarks, I am the only one who has served in the field (in different EMS systems in North Carolina, Maryland, and Virginia) as an advanced life support (ALS) provider, including as a Nationally Registered EMT-Paramedic (NREMT-P), the highest level of ALS certification in the United States. Furthermore, two of our three assistant fire-EMS chiefs are, in addition to their firefighting credentials, also certified ALS providers.

In her letter, Ms. Copley discussed the EMS Planning Committee that originally began its efforts in 2009 as established by the AFD as an outgrowth of its internal Strategic Planning Process. The members of that committee were selected by EMS administration and employee groups within the AFD, as it was initially one of many teams assigned to address various internal Department Strategic Planning priorities. The initial meetings were “brainstorming” sessions in which all options for a future EMS program in the City were recorded, defined and discussed. At the conclusion of each of the first two meetings, members realized that additional stakeholders were needed, particularly stakeholders who could represent the views of the citizens of the City. At this point it was an obvious choice to include Ms. Copley in the internal committee given her role as the Chair of the EMS Council and she was invited to join the committee to represent a citizen perspective. Upon the conclusion of the third meeting, at which Ms. Copley was in attendance, there was unanimous agreement that our future EMS system would indeed require two ALS providers on each medic unit and, once the Department achieved minimum four-person staffing on each fire suppression unit as recommended in the 2007 Routley Report, one of the four should be a dual-role ALS provider/firefighter. This latter recommendation would likely lead to a renewal of the Department's longstanding Firefighter/Medic program.

At this juncture in the process, there were disagreements on how to proceed further. An issue that was not resolved focused on future roles of EMS providers on medic units: Ms. Copley apparently concluded that a single-role provider-based model was the only way to go; while the AFD wanted to examine all options. The Department proposed continuation of the Strategic Planning “brainstorming” process to expand further on the above stated agreements; Ms. Copley believed that the recommendations agreed upon during that third meeting were finalized and, hence, no additional efforts were needed.

Through the Department's Strategic Planning endeavor, it was agreed to re-focus the EMS Planning Committee and rename the group as the “EMS 1/5/10/20 Committee.” This was an effort to allow members of the Committee, including Ms. Copley, to focus on immediate, mid-range and long term goals, ideas and objectives. Because of high passions on the issue of EMS providers on medic units, I recommended to the city manager that we bring in an outside, neutral facilitator to ensure that each stakeholder was given an equal opportunity to be heard. The facilitator would also assist the Committee by providing guidelines for a process that would allow strategic ideas and objectives to become finalized into tactical goals and projects. Ms. Copley voiced concerns that not all stakeholders were identified and present, even though she held the title of Chair of the EMS Council. Ms. Copley identified the citizens as a missing stakeholder; however, there are three members of the Committee who are, in fact, citizens. As well, Ms. Copley was included in City Council's strategic planning process, chaired by Vice Mayor Donley and Councilmember Fannon.

The majority of Committee member evaluations of this facilitated, two-day kickoff were overwhelmingly positive. During this kickoff, the Committee was able to focus on real

objectives and I am proud to say we have already implemented two significant programs identified during the facilitated sessions: for the Field Training Officers Program, we have secured the resources to compensate incumbent Medics who train new Medics; and, for the new Peak-Time Medic Unit Program, we were able to upgrade a Medic 2 position to that of EMS Supervisor.

The Peak-Time Medic Unit Program, proposed by the Department and City Manager for the FY 2011 budget and approved by the Mayor and Council, provided the Department with the opportunity to design and equip two new medic units for use in transporting the sick and injured residents, visitors and workers of Alexandria. These design efforts were led by the Fire Department's Apparatus Committee, which is a cross section of employees from all sections of the AFD. The Apparatus Committee focused on a new apparatus and new equipment that are designed to meet the specific needs of our Medics. The new Medic Units are marked with the City's emblem and are also identified as being part of the "Alexandria Fire Department." The two vehicles are also clearly marked as "Advanced Life Support" units. The use of the words, "Alexandria Fire Department," emphasize the Department's business need to operate as a single organization with many parts coming together under one name, the "Alexandria Fire Department" name. Ms. Copley maintains that because the vehicles do not include the words "Alexandria Fire-EMS Department," as our older vehicles are labeled, the role of the EMS program within the Department is being diminished. Nothing could be further from the truth. With the exception of one new administrative position, the only enhancement to the Department's budget in FY 2011 was for the two new Peak Time Medic Units and the five positions needed to operate the vehicles. Along with continued efforts to achieve four-person minimum staffing on fire suppression units, the Peak-Time Medic Units were the highest priority of the Department during the FY 2011 budget process.

