**Virginia Board for with Disabilities**

**Board Meeting Minutes**

**Dec. 9, 2020**

The Virginia Board for People with Disabilities held its regular quarterly meeting on Wednesday, December 9, 2020, via Zoom meeting.

**BOARD MEMBERS PRESENT:** Dianna Banks, Ann Bevan, Phil Caldwell, Frank Carrillo, Allison Coles-Johnson, Alexandra Dixon, Dennis Findley, Donna Gilles, Felicia Hamilton, Jocelyn Kilgore, Sarah Kranz-Ciment, Richard Kriner, Dennis Lites, Donna Lockwood, Rachel Loria, Eric Mann, Dawn Missory, Madeline Nunnally, Kate Olson, Deanna Parker, Lindsay Pearse, Eric Raff, Caroline Raker, Vasantha Rayman, Chandra Robinson, Cindy Rudy, Matthew Shapiro, Theresa Simonds, Maya Simmons, Alexus Smith, Edmond Turner, Frederique Vincent and Niki Zimmerman.

**BOARD MEMBERS ABSENT:** Molly Korte, Samantha Hollins, Ray Hopkins and Olivia Price

**CALL TO ORDER, WELCOME AND INTRODUCTIONS:** Board Chair, Matthew Shapiro, called the December 9, 2020, Board meeting to order at 12:05 p.m. The Chair gave instructions for the protocols for the Zoom Board meeting.

**ROLL CALL/INTRODUCTIONS:** The Chair did a roll call/introduction for the Board members. Ms. Teri Morgan, Executive Director, welcomed everyone to the meeting and did a roll call/introduction for the Board Staff.

**APPROVAL OF September 16, 2020 MINUTES:** The Chair asked if there were any changes to the September 16, 2020, Board Meeting minutes. The Chair called for a **MOTION** to **APPROVE** the minutes.Ms.Dawn Missorymade a **MOTION** to **APPROVE** the minutes, andMr. Dennis Findley seconded. The **MOTION** carried unanimously.

**PUBLIC COMMENT:**  There was no public comment.

**STANDING COMMITTEE REPORTS**

**EXECUTIVE COMMITTEE REPORT:**

Matthew Shapiro, the EC Chair, gave an Executive Committee meeting update covering: the minute’s approval, Board members attendance, and the Executive Director’s update.

**ADVOCACY AND OUTREACH COMMITTEE REPORT:**

Ms. Allison Coles-Johnson, the Committee Chair, made the following report.

**Appointment of AOT Committee Vice Chair:**

The Chair called for nominations of the committee Vice Chair. Mr. Turner volunteered as Vice Chair. The nomination was unanimously approved.

**Partners in Policymaking (PIP) Program Quarterly Report:**

Dr. Penni Sweetenburg-Lee, Director of Training and Alumni Development Programs, provided an update on the PIP 2019-2020 session which ended in April 2020, due to COVID-19, the April PIP session was canceled. Dr. Sweetenburg-Lee confirmed that there were 24 graduates that completed the program. Dr. Sweetenburg-Lee noted that the upcoming 2021-2022 PIP session is being planned as a virtual/in-person hybrid program. Program recruitment has begun and will run through the application deadline on March 19, 2021.

**YOUTH LEADERSHIP ACADEMY (YLA) Program Quarterly Report:**

Dr. Sweetenburg-Lee provided an update on the YLA 2020 session which was set to run from July, 12-16, 2020, and was canceled due to COVID-19. Dr. Sweetenburg-Lee noted that the 18 applicants/confirmed participants for the 2020 session, will be given priority application status for 2021 program. This will also will be a hybrid virtual/in-person program. Dr. Sweetenburg-Lee explained that the recruitment for the 2021 session will launch in February 2021 and that applications, deadlines and session dates will be provided to the Board in the future.

