

**Minutes**  
**Personnel Committee Meeting**  
**Board of Directors of the Virginia Economic Development Partnership**  
**February 27, 2024**  
**12:00 p.m.**

**Electronic Meeting via Zoom**

**Call to Order**

The meeting was called to order at 12:01 p.m. by Chair John Hewa, who noted that a quorum was present.

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

Committee Members Absent: April Kees

Other Virtual Board Members: Bill Hayter

Virtual VEDP Staff Members: Melissa Cox, Nicole David, Jason El Koubi, and Lisa Wallmeyer

**Welcome and Public Comment Period**

Chair Hewa welcomed attendees, including newly appointed Committee member Secretary Caren Merrick.

Chair Hewa asked for public comments. There were none.

**Approval of Minutes for 09.12.23**

Chair Hewa asked for a motion to approve minutes from the Committee meeting on September 12, 2023. Ms. Chenery made a motion to approve the minutes. Ms. Radcliff seconded the motion, and the motion was unanimously approved by roll call vote.

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

**Closed Meeting**

The motion shown below was made by Mr. Edwards, seconded by Ms. Chenery, and unanimously adopted by the members by roll call vote.

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.

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

**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
	Mr. Edwards	Aye
	Ms. Radcliff	Aye
	Secretary Merrick	Aye

**Next Steps**

Chair Hewa said that he will provide materials to the Committee in advance of the next meeting on March 7, 2024.

**Adjournment**

There being no further business, Chair Hewa adjourned the meeting at 12:54 p.m.

Respectfully submitted,



Nicole David  
Acting Recording Secretary