While we are unable to validate Ms. Copley's statistics on page 6 (actual figures from our records management system reflect that 67 percent of all AFD incidents in 2010 were EMS-related); I do agree with her assertion that the City needs more ambulances and the staffing to complement those units. This was the starting point for the Peak-Time Medic Unit Program and it continues to be a focus for the future. Currently we are planning for an additional 24-hour Medic Unit at new Station 210 on Eisenhower Avenue upon its completion in 2013 and we are exploring other avenues to secure funding for additional Peak-Time Medic Units, especially to serve the City's west end and BRAC-133/WHS complex. Contrary to Ms. Copley's opinion that the Fire Department is systematically dismantling the EMS Section, we have been focusing our efforts to supplement our ALS capabilities. As you are aware, an effective EMS program requires a systematic response, particularly for ALS emergencies. The Fire Department's response to an ALS emergency requires a minimum of five responders and as many as eight on various apparatus (all AFD firefighters are certified EMTs, at a minimum). By providing a tiered response, we are able to reach patients more rapidly, providing support for their emergency while a transport unit is still responding. It has been documented that an ALS provider who quickly arrives on-scene can reduce mortality and morbidity rates drastically if the

provider is properly trained and equipped. A goal of the 1/5/10/20 Committee is to pilot the Firefighter/Medic Program for a single fire suppression unit by July 2012. This will also allow us to become more efficient, effective, and compatible with our surrounding regional partners (all of whom exclusively utilize cross-trained firefighter-paramedics to provide ALS care) as we continue to respond to patients across jurisdictional borders.

Recently the Fire Department graduated fourteen new Medic 2 employees upon conclusion of a 16-week recruit school. This was, in fact, the first EMS Recruit School in three years. Only three EMS Providers remain from the previous graduating class of nine. While two of these providers left the City for positions as firefighter-paramedics in other departments, the remaining four left for relocation or personal family reasons. Because of this high attrition rate, we have changed our recruitment and hiring practices for Medic positions. For our last class, we recruited fully-certified ALS providers and were able to hire them at the pay of a Medic 2 and allowing us to be more competitive with the City's neighboring jurisdictions. The Fire Department's ability to hire new medics that have already obtained their initial ALS certification saved the City thousands of dollars in tuition and fees.

The AFD continues seeking opportunities to change the culture of our organization to become one department providing a comprehensive range of services (fire suppression, EMS, hazardous materials response, technical rescue, marine operations, emergency management, fire prevention and life safety, etc.) to address all hazards in our densely populated and historic city. We applaud Ms. Copley's support of our EMS providers; however, we do not agree with her apparent position that the EMS program should remain segregated from the rest of the organization. Our shared vision for the future is one in which every front-line employee is a critical member of a Department-wide EMS system and team. We are convinced this is the best way to efficiently provide high-quality EMS care in the 21st-Century and remain committed to including our employees, the EMS Council, and City Council in every step of this journey.

Please feel free to contact me directly with any questions or concerns.

cc: James K, Hartmann, City Manager
David Denardo, President, Alexandria Firefighters, Inc., IAFF 2141
John Morehead, President, Black Fire Service Professionals of Alexandria
Lonnie Phillips, President, Alexandria Medic Association
Daryl Stanton, Executive Board Member, Southern States Police Benevolent Association, SSPSA

James A. Vafier, M.D., FAEP
8013 Daffodil Court
Springfield, VA 22152

Tel. (703) 866-3582
Fax (703) 866-3534
Email: Vafier@Msn.com

July 29, 2010

James K. Hartmann
City Manager, City of Alexandria
301 King Street
Alexandria, Virginia

Dear Mr. Hartmann:

As you may be aware, my contract to serve as the operational medical director for the Alexandria Fire Department expires on July 31, 2010. The contract has a provision for renewal in 2 year blocks upon mutual agreement, and it has been renewed many times under this provision. I was informed several weeks ago by fire department administration that the contract would instead be extended for a year, and then put out for bid. I was told that this was the required procedure for all private contractors. Since the contract is signed by you, I assume that you are aware of this development.

It is with great sadness that I write to inform you that I do not wish to continue as Alexandria's Operational Medical Director. There is no need to delve into my reasons for this decision, since you and I have had many conversations about my concerns. Suffice it to say that the highlights of my career have been with Alexandria Fire and EMS, in particular working side by side with the heroic men and women of the Alexandria Fire Department on September 11, 2001. I have never been more proud of my profession, my colleagues or the great City of Alexandria than on that fateful day. Alexandria firefighters and paramedics are, and will always remain my heroes, and I have the utmost respect and admiration for them. They are heroes in every sense of the word.

I would recommend that Dr. Joseph Marfori, the Assistant Operational Medical Director, be made the Acting OMD until you decide on my replacement. Dr. Marfori has been with the department for several years and is quite familiar with our policies and procedures. He will make an excellent medical director, and I will serve as his advisor as he requests. My love for the men and women of the Alexandria Fire Department has not died, nor will it.

