**Virginia Board for People with Disabilities**

**Advocacy, Outreach, and Training Committee (AOT) Minutes**

***Sept. 13, 2016***

**Committee Members Present:**

Matthew Shapiro (Committee Chair)

Jocelyn Kilgore

Donna Lockwood

Ethel Paris-Gainer

Rachel Loughlin

Traci LaGanke

Allison Coles-Johnson

Donna Lockwood

Caroline Raker

Travis Webb

Alexis Nichols

George Burak

Frederique Vincent

**Committee Members Absent:**

Ron Lanier

**VBPD Staff:**

Mary McAdam (Chair)

Heidi Lawyer

Benjamin Jarvela

Penni Sweetenburg-Lee

Kara White

Ronita Wilson

Amberly Millis

**CALL TO ORDER:** Mr. Matthew Shapiro, Committee Chair, called the meeting to order at 9:15 a.m.

Following introductions, Mr. Shapiro called for a **MOTION** to approve the June 2017 committee minutes. Ms. Caroline Raker made a **MOTION** to approve the minutes and Ms. Donna Lockwood **SECONDED** the **MOTION**. The **MOTION** carried unanimously.

**REVIEW OF EXECUTIVE MEETING:** Mr. Shapiro reviewed and summarized the Executive Committee meeting, noting that the June minutes had been approved. During the Executive Director’s report, Ms. Heidi Lawyer explained the role of the Executive Committee. Following, Ms. Nan Pemberton discussed the status of the Board’s budget and Mr. Jason Withers reviewed current grants and funding of projects. The Executive Committee concluded after committee updates were given.

**SELECTION OF NEW AOT VICE-CHAIR (ACTION REQUIRED):** Mr. Shapiro announced that action was required to elect a new Vice-Chair for the AOT Committee. Ms. Raker expressed interest in the position. Ms. Lockwood made a **MOTION** to elect Ms. Raker as Vice Chair of the AOT committee and Ms. Rachel Loughlin **SECONDED** her **MOTION**. The **MOTION** passed unanimously.

**REVIEW AND DISCUSSION OF EVENT SUPPORT APPLICATIONS (ACTION REQUIRED):** Next, the Committee reviewed and discussed the event support applications submitted by the JP JumPers Foundation, Virginia Oral Health Coalition, and Down Syndrome Association of Greater Richmond. Mr. Benjamin Jarvela, Communications Director, provided a brief summary report of the committee’s budget, noting that there is an available balance of $10,000 for the year. The Committee then discussed and voted on each organization’s funding request. First, the JP JumPers Foundation’s proposal was reviewed. After discussion it was determined that the request, while laudable, did not meet the Board’s state plan goals and objectives. Ms. Lockwood made a **MOTION** to not fund the request and Mr. George Burak **SECONDED** the **MOTION**. There was one **ABSTENTION**. Second, the Virginia Oral Health Coalition’s application was discussed. Mr. Burak made a **MOTION** to recommend to the Board that full funding of $2,000 be provided to the organization. Ms. Frederique Vincent **SECONDED** the **MOTION** which carried unanimously. There was one abstention from the vote. Third, the Down Syndrome Association of Greater Richmond’s proposal was reviewed. Ms. Paris Ethel-Gainer made a **MOTION** to recommend that the full Board approve partial funding of $2,000 to the event; Mr. Burak **SECONDED** the **MOTION** which carried unanimously.

**REVIEW DISCUSSION OF PROGRESS ON FFY 2017 STATE PLAN GOALS AND OBJECTIVES**

**ALUMNI DEVELOPMENT PROGRAM:** Dr. Penni Sweetenburg-Lee provided a status update on the Alumni Development, Partners in Policymaking (PIP), and Youth Leadership Academy (YLA) Programs. Starting with the Alumni Development Program, Dr. Sweetenburg-Lee reported that, during the month of July, 20 alumni were identified and contacted in effort to recruit four regional Co-Chairs, as well as to fill several other leadership positions (Secretaries, Members at Large, etc.). She shared that, in August, the newly selected regional leaders were provided with extensive support and resources through a strategic leadership development training, which was planned in effort to prepare and equip regional leaders for their upcoming terms. Co-Chairs will also be given stipends, as approved by the Board in June, 2017. During the training, the new officers engaged in a planning session that resulted in the development of each region’s year-long calendar and chapter charter.

