



City of Virginia Beach Personnel Board 2024-2025 Annual Report to City Council

Chair: Edward Jones, Chair, in Collaboration with All Personnel Board Members

Date: August 12, 2025

Executive Summary

The Personnel Board and staff liaisons compiled the 2024-2025 Annual Report to City Council covering the period of July 1, 2024 - June 30, 2025. The Personnel Board meets on an as-needed basis to hear appeals of grievances and discipline of City employees. The Personnel Board exists in accordance with the two State Code Sections that provide for the establishment of a Personnel Board and a Grievance Procedure. The decisions reached by the Personnel Board as stated in §2.1-114.5:1(d) are final and binding.

In fiscal year 2025, the Personnel Board conducted nine grievance hearings during the period of July 1, 2024 - June 30, 2025. During these hearings, the Board upheld eight of the recommended decisions from the various departments. There was only one Personnel Board decision that resulted in an overturned decision. This indicates that City management handled workplace issues that were grieved in accordance with policy and procedure.

The Personnel Board provided 377 volunteer service hours for the City of Virginia Beach. During the fiscal year, hearing packets were reviewed for three additional hearings that were settled prior to the Personnel Board taking place, and three public meetings were held.

Mission Statement

The mission of the Personnel Board shall be to hear and decide employee grievances as defined in Section 2-129 (a) of the City code. The Personnel Board serves the City Council on matters pertaining to personnel administration and is a quasi-judicial review body for hearing employee appeals of certain disciplinary actions. In conducting its business, the Board considers the rights and interests of City employees, the City administration, and the citizens and taxpayers of Virginia Beach.

Accomplishment of Goals and Objectives

The Board committed time and talents to timely hearings, so workplace grievances were addressed appropriately. In addition, the Board has been supportive of the following initiatives from Human Resources to support the workforce in addressing grievances:

1. Human Resources provided resources and online documentation to assist employees and managers in developing effective techniques to present testimony and evidence and prepare witnesses for the Personnel Board hearing.
2. A comprehensive review of the Personnel Board Rules and Regulations was completed, resulting in enhancements and clarifications designed to improve the clarity and accuracy of the Board's processes. These updates ensure greater alignment with applicable Virginia and City codes, as well as the City's established policies and procedures. The revised Personnel Board Rules and Regulations became effective on April 24, 2025.

Membership and Attendance

The City of Virginia Beach's Personnel Board consists of five regular members, with one being a member of the merit service (MS). Additionally, there may be up to four alternates, with two of them being a part of the MS, below the level of division manager. The members are appointed by the City Council for a term of three years. Alternate members only serve when regular members are not available.

Active Members	Appointment	End of Term
Regular Members (five)		
Edward Jones (Chair)	03/20/2018	02/28/2026
Kenneth Snyder (Vice Chair)	02/18/2020	02/28/2026
Sharon Brown (2 nd Vice Chair)	03/20/2018	02/28/2026
Regina Hilliard	03/01/2024	02/28/2027
Lanitha Hudson (MS)	02/20/2018	02/28/2027
Alternate Members (four)		
James Barber	04/16/2024	02/28/2026
Frank Borum	02/19/2019	02/28/2027
Kremena Dimitrova (MS)	07/2/2024	02/28/2027 (resigned 04/30/25)
Susan Salafranca (MS)	07/07/2016	02/28/2027

**City of Virginia Beach
Personnel Board
2024 Attendance Record**

Name	Term Expires on:	Aug 27th	Sept 26th	Oct 16th	Oct 24th	Nov 21st	Total Present
Jones, Ed Chair	02/28/2026	P	P	E	P	P	4/5
Snyder, Kenneth Vice Chair	02/28/2026	P	E	P	P	P	4/5
Brown, Sharon 2 nd Vice Chair	02/28/2026	P	P	P	P	E	4/5
Hilliard, Regina	02/28/2027	P	P	P	P	P	5/5
Hudson, Lanitha	02/28/2027	P	E	E	P	P	3/5
Borum, Frank (Alternate)	02/28/2027	E	P	P	E	A	2/5
Salafranca, Susan (Alternate)	02/28/2027	E	P	E	E	E	1/5
Dimitrova, Kremena (Alternate)	02/28/2027	E	P	P	E	E	2/5
Barber, James (Alternate)	02/28/2026	E	E	E	E	E	0/5
This row indicates if there was a quorum; total number of members in person/total number of appointed members		5/9	6/9	5/9	5/9	4/9	
Kami Burris		P	P	P	P	P	

Key: Present (P) Present/Virtually (P/V) Absent (A) Resigned (R) Excused Absence (E) Cancelled (C)

