

**The Virginia Indigent Defense Commission**

Policy and Procedure Committee Meeting

1604 Santa Rosa Road, Suite 200

Richmond, Virginia 23229

March 19, 2019

The meeting was called to order at 10:10am by Judge Alan Rosenblatt. Other Commission members in attendance were Carmen Williams and Karl Hade. Committee members not in attendance were David Walker, Delegate Christopher Collins, Professor Henry Chambers, and Jim Hingeley. Administrative staff included Executive Director, David Johnson; Deputy Director, Maria Jankowski; and Office Manager, Diane Zubke.

With three Commission members present quorum requirements have been met.

**Ms. Williams moved to approve the agenda and the previous meeting minutes. Mr. Hade seconded the motion. The motion carried.**

The next order of business is the proposed VIDC Procurement Policy.

This policy was written by Denise Sandlin, Budget and Finance Director; Sara Johnson-ward, our Procurement Officer; and Katie Borton, our Training Coordinator. They received guidance from other independent agencies and DGS (Department of General Services).

There was discussion regarding other agencies procurement policies.

**Mr. Hade made a motion to recommend to the full Commission to adopt the proposed procurement policy. Ms. Williams seconded the motion. The motion carried.**

There was no further business.

**Mr. Hade moved to adjourn. Ms. Williams seconded the motion. The motion carried.**

Respectfully Submitted:

Approved By:

---

Diane D. Zubke, Office Manager

---

David J. Johnson, Executive Director