

**Minutes
Board of Directors of the
Virginia Economic Development Partnership Authority
December 11, 2025
9:00 a.m.**

**901 East Cary Street
One James Center, Board Room – 9th Floor
Richmond, VA 23219**

Welcome and Call to Order

The meeting was called to order at 9:05 a.m. by Chair John Hewa.

In-Person Board Members: Anne Oman, Secretary Stephen Cummings, Rick Harrell, John Hewa, Todd House, April Kees, Pace Lochte, Connie Loughhead, Nick Rush, Secretary Juan Pablo Segura, Steven Stone

Virtual Board Members: Emily O’Quinn

Board Members Absent: Mimi Coles, Stephen Edwards, Bill Hayter, Sonya Montgomery, Will Sessoms

Public Comment Period

Chair Hewa solicited public comments. There were none.

Approval of Minutes for September 18, 2025, Meeting

Chair Hewa asked for approval of the minutes from the September 18, 2025, meeting. Upon motion by Mr. Harrell, seconded by Mr. Stone, the minutes were unanimously approved.

Electronic Meeting Policy

Upon approval by Mr. Harrell, seconded by Mr. Stone, the Board Members unanimously approved continuation of its current electronics meeting policy, which allows for the use of electronic meetings to the full extent authorized by the Virginia Freedom of Information Act (FOIA). Subsection D of Section 2.2-3708.3 of the Code of Virginia requires any public body that wishes to meet electronically to annually adopt an electronic meetings policy.

Chair’s Report

Chair Hewa welcomed the Board and guests, expressing appreciation to all who attended the previous day’s Committee meetings and the Board dinner.

Mr. Hewa acknowledged that Mr. Edwards will be departing from the Board and expressed his sincere appreciation for Mr. Edwards’ service, recognizing the valuable industry insight, wisdom, leadership, and steady support he provided.

Chair Hewa concluded his remarks by reviewing the meeting agenda, including topics that would be discussed during closed session.

President's Report

Jason El Koubi, President and CEO, provided an update to the Board. A copy of Mr. El Koubi's report is included in the meeting materials.

VEDP Staff Spotlight

Ms. Stephanie Agee, Chief Administrative Officer and Senior Vice President of International Trade, introduced Ms. Leah Huber, Learning & Development Manager. Ms. Huber shared her background, including her distinguished service in the U.S. Air Force and her successful transition to civilian employment at VEDP, highlighting how she has effectively applied her military leadership skills in her current role. She discussed her instrumental role in the development and implementation of the LEAD VEDP program (*Listen, Empower, Adapt, and Develop*), which has become a key initiative supporting employee growth, leadership development, and organizational performance. Ms. Huber reported that 27 employees have graduated from the program since its inception two years ago and noted that the program has significantly strengthened participants' confidence, leadership capabilities, and overall effectiveness.

Chair Hewa thanked Ms. Huber for her presentation and for the valuable contributions she has made to VEDP.

Guest Presentation: Ms. Elizabeth Creamer, Vice President, Workforce Development & Credential Attainment for the Community College Workforce Alliance

Mr. El Koubi introduced Ms. Elizabeth Creamer and highlighted her valuable contributions in bridging workforce data with real-world conditions.

Ms. Creamer explained that the Community College Workforce Alliance (CCWA) was established to collaborate with Virginia's community colleges and that its partnership with VEDP began in 2019 through VEDP's Virginia Talent Accelerator Program. She noted that while the initiative was initially unfamiliar to some stakeholders, VEDP maintained a clear vision, and by 2022 the program had gained strong support and recognition. Ms. Creamer emphasized VEDP's significant role in strengthening relationships with community colleges and advancing shared workforce development missions.

Ms. Creamer explained that these workforce missions support both adult learners seeking quality employment and industry sectors—particularly pharmaceutical manufacturing—seeking skilled workers aligned with VEDP's economic development efforts. She praised VEDP for its partnership and leadership in enhancing the community college system and acknowledged the organization's personalized approach to workforce training and development.

Supervisory Board Training

Chair Hewa introduced Kevin Harber from the Office of the Attorney General. Mr. Harber presented the Board's mandatory supervisory training. A copy of his presentation is included in the meeting materials.

VEDP International Trade FY25 Results

Stephanie Agee, SVP of International Trade, provided a FY25 update to the Board. A copy of Ms. Agee's report is included in the meeting materials.

Report: Advisory Committee on International Trade

Mr. Mike Ligon, Chair of the International Trade Advisory Committee (ACIT), provided an update on the committee's activities. He noted that ACIT meets four to five times per year. He thanked Mr.