I have agonized over this decision, and an important part of who I am will be lost as I sever my relationship with the department. I wish you and the department well, and I trust that you will make certain that the citizens of Alexandria continue to receive the same level of pre-hospital care that they always have.

Sincerely Yours,

James A. Vafier, M.D., FAE



ALEXANDRIA

Environmental Policy Commission

Fiscal Year 2011 Annual Report



Alexandria Earth Day 2011 – Trash to Fashion Show

OCTOBER 2011

1. Introduction

The Alexandria Environmental Policy Commission (EPC) was established under Chapter 4, Article M, of the City Code to “advise and make recommendations to the City Council and, where appropriate, to the Planning Commission and City Manager.” This report provides a summary of EPC’s activities during Fiscal Year 2011 (FY11), which were primarily focused on implementation of the *Environmental Action Plan 2030* and the development of the Energy and Climate Change Action Plan (ECAP). This report also describes EPC activities outside of the Eco-City effort, including service on several additional commissions and hosting the City’s annual Earth Day festival.

2. Who We Are

The Alexandria City Council established the EPC in 1970 to advise and make recommendations to the City Council and City Manager, where appropriate, on matters relating to the following:

- Clean air
- Land use
- Noise pollution and abatement
- Pesticides, herbicides and contaminants
- Solid waste
- Water quality and supply
- Other matters referred to the EPC by the City and citizens
- Other topics relating to the conservation and protection of Alexandria’s environment

The EPC consists of 13 members, including five members from the field of environmental sciences, five citizen-at-large members, one member from the field of urban planning, and one member with experience in Federal or state environmental statutes/regulations. This year, the additional position previously held by a high school student was converted to a position to be held by a representative from the Alexandria business community. The Commission is supported by the City of Alexandria Department of Transportation and Environmental Services (T&ES), Office of Environmental Quality.

The table below identifies the Alexandrians who served on the EPC during FY11.

Jennifer Hovis (<i>Chair</i>)	Danielle Fidler
Jessica Bayliss Brown ¹ (<i>Vice Chair</i>)	Geoffrey Goode ²
Rebecca Jablon (<i>Secretary</i>)	Patrick Hagan
Peter Pennington (<i>Earth Day Chair</i>)	Laura Medhurst
Scott Barstow	Kurt Moser
Patrick Brennan ¹	Matt Voorhees ¹
Kristopher Croghan	Phil Voorhees

¹Membership expired during FY2011.

²Membership began during FY2011.

3. Eco-City Alexandria

The EPC maintained focus on outreach and implementation of the Eco-City *Environmental Action Plan 2030* (EAP) in FY11. The EAP was formally adopted by City Council in June 2009, and it outlines the goals and activities that will help the City and its residents achieve the vision outlined in the Eco-City Charter. The charter, which was the first of its kind in the region, outlines the City's guiding principles and vision for a sustainable Alexandria.

The EAP establishes general policy goals, identifies specific action steps, sets tentative timelines and develops measures of success. These goals serve as the bridge between the Charter's sustainability vision/principles and the specific actions (e.g., policies, programs and projects) that may be undertaken by the City, EPC, and the community in the coming years. The plan contains 48 goals, 50 preliminary targets and 353 actions spread across the ten principles initially identified in the charter.

- Land Use & Open Space
- Water Resources
- Air Quality
- Transportation
- Global Climate Change and other Emerging Threats
- Building Green
- Solid Waste
- Environment & Health
- Energy
- Implementation

While the EPC conducted a broad range of activities in support of all ten Charter principles in FY11, the highest priority was the development of the *Energy and Climate Change Action Plan*.

Energy & Climate Change Action Plan

City staff initiated development of the *Energy and Climate Change Action Plan* (ECAP) in early FY11, building upon commitments in the *Eco-City Charter* and *Environmental Action Plan 2030*, as well as important findings in the City's 2009 emissions inventory. The ECAP builds on the EAP by identifying discrete actions that will help Alexandria lead the growth of a new green economy, address the challenges of climate change, and maintain our high quality of life while decreasing the city's carbon and ecological footprints. The ECAP also proposes key steps in adaptation planning to limit the damages we face from climate change and reduce the long-term costs of responding to climate-related impacts.

The City's 2009 baseline emissions inventory clearly demonstrate that 97% of greenhouse gas (GHG) emissions in the city are the result of individual and community actions, rather than City government operations. Therefore, the EPC felt it was vital to reach out to the community directly to educate citizens on the basics of climate change science and engage them in the development of the ECAP. To do this, the EPC hosted two highly successful events in March 2011.

