

Personnel Committee Meeting
Board of Directors of the Virginia Economic Development Partnership Authority
June 11, 2020
4:00 p.m.
Electronic (Microsoft Teams) Meeting

Call to Order

The meeting was called to order at 4:01 p.m. by Chair Dan Pleasant, who noted that a quorum was present.

Committee Members Present: Secretary Brian Ball, April Kees, Dan Pleasant, Xavier Richardson, and Ned Masee, *ex officio*

Committee Members Absent: None

VEDP staff present: Nicole David, Jason El Koubi, Sandi McNinch, Stephen Moret, and Carrie Vuori

Guests present: None

Ms. McNinch welcomed guests to the first electronic meeting of VEDP's Personnel Committee. Ms. McNinch noted that the Governor had declared a state of emergency in March due to the potential spread of COVID-19, a communicable disease threatening public health. The nature of the emergency makes it unsafe for this Committee to assemble in a single location. Because an in-person meeting is unsafe and the Committee wishes to discharge its lawful purposes, duties and responsibilities, the Committee is permitted by the Virginia Freedom of Information Act, as amended by the State Budget, to meet by electronic means without a quorum of members being physically assembled at one location.

Ms. McNinch added, the Committee will start in a Teams environment that is open to the public. The agenda suggests that the Committee will enter into a closed meeting for a portion of the meeting. When the Committee is ready to enter into a closed meeting, the Committee members and VEDP support staff necessary to support the closed meeting will leave the public Teams environment and gather in a separate Teams environment. When the closed meeting is concluded, the Committee members will rejoin the public Teams environment and the public portions of the meeting will continue. Should anyone from the public get disconnected from the public Teams environment and be unable to re-engage, he or she was invited to call 804.201.1987 and speak to Carrie Vuori. The Committee will halt the public portion of the meeting until the connection can be re-established.

Ms. McNinch shared a few reminders of things that would be different than past meetings:

- Everything on the public Teams environment will be recorded and the recording will be posted on VEDP's website.
- All votes will be taken by roll call.

- Members should use the mute function, unless speaking—and remember to unmute at the appropriate time.
- During the public comment period, any member of the public wishing to make a comment may simply unmute and speak at that time or use the Chat function and ask to be given an opportunity to speak.
- Likewise, during the meeting, Committee members may simply unmute themselves to speak or use the Chat function.

Public Comment Period

Chair Pleasant solicited public comments. There were none.

Approval of Minutes

Chair Pleasant asked for approval of the minutes from the May 1, 2019, Personnel Committee meeting. A motion was made by Mr. Richardson and seconded by Ms. Kees and the minutes were unanimously approved as presented by roll call vote.

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| Upon the vote: | Mr. Pleasant | Aye |
| | Secretary Ball | Aye |
| | Ms. Kees | Aye |
| | Mr. Richardson | Aye |

Closed Meeting: Personnel Matters

A motion was made by Mr. Pleasant and seconded by Mr. Richardson to move into a closed meeting. The motion was unanimously approved by roll call vote.

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| Upon the vote: | Mr. Pleasant | Aye |
| | Secretary Ball | Aye |
| | Ms. Kees | Aye |
| | Mr. Richardson | Aye |

I MOVE THAT THE PERSONNEL COMMITTEE OF THE BOARD OF DIRECTORS OF THE VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY CONVENE A CLOSED MEETING PURSUANT TO VIRGINIA CODE §2.2-3711(A)(1) TO ENGAGE IN A DISCUSSION REGARDING THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF VEDP’S EMPLOYEES, INCLUDING ANNUAL SUCCESSION PLANNING.

Back in Open Meeting, Certification of Closed Meeting – Followed by a Roll Call vote:

WHEREAS, THE PERSONNEL COMMITTEE OF THE BOARD OF DIRECTORS OF THE VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY HAS CONVENE A

CLOSED MEETING ON THIS DATE PURSUANT TO AN AFFIRMATIVE RECORDED VOTE AND IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA FREEDOM OF INFORMATION ACT; AND

WHEREAS, THE ACT REQUIRES A CERTIFICATION BY THIS COMMITTEE THAT SUCH CLOSED MEETING WAS CONDUCTED IN CONFORMITY WITH THE ACT;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMITTEE CERTIFIES THAT, TO THE BEST OF EACH MEMBER'S KNOWLEDGE, (I) ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS UNDER THE ACT WERE DISCUSSED IN THE CLOSED MEETING TO WHICH THIS CERTIFICATION RESOLUTION APPLIES, AND (II) ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION BY WHICH THE CLOSED MEETING WAS CONVENED WERE HEARD, DISCUSSED, OR CONSIDERED IN THE CLOSED MEETING BY THE COMMITTEE.

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| Upon the vote: | Ms. Kees | Aye |
| | Mr. Pleasant | Aye |
| | Mr. Powell | Aye |
| | Mr. Richardson | Aye |
| | Mr. Masee, <i>ex officio</i> | Aye |

Mr. Moret stated that for future Personnel Committee meetings where succession planning is discussed, the Committee would find it helpful to have headshots of staff members as part of the materials.

Adjournment

There being no further business, at 4:41 p.m. Mr. Pleasant made a motion to adjourn the meeting. Mr. Richardson seconded the motion and the meeting was adjourned following a roll call vote.

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| Upon the vote: | Mr. Pleasant | Aye |
| | Secretary Ball | Aye |
| | Ms. Kees | Aye |
| | Mr. Richardson | Aye |

Respectfully submitted,

Nicole David

Acting Recording Secretary