

Virginia Indigent Defense Commission  
Personnel and Training Committee Meeting  
1604 Santa Rosa Road, Suite 200  
Richmond, Virginia 23229  
August 19, 2015

The meeting was called to order by Chair, Professor John Douglass, at 11:00 am. Other Commission members present were Guy Horsley, Tom Chaffe, and Judge Alan Rosenblatt. Committee members not present were Steve Benjamin and Carmen Williams. Administrative staff included Executive Director, Dave Johnson; Deputy Director, Maria Jankowski; and Administrative Assistant, Diane Pearson.

Quorum requirements have been met.

The first order of business is approval of the meeting minutes.

Judge Rosenblatt made a motion approving the October 22, 2014 Personnel and Training Committee meeting minutes. Mr. Horsley seconded the motion. The motion carried.

Judge Rosenblatt moved that the Virginia Indigent Defense Commission's Personnel and Training Committee convene in closed session to discuss personnel issues pursuant to the personnel exemption contained in §2.2-37 (11) (A) (1) of the Code of Virginia.

This meeting will be attended only by members of the Commission however, pursuant to §2.2-37(12) (F) of the Code of Virginia, the Committee also requests the attendance of the Executive Director, the Deputy Director, and the Human Resources Director because it is reasonable to believe that their presence will aid the Committee in its consideration of the matters which are the subject of the closed session.

Mr. Horsley seconded the motion. The motion carried.

After reconvening into open session, Judge Rosenblatt called for a roll-call vote asking that each Commission member certify to the best of his or her knowledge, during closed session the Committee heard, discussed, or considered only public business matters that were lawfully exempted from open meeting requirements under the Freedom of Information Act.

Each member so certified.

Judge Rosenblatt moved that the Personnel Committee recommend to the full Commission to reinstitute the resource attorney position and allow staff to fill the position with an immigration attorney. Mr. Chaffe seconded the motion. The motion carried.

Judge Rosenblatt made a motion for the Personnel Committee to recommend to the full Commission to allow the Human Resources Director to recruit and hire a Human Resources and Training Assistant. Mr. Horsley seconded the motion. The motion carried.

Mr. Horsley moved that the Personnel Committee recommend to the full Commission, in principle, the creation of the position of a senior expert attorney, a non-management position, to provide additional attorney career opportunities and a source of internal expertise, in the offices as designated by the Executive Director. Mr. Chaffe seconded the motion. The motion carried.

Mr. Johnson said this past year we started the process to have a sentencing advocate in every office. We previously had five offices that did not have a sentencing advocate but now at least have one part time person. In our meetings with the Department of Planning and Budget (DPB), their suggestion was to request in a decision package that these positions that were created and funded internally would become funded through an appropriation as full time positions. This would allow the offices that have part time sentencing advocates go to full time and it would no longer depend on savings.

Ms. Jankowski said that we are bringing this to your attention because the decision packages are due about this time of year. We wanted to let you know, we do not know if we will get it.

The other item we will be requesting is a new phone system for the entire agency. Our IT Director put together a proposal for DPB to give us substantial funds to replace the existing telephone system. This would be in 2017. DPB required that anything IT related be requested by mid-August.

There was no further business.

Judge Rosenblatt moved to adjourn. Mr. Horsley seconded the motion. The motion carried

The meeting adjourned at 12:15 pm.

Respectfully Submitted:

Approved By:

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Diane Z. Pearson, Administrative Assistant

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David J. Johnson, Executive Director