

**Minutes  
Personnel Committee Meeting  
Board of Directors of the Virginia Economic Development Partnership  
March 7, 2024  
8:00 a.m. – 8:45 a.m.**

**901 East Cary Street  
James Center One, 8<sup>th</sup> Floor – Monroe Room**

**Call to Order**

The meeting was called to order at 8:02 a.m. by Chair John Hewa, who noted that a quorum was present.

In-person Committee members: Carrie Chenery, Stephen Edwards, and John Hewa

Committee Members absent: April Kees, Secretary Caren Merrick, and Marianne Radcliff

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 02.27.24**

Chair Hewa asked for a motion to approve minutes from the Committee meeting on February 27, 2024. Mr. Edwards 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 Ms. Chenery and seconded by Mr. Edwards 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
	Mr. Hayter	Aye

**Next Steps**

Chair Hewa said that he anticipates the Committee will conduct a virtual meeting in late May 2024, exact date and time to be determined.

**Adjournment**

There being no further business, Chair Hewa adjourned the meeting at 8:53 a.m.

Respectfully submitted,

Nicole David  
Acting Recording Secretary