The first event was primarily educational, and included presentations by two highly regarded climate change experts. The first speaker was Mr. Larry Schweiger, the President and CEO of the National Wildlife Federation, who gave an impassioned speech about the negative impacts of climate change on wildlife and our natural surroundings. The second speaker was Dr. Marcus Sarofim, an environmental scientist with the United States Environmental Protection Agency,

who successfully demystified some of the complex data and models addressing projected climate change impacts. The second event was a half-day Open House, where City staff presented an overview of the ECAP and the EPC facilitated roundtable discussions about the role citizens and City government play in energy and climate change. The Open House concluded with a tour of the sustainability features of Polk Elementary School.

Participants at both events overwhelmingly voiced support for the Eco-City initiative and adoption of the ECAP. The draft plan was made available for public comment, and was adopted by City Council in its final form in May 2011.

Community Outreach Activities

The EPC has continued to participate in a variety of community events in order to conduct outreach on the Eco-City Alexandria and the potential role for citizens in carrying out the EAP. For example, EPC members staffed a table at Del Ray First Thursdays, the City's annual birthday celebration, and various farmers markets around the city. Citizens continue to express a lot of interest in bike maps and easy reference materials showing what can be recycled in the new, larger recycling bins. EPC members also helped assemble and install free lights for cyclists along the Four Mile Run trail to improve safety after Daylight Savings Time last Fall.

EPC members also participated in several City staff outreach efforts including the following:

- Rain barrels workshops and displays
- Alexandria Country Day School meetings
- Stream cleanups (Potomac River, Holmes Run)
- Stormwater quality BMP Lectures

Green Business

In FY11, a subgroup of EPC members initiated research on various green business certification programs that are already in use around the country. Over the course of the year, the EPC worked with the Alexandria Convention & Visitors Association (ACVA), the Alexandria Economic Development Partnership (AEDP) and the Alexandria Chamber of Commerce to develop a new green business recognition program that will officially launch on September 30, 2011.

The subgroup also worked closely with the Alexandria Food Safety Advisory Council and the Health Department to sponsor an *Eco-Friendly Restaurant Expo* and the inaugural *Eco-Friendly Restaurant Award* in September 2010. The EPC also co-hosted a Business After Hours event with the Chamber of Commerce at the Hotel Monaco in April 2011. The event provided networking opportunities for members of the business community, with a particular focus on sustainability ideas.

4. Other Issues

City Staff provided continuous updates to the EPC on other developments in the City, such as the settlement and subsequent engineering studies for the GenOn (formerly Mirant) Potomac River Generating Station, roll out of new, larger recycling containers for City residents, Four Mile Run restoration design plans, and the revised floodplain maps. As always, the EPC welcomed the public to attend meetings and present issues of concern to the commission. In FY11, citizens presented three particular issues to the EPC: the development of a new

grassroots organization, Go Green! Alexandria, a request to revise City ordinances to allow for backyard chickens, and a request to improve incentives for residential solar power installation.

During FY11, the EPC worked with several other City commissions and groups to address water quality, energy, air quality, green building, transportation, and open space issues facing the City. Members of the EPC continued to serve in an official capacity on the following City commissions and working groups:

- Mirant Community Monitoring Group
- Earth Day Planning Committee
- Waterfront Committee
- Transportation Commission
- Stormwater Working Group
- ACPS Superintendent's Environmental Advisory Committee
- Four Mile Run Joint Task Force
- Ad Hoc Fort Ward Stakeholder Advisory Group

In addition to formal representation in the above organizations, EPC members routinely participated in meetings with respect to the following groups or City projects:

- BRAC Advisory Group
- Wayfinding Stakeholders Advisory Group
- Environmental Coordination Group
- Beauregard Small Area Plan Committee
- Partnership for a Healthier Alexandria
- Green Building Working Group

Over the course of the year, the EPC participated in City-facilitated discussions on the aging population and Quality of Life Indicators, and voiced support to City Council on a measure to post signs at bus stops and playgrounds to discourage smoking. The EPC also sent official correspondence to City Council this year with respect to budget priorities, the importance of considering sustainability in the qualifications and job description for the new City Manager, and to request support for the eCAP.

5. Alexandria Earth Day

Alexandria Earth Day 2011 was celebrated at Ben Brenman Park on April 30th. More than 2300 people participated in this year's event! City departments, local businesses and non-profit organizations provided educational displays and hands-on activities for all ages. Exhibitors were required to sign a zero-waste contract in order to participate in the event in an effort to recycle or compost all waste materials. The City Arborist also held another successful tree sale as part of this year's event.

An exciting new aspect to this year's event was Alexandria's first ever "Trashion Fashion" show. Students were invited to create outfits out of recycled materials, and then strut their stuff on the runway at Earth Day. More than 350 students from 14 schools participated in the event, by designing, constructing and/or modeling outfits made out of plastic bottles, food containers, plastic bags, newspaper and other materials. The judges awarded Lyles Crouch, James Polk,

William Ramsey and TC Williams Schools with \$100 each, which can be spent on environmental projects at the school. A few exhibitors also enjoyed participating in the fashion show.

