

**Minutes**  
**Personnel Committee Meeting**  
**Board of Directors of the Virginia Economic Development Partnership**  
**June 7, 2024**  
**12:00 p.m. – 1:00 p.m.**

**Electronic Meeting via Zoom**

**Call to Order**

The meeting was called to order at 12:03 p.m. by Chair John Hewa, who noted that a quorum was present.

Virtual Committee members: Carrie Chenery, Stephen Edwards, and John Hewa,  
Secretary Caren Merrick, and Marianne Radcliff

Committee Members absent: April Kees

Virtual Ex-Officio Board Member: Bill Hayter

**Welcome and Public Comment Period**

Chair Hewa welcomed Committee members and thanked them for attending.

Chair Hewa asked for public comments. There were none.

**Approval of Minutes for 03.07.24**

Chair Hewa asked for a motion to approve minutes from the Committee meeting on March 7, 2024. Mr. Edwards made a motion to approve the minutes. Ms. Radcliff seconded the motion, and the motion was unanimously approved.

**Closed Meeting**

A motion was made by Mr. Edwards and seconded by Ms. Radcliff to move into a closed meeting. The motion shown below was unanimously approved by the members.

I move that the Personnel Committee convene a closed meeting to discuss personnel issues pursuant to Subdivision A 1 of §2.2-3711 of the Code Virginia, which allows for the discussion of the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific employees of the Board

Chair Hewa invited Mr. El Koubi to stay for a portion of the closed meeting.

**Back in Open Meeting, Certification of Closed Meeting – Followed by a Roll Call vote:**

Ms. Wallmeyer read the following certification and then conducted a roll call vote:

Do you certify that to the best of your knowledge, (i) only public business matters lawfully exempted from the open meeting requirements of FOIA were discussed in the closed session, and (ii) only such matters as were identified in the motion to go into the closed session were heard, discussed, or considered during the closed meeting?

Upon the vote:	Ms. Chenery	Aye
	Mr. Edwards	Aye
	Mr. Hewa	Aye
	Secretary Merrick	Aye
	Ms. Radcliff	Aye
	Mr. Hayter	Aye

**Next Steps**

Chair Hewa reminded members that the Committee’s next meeting will take place at 8:00 a.m. on Thursday, June 13 at VEDP, where they will continue to work toward their 2024 recommendations.

**Adjournment**

There being no further business, Chair Hewa adjourned the meeting at 1:13 p.m.

Respectfully submitted,



Nicole David  
Acting Recording Secretary