Edwards for organizing the recent visit to the Port, which he described as beneficial to committee members.

Mr. Ligon identified the implementation of the International Trade Plan as one of ACIT's most significant accomplishments, noting that Virginia has achieved several key goals sooner than anticipated, representing an important milestone. He expressed his hope that the Board will continue to work closely with ACIT.

Mr. Ligon described the past year as one marked by economic volatility and emphasized ACIT's continued commitment to advancing international trade on behalf of the Commonwealth. He stated that global trade developments, including tariffs, are largely beyond the Commonwealth's control; however, ACIT stands ready to assist VEDP in navigating these changes and to provide guidance on both import and export opportunities. He also noted ACIT's role in supporting partnerships between foreign companies and Virginia-based businesses.

Report: Rural Virginia Action Committee

Mr. Rush, Chair of the Rural Virginia Action Committee, provided an update on the topics discussed at the Committee's December 10, 2025, meeting, including presentations on rural healthcare and its impact on economic development and on VEDP's Local and Regional Competitiveness Initiative.

Report: Legislation and Policy Committee

Steven Stone, Chair of the Legislation and Policy Committee, provided an update on the topics discussed by the Committee on December 10, 2025, including an update on this year's elections and the general assembly special session.

Report: Finance and Audit Committee

Mr. Harrell, Chair of the Finance and Audit Committee, summarized agenda items from the Committee's December 10, 2025, meeting. These items included VEDP financial results through September 30, 2025, and updates regarding audit, IT security, extension requests and clawbacks.

Mr. Hewa presented the following consent agenda items from the Finance and Audit Committee to the Board for a vote:

- Accept: VEDP FY25 financial results thru September 30, 2025
- Accept: Extension Request
- Accept: Clawback Update

Upon motion to approve the consent agenda by Mr. Harrell, seconded by Mr. House, the motion was approved unanimously.

VEDP Annual Staff Survey Results

Mr. Stephen Hartka, Vice President of Research, provided an update on the 2025 staff survey conducted by VEDP. Details of the results of the survey is included in the meeting materials.

Closed Meeting

A motion was made by Ms. Kees and seconded by Ms. Oman to convene a closed meeting to discuss (1) elements of VEDP's Strategic Plan, Marketing Plan, and Operational Plan pursuant to subdivision A 50 of § 2.2-3711 of the Code of Virginia, which allows for the discussion of such activities that would reveal to the Commonwealth's competitors for economic development projects the strategies intended to be deployed, thus adversely affecting the financial interests of the Commonwealth and (2) personnel issues pursuant to subdivision A 1 of § 2.2-3711 of the Code of Virginia, which allows for the discussion of the assignment, appointment, promotion,

performance, demotion, salaries, disciplining, or resignation of specific employees of the Board.

Mr. El Koubi asked that VEDP staff be allowed to stay for the closed meeting and Chair Hewa agreed.

Certification of Closed Meeting

After the Committee reconvened in open meeting, Counsel certified the closed meeting via 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 meeting, and (ii) only such matters as were identified in the motion to go into the closed meeting were heard, discussed, or considered during the closed meeting?

Upon the vote:

Ms. Coles	Not present
Secretary Cummings	Aye
Mr. Edwards	Not present
Mr. Harrell	Aye
Mr. Hayter	Not present
Mr. Hewa	Aye
Mr. House	Aye
Ms. Kees	Aye
Ms. Lochte	Aye
Ms. Loughhead	Aye
Ms. Montgomery	Not present
Ms. Oman	Aye
Ms. O'Quinn	Aye
Mr. Rush	Aye
Secretary Segura	Aye
Mr. Sessoms	Not present
Mr. Stone	Aye

Open Discussion

Chair Hewa acknowledged that Secretary Segura and Secretary Cummings will be departing from the Board. Chair Hewa commended both Secretaries for their leadership and the exceptional administrative work supporting Virginia's economic development efforts. He noted the strong pace and statewide impact of current initiatives, highlighting the growing diversity of investments across the Commonwealth. Chair Hewa emphasized that counties are experiencing growth beyond traditional areas, including regions most in need of economic development, and that the scale of recent projects has been significant. He thanked Secretary Segura and Secretary Cummings for their leadership and service to the Board.

Adjournment

The next meeting of the Board of Directors will be held March 19, 2026. There being no further business, Chair Hewa adjourned the meeting at 12:59 p.m.