

**Minutes
Personnel Committee Meeting
Board of Directors of the Virginia Economic Development Partnership
September 13, 2023
4:45 p.m.**

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

Call to Order

The meeting was called to order at 4:52 p.m. by Chair John Hewa, who noted that a quorum was present.

Committee Members Present: Chair John Hewa, Carrie Chenery, and Marianne Radcliff

Virtual Committee Members: April Kees

Committee Members Absent: Stephen Edwards

Other Virtual Board Members: Bill Hayter

VEDP staff present: Melissa Cox, Nicole David, Jason El Koubi, and Lisa Wallmeyer

Welcome and Public Comment Period

The Committee approved the virtual participation of April Kees pursuant to subdivision B (1) of Section 2.2-3708.3 of the Code of Virginia and the Committee's policy adopted pursuant to subsection D of Section 2.2-3708.3 of the Code of Virginia. Ms. Kees participated remotely from the Pocahontas Building due to pending office move.

Chair Hewa asked for public comments. There were none.

Approval of Minutes for 06/08/23

Chair Hewa asked for a motion to approve minutes from the Committee meeting on June 8, 2023. Ms. Chenery made a motion to approve the minutes. Ms. Radcliff seconded the motion, and the motion was unanimously approved.

Committee Discussion

Chair Hewa thanked the Committee members for the progress made during the Committee’s last meeting on June 8, 2023.

Chair Hewa said that he, Mr. Hayter, and Mr. El Koubi have developed a helpful guide for how the VEDP President & CEO performance evaluation could be handled in future years. Chair Hewa asked the members and guests to share any feedback on the guide.

Mr. El Koubi stated that he is very comfortable with the approach and feels the guide will be helpful to the Board and CEO and will help a lot during any future transitions.

Ms. Chenery added that the work that has gone into this planning may reduce the need to engage outside consultants when updates to the CEO compensation structure are proposed, but this could still be an option, as needed.

Closed Meeting

The Personnel Committee went into closed session to discuss the performance of specific employees of the Board pursuant to the personnel exemption pursuant to Subdivision A 1 of §2.2-3711 of the Code Virginia.

A motion was made by Ms. Radcliff, seconded by Ms. Chenery, and unanimously adopted by the members.

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:	Mr. Hewa	Aye
	Ms. Chenery	Aye
	Ms. Kees	Aye
	Ms. Radcliff	Aye

Next Steps

Chair Hewa explained that he will share the Committee's recommendations on the VEDP President & CEO's FY24 performance goals during the closed session portion of the VEDP Board of Directors meeting on September 14.

Adjournment

There being no further business, Chair Hewa adjourned the meeting at 5:25 p.m.

Respectfully submitted,



Nicole David
Acting Recording Secretary