

# DRAFT MEETING MINUTES

## Commonwealth of Virginia

### **Commission to Study Slavery and Subsequent De Jure and De Facto Racial and Economic Discrimination Against African Americans** *Project Coordinator Subcommittee*

**July 6, 2021 1:30 p.m.**  
**Library of Virginia, 800 East Broad St., Richmond**

Members present: Senator Mamie E. Locke, subcommittee chair; John W. Kinney; Karen Sherry; Amigo Wade; Lily Jones; and Gregg Kimball.

#### **Call to Order**

Senator Mamie E. Locke, chair of the subcommittee and vice-chair of the commission, called the meeting of the Project Coordinator Subcommittee to order. The subcommittee was tasked with developing a position description and hiring timeline for the commission's project manager.

#### **Review of the Commission's Project Coordinator Needs**

Staff from the Library of Virginia and the Division of Legislative Services presented a draft position description for the subcommittee's consideration as requested.

Subcommittee members suggested several changes to the qualifications section of the position description, which were discussed and adopted, including clarifying the preferred and required qualifications, degree requirements, and work experience. The members of the subcommittee also asked staff to clarify the language regarding the project duration in the final draft.

#### **Discussion: Process and Timeline**

The subcommittee discussed and adopted a draft timeline for hiring the position.

#### **Recommendations to the Commission**

The subcommittee charged staff with making the relevant changes to the position description and timeline and submitting them to the subcommittee. The subcommittee will present the revised version to the full commission at its next meeting.

Senator Locke then adjourned the meeting.