**Virginia Board for People with Disabilities**

**Executive Committee (EC) Meeting Minutes**

***December 14, 2016***

**Committee Members Present**:

Charles Meacham, Chair

Randy Burak

Angela Sadsad

Matthew Shapiro

Atima Omara

Cindy Rudy

Summer Sage

Carina Elgin

**Committee Members Absent:**

Felicia Hamilton

**Other Board Members Present:**

John Kelly

Richard Kriner

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Joy Harris

Benjamin Jarvela

Nan Pemberton

Penni Sweetenburg-Lee

Jason Withers

**CALL TO ORDER:** The Chair, Mr. Charles Meacham, called the meeting to order 8:05 a.m.

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

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

**APPROVAL OF EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the September 20, 2016, Executive Committee meeting minutes. Ms. Cindy Rudy made a **MOTION** to approve. Mr. Randy Burak seconded the **MOTION**. The **MOTION** was carried unanimously.

**BOARD MEMBER ATTENDANCE**: Mr. Matthew Shapiro, Secretary, reported that Korinda Rusinyak and Carina Elgin have been absent for two consecutive meetings. Ms. Elgin was present for this meeting; Ms. Rusinyak was not, making this her third consecutive absence. The Director has spoken with her and they will later discuss a subsequent plan of action.

**DIRECTOR’S UPDATE:** The Chair called for questions on the Executive Director’s report (Attachment EC 4) Committee members asked questions about the DOJ civil rights Stakeholders meeting attended by John Cimino, the proposed first responders training initiative with the Dept. of Criminal Justice Services (DCJS), and waiver redesign. Ms. Heidi Lawyer, Executive Director, reported that this quarter a significant amount of time was spent completing the annual program performance report and developing data tracking for the new 5 year state plan. Ms. Summer Sage asked how waiver redesign seemed to be going. Ms. Lawyer reported on the key challenges faced by CSBs, providers, individuals and family members, including that CSBs are serving a brand new population that they have not been required to serve in the past without additional funding. She noted that there have been significant issues with new waiver management system (WaMS) and the denial or rejection of service authorizations but that the process seems to be slowly improving. Ms. Lawyer informed committee members that DMAS & DBHDS are doing weekly waiver phone calls in order to respond to questions from family members and providers who’ve been seeking guidance and clarification. Ms. Rudy asked if the issues of the civil rights stakeholder meeting were population general, or issues specific to people with disabilities. Mr. John Cimino, Director of Public Policy, replied by saying that this meeting was specifically focused on disability civil rights issues. The meeting was an opportunity for people working in the disability field to congregate, and listen to the issues that people were engaged in. Mr. John Kelly asked if asked there would be a shift or change in priorities at DOJ due to the incoming presidential administration. Ms. Lawyer responded saying that there is a significant probability that priorities will shift and a chance that Olmstead enforcement will be a lesser provider. National organizations have been working to educate the incoming administration as well as Congress. In respect to a question about the DOJ Settlement Agreement, Ms. Lawyer advised of the current Training Center census which continues to reduce. She also responded to questions regarding the consumer-directed services overtime rule. Finally, Ms. Lawyer described meetings with DCJS and the proposal to implement collaborative training for first responders on disability awareness. She noted that the ISP Committee will review and determine whether it will recommend a contribution to this initiative to the full Board. If approved, the RFP for the training would likely be released early in 2017.

**AGENCY FISCAL REPORT**: The Chair asked if there were questions to the fiscal reports. Ms. Nan Pemberton responded to a question regarding low percentages of remaining funds. She referenced object code 1500, which are “Continuous Charges”. She stated that the percentages are initially low due to the up-front payment of almost $73,000.00 to DGS (Office Space), $10,000.00 payment to VITA (Budget Security), & $12,000.00 NACDD dues, which usually level out around March. Ms. Pemberton also informed the committee of the money being saved by not having to pay benefits and utilizing contractual services for the front desk position.

**GRANT EXPENDITURE UPDATE:** Mr. Jason Withers, Grants, Contracts & Program Information Manager, discussed grants and contracts expenditures, Mr. Withers reviewed ABLE (Advocates Building Livable Environments) and LEAP (Leadership for Empowerment and Abuse Prevention) expenditures with committee members that are referenced in Attachment ISP 3-2. He shared highlights from the Virginia Commonwealth University – Partnership for People with Disabilities’ LEAP Grant. LEAP had developed a curriculum teaching people with developmental disabilities how to protect themselves from sexual assault, abuse, neglect and violence, which is referenced in Attachment ISP 4-1.

**UPDATE ON LOIs FOR COMPETITIVE RFP:** Mr. Withers updated the members, informing them that 19 Letters of Interest (LOI) were received. The Grant Review team disqualified one because it was incomplete. Full proposals from the selected applicants are due February 17, 2017. He advised that Board approval for funding would be sought at the March 15, 2017 meeting.

**STATE PLAN AMENDMENT:** Mr. Withers shared that the 2017-2021 State Plan was submitted to AIDD in August 2016. Based on feedback received from AIDD, it was noted that the requirement to establish or strengthen a statewide self-advocacy organization led by individuals with developmental disabilities (DD) was listed as an activity but is required to be a goal or objective. To address this compliance issue, staff proposed eliminating Activity 2.1.1 (establish or strengthen a program for the direct funding of a state self-advocacy organization led by individuals with DD) and creating Objective 2-4. He advised that a **MOTION** to approve the newly proposed addition of Objective 2-4 would be needed from the Board following a recommendation from the ISP committee. Mr. Withers also explained that Virginia would not be adopting the ABLE Act regulations and as a result, the activities in Objective 1-8 would be updated to reflect Council’s role in guidance and dissemination of information. This information is referenced in Attachment BD 4-1. The Committee questioned this and Ms. Lawyer responded that not adopting regulations was not a negative as the state was simply going to utilize federal regulations.

**COMMITTEE CHAIR/STAFF MEETING AGENDAS:** The Chairs of each committee and staff discussed the 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 9:11 a.m.