

**ECONOMIC DEVELOPMENT AUTHORITY
HENRICO COUNTY, VIRGINIA**

To wit:

A special meeting of the Board of Directors of the Economic Development Authority of Henrico County, Virginia was held at 12:00 p.m. on Thursday, November 13th, 2025 at the Henrico EDA offices at 4300 East Parham Road, Henrico, VA 23228.

DIRECTORS PRESENT

Edward S. Whitlock, III, Chair
S. Floyd Mays Jr., Vice Chair
Robert W. Brown, Jr.
Susan W. Custer
William A. Gordon
Tyee D. Mallory

DIRECTORS ABSENT

John W. Montgomery Jr.

DIRECTORS PARTICIPATING ELECTRONICALLY

Suresh Soundararajan, Secretary
Travis Pearson
Savon S. Sampson

OTHERS PRESENT

Ryan Murphy, Deputy County Attorney
Ashley Kubat, Director of Administration

The Chair called the meeting to order at 12:00 p.m.

AUTHORIZATION OF ELECTRONIC PARTICIPATION

Mr. Whitlock announced that the following Board members wish to participate in the meeting remotely. Suresh Soundararajan is unable to attend the meeting in person due to work conflicts and Mr. Soundararajan wishes to participate in the meeting remotely from his offices in Richmond, Virginia. Travis Pearson is unable to attend the meeting in person due to work conflicts and Mr. Pearson wishes to participate in the meeting remotely from his offices in Henrico, Virginia. Savon Sampson is unable to attend the meeting person due to work conflicts and Savon Sampson wishes to participate in the meeting remotely from her work location in Tucson, Arizona. Mr. Whitlock announced that the Board has arranged for Mr. Soundararajan, Mr. Pearson, and Ms. Sampson to be heard by all persons at this location, and a quorum is present at this location. Mr. Sampson to be heard by all persons at this location.

Whitlock moved that the Board approve electronic participation in the meeting by Mr. Soundararajan, Mr. Pearson, and Ms. Sampson. With a second by Mr. Mays, the electronic participation was approved with Ms. Custer, Ms. Mallory, and Messrs. Brown, Gordon, Mays, and Whitlock all voting "aye."

CLOSED SESSION #1

Mr. Whitlock moved that the Board go into a closed session pursuant to Virginia Code Section 2.2-3711(A)(1) to discuss and consider a candidate for the position of executive director of the Economic Development Authority of Henrico County, Virginia and the appointment of such candidate to executive director.

With a second by Mr. Gordon, and with Ms. Custer, Ms. Mallory, Ms. Sampson, and Messrs. Brown, Gordon, Mays, Pearson, Soundararajan, and Whitlock all voting "aye," the Board entered closed session.

When the initial closed session discussion was completed, Mr. Whitlock moved that the Board exit the closed session and return to open session. Mr. Mays seconded the motion, and with Ms. Custer, Ms. Mallory, Ms. Sampson, and Messrs. Brown, Gordon, Mays, Pearson, Soundararajan, and Whitlock all voting "aye," the Board returned to open session. Then, after returning to open session, Mr. Whitlock moved that the Board certify the closed session in accordance with the Certificate of Closed Meeting incorporated into the record:

WHEREAS, the Economic Development Authority of Henrico County, Virginia, has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board.

Mr. Gordon seconded the motion, and with Ms. Custer, Ms. Mallory, Ms. Sampson, and Messrs. Brown, Gordon, Mays, Pearson, Soundararajan, and Whitlock all voting "aye," the Board certified the closed meeting in accordance with the certificate.

Mr. Whitlock moved to offer the position of Executive Director to Ms. Cari Tretina. With a second by Mr. Mays, the Board voted to extend an offer for the position of Executive Director to Ms. Cari Tretina, with Ms. Custer, Ms. Sampson, and Messrs. Gordon, Mays, Pearson, Soundararajan, and Whitlock voting "aye." Ms. Mallory and Mr. Brown voted "no."

Mr. Soundararajan and Mr. Pearson left the meeting due to work conflicts after the vote and before the Board re-entered closed session to discuss additional terms of the offer.

CLOSED SESSION #2

Mr. Whitlock moved that the Board re-enter closed session pursuant to Virginia Code Section 2.2-3711(A)(1) to complete the discussion of a candidate for the position of executive director of the Economic Development Authority of Henrico County, Virginia and the appointment of such candidate to executive director.

With a second by Mr. Mays, and with Ms. Custer, Ms. Mallory, Ms. Sampson, and Messrs. Brown, Gordon, Mays, and Whitlock all voting “aye,” the Board entered closed session.

When the second closed session discussion was completed, Mr. Whitlock moved that the Board exit the closed session and return to open session. Mr. Gordon seconded the motion, and with Ms. Custer, Ms. Mallory, and Messrs. Brown, Gordon, Mays, and Whitlock all voting “aye,” the Board returned to open session. Ms. Sampson left the meeting before the second closed session discussion was completed to travel to the airport for her return trip to Henrico.

After returning to open session, Mr. Whitlock moved that the Board certify the closed session in accordance with the Certificate of Closed Meeting incorporated into the record:

WHEREAS, the Economic Development Authority of Henrico County, Virginia, has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

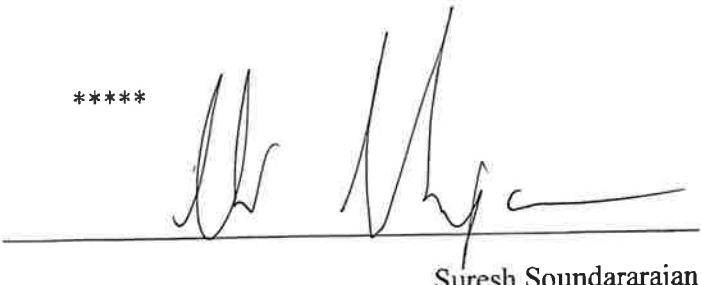
WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board.

Mr. Mays seconded the motion, and with Ms. Custer, Ms. Mallory, and Messrs. Brown, Gordon, Mays, and Whitlock all voting “aye,” the Board certified the closed meeting in accordance with the certificate.

Mr. Mays moved to approve the offer package recommended by the County’s Director of Human Resources. With a second by Mr. Gordon, the Board voted to approve the offer package recommended by the County’s Director of Human Resources, with Ms. Custer, Ms. Mallory, and Messrs. Brown, Gordon, Mays, and Whitlock all voting “aye.”

There being no further business, the meeting adjourned at 1:32 p.m.

A handwritten signature in black ink, appearing to read "Suresh Soundararajan". The signature is fluid and cursive, with a horizontal line extending to the right of the name.

Suresh Soundararajan

Secretary