Ellen Pickering Environmental Excellence Award

In FY09, the EPC partnered with the Alexandria Sanitation Authority (ASA) to establish the Ellen Pickering Environmental Excellence Award. This is the first award program in Alexandria to formally recognize outstanding citizens who have demonstrated their commitment to protecting the natural environment and promoting sustainability. In addition to citizens, an Alexandria group, club, organization or corporate neighbor were also eligible to be nominated. The award is named in honor of Frances Ellen Pickering's lifelong dedication to preservation and conservation in the City of Alexandria.

As part of the annual Earth Day celebration, the EPC and ASA announced the selection of Samantha Ahdoot, M.D. as the recipient of the third annual award. Dr. Samantha Ahdoot is a pediatrician with Pediatric Associates of Alexandria, a former member of the Environmental Policy Commission, and a current member of the Early Childhood Commission. Dr. Ahdoot's accomplishments over the last several years include creating and chairing the Green Team at Maury Elementary, creating the Maury Energy Star Program, and organizing a student presentation on this program to the Alexandria School Board in 2008. Most recently, Dr. Ahdoot initiated and is co-director of the George Washington Community Garden, which has grown into a group of approximately 25 committed Del Ray and Rosemont citizens who have created a 4,000 square foot organic fruit and vegetable garden on the grounds of George Washington Middle School. A tree was planted in honor of Dr. Ahdoot during the Alexandria Earth Day festival.

6. FY2012 EPC Priorities

The EPC held its annual retreat in September 2011 in order to review recent progress and discuss priorities for the upcoming year. This year, additional retreat participants included Mayor Euille, Vice Mayor Donley and Councilwoman Pepper, as well as the Chair of the Park and Recreation Commission. The broad participation resulted in valuable discussions of EPC priorities in light of the City's current fiscal constraints.

While the EPC is still developing a formal plan for carrying out its FY12 priorities, initial discussions focused around the following key issues:

- Clearly communicate to Council and the incoming City Manager the need for a full time sustainability coordinator on staff,
- Improve coordination with other commissions, particularly the Park and Recreation Commission and the Transportation Commission,
- Accentuate outreach efforts to the community and increase the emphasis on making Eco-City more visible to residents and visitors alike, and
- Create and refine the Alexandria Green Business recognition program mentioned above.

ALEXANDRIA INDUSTRIAL DEVELOPMENT AUTHORITY

2011 JUL - 8 A 10 19
CITY MANAGER'S OFFICE
ALEXANDRIA, VA


Directors

Scott Humphrey
Chair

Donald Simpson, Sr.
Vice Chair

Agnes Artemel
Secretary

Charles Collum, Jr.
Lauren Garcia
Lynn Hampton
Mark Williams

DATE: July 5, 2011
TO: Rose Williams Boyd, Executive Secretary for
Boards and Commissions
FROM:  Scott C. Humphrey, Chair
Alexandria Industrial Development Authority (IDA)
RE: IDA Annual Report (July 1, 2010 - June 30, 2011)

Counsel to the AIDA

Michael W. Graff, Jr.
McGuireWoods LLP

Staff to the AIDA

Stephanie Landrum
AEDP, Inc.

According to Alexandria's City Code Section 2-4-7(i)(1), attached is the Alexandria IDA's Annual Report for July 1, 2010 through June 30, 2011.

The Report includes a current list of IDA board members and their attendance records. Also included is a brief explanation of the purpose and function of the IDA. The Authority issued one new bond, in the amount of \$5,150,000 and processed one refunding in the amount of \$5,130,000. As of June 30, 2011 we have also approved an application and will be considering the final resolution for a new bond issuance of close to \$8,000,000. Fees for the first two actions as well as the application fee for the later were collected and are shown on an attachment within this report.

The IDA Board did not record any changes to the IDA fee schedule, nor were there any other changes to procedures, policies, or functions during this reporting period. The Alexandria Economic Development Partnership (AEDP) updated informational materials about bond financing and planned and executed our second annual bond financing event to promote the program on November 3, 2010 with more than 75 attendees. I have also included copies of the IDA minutes for FY'11.

If you have any questions, please do not hesitate to contact me or Stephanie Landrum, Senior Vice President, Alexandria Economic Development Partnership, Inc. at 703/739-3820, Ext. 102.

