

**Minutes
Personnel Committee Meeting
Board of Directors of the Virginia Economic Development Partnership
June 13, 2024
8:00 a.m. – 8:45 a.m.**

**901 East Cary Street
James Center One, 8th Floor – Monroe Room
Richmond, VA 23219**

Call to Order

The meeting was called to order at 8:00 a.m. by Chair John Hewa, who noted that a quorum was present.

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

Committee Members absent: April Kees

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.

Chair Hewa asked if the Committee has any topics they wished to discuss in open session. No requests were made.

Approval of Minutes for 06.07.24

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

Closed Meeting

A motion was made by Mr. Edwards and seconded by Ms. Chenery 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 made a motion to take 2024 CEO compensation and retention matters to the full Board for review, discussion, and approval. Ms. Chenery seconded the motion, and the motion was unanimously approved.

Adjournment

There being no further business, Chair Hewa adjourned the meeting at 8:59 a.m.

Respectfully submitted,

Nicole David
Acting Recording Secretary