



MINUTES

December 8, 2005

**VITA Operations Center – 3rd Floor Clark Conference Room
110 South Seventh Street, Richmond, Virginia 23219**

Members Present:

Mary Guy Miller, Chair
Hiram Johnson
Jim McGuirk

Members Absent:

Scott Pattison

Staff Present:

John Westrick, Counsel to the Information Technology Investment Board (ITIB)
Peggy Ward, ITIB/VITA Internal Audit Services Director, Committee Staff

Call to Order:

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board Finance and Audit Committee to order at 11:00 a.m. Three of the four committee members were present.

Approval of Minutes:

Dr. Miller presented the minutes of the October 13, 2005 CIO Evaluation Committee meeting.

On motion made by Mr. Johnson, seconded by Mr. McGuirk and unanimously carried, the minutes of the October 13, 2005 meeting were approved as presented.

CIO Evaluation Policy and Procedure

Dr. Miller presented the Draft CIO Evaluation Policy and Procedure. The Committee discussed various aspects of the draft policy and procedure including the fact that revisions would be necessitated by any relevant changes made to the Appropriations Act or Code of Virginia.

On motion made by Mr. Johnson, seconded by Mr. McGuirk and unanimously carried, the Committee agreed to recommend adoption of the Draft CIO Evaluation Policy and Procedure to the ITIB.

CIO Compensation (Closed Session)

Dr. Miller made the following motion at approximately 11:30:

I move that the CIO Evaluation Committee convene a closed meeting pursuant to the Code of Virginia §§ 2.2-3711(A)(1) for the purpose of discussing the performance and compensation of the Chief Information Officer of the Commonwealth, and pursuant to the Code of Virginia §§ 2.2-3711(A)(7), for the purpose of consulting with legal counsel regarding employee compensation rules. Counsel and the Internal Audit Services Director should attend the closed meeting, as their attendance will aid our discussion.

The motion was seconded by Mr. Johnson and unanimously carried.

The Committee reconvened in open session at approximately 12:00. Dr. Miller made the following motion:

The CIO Evaluation Committee is now reconvened in open session having completed a closed meeting. I will now conduct a roll call and will ask each member to certify, to the best of his or her knowledge, that only public business matters lawfully exempt from open meeting requirements under the Freedom of Information Act and only those public business matters identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting.

The roll was called and each of the three members certified.

CIO Compensation (Open Session)

On motion made by Dr. Miller, seconded by Mr. Johnson and unanimously carried, the Committee agreed to recommend that the ITIB, in accordance with the Policies and Procedures just adopted and based on the CIO's performance for the year ended January 20, 2005, approve a five percent bonus for the CIO and, based on the performance evaluation completed in October during which the CIO was noted as "Extraordinary Contributor," approve a salary increase to the top of the Level I salary range as specified in the Appropriations Act, both contingent upon the approval of the Governor.

On motion made by Dr. Miller, seconded by Mr. McGuirk and unanimously carried, the Committee agreed to recommend that, because the Employment Agreement requires the repurchase of prior Virginia Retirement System credits on behalf of the CIO but does not specify a timeframe and such repurchase has begun but not been completed that, in order to honor the original verbal commitment that such buyback take place over a three year period, the ITIB approve that the repurchase rate be adjusted so that the repurchase will be completed by February, 2007.

The Committee discussed tentative plans to next meet around the first of February.

Other Business

None

Public Comment

None

Adjourn

There being no further business, the committee meeting adjourned at 12:15 a.m.