

Virginia Indigent Defense Commission  
Personnel Committee Meeting  
1604 Santa Rosa Road, Suite 200  
Richmond, Virginia 23229  
November 19, 2018

The meeting was called to order by Chair, Professor John Douglass, at 11:00 am. Other Commission members in attendance were Carmen Williams, Carrie Grady, Jim Hingeley, and Guy Horsley. Administrative staff included Executive Director, Dave Johnson; Deputy Director, Maria Jankowski; and Office Manager, Diane Zubke.

Quorum requirements have been met.

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

**Mr. Hingeley moved to approve today's agenda and minutes from the previous Committee meeting. Ms. Williams 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 and the Deputy 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 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.

**Ms. Grady moved to adjourn. Mr. Hingeley seconded the motion. The motion carried.**

The meeting adjourned at 1:05 pm.

Respectfully Submitted:

Approved By:

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Diane D. Zubke, Office Manager

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David J. Johnson, Executive Director