**TRAINING ALUMNI ASSOCIATION (TAA) Program Quarterly Report:**

Dr. Sweetenburg-Lee provided an update on the TAA activities of the quarter. Dr. Sweetenburg-Lee explained that between June-December 2020 there have been 25 meetings with 93 (duplicated) alumni participants. Dr. Sweetenburg-Lee noted that the development of a new website dedicated to the TAA efforts was developed to house all event information and has been highly successful. Dr. Sweetenburg-Lee discussed the TAA events and meetings (held virtually) in 2020 which included a week-long celebration of the 30th Anniversary of the ADA, a panel series on Diversity, Equity, and Inclusion, Town Hall Campaign events in collaboration with the Arc of Virginia, and a Voter Election Information event in collaboration with the Disability Law Center of Virginia and Virginia Department of Elections.

**Communications REPORT:**

Mr. Benjamin Jarvela, Director of Communications, explained that the PIP 2021-2022 recruitment campaign launched on December 9, 2020 and will run through March 19, 2021 application deadline. Mr. Jarvela encouraged committee members to share the PIP application information. Mr. Jarvela continued and noted that several documents related to Project Living Well have been publicly released and are available to view on the Board’s website as well as Facebook page. Mr. Jarvela noted the launch of the TAA website for management of event content, and that it has been very well received and had significant web traffic. Mr. Jarvela discussed the Board’s social media platforms and noted that the Disability History and Awareness Month campaign, which ended in October 2020, but unfortunately due to COVID-19, the Board did not receive a Governor Proclamation as in past years. Mr. Jarvela noted that staff had closed the Board's MeWe account, and that Facebook has been producing a significant number of viewers and traffic. Mr. Jarvela commented that all new Board members have been oriented.

**POLICY ADVISORY COMMITTEE:**

Mr. Phil Caldwell, Committee Chair, made the following report.

**SELECTION OF VICE CHAIR:**

Mr. Dennis Findley agreed to serve as Vice Chair of the Committee.

**ASSESSMENT UPDATE:**

Ms. Nia Harrison informed Committee members of the need to conduct four assessments this year, rather than the typical two, due to COVID-19 and staff turnover.

**PROJECT LIVING WELL UPDATE:**

Ms. Linh Nguyen updated the Committee about the status of Project Living Well and provided information on the various dissemination avenues.

**POLICY/LEGISLATIVE UPDATE:**

Ms. Harrison and Ms. Teri Morgan provided legislative updates to the Committee from both the recent special session as well as the upcoming regular session.

**INVESTMENT COMMITTEE:**

Ms. Alexus Smith, Committee Chair, made the following report.

**APPOINTMENT OF COMMITTEE VICE CHAIR:**

The Chair reviewed the responsibilities of the committee vice chair and asked if anyone was interested in filling this position. Ms. Chandra Robinson volunteered to serve as Vice Chair and the Committee approved.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:**

Mr. Jason Withers, Grants and Contracts Manager, provided updates on recent activities and expenditures regarding 14 grant projects.

**APPROVAL OF TWO NO-COST EXTENSION REQUESTS:**

Mr. Withers discussed a recommendation from the Investment Committee to the Board for approval of a no-cost extension request from the Virginia Department for the Deaf and Hard of Hearing (VDDHH). The grantee contacted staff to the Board in October of 2020 to advise that continued social distancing requirements due to COVID-19 have necessitated a further delay in starting the project, which was planned to begin in January of 2021. The project timeline will shift from January 1, 2021 – December 31, 2022 to January 1, 2022 to December 31, 2023.

Mr. Withers discussed a second no-cost extension request from Radford University. The grantee contacted staff to the Board in November of 2020 to advise that continued social distancing requirements due to COVID-19 have resulted in further project disruptions. The grantee requested a 9-month extension that would extend the end of the active project period from December 31, 2020 to September 30, 2021, allowing the grantee to complete remaining project activities as well as spend remaining grant funds.

