

1 **Minutes**
2 **Microscopic Hair Comparison Case Review Subcommittee of the**
3 **Forensic Science Board**
4 **Wednesday, April 10, 2024**
5 **IMMEDIATELY FOLLOWING THE FORENSIC SCIENCE BOARD MEETING**
6 **Central Laboratory, Classrooms 1 and 2**
7

8 **Subcommittee Members Present**

9 The Honorable Megan L. Clark, Prince Edward Commonwealth's Attorney - *Subcommittee Chair*
10 Lieutenant Colonel Timothy Lyon (Designee of Colonel Gary T. Settle, Superintendent, Virginia
11 State Police)
12 Michael HuYoung, Esquire
13

14 **Staff Members Present**

15 Amy C. Jenkins, Department Counsel
16 Deea Chakraborty, Legal Assistant
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18 **Call to Order by Subcommittee**

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20 The Honorable Megan L. Clark, Chair, called the meeting of the Microscopic Hair Comparison
21 Case Review Subcommittee ("Subcommittee") to order at 11:28 A.M.
22

23 **Adoption of Agenda**

24 The Chair asked if there were any changes or corrections to today's agenda. Being none, Mr.
25 HuYoung made a motion to adopt today's agenda, which was seconded by Lt. Col. Lyon. The
26 Subcommittee adopted the agenda by unanimous vote.
27

28 **Adoption of Draft Minutes of the December 13, 2023, Meeting**

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30 The Chair asked if there were any changes or corrections to the draft minutes from the December
31 13, 2023, meeting. Being none, Lt. Col. Lyon made a motion to adopt the minutes, which was
32 seconded by Mr. HuYoung. The Subcommittee adopted the minutes by unanimous vote.
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34 **Review Team Recommendations**

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36 Amy Jenkins, Department Counsel, presented for the Subcommittee's consideration the
37 recommendations of the Review Team from its March 29, 2024, meeting.
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39 The Subcommittee met in an open session. Department Counsel, Amy Jenkins, and Legal
40 Assistant, Deea Chakraborty, remained in the session to assist the Subcommittee members with its
41 consideration of the Review Team's recommendations.
42

43 The Subcommittee directed DFS staff to move forward with preparing notification letters for the
44 two cases agreed upon during the session.
45

46 Ms. Jenkins updated the Subcommittee on the continuing research for conviction orders and
47 transcripts for the project. She relayed the statistics on the current number of letters we have sent
48 out, and the number of responses back with conviction orders and transcripts. She notified the
49 Subcommittee members about the intentions of re-drafting only the defendant notification letters
50 due to the complexity. She stated that the notification letters for the Commonwealth Attorney's
51 Office and the Chief of Police did not require re-drafting.

52

53 **Public Comment**

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55 There was no public comment.

56

57 **Confirm Future Meeting Date**

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59 Amy Jenkins proposed to the Subcommittee that the future meetings will be planned for May 22,
60 2024, at 1:30 p.m., to be held virtually. The following meeting will be planned for July 12, 2024,
61 at 9:30 A.M. in person.

62

63 **Adjournment**

64

65 Ms. Clark called for a motion to adjourn the Subcommittee meeting. Mr. HuYoung made a motion
66 that the meeting of the Subcommittee be adjourned, which was seconded by Lt. Col. Lyon, and
67 passed by unanimous vote.

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69 The meeting adjourned at 11:49 a.m.