

Virginia Indigent Defense Commission  
Personnel and Training Committee Meeting  
1604 Santa Rosa Road, Suite 200  
Richmond, Virginia 23229  
November 15, 2016

The meeting was called to order by Chair, Professor John Douglass, at 11:05 am. Other Commission members in attendance were Carmen Williams, Carrie Grady, Judge Rosenblatt, Jim Hingeley, and Guy Horsley. Administrative staff included Executive Director, Dave Johnson; Deputy Director, Maria Jankowski; Human Resources Director, Cynthia Bullock; and Administrative Assistant, Diane Pearson.

Quorum requirements have been met.

The first item on the agenda is approval of the agenda and minutes.

Judge Rosenblatt moved to approve today's agenda and the minutes from the previous Personnel Committee meeting. Ms. Williams seconded the motion. The motion carried.

Ms. Grady and Mr. Hingeley did not attend the last Personnel Committee meeting therefore are unable to vote to approve the minutes.

The second item on the agenda is moving an investigator position.

Ms. Jankowski said Lorie O'Donnell is the public defender in both Leesburg and Warrenton. These offices cover Loudon, Fauquier, and Rappahannock counties. The Warrenton office is free standing and almost fully staffed but does not have a sentencing advocate. The Leesburg sentencing advocate can travel to Warrenton but she has a full caseload of clients in need of her services in Leesburg. It is a minimum fifty minute commute between offices and many of our Warrenton clients are housed in regional jails located an additional thirty to forty minutes away. The Warrenton office covers Fauquier and Rappahannock counties. These two counties have very little if any services for our clients. It is very easily a full time job for a sentencing advocate. A full time presence in these two counties can make a huge difference in changing the culture of jail being the answer to addiction and mental health disease.

Newport News has an investigator position that has been vacant for some time and is not needed.

We are asking to move an Investigator I position to Warrenton and reclassify it as a sentencing advocate I. There is a cost to this. An investigator I makes \$39,125 and a sentencing advocate I makes \$40,349. This is a difference of \$1,224.

Mr. Johnson added we are looking for a recommendation from this committee to the full Commission.

Mr. Horsley made a motion to recommend to the full Commission to move an investigator I position from Newport News to Warrenton and reclassify it as a sentencing advocate I. Mr. Hingeley seconded the motion. The motion carried.

There was discussion regarding the setup in the Warrenton office.

Judge Rosenblatt moved that the Virginia Indigent Defense Commission's Personnel and Training Committee convene in closed session to discuss personnel issues pursuant to the personnel exemption contained in §2.2-37 (11) (A) (1) of the Code of Virginia.

This meeting will be attended only by members of the Personnel Committee however, pursuant to §2.2-37(12) (F) of the Code of Virginia, the Committee also requests the attendance of the Executive Director, the Deputy Director, and the Human Resources Director because it is reasonable to believe that their presence will aid the Committee in its consideration of the matters which are the subject of the closed session.

Ms. Williams seconded the motion. The motion carried.

After reconvening into open session, Judge Rosenblatt called for a roll-call vote asking that each Commission member certify to the best of his or her knowledge, during closed session the Committee heard, discussed, or considered only public business matters that were lawfully exempted from open meeting requirements under the Freedom of Information Act.

Each member so certified.

There was no further business.

Judge Rosenblatt moved to adjourn. Ms. Williams seconded the motion. The motion carried

The meeting adjourned at 1:10 pm

Respectfully Submitted:

Approved By:

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Diane Z. Pearson, Administrative Assistant

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David J. Johnson, Executive Director