**PARTNERS IN POLICYMAKING:** Dr. Sweetenburg-Lee announced that the PIP class of 2017-2018 had its first kickoff session on September 9, 2017. Out of the 30-member class, 29 members were present; one member withdrew from the program the morning of. Dr. Sweetenburg-Lee stated that there is a great balance of participants with past advocacy experience and those without experience. She explained that last year, agendas were handed out every session to participants; however, the Board has since developed a new plan. The Board’s communications staff designed a new resource booklet for participants, which includes all the agendas, information, resources, and reading materials that they will need for the year. The 78 page booklets are enclosed inside of binder briefs and have been very effective thus far.

Dr. Sweetenburg-Lee explained how it is challenging for the Board to predict accommodation expenses associated with PIP. This year’s expenses are high due to the demand of transportation needs, Personal Care Assistants, and the need for CART services (which in itself is $18,000 ). Dr. Sweetenburg-Lee described the program’s new approach to the required advocacy projects. PIP participants will complete their project requirements in partnership with advocacy agencies and organizations. So far, several; Centers for Independent Living, the Arc of Virginia, and the Central Virginia Autism Society have indicated an interest in forming partnerships with this year’s PIP class. Ms. Raker stated that she is interested in nominating Moms in Motion as an additional partner organization. Dr. Sweetenburg-Lee believes that this method will increase networking and development skills.

PIP sessions will be held consecutively each month on Fridays from 12:00 p.m. through 9:30 p.m. and Saturdays from 8:00 a.m. through 4:00 p.m. The seven-month (excluding December) two-day session meeting dates are: September 8 & 9, October 6 & 7, November 3 & 4, January 5 & 6, February 9 & 10, March 9 & 10, and April 6 & 7. Dr. Sweetenburg-Lee encourages AOT members to attend Capitol Day on November 4, 2017 and the graduation ceremony on April 7, 2018. Dr. Sweetenburg-Lee will share details via email to the AOT Committee and needs members to RSVP if they are coming.

**YOUTH LEADERSHIP ACADEMY:** Dr. Sweetenburg-Lee informed the Committee that the Youth Leadership Academy planning is currently underway and is scheduled for July, 2018 at the Virginia State University in Petersburg, Virginia. The Virginia Foundation for Healthy Youth, Department for Aging and Rehabilitative Services, Parent Educational Advocacy Training Center, Department for the Blind and Vision Impaired, and other organizations have offered to assist in recruiting participants for the upcoming YLA. Dr. Sweetenburg-Lee also encourages Board members to help with the recruitment process, as well as requests that YLF alumni assist with application reviews. Dr. Sweetenburg-Lee stated that specific dates, times, and other program logistics will soon be determined.

**COMMUNICATIONS:** Mr. Jarvela provided the Committee with a report on the Board’s communication activities. First, he shared that a revised logo was designed for the Youth Leadership Forum’s (YLF) rebrand to the Youth Leadership Academy (YLA) in preparation for upcoming promotion and recruitment. He also stated that a cohesive resource booklet was developed for the 2017-2018 PIP class, which required a complete content and design overhaul. Next, he explained that, shortly after the Board’s June meeting, a federal change was mandated in document accessibility standards. This change required all of the Board’s website documents to meet new accessibility guidelines in September, 2017. Mr. Jarvela stated that over 400 work hours were invested into meeting this requirement and that the Board had to invest $800 on new software in order to facilitate completion. The task was completed ahead of the deadline and, so far, the Board was, to his knowledge, the first agency in the Secretariat to meet the updated guidelines.

Mr. Jarvela noted that communication activities have been substantially cut short due to funding. However, the Board had the opportunity to run a half convention ad on the Alumni Association at the Arc of Virginia’s convention in Williamsburg. Mr. Jarvela also stated that he is currently in the process of developing a website for the alumni chapters to increase member accessibility. Next, Mr. Jarvela asked how many Committee members have been utilizing the new SharePoint page. Two members stated that they have been using the page as a resource. Mr. Jarvela explained that eventually the SharePoint page will become the main distribution method for Board meeting materials and that printed materials will no longer, unless requested, be provided. He also stated that login procedures for non-state employees will be changing late 2017 or early 2018, which will require a member credential update. He will keep Committee members informed.

Lastly, Mr. Jarvela provided the Committee with a social media performance analysis of the Board’s Facebook page. He reported that the Board’s page was performing well and had progressive upturn in all critical metrics. Mr. Jarvela closed by encouraging members to write and submit content to the Board for Facebook publication.

Mr. Shapiro **MOTIONED** for the meeting to adjourn at 11:00 a.m. The **MOTION** was **SECONDED** and **APPROVED**.