**Virginia Board for People with Disabilities**

**Executive Committee (EC) Meeting Minutes  
*Sept. 13, 2017***

**Committee Members Present**:

Mary McAdam, Chair

Matthew Shapiro

Summer Sage

Cindy Rudy

Rachel Loughlin

Alexis Nichols

Phil Caldwell

Ed Turner

Ethel Paris-Gainer

**Committee Members Absent:**

None

**VBPD Staff Present:**

Heidi Lawyer

Kelly Bolden

John Cimino

Nia Harrison

Benjamin Jarvela

Nan Pemberton

Penni Sweetenburg-Lee

Jason Withers

**CALL TO ORDER:** The Chair, Mary McAdam, called the meeting to order 8:00 a.m.

**OPENING REMARKS:** The Chair greeted and welcomed Board members and staff.

**ROLE AND RESPONSIBILITIES:** Ms. Heidi Lawyer, Executive Director, provided a brief overview of the role of the Executive Committee for the benefit of new members, focusing on the Board’s leadership and fiduciary responsibilities.

**REVIEW OF THE EC AGENDA:** The Chair reviewed the Executive Committee Meeting agenda items.

**APPROVAL OF JUNE, 2017 EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the March 17, 2016 Executive Committee meeting minutes. Cindy Rudy made a **MOTION** to approve.Matthew Shapiro seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Nan Pemberton reported that there were two attendance issues that the Director had address. Ms. Heidi Lawyer, Executive Director, announced that Korinda Rusinyak had regretfully resigned from the Board due to work responsibilities.

**DIRECTOR’S UPDATE:** The Chair called for questions on the Executive Director’s report. Committee members asked questions about follow up with VAULT as well as the DCJS Disability Awareness Law Enforcement Training. Ms. Lawyer told the Committee that she in coordination with Board member, Richard Kriner, had provided a variety of training resources to the VAULT Director and had offered technical assistance to them. A letter was received from VAULT requesting funding support for a day and a half strategic planning retreat. The request was received too late to include in the Board packet. Ms. Lawyer responded to the VAULT President and advised that additional information was also needed in order for the Board to consider the request, including a detailed agenda and information about the proposed facilitator as no cost resources might be available. With respect to the Law Enforcement Training, Ms. Lawyer noted that she helped arrange and participated in about 10 meetings over a 3 day period with advocacy and other organizations and David Whalen, the grant principal from Niagara University to gain feedback on the work being undertaken. Ms. Lawyer stated that the first pilot is will be on October 17, 18, and 19, 2017. Jason Withers and Heidi Lawyer are planning to attend on October 18, 2017 in Richmond. Following the pilots, likely in January, additional training taking into account the feedback received in the pilots will move forward. For additional detail see Attachment EC 4. The Chair asked about the Partners in Policymaking session that was held September 8-9. Ms. Lawyer noted that it was a good session with a great group of participants and asked Dr. Sweetenburg-Lee to provide more details which she did.

**AGENCY FISCAL REPORT**: The Chair asked if there were questions to the fiscal reports. Ms. Nan Pemberton, Director of Administration, handed out a budget presentation which had been provided at the previous Board meeting so that the new Executive informed the committee members that a one-time sum of $40,000 received that was added to the 2017 allotment which brings the allotment to 1,538,716. These funds were reallocated to DD Councils around the country because Puerto Rico did not utilize their allotment. They are not part of the base allotment. Ms. Pemberton brought Attachment EC 5-2 to the attention of the committee focused on rent. She noted that while the Board usually pays rent in July, the bill from the Department of General Services was late this year and therefore those expenditures won’t be reflected until the December Board meeting report. In response to a Committee member question about rent increases and how they affect the budget. Ms. Pemberton stated that there have been small increases from time to time. VBPD has reduced its square footage to cut back on rental costs and the General Assembly has been generous in providing financial assistance to accommodate rent increases.

**GRANT EXPENDITURE UPDATE:** Mr. Jason Withers, Grants, Contracts & Program Information Manager, discussed expenditures of the Board’s four current grant projects: 1) The Virginia NICU Early Intervention Collaborative through the Virginia Hospital Research & Education Foundation (VHREF). 2) The Development of Adult Curriculum on Critical Decision-Making Points for Students with Disabilities project through the Virginia Department of Education (VDOE). 3) The Improving Transportation Planning in Cities and Counties to Increase Access to Community-Based Healthcare through the disAbility Law Center of Virginia (dLCV) and 4) the Increasing Access to Disability Resources in non-English Languages through The Arc of Northern Virginia. These projects and expenditures were referenced in Attachment ISP 3-2.

**UPDATE ON STAGE lI PROPOSALS FOR COMPETITIVE RFP:** Mr. Withers updated the members, informing them that four applicants were asked to submit full proposals to the Grant Review Team (GRT). Of the received applications, the GRT chose two proposals to recommend to the Board for funding, at a total cost of $382,590. He noted that the Board has $400,000 available for this grant cycle. The proposals recommended for funding were referenced in the Supplemental Packet sent to Board members in August 2017.

**COMMITTEE CHAIR/STAFF MEETING AGENDAS:** The Chairs of each committee and staff discussed their respective committee meeting agendas.

**OTHER BUSINESS:** There was none.

**ADJOURNMENT:** The Chair thanked the EC members for their contributions and called for adjournment of the meeting at 9:09 a.m.