**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes
*Dec. 4, 2019***

**Committee Members Present**:

Dr. Ethel Parris Gainer, Chair

Matthew Shapiro

Theresa Casselman

Frederique Vincent

Alexandra Dixon

Felicia Hamilton

Allison Coles Johnson

Dennis Findley

Kate Olson

**Committee Members Absent:**

None

**Guests:**

Alexus Smith

**VBPD Staff Present:**

Tara Bethea

John Cimino

Nia Harrison

Benjamin Jarvela

Linh Thi Nguyen

Henry Street

Penni Sweetenburg-Lee

Megan Weems

Jason Withers

Evette Wingfield-Woodley

Ronita Wilson

**CALL TO ORDER:**

The Chair, Dr. Ethel Parris Gainer, called the meeting to order at 8:01 a.m.

**OPENING REMARKS:**

The Chair greeted and welcomed Board members and staff and introductions were given. The Chair thanked the Board members for all of their hard work and dedication while serving on the Board.

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

**APPROVAL OF SEPTEMBER 11, 2019, EXECUTIVE COMMITTEE MEETING MINUTES:**The Chair asked if there were any amendments to the September 11, 2019, Executive Committee meeting minutes. There were none. Dennis Findley made a **MOTION** to approve.Alexandra Dixon seconded the **MOTION** to approve. The **MOTION** was carried.

**BOARD MEMBER ATTENDANCE:**

Mr. John Cimino, Deputy Director, noted the Attendance tracking attachment. Mr. Cimino noted that several Board members that has missed one meeting. One person has not been present in the last four meetings and has been unresponsive. Mr. Cimino noted that he would be notifying the Secretary of the Commonwealth’s Office.

**EXECUTIVE DIRECTOR’S UPDATE:**

The Chair called for the Executive Director’s report. Mr. Cimino summarized the activities that had taken place in the last quarter. Mr. Cimino gave a report on key staff activities, Special Initiatives/Legislative and Policy Work, Agency Administration/Board Operations and Programs/Planning/Marketing & Communications. He also reported on Grants and Contracts, Training Programs and Alumni Development, Conferences, Training Webinars and other events.

**AGENCY FISCAL REPORT:**

Mr. Cimino provided an update on the financial status of the Board, including a summary of the Board's expenditures to date compared to the Board approved budget, as well as an accounting of the remaining balance in each of the Board's active federal grants. The Board is right about where it should be in terms of expenditures, with about 23 percent of the overall budget spent as of November 6, 2019. There is a remaining balance of just over $100,000 remaining of the FFY 2017 grant award. This balance remains due to changes in federal guidance on how the Board can use grant funds in their third year, and it will likely revert back to the federal government. Board Chair, Ethel Parris-Gainer inquired about steps being taken to avoid having to revert funds in the future, and Mr. Cimino outlined ongoing and planned steps to spend down old grant funds and better align the Board's budgeting with its spending. In future years, the Board will have to be more cautious about its spending, because new federal guidance will leave a tighter balance between incoming grant funds and budgeted expenditures.

**GRANTS EXPENDITURES UPDATE:**

Mr. Jason Withers, Grants and Contracts Manager, provided updates on recent expenditures regarding the ten active grants and contracts per ISP:

1. Improving Health and Wellness through Empowerment project with James Madison University.
2. Communication & Health Advocacy Training (CHAT) project with Virginia Commonwealth University.
3. The Next Move @ William & Mary project with the College William & Mary.
4. Promoting Integrated Employment with ABLES Teams project with VCU.
5. Building inclusive School Communities project with Radford University.
6. A Life Like Yours Alliance project with The Arc of Virginia.
7. My Choice Virginia: Supported Decision Making project with the Arc of Northern

Virginia.

1. Creating Opportunities to Advance Capable Hands (COACH) project with Community

Knights.

9) Sharing Answers & Forging Affirmative Relationships Inventively (SAFARI) project

with The Up Center.

10) School Crisis Planning, Preparation, Response, and Recovery for Students with

Disabilities project with the Department of Criminal Justice Services.

Limited expenditures were incurred for the Board’s five newest grants as these projects began August 1, 2019.

**UPDATE ON FFY 2020 COMPETITIVE GRANTS:**

Mr. Jason Withers, Grants and Contract Manager, provided an update on the work of the Grant Review Team in selecting six proposals to recommend for funding to the full Board. Committee members discussed various aspects of these proposals.

**STATE PLAN PROGRESS REPORT:**

Ms. Nia Harrison, Director of Planning, Research, and Evaluation, discussed progress towards the Board’s FFY 2019 work plan. Ms. Harrison noted that this role used to be the responsibility of the Investment and State Plan Oversight (ISP) Committee, but that the Board voted in September 2019 to move this responsibility to the Executive Committee. Ms. Harrison welcomed any feedback on the report format, which currently focuses on challenges or delays per previous feedback from ISP Committee members.

**FFY 2020 STATE PLAN UPDATE:**

Ms. Harrison provided an informational update on the 2020 State Plan Update due by January 1, 2020. Ms. Harrison provided a summary of the major and minor changes being proposed to the Board’s FFY 2020-21 work plans.

**COMMITTEE CHAIR/STAFF MEETING AGENDAS:**

The Chairs of each committee and staff discussed their respective committee meeting agendas.

**OTHER BUSINESS:**

The Chair noted that as of December 5, 2019, Mr. Cimino would be the Acting Executive Director until there is a new Executive Director. The Chair thanked Mr. Cimino for taking on the responsibility of the Acting Executive Director and updated the Board Members on the interview process. The Chair also thanked the Board members, the interview panel and DARS for their hard work in interviewing and hiring a new Executive Director.

**ADJOURNMENT:**

The Chair thanked the Committee members for their contributions and called for adjournment of the meeting at 9:08 a.m.