

1 **Draft Minutes**
2 **Microscopic Hair Comparison Case Review Subcommittee of the**
3 **Forensic Science Board**
4 **Wednesday, April 10, 2024**
5 **IMMEDIATELY FOLLOWING THE FORENSIC SCIENCE BOARD MEETING**
6 **Central Laboratory, Classrooms 1 and 2**
7

8 **Subcommittee Members Present**

9 The Honorable Megan L. Clark, Prince Edward Commonwealth's Attorney - *Subcommittee Chair*
10 Lieutenant Colonel Timothy Lyon (Designee of Colonel Gary T. Settle, Superintendent, Virginia
11 State Police)
12 Michael HuYoung, Esquire
13

14 **Staff Members Present**

15 Amy C. Jenkins, Department Counsel
16 Deea Chakraborty, Legal Assistant
17

18 **Call to Order by Subcommittee**

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20 The Honorable Megan L. Clark, Chair, called the meeting of the Microscopic Hair Comparison
21 Case Review Subcommittee ("Subcommittee") to order at 11:28 A.M.
22

23 **Adoption of Agenda**

24 The Chair asked if there were any changes or corrections to today's agenda. Being none, Mr.
25 HuYoung made a motion to adopt today's agenda, which was seconded by Lt. Col. Lyon. The
26 Subcommittee adopted the agenda by unanimous vote.
27

28 **Adoption of Draft Minutes of the December 13, 2023, Meeting**

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30 The Chair asked if there were any changes or corrections to the draft minutes from the December
31 13, 2023, meeting. Being none, Lt. Col. Lyon made a motion to adopt the minutes, which was
32 seconded by Mr. HuYoung. The Subcommittee adopted the minutes by unanimous vote.
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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 March 29, 2024, meeting. Seven cases were
38 reviewed by the Subcommittee; the Review Team had recommended notifications in two of the
39 cases and indicated that no notifications were required for the five remaining cases. Lt. Col. Lyon
40 made a motion to adopt the recommendations of the Review Team, which was seconded by Mr.
41 HuYoung. The Subcommittee adopted the recommendations of the Review Team for notifications
42 by unanimous vote. The Subcommittee directed DFS staff to move forward with preparing
43 notification letters for the two cases (78-00908 and A84-3620).
44

45 Ms. Jenkins updated the Subcommittee on the continuing research for conviction orders and
46 transcripts for the project. She relayed the statistics on the current number of letters we have sent

47 out, and the number of responses back with conviction orders and transcripts. She notified the
48 Subcommittee members about the intentions of redrafting the defendant notification letter to
49 simplify the language. She will forward out a redraft of that letter for the Subcommittee's
50 consideration in advance of the next meeting. She stated that the notification letters for the
51 Commonwealth's Attorney's Office and the Chief of Police/Sheriff did not require redrafting.

52

53 **Public Comment**

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55 There was no public comment.

56

57 **Confirm Future Meeting Dates**

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59 The Subcommittee agreed that the next meeting would be held virtually on May 22, 2024, at 1:30
60 p.m. A subsequent in-person meeting was scheduled for July 12, 2024, at 9:30 a.m.

61

62 **Adjournment**

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64 Ms. Clark called for a motion to adjourn the Subcommittee meeting. Mr. HuYoung made a motion
65 that the meeting of the Subcommittee be adjourned, which was seconded by Lt. Col. Lyon, and
66 passed by unanimous vote.

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68 The meeting adjourned at 11:49 a.m.