**Virginia Board for People with Disabilities**

**Executive Committee Meeting**

**September 9, 2015**

**Committee Members Present:** Charles Meacham, Chair

Ethel Paris Gainer

John Kelly

Mary McAdam

Angela Sadsad

Angela Yong West

Rose Williams

**Other Board Members Present:** Michael Carrasco

Ed Turner  
Korinda Rusinyak

**Committee Members Absent:** Dennis Findley

Stephen Joseph

Travis Webb

**VBPD Staff Present:** Heidi Lawyer

John Cimino

Ben Jarvela

Nan Pemberton

Dr. Penni Sweetenburg-Lee

Sandra Smalls

Lynne Talley

Ronita Wilson

**Guest:** Sheryl Matney, Retreat Facilitator, National Association of Councils on Developmental Disabilities, NACDD

Angela Castillo-Epps, NACDD

Ms. Debra Soles

**CALL TO ORDER:** The Chair, Mr. Charles Meacham, called the meeting to order at 8:55 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 JUNE 3, 2015 EXECUTIVE COMMITTEE MINUTES:** The Chair asked if there were any amendments to the June 3, 2015 Executive Committee meeting minutes. Mr. John Kelly made a **MOTION** to approve. Ms. Angela Sadsad seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Ms. Nan Pemberton reported that there were two attendance issues. One member had missed three meetings but was present today. Another member has had 2 consecutive absences but they were due to mitigating circumstances. The committee discussed procedures for dealing with attendance issues.

**DIRECTOR’S UPDATE:** Ms. Heidi Lawyer, Executive Director, reported that the past quarter was a very busy time and much was accomplished. She highlighted a few of the special initiatives reported in EC-4, including: legislative and policy-work, new policy workgroups, agency administration and Board operations. She additionally noted some of the activity in programs/ planning, marketing/communications, and the training programs.

**AGENCY FISCAL REPORT:** Ms. Nan Pemberton, Director of Administration, reported on expenditures through July 31, 2015 of the State Fiscal year (FY16). The report reflects the agency operational/administrative budget including board meeting expenditures. The remaining funds are $572,105 with 93% of its funds remaining. She noted that the Board has 94% of its budget remaining with remaining fund at $1,345,964.

**GRANT/CONTRACT EXPENDITURES UPDATE:** Ms. Lynne Talley, Director of Grants, Contracts & Training Programs, reported on the status of expenditures for grants and contracts. She reported that as of July 15, 2015, funds obligated were $596,788.00 of which $420,200.69 was expended, leaving a balance of $176,587.31. Ms. Talley noted that there are 4 active grants with two grants (Employment for All Citizens of the Arc of Southside and Empowerment to Prevent Institutionalization) ending September 30, 2015. There is one active contract (EasyLiving Home Replication in Virginia SFY 2016) which will end June 30, 2016.

**GRANT RENEWAL APPLICATION:**  Ms. Talley reported on the Grant Renewal Application received from Valley Associates Independent Living Center (**VACIL)** for the grant: “Opportunities Abound: Early Planning for Your Future.” VACIL requested continuation of funding for the period October 1, 2015, through September 30, 2016, which represents year 4 of the grant project. After discussion, the Board Chair Charles Meacham called for a vote on the request. Ms. Angela Sadsad made a **MOTION** to recommend to the Board that it **not renew the grant**. Mr. John Kelly seconded the **MOTION**. The **MOTION** carried unanimously.

**DARS Request for Conference Support:** Ms. Lynne Talley reported on the Request for Conference Support received from the Department of Aging and Rehabilitative Services (DARS). Ms. Lawyer reminded the Committee that the Board had determined in December 2014 that it would suspend conference support; therefore, first, the Committee would have to recommend that it fund conferences in SFY 2016. Ms. Angela Sadsad made a **MOTION** to recommend to the Board that it reinstate conference funding support. Ms. Angela Yong West seconded the motion. The **MOTION** carried with one nay vote. Mr. John Kelly made a **MOTION** to amend the previous **MOTION** by recommending to the Board that funding be allocated by which Conferences may be supported. Ms. Sadsad supported the change to the **MOTION.** The **MOTION** carried unanimously. Ms. Angela Sadsad made a **MOTION** to limit expenditures for conference support to $10,000 per year. Ms. Ethel Gainer seconded the **MOTION.** The **MOTION** carried unanimously. The Committee directed staff to develop new guidelines and timelines for conference support for Board consideration to ensure fairness and equity in funding and to ensure that any funding provided to organizations for conferences would specifically meet Board goals and objectives, including a requirement that the Board be involved in conference planning.

The Board then considered the Conferences request for Conference Support from DARS for the anniversary of the ADA/VDA. Ms. Ethel Gainer made a **MOTION** to fund the conference. Discussion followed. The Committee determined that it would be unfair to fund a conference prior to the Board changing its policy on conference support and establishing revised guidelines. The **MOTION** failed for lack of a second.

**FUNDS AVAILABLE FOR INVESTMENTS/RFPs.** Ms. Lynne Talley and Ms. Heidi Lawyer, reviewed a list of potential investments for FFY 2016-2017 based on the Board’s Disability Assessment Recommendations. Following discussion the Committee determined it would recommend to the Board that staff follow up on 3 of the items and bring back information in December. The three items were: (1) Formal follow-up program for families of infants served in a NICU; (2) Develop and implement an adult curriculum on the IEP & Special Education processes for professionals/ parents/guardians of students w/DD to help them understand their rights and responsibilities, as well as implications of transition choices and to improve partnership with schools; and (3) Expand outreach and education of builders, architects, etc., through different versions of the Accessibility Resource Guide developed under the ABLE Grant.

**REVIEW OF PROPOSED BYLAWS CHANGES:** The Chair reviewed with the Committee the Draft Revisions to Board Bylaws. The EC Committee after review of the updates to the Bylaw recommends to the Board approval of the Revisions.

**BOARD RESTRUCTURING/CHANGE MANAGEMENT:** The Chair encouraged the Executive Committee to take the lead in acceptance of future changes to the restructuring of Board.

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

**ADJOURNMENT:** The Chair called for adjournment of the meeting at 10:40 am.