**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes**

***June 15, 2016***

**Committee Members Present:**

Charles Meacham, Chair

Angela Sadsad

Randy Burak

Angela West

Matthew Shapiro

Stephen Joseph

Summer Sage

Ethel Parris Gainer

**Committee Members Absent:**

Michael Carrasco

**Other Board Members Present:**

Ed Turner

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Benjamin Jarvela

Grace Lambert

Nan Pemberton

Penni Sweetenburg-Lee

Jason Withers

Megan Campbell

**CALL TO ORDER:** The Chair, Mr. Charles Meacham, called the meeting to order 7:46 a.m.

**Opening Remarks:** The Chair greeted and welcomed Board members and staff.

**Review of the EC Agenda:** The Chair reviewed the Executive Committee Meeting agenda items. Mr. Stephen Joseph, Secretary, stated that he had a question regarding the new regulations for personal care attendant relative to the 40 hour overtime rule. The Chair stated that would be addressed under the “Other business” section of the EC meeting.

**APPROVAL OF March 16, 2016 EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the March 16, 2016 Executive Committee meeting minutes. Mr. Randy Burak made a **MOTION** to approve. Ms. Summer Sage seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Mr. Joseph reported there are no attendance issues at this time. However there were corrections to the tracking of the attendance for Ms. Alexis Nichols and the Chair, who were present for the March meeting.

**DIRECTOR’S UPDATE:** The Chair called for questions on the Executive Director’s report. Mr. Meacham and committee members asked several questions about Managed Long Term Care and about implementation of the ABLE Act in Virginia and communication with the VA529 office which will administer the program. Ms. Heidi Lawyer, Executive Director, reported that there was a recent communication with 529 Officials and that Virginia’s program is likely to be implemented throughout various strategies in late 2016 or early 2016. She noted that federal regulations no longer require that individuals be a resident of a state to open an account and therefore states will be competing for clients. Ms. Lawyer and the Chair discussed the responses to the comments from committee members on the new committee structure from the survey done at the March meeting. Ms. Lawyer noted that the Policy, Research, and Evaluation Committee would be making recommendations to the Board on the first two sections to be developed. Staff is recommending Education and Employment. Ms. Lawyer briefly discussed the sole source contract with VACIL for the ABLE grant expansion. The contract began in April and Mr. Jason Withers stated that they will probably expend all funds allocated. There was a question regarding the training programs Code of Ethics. Ms. Lawyer noted that there had been some issues at this year’s PIP with respect to appropriate conduct and so the Code was developed to ensure that training program participants know up behavioral and communication expectations up front. Ms. Lawyer stated that the 3 year budget was completed for the Alumni Development program as requested by the Advocacy, Outreach and Training Committee but at this time, only the SFY 2017 budget would be approved.

**AGENCY FISCAL REPORT**: Ms. Nan Pemberton, Director of Administration, reported on the fiscal report and that as of April 30, 2016 with 15% of the fiscal year remaining, the board has 23% of its overall budget remaining and so we remain in good standing. Ms. Angela Sadsad noted an error on the Board Administration budget page within the narrative. It should read “… the report above reflects the agency operational and board meeting expenditures through April 30th,” and not January 31st.

**GRANT EXPENDITURE UPDATE:** Mr. Jason Withers, Grants Administrator, reported on the Grants Expenditure updates. He reported that SFY 2017 Proposal Update received ten letters of interest; three proposals were solicited and one is begin recommended for the NICU project. In addition the solicited grant to VDOE is being recommended. Mr. Withers noted that EasyLiving Home has spent about half of its funds with the contract ending in June. There were no matching funds required with this contract. He also stated that no matching funds were required for the easy living active project. The LEAP project is scheduled to end this September and this project did require a matching component. They are expected to expend all their funds.

**SYF 2017 BUDGET**: Ms. Pemberton discussed the FY’2017 proposed budget that she will present to the full board for approval. She stated that the projected allotment would be the same as FY 2016 at $1,501,929. The proposed budget for FY’17 is $1,488,331 which is a 4% increase over the FY’16 budget. Ms. Pemberton explained that the board will received $218,000 in general funds (state funds) which is now 15% of the Board budget and the federal funds comprise 85%. She then requested approval from the executive committee that this budget be brought forward to the full board. Mr. Burak made a **MOTION** to approve and Ms. Angela West seconded the **MOTION**. The **MOTION** was approved unanimously

**PREPARATION FOR POTENTIAL GRANT INVESTMENT:** Ms. Lambert and Mr. Withers discussed the recommendation for restructuring the current Request for Proposal (RFP) process. This new process is discussed in attachment ISP 4-1. Currently, the process takes about 1 year from the time a Letter of Interest (LOI) is received until a project begins. The new process proposes to shorten this duration by offering a twice-a-year open LOI period where the Board will receive letters. The grant review team will continue to review LOIs and make funding recommendations as usual. This process also aims to improve the quantity and quality of proposals the Board receives by being less prescriptive as to specific activities but rather with an emphasis on grantee alignment with desired outcomes. If this new process is approved, the Board would direct staff to revise the RFP and Grants Manual and approve for release in September. It was noted that approval of this process would not preclude the Board from issuing specific RFPs, as needed, to achieve state plan or other objectives. This process simply creates an open period so applicants can apply and there is no obligation of the Board to accept ANY of the proposals.

**COMMITTEE CHAIR/STAFF MEETING AGENDAS:** The Chairs of each committee and staff discussed the committee meeting agenda and the survey that was passed out again for board members to comment on how they feel the new “functional” structure is working. The Chair was very committed to getting additional feedback board members on the new structure and their thoughts and ideas for additional changes.

**OTHER BUSINESS:** Mr. Joseph had questions regarding the PPL cutting of hours. He wanted to talk with someone regarding Medicaid waiver design and provider role changes and overtime pay for the consumer directed. As of July 1 no overtime pay for the consumer directed overtime pay and DD waiver changes in case management. Ms. Lawyer discussed the changes that were coming and their impact.

**ADJOURNMENT:** The Chair thanked the EC members for their contributions and called for adjournment of the meeting at 9:05 a.m.