

Virginia Indigent Defense Commission
Personnel and Training Committee Meeting
1604 Santa Rosa Road, Suite 200
Richmond, Virginia 23229
December 7, 2017

The meeting was called to order by Chair, Professor John Douglass, at 9:35 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, Donna Moore; and Office Manager, Diane Zubke.

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 minutes from the previous Committee meeting. Ms. Williams seconded the motion. The motion carried.

The second item on the agenda is moving a part time secretarial position.

Mr. Johnson said a few years ago the Commission directed staff to constantly monitor caseloads and when opportunities presented themselves propose reallocation of positions. We have a part time secretarial position available and would like to move it to the Staunton office. This office has our largest caseload per attorney. This is an empty position we are going to allow to be reallocated to Staunton staffing.

Ms. Jankowski added that the vote would be to recommend this action to the full Commission for final vote.

There was discussion regarding moving positions and frozen positions and how that works.

Judge Hanson made a motion to move a part time secretarial position to Staunton. Mr. Horsley seconded the motion. The motion carried.

Mr. Hingeley 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 their presence will aid the Committee in its consideration of the matters which are the subject of the closed session.

Mr. Horsley seconded the motion. The motion carried.

After reconvening into open session, Mr. Hingeley called for a roll-call vote asking for 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.

A motion was made and seconded to adjourn. The motion carried

The meeting adjourned at 10:50 am.

Respectfully Submitted:

Approved By:

Diane D. Zubke, Office Manager

David J. Johnson, Executive Director