ALEXANDRIA INDUSTRIAL DEVELOPMENT AUTHORITY

June 2011

CHAIR:

Scott Humphrey
R.L. Kane
311 S. Washington St.
Alexandria, VA 22314
Bus: (703) 549-2800
Res: (703) 549-3933
Fax: (703) 549-4205
Email: kanemanor@aol.com
Term Ending: September 11, 2011

VICE CHAIR:

Donald Simpson, Sr.
Simpson Development Co., Inc.
2121 Eisenhower Ave., Ste. 300
Alexandria, VA 22314
Bus: (703) 299-0029
Res: (703) 549-4130
Fax: (703) 299-0020
Email: dfs@simpsondev.com
Term Ending: September 8, 2013

SECRETARY:

Agnes Artemel
Artemel & Associates
2121 Eisenhower Avenue, Suite 200
Alexandria, VA 22314
Bus: (703) 683-2788
Res: (703) 549-5046
Fax: (703) 683-2789
Email: apa@artemel.com
Term Ending: September 8, 2013

Charles Collum, Jr.
110 Franklin Street
Alexandria, VA 22314
Res: (703) 299-8844
Email: scndwnd4@verizon.net
Term Ending: September 9, 2012

Lauren Garcia
G3 Capital, LLC
210 Duke Street
Alexandria, Virginia 22314
Res: (703) 684-0931
Email: garcia22314@comcast.net
Term Ending: October 13, 2013

Lynn Hampton
Metropolitan Washington Airports
Authority
One Aviation Circle
Washington, DC 20001-6000
Bus: (703) 417-8701
Res: (703) 683-3285
Fax: (703) 417-8984
Email: lynn.hampton@mwaa.com
Term Ending: September 26, 2014

Mark Williams
100 Cameron Station Blvd.
Alexandria, VA 22304
Bus: (202) 778-6150
Res: (703) 370-3536
Fax: (202) 778-6155
Email: mcwilliams@bingham.com
markcwilliams@yahoo.com
Term Ending: September 9, 2012

COUNSEL:

Michael W. Graff, Jr.
McGuire Woods LLP
1750 Tysons Boulevard
Suite 1800
McLean, VA 22102
Bus: (703) 712-5110
Fax: (703) 712-5191
Email: mgraff@mcguirewoods.com

CITY CONTACTS:

Bruce Johnson, Acting City Manager
City of Alexandria
301 King Street, Room 3630
Alexandria, VA 22314
Bus: (703) 746-3737
Fax: (703) 706-3991
Email: bruce.johnson@alexandriava.gov

Laura Triggs, Director of Finance,
Acting CFO
City of Alexandria
301 King Street, Room 1600
Alexandria, VA 22314
Bus: (703) 838-4750
Fax: (703) 838-4987
Email: laura.triggs@alexandriava.gov

AEDP CONTACT:

Stephanie Landrum, Senior VP
Alexandria Economic Development
Partnership, Inc.
1729 King Street, Suite 410
Alexandria, VA 22314
Bus: (703) 739-3820 x102
Fax: (703) 739-1384
Email: landrum@alexecon.org

ALEXANDRIA INDUSTRIAL DEVELOPMENT AUTHORITY

Summary Minutes
September 14, 2010
5:00 p.m.

Directors

Scott Humphrey
Chair

Donald Simpson, Sr.
Vice Chair

Agnes Artemel
Secretary

Charles Collum, Jr.
Lauren Garcia
Lynn Hampton
Mark Williams

Counsel to the AIDA

Michael W. Graff, Jr.
McGuireWoods LLP

Staff to the AIDA

Stephanie Landrum
AEDP, Inc.

Present: Scott Humphrey, Chair
Donald Simpson, Sr., Vice Chair
Lauren Garcia

Also Present: Michael Graff, McGuire Woods LLP
Stephanie Landrum, Alexandria Economic Development Partnership

I. Call to Order

Chair Scott Humphrey called the meeting to order at 5:10 p.m.

II. Approval of December 15, 2009 Meeting Summary Minutes

Chair Humphrey entertained a motion for the approval of the minutes of the December 15, 2009 meeting.

Motion: Donald Simpson moved and Lauren Garcia seconded the motion.
The motion was passed unanimously.

III. Discussion- Bond Financing Marketing Breakfast

The group discussed a proposal to conduct a marketing breakfast, with sponsorships, that will promote the bond financing program and educate attendees about the application process. Suggestions were made about entities to invite, to include past applicants to the IDA.

IV. Old Business


None.

V. New Business

The group discussed two potential bond applications that may move forward over coming months.

VI. Adjourn

There being no further business, Chair Humphrey adjourned the meeting at 5:50 p.m.



Agnes Artemel
Secretary

ALEXANDRIA INDUSTRIAL DEVELOPMENT AUTHORITY

Summary Minutes

November 8, 2010

5:00 p.m.

