

**Virginia Indigent Defense Commission
Personnel and Training Committee Meeting
1604 Santa Rosa Road, Suite 239
Richmond, Virginia 23229
April 24, 2012**

The meeting was called to order by Chair, David Lett, at 2:00 pm. Other committee members present were Carmen Williams, and Kent Smith. Quorum requirements have been met. Administrative staff included Executive Director, Dave Johnson; Deputy Director, DJ Geiger; Human Resources Director, Amy Williams; and Administrative Assistant, Diane Pearson.

Carmen Williams made a motion to approve the November 9, 2011 Personnel and Training Committee meeting minutes. Kent Smith seconded the motion. The motion carried.

Mr. Smith 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 Personnel and Training Committee, 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.

Ms. Williams seconded the motion. The motion carried.

Mr. Smith made a motion to reconvene in open session. Mr. Lett seconded the motion. The motion carried.

After reconvening into open session, Mr. Smith called for a roll-call vote asking that each Committee 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.

Ms. Williams moved that the committee direct staff to proceed on the confidential personnel matter as discussed in closed session. Mr. Lett seconded the motion. The motion carried.

There was no further business.

Mr. Smith moved to adjourn. Ms. Williams seconded the motion. The motion carried.

The meeting adjourned at 2:45 pm.

Respectfully Submitted:

Approved By:

Diane Z. Pearson, Administrative Assistant

David J. Johnson, Executive Director