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**Nominations Committee Meeting Minutes**

**Date :** 4/23/2019

**Time :** 9:15 am to 10:49 am

**Location:** Department of Aging and Rehabilitative Services

 8004 Franklin Farms Drive, Lobby Conference Rm.

 Henrico, VA 23229

**Attendees:**

**Board Members:**

Richard Kriner

Alexus Nichols

Deanna Parker

The meeting was called to order at 9:15. As a first order of business Ms. Alexus Nichols was elected and accepted the role of Chair for this Nominations Committee. Mr. Richard Kriner printed and distributed copies of the Board and the Board’s by-laws. Each member took 10 minutes to review through the policy and guidance to ensure understanding of their duties.

The Subcommittee briefly discussed the agenda and the duties of each officer and the selection criteria. In addition copies of a the April 3rd email from Mr. Henry Street, the Board’s Director of Administration, were distributed regarding members who are ineligible to be nominated for a position on the Executive Committee due to their terms ending in June, as well as considerations for diversity to include people of different genders, race, disability and family member.

After the slate was developed Board policy and guidance the committee members each agreed to follow up with two selected members each to assess and confirm the interest in serving and to report back to Mr. Kriner.

The meeting was adjourned at 10:49 AM.