**Virginia Board for People with Disabilities**

**Investment and State Plan Oversight (ISP) Committee Meeting Minutes**

***September 20, 2016***

**Committee Members Present:**

Michael Carrasco

Mary McAdam

Cindy Rudy

Jamie Snead

Kathleen Vaughan

Charles Meacham

Atima Omara

Richard Kriner

Vicki Beatty

**Committee Members Absent:**

Ed Turner

Stephen Joseph

Rick Mitchell

Theresa Casselman

**VBPD Staff Present:**

Grace Lambert

Jason Withers

**CALL TO ORDER:** The Investment and State Plan Oversight Committee was called to order by Ms. Cindy Rudy at 9:21 a.m. Following introductions, the Committee reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:** There were no corrections to the June 2016 minutes. Mr. Michael Carrasco made a **MOTION** to approve the minutes. The **MOTION** was seconded by Ms. Atima Omara. The **MOTION** carried.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:** Highlights from the Executive Committee meeting were provided. The Chair discussed the revised FFY 2017 budget with the Committee members.

**APPOINTMENT OF A VICE COMMITTEE CHAIR:** The Committee members and VBPD staff discussed the necessity to appoint a Vice Committee Chair, in the event the Chair is absent at a meeting. Ms. Atima Omara made a **MOTION** to appoint Ms. Mary McAdam as Vice Committee Chair. This **MOTION** was seconded by Ms. Vicki Beatty. The **MOTION** carried.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers reviewed the Easy Living Home (ELH) contract, the ABLE: Advocates Building Livable Environments continuation grant, and the Leadership for Empowerment and Abuse Prevention (LEAP) grant expenditures with the Committee members. He discussed that ELH has expended all of the allotted funds to date and the project ended on June 30, 2016. This contract will not be renewed. The ABLE grant has been progressing nicely and is scheduled to end in March of 2017. LEAP has been a productive grant and it is expected that all remaining funds will be expended by September 30, 2016. These projects were referenced in September 2016 Attachment ISP 3-2.

**REQUEST FOR BOARD APPROVAL OF RFP:** Mr. Withers reviewed the “Creating Inclusive Communities” RFP document with the Committee. Historically, the grant funding process took about one year from the time a Letter of Interest (LOI) was received until a project began. The new process proposes to shorten this duration by approximately three months, offering a twice-a-year open LOI period where the Board will receive letters. The grant review team will continue to review LOIs and full proposals and make funding recommendations. This process also aims to improve the quantity and quality of proposals the Board receives by being less prescriptive as to specific activities but rather with an emphasis on grantee alignment with desired outcomes.

Approving the RFP does not preclude the Board from issuing specific RFPs as needed to achieve state plan or other objectives and there is no obligation of the Board to accept any of the proposals received. $400,000 is available for FY 2017 grant funding and grantees may apply for a funding range of $10,000 - $200,000. Based on feedback, staff members from the ISP Committee will make minor edits to the flow and scoring section. The Committee was provided with a draft document illustrating these changes.

A **MOTION** was made by Ms. McAdam to approve the RFP. The **MOTION** was seconded by Ms. Omara. The **MOTION** carried.

**GRANT REVIEW TEAM (GRT) SELECTION:** Mr. Withers and Ms. Grace Lambert discussed the ISP Grant Review Team (GRT) volunteer process, emphasizing that the team is instrumental to successful scoring of the grantee Letter of Interest and Full Proposal applications. Mr. Richard Kriner, Ms. McAdam, Ms. Beatty, the Chair, and Ms. Atima Omara volunteered for the GRT. Mr. Withers said he would send an email to absent ISP Committee members to inquire if they would be interested in volunteering.

**REVIEW OF 2012-2016 STATE PLAN UPDATE:** Ms. Lambert reviewed the State Plan Update dashboard. Objectives in attachments ISP 4-2 through 4-6 were referenced and the following updates were provided:

1. Objective 1-1 has now been **MET**; 25 stories were shared (for a total 41 which exceeds the target of 40 stories).
2. Objective 2-17 was **NOT MET**; the target is 30 individuals trained; to date, 25 individuals have been trained.
3. Objective 3-3 has been **PARTIALLY MET**. If there is a 10% increase in PIP and YLF survey participants, the objective will be met.

**DISCUSSION OF THE 2017-2021 STATE PLAN:** Ms. Lambert reviewed progress on the 2017-2021 State Plan. Ms. Lambert discussed that the two-year State Plan for 2017 and 2018 was submitted to the Administration on Intellectual and Developmental Disabilities (AIDD) in August, 2016. The plan included targets and benchmarks for objectives and activities.

**ISP COMMITTEE STRUCTURE DISCUSSION AND NEXT MEETING AGENDA:** The role and purpose of the Committee was discussed. The Chair asked Committee members to give feedback regarding information and reports that would be helpful in decision making. Staff mentioned the new database system (DD Suite) that will be used effective October 1, 2016 to track all outcomes, activities, performance measures, etc.

**POTENTIAL MEETING TOPICS:** Mr. Withers discussed that VCU’s Partnership for People with Disabilities (PPD) would be asked to make a presentation on its LEAP project at the December 2016 Board Meeting.

**ADJOURNMENT:** The Chair called for meeting adjournment at 11:16 a.m.