**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes**

***September 20, 2016***

**Committee Members Present**:

Charles Meacham, Chair

Randy Burak

Angela Sadsad

Matthew Shapiro

Atima Omara

Felicia Hamilton

Cindy Rudy

Summer Sage

**Committee Members Absent:**

Carina Elgin

**Other Board Members Present:**

Richard Kriner

Michael Carrasco

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Joy Harris

Benjamin Jarvela

Grace Lambert

Nan Pemberton

Penni Sweetenburg-Lee

Jason Withers

**CALL TO ORDER:**

The Chair, Mr. Charles Meacham, called the meeting to order 7:50 a.m.

**Opening Remarks:**

The Chair greeted and welcomed Board members and staff.

**Review of the EC Agenda:**

The Chair reviewed the Executive Committee Meeting agenda items.

**APPROVAL OF June 15, 2016 EXECUTIVE COMMITTEE MEETING MINUTES:**

The Chair asked if there were any amendments to the June 15th, 2016 Executive Committee meeting minutes. Ms. Cindy Rudy made a **MOTION** to approve. Mr. Randy Burak seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**:

Ms. Nan Pemberton, Director of Administration, reported that there are no attendance issues at this time. However, Sari Leinonen-Farrell has resigned from the Board and will relocate to Kentucky with her son.

**DIRECTOR’S UPDATE:**

The Chair called for questions on the Executive Director’s report. Committee members asked questions about VCU’s ACE program, the Overtime Ruling for PCA’s, and the VA- LEND Program. Ms. Heidi Lawyer, Executive Director, reported that ACE has improved access to higher education. She also noted that she would clarify with DMAS the DOL ruling on overtime for PCAs with respect to whether consumers could pay overtime as stated in a recent article. . Summer Sage briefly updated the committee on the 3.1 million dollar grant received by Virginia Leadership Education in Neurodevelopmental Disabilities (VA-LEND). She reported that the five year grant was the largest amount of money received to date. In her closing remarks, Ms. Sage spoke about possibly collaborating with VCU on specific trainings. Mr. John Cimino, Director of Public Policy, responded to a question about meetings that we have participated in related to Executive Order 46 (EO46). He stated that there were discussions at these meetings about whether the Commonwealth should adopt a policy similar to Schedule A at the Federal Level, which allows people with disabilities to be hired for federal jobs outside of the competitive hiring process. Some other states have similar programs at the state level, but Virginia does not. These discussions are ongoing.

**AGENCY FISCAL REPORT**:

The Chair asked if there were questions to the fiscal reports. Ms. Pemberton responded to a question regarding remaining funds from fiscal year 2016. Ms. Pemberton stated that any remaining funds from one fiscal year to another would roll down into additional funding sources for grants.

**GRANT EXPENDITURE UPDATE:**

Mr. Jason Withers, Grants, Contracts & Program Information Manager, discussed three projects: 1) The EasyLiving Home Replication through Virginia Accessible Housing Solutions (VAHS).  This project ended 6/30/16 and all funds have been spent to date. VBPD is not requiring any post-grant monitoring from VAHS. 2) ABLE: Advocates Building Livable Environment (ABLE) through the Virginia Association of Centers for Independent Living (VACIL). The grantee has spent $75,340 of the $150,000 grant. 3) Leadership for Empowerment and Abuse Prevention (LEAP) through the VCU Partnership for People with Disabilities (PPD). The grantee has spent $146,420.29 of the $178,125 grant. He also discussed the new RFP document. The Board members were provided with the revised RFP as a supplemental packet. The new RFP process proposed shortening the length of time to funding by at least 3 months and was designed to improve the quality of grants submitted by being less prescriptive as to the activities, with an added emphasis on alignment with desired outcomes.

**SYF 2017 BUDGET**:

Ms. Pemberton discussed the FY’2017 and the changes. She explained that the federal government requires no more than 30% of total funds be allocated for administration. When the Board voted in June, the FY’2017 allocation had not been received. Once obtained in July from AIDD, the allocation was lower than anticipated and the administrative percentage was 31%. Therefore, personal services were shifted from an administration line item to program line item and a new budget vote must be taken. The total budget for FY’17 did not change from $1,488,331. After discussion related to the specific changes related to each budget category, Mr. Randy Burak made a **MOTION** to recommend to the full Board, approval of the revised budget and Ms. Atima Omara seconded the **MOTION** . The Chair requested that the PowerPoint presented in EC meeting be updated to include the accurate figures.

**COMMITTEE CHAIR/STAFF MEETING AGENDAS:**

The Chairs of each committee and staff discussed the committee meeting agenda.

**OTHER BUSINESS:**

There was none.

**ADJOURNMENT:**

The Chair thanked the EC members for their contributions and called for adjournment of the meeting at 9:06 a.m.