**Virginia Board for People with Disabilities**

**Executive Committee Meeting**

**March 18, 2015**

**Committee Members Present:**

Korinda Rusinyak, Chair

Dennis Findley

John Kelly

Charles Meacham

Jessica Philips

Angela Sadsad

Angela Yong West

**Other Board Members Present:**

Michael Carrasco

Ed Turner

**Committee Members Absent:**

Dennis Manning

Mary McAdam

Sarah Ratner

**VBPD Staff Present:**

Heidi Lawyer

Nan Pemberton

Barb Dodd

Katherine Lawson

Linda Redmond, Ph.D

Lynne Talley

Sandra Smalls –Assisting Staff

Dr. Penni Sweetenburg-Lee

**Guest:**

Ms. Debra Soles

**CALL TO ORDER:** The Chair, Ms. Korinda Rusinyak, called the meeting to order at 7:50 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 DECEMBER 3, 2014 EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the December 3, 2014 Executive Committee meeting minutes. There being none, the Chair called for a **MOTION** toapprove the minutes. Mr. Dennis Findley made a **MOTION** to approve. Mr. Charles Meacham seconded the **MOTION**. The **MOTION** was approved unanimously.

The Chair asked the Committee if they had any questions on the EC Attachments that were in the Board packet. There were no questions.

**Board Member Attendance**: Ms. Nan Pemberton reported there are no attendance issues to report at this time.

**Director’s Update:** Ms. Heidi Lawyer, Executive Director, reported that it was a very busy quarter with the General Assembly being in session; she highlighted a few of the special initiatives, 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 positions.

**Agency Fiscal Report:**  Ms. Nan Pemberton, Director of Administration, reported on expenditures through February 19 of the State Fiscal year (FY15). The report reflects the agency operational/administrative budget including board meeting expenditures. She noted that with 31% of the state fiscal year remaining, the Board has 33% of its budget remaining.

Ms. Pemberton reported that the fiscal report for the Agency Budget on Attachment EC 5-4 in the Board Packet was incorrect. The actual report should reflect 46% of the overall Board Budget remaining and not the 39% as reflected in the Packet. Ms. Pemberton will electronically send to the members the updated Agency Budget report.

**GRANT EXPENDITURE UPDATE:** Ms. Lynne Talley, Grants Administrator, reported on the Grant Expenditure updates. She reported that as of February 12, 2015 grants obligated were $909,406.00 of which grant funds expended totaled $459,581.67, leaving a grant fund balance of $449,824.33. Ms. Talley noted that there are six active grants with two grants (ABLE: Advocates Building Livable Environments and Oral Health for Adults with DD) ending March 31, 2015. There is one active contract (EasyLiving Home Replication in Virginia SFY 2015) which will end June 30, 2015.

**Update on Agency Training Programs**: Ms. Lynne Talley reported that the staff position for Training & Program Support Coordinator has been filled. Dr. Penni Sweetenburg-Lee was introduced to the Executive Committee members. Ms. Tally reported that the Selection Committee will meet next week to review applications received to participate in the next Partners In Policymaking (PIP) session. She noted that the Board has 40 applications to review.

**Communications/Marketing Update:** Ms. Barbara Dodd, Director of Communications, provided an overview of the traffic on the Board’s homepage and Facebook pages and communication priorities.

**Discussion on Board Committee Structure**: Ms. Lawyer led the discussion on possible restructuring of the Board’s Committees to more effectively accomplish the Board’s work. After much discussion, it was decided that the Executive Committee would meet prior to the June Board meeting to further discuss and bring recommendations to the full Board.

Ms. Lawyer also led the discussion on ideas regarding structure and format of the Disability Assessment to ensure the mandates are met with a more manageable process. After discussion, several ideas came forth and it was decided that the Executive Committee would add to the committee restructuring meeting to further discuss.

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

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