Directors

Scott Humphrey
Chair

Donald Simpson, Sr.
Vice Chair

Agnes Artemel
Secretary

Charles Collum, Jr.
Lauren Garcia
Lynn Hampton
Mark Williams

Counsel to the AIDA

Michael W. Graff, Jr.
McGuireWoods LLP

Staff to the AIDA

Stephanie Landrum
AEDP, Inc.

Present: Donald Simpson, Sr., Vice Chair
Agnes Artemel, Secretary
Lauren Garcia
Lynn Hampton
Mark Williams

Also Present: Andy Duncan, National Hospice & Palliative Care Organization
Edna Garrett, Arent Fox, LLP
Cathy Gibney, National Hospice & Palliative Care Organization
Michael Graff, McGuire Woods LLP
Stephanie Landrum, Alexandria Economic Development Partnership
Galen Miller, National Hospice & Palliative Care Organization
Kendel Taylor, City of Alexandria
Laura Triggs, City of Alexandria

I. Call to Order

Vice Chair Donald Simpson, Sr. called the meeting to order at 5:02 p.m.

II. Approval of September 14, 2010 Meeting Summary Minutes

Vice Chair Simpson entertained a motion for the approval of the minutes of the September 14, 2010 meeting.

Motion: Mark Williams moved and Lauren Garcia seconded the motion.
The motion was passed unanimously.

III. Consideration of Application by the National Hospice and Palliative Care Organization (NHPCO)

The group reviewed the application submitted by the NHPCO and invited Galen Miller, Cathy Gibney and Andy Duncan to provide historical information about the organization's mission and activities.

IV. Consideration of a Resolution Authorizing the Bond Issuance for the NHPCO

Following some questions and resulting discussion by Authority members about the facility and anticipated cost of fixtures the group considered a motion.

Motion: Mark Williams moved and Agnes Artemel seconded a motion to accept the application and approve the inducement resolution.
The motion was passed unanimously.

V. **Old Business**

The Authority discussed the bond financing breakfast held on November 3, 2010.

VI. **New Business**

The group discussed the need to hold the annual election of officers.

Motion: Lynn Hampton moved and Mark Williams seconded a motion to nominate the existing slate of officers for another term, effective immediately. **The motion was passed unanimously.**

VII. **Adjourn**

There being no further business, Vice Chair Simpson adjourned the meeting at 5:31 p.m.



Agnes Artemel
Secretary

ALEXANDRIA INDUSTRIAL DEVELOPMENT AUTHORITY

Summary Minutes December 14, 2010 5:00 p.m.

Directors

Scott Humphrey
Chair

Donald Simpson, Sr.
Vice Chair

Agnes Artemel
Secretary

Charles Collum, Jr.
Lauren Garcia
Lynn Hampton
Mark Williams

Counsel to the AIDA

Michael W. Graff, Jr.
McGuireWoods LLP

Staff to the AIDA

Stephanie Landrum
AEDP, Inc.

Present: Scott Humphrey, Chair
Donald Simpson, Sr., Vice Chair
Agnes Artemel, Secretary
Charlie Collum
Lauren Garcia
Lynn Hampton
Mark Williams

Also Present: Michael Graff, McGuire Woods LLP
Stephanie Landrum, Alexandria Economic Development Partnership
Laura Triggs, City of Alexandria

I. Call to Order

Chair Scott Humphrey called the meeting to order at 5:15 p.m.

II. Approval of November 8, 2010 Meeting Summary Minutes

Chair Humphrey entertained a motion for the approval of the minutes of the November 8, 2010 meeting.

Motion: Donald Simpson moved and Mark Williams seconded the motion.
The motion was passed unanimously.

III. Consideration of Final Bond Resolution for the National Hospice and Palliative Care Organization (NHPCO)

The group reviewed the final bond resolution and asked questions of counsel Mike Graff.

Motion: Mark Williams moved and Agnes Artemel seconded a motion to approve the bond resolution. **The motion was passed unanimously.**

IV. Old Business

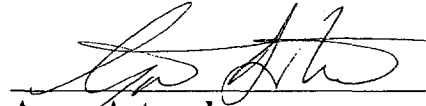
Staff confirmed that the Authority is still collecting bi-annual payments from the pooled loan program established by the AIDA many years ago.

V. New Business

The group discussed current activity in the real estate market, interest rates and fees, and possible future applicants to the AIDA.

VI. Adjourn

There being no further business, Chair Humphrey adjourned the meeting at 5:43 p.m.

A handwritten signature in black ink, appearing to read 'Agnes Artemel', is written over a horizontal line.

Agnes Artemel
Secretary

ALEXANDRIA INDUSTRIAL DEVELOPMENT AUTHORITY

Summary Minutes

March 23, 2011

5:00 p.m.

Directors

Scott Humphrey

Chair

Donald Simpson, Sr.

