**Virginia Board for People with Disabilities**

**Executive Committee Meeting**

**June 3, 2015**

**Committee Members Present:**

Korinda Rusinyak, Chair

Dennis Findley

John Kelly

Dennis Manning

Charles Meacham

Angela Sadsad

**Committee Members Absent:**

Mary McAdam

Jessica Philips

Sarah Ratner

Angela Yong West

**Other Board Members Present:**

Ron King

Matthew Deans, ex officio designee for Donna Bonessi

**VBPD Staff Present:**

Heidi Lawyer

Nan Pemberton

Katherine Lawson

Linda Redmond

Penni Sweetenburg-Lee

Lynne Talley

Sandra Smalls

Ronita Wilson

**CALL TO ORDER:** The Chair, Ms. Korinda Rusinyak, called the meeting to order 7:40 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 MARCH 18, 2015 EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the March 18, 2015 Executive Committee meeting minutes. Angela Sadsad reported that the minutes need to be corrected to show she was present for the EC meeting. The Chair called for a **MOTION** to approve the minutes with the one correction. Mr. Dennis Findley made a **MOTION** to approve. Mr. Charles Meacham seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Ms. Nan Pemberton reported there is one attendance issue to report at this time. Ms. Pemberton stated that Mary McAdam has three consecutive absences from the meetings. Ms. Heidi Lawyer reported that she has contacted Ms. McAdam concerning her attendance issue.

**DIRECTOR’S UPDATE:** Ms. Heidi Lawyer, Executive Director, reported that it was a very busy time and that much was accomplished: she then highlighted a few of the special initiatives reported in Attachment EC-4, including, legislative and policy work; agency administration and Board operation. She additionally noted some of the activity in programs/planning/marketing and communications. Ms. Lawyer then provided an update to the committee on the status of vacant staff positions.

**AGENCY FISCAL REPORT**: Ms. Nan Pemberton, Director of Administration, reported on expenditures through April 30, 2015 of Agency Budget. She noted of the $1,405,422 Agency budget, there has been $1,063,004 in expenditures with remaining funds of $342, 418 and 24% of the Agency budget remaining. She noted that there is 15% of the fiscal year remaining.

**GRANT EXPENDITURE UPDATE:** Ms. Lynne Talley, of Grants, Contracts and Training Programs, reported on the Grants Expenditure updates. She reported that as of April 30, 2015, grants obligated were, $857,340.00 of which grant funds expended totaled $626,327.68, leaving a grant balance of $231,012.32. Ms. Talley noted there are four active grants and 2 grants that ended on March 31, 2015. There is one active Contract (EasyLiving Home Replication in Virginia SFY 2015) which will end June 30, 2015, and the contractor has submitted a renewal application for SFY2016.

**SFY 2016 STATE PLAN UPDATE:** Ms**.** Lynne Talley reported that by December 31, 2015, the Board must submit an annual update to the State Plan. The draft 2016 State Plan reflects the revisions discussed and approved at the March 18, 2015, committee meetings. She noted that the update is for 5th year and we are in our 4th year.

**SFY 2016 STATE OPERATING BUDGET:** Ms. Pemberton presented the FY 2016 Proposed Board Support Budget. Ms. Pemberton reported that this budget supports the programs and administrative operations of the Board. The proposed SFY’16 budget for VBPD is $1,431,957. The Chair called for a vote to recommend approval of the proposed Agency Budget Report. Mr. Dennis Manning made a **MOTION** to recommend approval of proposed Budget to the full Board. Mr. Dennis Findley seconded the **MOTION**. The **MOTION** was approved unanimously.

**APPROVAL OF MEETING MINUTES OF APRIL 24, 2015** – The Chair asked if there were changes to the minutes. There were none. The Chair called for a vote to approve the Minutes. Angela Sadsad made a **MOTION** to approve the minutes. Charles Meacham seconded the **MOTION**. The **MOTION** was approved unanimously.

**RECOMMENDATIONS TO FULL BOARD ON RESTRUCTURING OF COMMITTEES AND DISABILITY ASSESSMENT:**  The Chair called for discussion of the recommendations to the full Board on Restructuring of Committees and Disability Assessment. After discussion, The Chair called for a vote. John Kelly made the **MOTION** that beginning in FY 2016 we will alternate years of sponsoring PIP and YLF. Mr. Dennis Findley seconded the **MOTION.** The **MOTION** carried unanimously..

**COMMUNICATIONS UPDATE:** Ms. Lawyer referred the Committee to the Board Packet for information on communications reach.

**OTHER BUSINESS:** There was no other business discussed.

**ADJOURNMENT:** The Chair call for adjournment of the meeting at 9:20 a.m.