

1 **Minutes**
2 **Microscopic Hair Comparison Case Review Subcommittee of the**
3 **Forensic Science Board**
4 **September 2, 2020**
5 **Department of Forensic Science, Central Laboratory, Classroom 1**
6

7 **Subcommittee Members Present**

8 David R. Lett, Esq., Petersburg Public Defender - *Subcommittee Chair*

9 Lieutenant Colonel Tracy Russillo (Designee of Colonel Gary T. Settle, Superintendent, Virginia
10 State Police)

11 Holli Reeves Wood (Designee of Attorney General Mark R. Herring)
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13 **Staff Members Present**

14 Amy C. Jenkins, Department Counsel

15 Jessica B. Norton, Legal Assistant
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17 **Call to Order by Subcommittee Chair David Lett**

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19 David Lett, Chair, called the meeting of the Microscopic Hair Comparison Case Review
20 Subcommittee (“Subcommittee”) to order at 9:00 a.m.
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22 **Adoption of Agenda**

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24 The Chair asked if there were any additions or changes to the draft agenda for the meeting. Being
25 none, Lt. Col. Russillo made a motion to adopt the agenda, which was seconded by Ms. Wood and
26 adopted by unanimous vote of the Subcommittee.
27

28 **Adoption of Draft Minutes of the May 13, 2019 Meeting**

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30 The Chair asked if there were any changes or corrections to the draft minutes from the May 13,
31 2019 meeting. Being none, Lt. Col. Russillo made a motion to adopt the minutes, which was
32 seconded by Ms. Wood and adopted by unanimous vote of the Subcommittee.
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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 June 5, 2020 meeting. Lt. Col. Russillo moved
38 that the Subcommittee go into a closed session pursuant to Virginia Code §2.2-3711(A)(35),
39 because the Subcommittee would be discussing specific information from criminal investigative
40 files as part of the Review Team’s results, which was seconded by Ms. Wood and approved by
41 unanimous vote of the Subcommittee.
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43 The Subcommittee met in closed session. Department Counsel Amy Jenkins and Legal Assistant
44 Jessica Norton remained in the closed session to assist the Subcommittee members with its
45 consideration of the Review Team’s recommendations.
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47 The Subcommittee concluded the closed session and reconvened in an open meeting at 9:17 a.m.

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49 A roll call vote was taken of each Subcommittee member to certify that, to the best of each
50 member's knowledge, only exempt information was discussed, and only matters identified in the
51 motion were heard, considered and discussed. The Chair, Lt. Col. Russillo and Ms. Wood each
52 certified that only exempt information was discussed, and only matters identified in the motion
53 were heard, considered and discussed.

54

55 The Subcommittee directed DFS staff to move forward with preparing notification letters for the
56 four cases agreed upon during the closed session.

57

58 Ms. Jenkins updated the Subcommittee on the continuing research for conviction orders and
59 transcripts for the project.

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61 **Public Comment**

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63 There were no members of the public in attendance.

64

65 **Adjournment**

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67 Ms. Wood made a motion that the meeting of the Subcommittee be adjourned, which was seconded
68 by Lt. Col. Russillo, and passed by unanimous vote.

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70 The meeting adjourned at 9:20 a.m.