

The Virginia Indigent Defense Commission

Budget Committee Meeting
1604 Santa Rosa Road, Suite 200
Richmond, Virginia
May 15, 2019

Judge Edward Hanson (ret.) called the meeting to order at 11:05 am. Other Commission members in attendance were Kristen Howard, Carrie Grady, and Jim Hingeley. Committee members not in attendance were Steve Benjamin, and Judge Rosenblatt (ret.).

Administrative staff included Executive Director, David 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 April 24, 2018 meeting minutes.

Ms. Howard made a motion approving the agenda and minutes. Mr. Hingeley seconded the motion. The motion carried.

The next item on the agenda is the budget update.

Ms. Jankowski said the first set of documents in the meeting materials is FY19. The first page is an outline of prepaid items. We asked the Commission in March to grant to the Budget Committee the authority to vote to approve these prepayments.

The FY19 projections include all of the prepay items. The carryforward amount of \$73,830 is if we do all of these prepays.

Ms. Jankowski said these projections include five more pay periods and is why some of those numbers seem pretty high. Our biggest expense is payroll.

Ms. Grady made a motion to authorize prepayment of rent, organization membership dues, parking, software renewals, and copier maintenance. Ms. Howard seconded the motion. The motion carried.

The next item on the agenda is the proposed FY20 budget.

Ms. Jankowski said the first document is the proposed FY20 budget. The other document is highlighting different spending in this year's budget from last year's budget. The budget in general is based on how we have been trending over the years. We budget based in part on the previous years. This year the General Assembly has given us twenty new paralegal positions. This has been funded beginning in January. Next year's budget will contain the raises that were approved by the General Assembly.

This contains everything that is new at the state level but also stuff we know we need to do, such as we know we have two offices to move. We have worked in specific requests for IT and furniture. We know the cost of paper is increasing. We are budgeting more for training. Another big item we are budgeting for next year is copiers. This is an estimated cost, we do not know if we will be purchasing or leasing.

There was discussion regarding copiers and maintenance costs.

Ms. Grady made a motion to recommend the FY20 proposed budget with possible amendments to the full Commission for approval. Ms. Howard seconded the motion. The motion carried.

Ms. Howard moved that the Virginia Indigent Defense Commission's Budget Committee convene in closed session to discuss personnel issues pursuant to the personnel exemption contained in §2.2-3711(A) (1) of the Code of Virginia.

This meeting will be attended only by members of the Commission, however, pursuant to §2.2-3712 (F) of the Code of Virginia, the Committee also requests the attendance of the Deputy Director because it is reasonable to believe that her presence will aid the Committee in its consideration of the matters which are the subject of the closed session.

After reconvening into open session, Ms. Howard moved for a roll call vote asking each member to 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.

Ms. Grady made a motion for Mr. Johnson to receive a three percent merit raise in addition to the raise of 2.75 percent. Mr. Hingeley seconded the motion. The motion carried.

There was no further business.

Ms. Howard made a motion to adjourn. Mr. Hingeley seconded the motion. The motion carried.

The meeting adjourned at 12:15 pm.

Respectfully Submitted:

Approved By:

Diane D, Zubke, Office Manager

David J. Johnson, Executive Director