After brief discussion, the Board Chair called for a **MOTION** to approve the VDDHH and Radford University requests for a no cost extension. Ms. Frederick Vincent made a **MOTION** to approve and Mr. Matthew Shapiro **SECONDED** the **MOTION**. The **MOTION** carried unanimously with Mr. Eric Raff abstaining.

**APPROVAL OF DSAGR EVENT SPONSORSHIP APPLICATION:**

Mr. Withers discussed a recommendation from the Investment Committee to the Board for approval of an event sponsorship application from the Down Syndrome Association of Greater Richmond. Mr. Withers shared that the committee members wanted an assurance that the virtual event would be fully accessible as a condition for Board funding. After brief discussion about expectations for accessibility of the event, the Board Chair asked for a **MOTION** for approval of the DSAGR event sponsorship application in the amount of $1,500 with the assurance that the virtual event will be fully accessible. Ms. Alexus Smith made a **MOTION** for approval and the **MOTION** carried unanimously. Since this was a recommendation coming from a committee, a second was not needed.

**APPROVAL TO TERMINATE COACH GRANT WITH COMMUNITY KNIGHTS:**

Mr. Withers discussed a recommendation from the Investment Committee to the Board for approval to terminate the Creating Opportunities to Advance Capable Hands (COACH) grant with Community Knights. Mr. Withers advised that staff have had ongoing concerns with the grantee’s performance in achieving the project’s intended outcomes and deliverables and referenced the documentation sent to the Board for review.

Following further discussion, the Board Chair called for a vote on approval to terminate the COACH grant with Community Knights, effective January 15, 2021. The **MOTION** carried unanimously. Since this was a recommendation coming from a committee, a second was not needed.

**Frederique Vincent, the Vice Chair, presided over the remaining of the Board meeting.**

**STATE PLAN UPDATE:**

Ms. Harrison provided an informational update on the five-year state plan. Ms. Harrison stated that they are proposing a number of minor changes to outputs and performance measures to address Covid-19.

The Vice Chair called for a **MOTION** to approve the update to the State Plan. Mr. Phillip Caldwell made a **MOTION** to approve. Ms. Allison Coles-Johnson **SECONDED** the **MOTION**. The **MOTION** carried unanimously.

**THE DD ACT TURNS 50, TERI MORGAN:**

Ms. Morgan provided an informational presentation on the 50th Anniversary of DD Councils.

Ms. Morgan gave a brief summary about the history, values and purpose of DD Councils and wished DD Councils a Happy Birthday.

**REVIEW AND DISCUSSION OF FFY 2022-2026 STATE PLAN GOALS, OBJECTIVES, AND DRAFT ACTIVITIES:**

Mr. Dennis Findley provided an overview of the work of the Ad hoc Committee to develop the draft 5-Year State Plan.

Mr. Findley stated that the committee strived to set State Plan goals that the Virginia Board for People with Disabilities can achieve. Mr. Findley gave a summary of the actions of the Ad hoc Committee and reported that they are very pleased with the work they have accomplished.

Ms. Harrison provided an informational summary on the background of the State Plan. Ms. Harrison briefly discussed the Goals and Objectives of the draft State Plan that will be released to the public for comment. Ms. Harrison reiterated that the Board is approving the Goals and Objectives and not the tentative activities.

Hearing no discussion, the Vice Chair called for a **MOTION** to approve the draft State Plan for release for public comment. Mr. Dennis Findley made a **MOTION** to approve. Ms. Jocelyn Kilgore **SECONDED** the **MOTION**. The **MOTION** carried unanimously.

**OTHER BUSINESS:**

None.

**ADJOURNMENT:**

The Vice Chair thanked Teri Morgan for her leadership, Board Chair, Matthew Shapiro, Committees Chairs, and the Ad hoc Committee for all of their hard work. The Vice Chair asked for a vote to adjourn, the meeting adjourned at 12:41 pm.