Vice Chair

Agnes Artemel

Secretary

Charles Collum, Jr.

Lauren Garcia

Lynn Hampton

Mark Williams

Present: Donald Simpson, Sr., Vice Chair
Agnes Artemel, Secretary
Lynn Hampton
Mark Williams

Also Present: Hok Gao, American Correctional Association
Edna Garrett, Arent Fox
Michael Graff, McGuire Woods LLP
Stephanie Landrum, Alexandria Economic Development Partnership
Laura Triggs, City of Alexandria
Jeff Washington, American Correctional Association

Counsel to the AIDA

Michael W. Graff, Jr.

McGuireWoods LLP

Staff to the AIDA

Stephanie Landrum

AEDP, Inc.

I. Call to Order

Vice Chair Donald Simpson, Sr. called the meeting to order at 5:00 p.m.

II. Approval of December 14, 2010 Meeting Summary Minutes

Vice Chair Simpson entertained a motion for the approval of the minutes of the December 14, 2010 meeting.

Motion: Mark Williams moved and Lynn Hampton seconded the motion.
The motion was passed unanimously.

III. Consideration of Refunding Application by the American Correctional Association (ACA)

The group reviewed the application submitted by the ACA and invited Jeff Washington and Hok Gao to provide historical information about the organization's mission and activities. Edna Garrett explained that the application request is for refinancing of existing bonds.

IV. Consideration of Bond Resolution for the American Correctional Association

The group reviewed the bond resolution and asked questions of counsel Mike Graff, who confirmed that no public hearing or City Council resolution is required because there is no proposed extension of the bond maturity date.

Motion: Lynn Hampton moved and Mark Williams seconded a motion to approve the bond resolution. **The motion was passed unanimously.**

V. Old Business

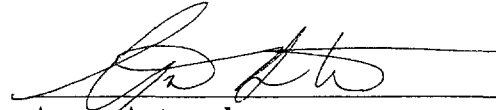
None.

VI. New Business

Staff provided the Authority with an updated on potential activity over coming months.

VII. Adjourn

There being no further business, Vice Chair Simpson adjourned the meeting at 5:27 p.m.



Agnes Artemel
Secretary

ALEXANDRIA INDUSTRIAL DEVELOPMENT AUTHORITY

Summary Minutes

June 23, 2011

5:00 p.m.

Directors

Scott Humphrey

Chair

Donald Simpson, Sr.

Vice Chair

Agnes Artemel

Secretary

Charles Collum, Jr.

Lauren Garcia

Lynn Hampton

Mark Williams

Present: Scott Humphrey, Chair
Donald Simpson, Sr., Vice Chair
Agnes Artemel, Secretary
Charlie Collum
Lauren Garcia
Lynn Hampton
Mark Williams

Also Present: Eve Corbin, Arent Fox
Michael Graff, McGuire Woods LLP
Jack Jackson, Catholic Charities USA
Stephanie Landrum, Alexandria Economic Development Partnership
Ryan Touhill, City of Alexandria

Counsel to the AIDA

Michael W. Graff, Jr.

McGuireWoods LLP

I. Call to Order

Chair Scott Humphrey called the meeting to order at 5:04 p.m.

II. Approval of March 23, 2011 Meeting Summary Minutes

Chair Humphrey entertained a motion for the approval of the minutes of the March 23, 2011 meeting.

Motion: Mark Williams moved and Charlie Collum seconded the motion.
The motion was passed unanimously.

III. Consideration of Application by Catholic Charities USA

The group reviewed the application submitted by Catholic Charities USA (CCUSA) and invited Jack Jackson, CCUSA's Senior Vice President, Finance/CFO to provide information about the organization's mission and activities and how they propose to use the new facility.

IV. Consideration of Inducement Resolution for Catholic Charities USA

The group reviewed the inducement resolution and asked questions of counsel Mike Graff and the applicant and their counsel. Questions about CCUSA's existing real estate tax exemption were discussed in detail.

Motion: Charlie Collum moved and Mark Williams seconded a motion to accept the application and approve the inducement resolution.
The motion was passed unanimously.

Motion: Mark Williams moved and Charlie Collum seconded a motion to close the public hearing. **The motion was passed unanimously.**

1729 KING STREET, SUITE 410, ALEXANDRIA, VIRGINIA 22314

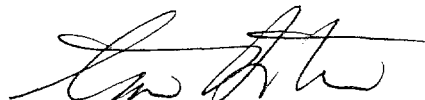
PHONE: (703) 739-3820 Fax: (703) 739-1384

VI. New Business

Staff provided the Authority with an update on potential activity over coming months and set the July meeting date for July 5, 2011 at 5:15.

VII. Adjourn

There being no further business, Chair Humphrey adjourned the meeting at 5:42 p.m.



Agnes Artemel
Secretary