**Virginia Board for People with Disabilities**

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

***Dec. 4, 2019***

**Committee Members Present:**

Theresa Casselman

John Kelly

Richard Kriner

Donna Lockwood

Mary McAdam

Ethel Parris Gainer

Chandra Robinson

Alexus Smith

Travis Webb

**Committee Members Absent:**

Ray Hopkins

Christopher Nace

Lindsay Pearse

Cindy Rudy

**VBPD Staff Present:**

Nia Harrison

Jason Withers

**CALL TO ORDER:**

The Chair, Ms. Theresa Casselman, called the meeting to order at 9:26 am. Following the call to order, the Committee members introduced themselves and reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:**

The Chair asked if there were any changes to the September 11, 2019, meeting minutes. Ms. Donna Lockwood made a **MOTION** to **APPROVE** the minutes as written. Ms. Alexus Smith **SECONDED** the **MOTION**. The **MOTION** carried unanimously, with Mr. Richard Kriner and Mr. Travis Webb abstaining.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:**

Ms. Theresa Casselman provided highlights from the Executive Committee meeting.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:**

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

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 of 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
8. 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. Withers advised that 18 Letters of Interest (LOIs) were received during Phase 1 of the Board’s competitive Request for Proposals (RFP) period. The Grant Review Team (GRT) convened on August 15, 2019, to review the received LOIs and selected nine applicants from whom to solicit full proposals. The GRT met on November 14, 2019, to review all received proposal applications and selected six to recommend to the full Board for funding. Total requested funding is $682,800. These applicants and their associated proposals are referenced in the Supplemental Packet.

Mr. Withers also informed the Committee that there was the potential to exceed the Board’s authorized spending for SFY 2020 if all 6 proposals are funded and begin on January 20, 2020 as originally planned. A delayed start for some grants may be warranted, at least for projects whose activities allow for flexible timing. Alexus made a **MOTION** to recommend that the full Board amend the motion from the Grant Review Team that the 6 proposals be approved, contingent on a delayed start date for one or more of the projects, as needed, to ensure that the Board does not exceed its State approval. This **MOTION** was **SECONDED** by Mr. Kriner. The **MOTION** carried unanimously.

**APPROVAL OF CA HUMAN SERVICES EVENT SPONSORSHIP APPLICATION:**

Mr. Withers discussed the event sponsorship application from CA Human Services. Committee members discussed various aspects of the application, including the potential event supporters and budget. Mr. Withers asked if any members would be interested in attending the event, if funded. Mr. Kriner, Ms. Mary McAdam, Ms. Smith, and Mr. John Kelly expressed interest. Mr. Kriner noted that he could request state funding for his attendance if there were limited tickets available to the Board. Mr. Kelly made a **MOTION** to recommend that the full Board approve the sponsorship application from CA Human Services for the full $2,000 requested. This **MOTION** was **SECONDED** by Ms. McAdam. The **MOTION** carried unanimously.

**APPROVAL OF DSAGR EVENT SPONSORSHIP APPLICATION:**

Mr. Withers discussed the event sponsorship application from the Down Syndrome Association of Greater Richmond (DSAGR). Committee members discussed various aspects of the application, including the role of people with disabilities. Ms. Nia Harrison noted that the Board could offer to solicit interest among its training program alumni in serving as a speaker at the event. Committee members agreed that this suggestion should be made to the applicant. Committee members said the Board should also recommend that the applicant solicit speakers who have disabilities from the ACE-IT and I’m Determined programs. Mr. Kriner made a **MOTION** to recommend that the full Board approve the sponsorship application from DSAGR for the full $2,500 requested. This **MOTION** was **SECONDED** by Ms. Lockwood. The **MOTION** carried unanimously.

**APPROVAL OF ISP COMMITTEE NAME CHANGE:**

Ms. Harrison informed Committee members that they may wish to consider changing the name of the Investment and State Plan Oversight (ISP) Committee to account for

* the Board’s decision in September to move State Plan oversight from the ISP Committee to the Executive Committee,
* the Board’s decision in September to move event and conference support from the Advocacy and Outreach (AOT) Committee to the ISP Committee, and
* feedback from Board members on a 2019 survey that the current committee names are too long and confusing.

Committee members brainstormed possible alternatives, noting the importance of viewing the Committee’s work as an investment. Mr. Kelly noted that the Committee should view themselves as stewards of the investment, but that stewardship did not necessarily have to be part of the committee name. The Chair suggested referencing impact and/or innovation in the title, but Mr. Kelly noted that it is the grantees rather than the Board who are directly innovating. Ms. Smith made a **MOTION** to recommend that the full Board change the Investment and State Plan Oversight (ISP) Committee name to the Investment Committee. This **MOTION** was **SECONDED** by Mr. Kelly. The **MOTION** carried unanimously.

**WRAP UP AND POTENTIAL MEETING TOPICS:**

The Chair asked Committee members if they would like to suggest any potential meeting topics for the March 2020 meeting.

Committee members discussed a desire to flesh out the event sponsorship process, now that this responsibility has been moved from the AOT to ISP Committee. For example, Committee members expressed interest in establishing a system for determining priority across competing conferences/events, identifying reporting expectations for Board members who attend the sponsored conferences/events, and requesting additional budget information from applicants. Ms. Harrison suggested that time be set aside during the next Committee meeting to discuss these topics, and suggested that Committee members may also wish to consider revising the application questions.

The Chair suggested that a presentation from JMU on their grant project may be helpful at the March 2020 Board meeting. Some members noted that this might be good for the full Board to hear, not just the ISP Committee, if possible.

**ADJOURNMENT:**

The Chair adjourned the meeting at 11:15 AM.