**City of Virginia Beach
Personnel Board
2025 Attendance Record**

Name	Term Expires on:	Jan 9th	Jan 22nd	Feb 21st	Mar 13th	**Mar 24th	**Apr 21st	Apr 24th	**Apr 24th	Apr 30th	Jun 2nd	Total Present
Jones, Ed Chair	02/28/2026	P	C	C	C	P	E	E	E	P	P	4/7
Snyder, Kenneth Vice Chair	02/28/2026	P	C	C	C	P	P	P	P	P	E	6/7
Brown, Sharon 2 nd Vice Chair	02/28/2026	P	C	C	C	P	P	P	P	P	P	7/7

Name	Term Expires on:	Jan 9th	Jan 22nd	Feb 21st	Mar 13th	**Mar 24th	**Apr 21st	Apr 24th	**Apr 24th	Apr 30th	Jun 2nd	Total Present
Hilliard, Regina	02/28/2027	P	C	C	C	P	P	P	P	P	P	7/7
Hudson, Lanitha	02/28/2027	P	C	C	C	P	P	P	P	P	E	7/7
Borum, Frank (Alternate)	02/28/2027	E	C	C	C	P	E	E	E	E	P	2/7
Salafranca, Susan (Alternate)	02/28/2027	E	C	C	C	P	E	P	P	E	E	3/7
Dimitrova, Kremena (Alternate)	02/28/2027	E	C	C	C	P	E	E	E	E	R	1/7
Barber, James (Alternate)	02/28/2026	E	C	C	C	E	E	E	E	E	E	0/0
This row indicates if there was a quorum; total number of members in person/total number of appointed members		5/9	0/0	0/0	0/0	8/9	4/9	5/9	5/9	5/9	4/9	
Kami Burris (until 2/25) Noelle Brown (as of 2/25) (Department Staff Liaison)		P	E	E	E	P	P	P	P	P	P	

Key: Present (P) Present/Virtually (P/V) Absent (A) Resigned (R) Excused Absence (E) Cancelled (C)

** denotes business meetings

City of Virginia Beach Personnel Board 2024-2025

Volunteer Hours

Hearing Date	Length of Hearing (In Hours)	Time Granted for Packet Review (In Hours)	Jones	Brown	Snyder	Borum	Hudson	Salafranca	Hilliard	Barber	Dimitrova
8/27/2024	4	4	X	X	X		X		X		
9/26/2024	4	4	X	X		X		X	X		X (Observer)
10/16/2024	3	4		X	X	X			X		X
10/24/2024	2	4	X	X	X		X		X		
11/21/2024	2	4	X		X		X		X		
1/9/2025	2	4	X	X	X				X		X
1/22/2025	cancelled	4	X	X	X			X	X		
2/21/2025	cancelled	4	X	X	X		X		X		
3/13/2025	resolution	4	X	X	X		X		X		
3/24/2025**	2	0	X	X	X	X	X	X	X		X
4/21/2025**	1	0		X	X		X		X		
4/24/2025	.5	4		X	X		X	X	X		
4/24/2024**	.5	0		X	X		X	X	X		

Hearing Date	Length of Hearing (In Hours)	Time Granted for Packet Review (In Hours)	Jones	Brown	Snyder	Borum	Hudson	Salafranca	Hilliard	Barber	Dimitrova
4/30/2025	3	4	X	X	X		X		X		
6/2/2025	4.5	4	X	X		X			X		
TOTAL			63.5 hours	70.5 hours	60 hours	25.5 hours	43 hours	19 hours	76.5 hours	0	19 hours

**denotes business meetings

Goals and Objectives for the Coming Year

- Continue to provide opportunities for the employees of the City of Virginia Beach to have their employment-related grievances heard by an impartial panel of citizens and employees appointed by the City Council to serve on the Personnel Board.
- Continue to encourage Human Resources to resolve employment-related conflicts within departments to decrease the number of concerns brought before the Board, which is a positive outcome for supervisors and employees working together to resolve issues.
- Continue to serve the employees of the City of Virginia Beach and the departmental administration in the resolution of grievances that are appealed to the Board from Human Resources.

Recommendations to City Council

None at this time.

Additional Information

The Personnel Board continues to perform in an exemplary manner in its defined responsibility. The Board continues to train its new members for future positions as Officers of the Board. This is critical due to member attrition. This concludes the report for the 2024-2025 fiscal year on behalf of the Personnel Board.

Should you have any questions or require a formal City Council briefing on the work of this team, please feel free to reach out to Edward Jones, Chair, at eljones33@verizon.net or 757-493-1184 or Noelle Brown, HR Business Partner II, at nmbrown@vbgov.com or 757- 385-8917.