**Virginia Board for People with Disabilities**

**Executive Committee Meeting**

***December 2, 2015***

**Committee Members Present:**

Charles Meacham, Chair

Stephen Joseph

Angela Sadsad

Randy Burak

Ethel Gainer

Matt Shapario

Angela West

**Committee Members Absent:**

Michael Carrasco

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Ben Jarvela

Grace Lambert

Nan Pemberton

Katherine Lawson

Penni Sweetenburg-Lee

Lynne Talley

Sandra Smalls – Assisting Staff

**CALL TO ORDER:** The Chair, Mr. Charles Meacham, called the meeting to order 7:40 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 SEPTEMBER 9, 2015 EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the September 9, 2015 Executive Committee meeting minutes. There were no corrections. Ms. Angela Sadsad made a **MOTION** to approve. Mr. Randy Burak seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Ms. Nan Pemberton reported there are two members that have attendance issues at this time. Ms. Pemberton stated that Mr. Stephen Joseph has three consecutive absences from the meetings and Ms. Atima Omara has two consecutive absences.

**DIRECTOR’S UPDATE:** Ms. Heidi Lawyer, Executive Director, reported that it was a very busy time and that much was accomplished: she then highlighted a few of the special initiatives, legislative and policy work; agency administration and Board operations. 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 staff positions. Details are in the Executive Director’s report.

**AGENCY FISCAL REPORT**: Ms. Nan Pemberton, Director of Administration, reported on expenditures through October 27, 2015 of Agency Budget. She noted of the $1,432,457 Agency budget, there has been $391,518 in expenditures with remaining funds of $1,040,939 and 73% of the Agency budget remaining.

**GRANT EXPENDITURE UPDATE:** Ms. Lynne Talley, Grants Administrator, reported on the Grants Expenditure updates. She reported that as of November 2, 2015, funds obligated were $188,125, of which expenditures totaled $118,796.99, leaving a balance of $69,328.01. Ms. Talley noted that 1 contract and 1 grant remain active: EasyLiving Home Replication in Virginia and Leadership for Empowerment and Abuse Prevention (LEAP).

**REVIEW OF RFPS/CONTRACT INFORMATION:** The Chair declared that this portion of the meeting would be conducted in closed session in accordance with procurement and ethics in contracting requirements. Mr. Meacham asked members who had any affiliation with an organization that might be interested in bidding on any of the three proposals to recuse themselves from the discussion and leave the room. The Chair noted that he would need to recuse himself for the discussion regarding the Competitive Request Proposal on NICU follow-up. Mr. Meacham then asked that Ms. Lynne Talley/Ms. Lawyer review the RFPs with the committee. Ms. Talley noted that the Executive Committee needed to make a recommendation to the full Board on each proposal.

**1st Recommendation discussed:** Development of Adult (Parent) Curriculum on Critical Decision-Making Points for Students with Disabilities (a “Train the Trainer” model) Area of Emphasis: Education and Early Intervention. The recommendation is for a Solicitation for Proposal to the Virginia Department of Education. After discussion, the Chair called for a vote to approve the Solicitation to DOE for $150,000 for the “Development of Adult (Parent) Curriculum on Critical Decision –Making Points.” After discussion, the committee added students with disabilities as one of the target populations and require a sustainability plan to ensure the training would continue after the conclusion of the grant. Mr. Randy Burak made a **MOTION** for **APPROVAL** and Angela West seconded the **MOTION**. The Chair **MOTION** carried unanimously.

**2nd Recommendation discussed:** Expansion of “Advocates Building Livable Environments” (ABLE) Accessibility Reference Manual: A Reference Guide for Building Professional in Virginia. The recommendation was that a Sole Source Contract be negotiated with the VA Associations of Centers for Independent Living (VACIL because they were uniquely qualified having conducted the original ABLE project. After discussion, the Chair called for a vote to **APPROVE** soliciting VACIL through a Sole Source Contract for “Building on the Accessibility Reference Manual for Building Professionals in VA”, Option 2. The committee also agreed to recommend delegating authority to Executive Director to negotiate up to $150,000 to increase the number of interactive game-based scenarios. Ms. Angela Sadsad made a **MOTION** to **APPROVE** the recommendation and Mr. Randy Burak seconded the **MOTION**. The Chair carried the **MOTION** unanimously.

**3rd Recommendation discussed: For discussion of this RFP – the Chair recused himself.** Ms. Sadsad, Vice Chair, continued chairing the meeting. Ms. Lawyer reviewed the background and content of the RFP: Ensuring Continuity of Care for Infants At-Risk or with Developmental Delays (Area of Emphasis: Health). The recommendation was to Release a Competitive Request for Proposals. After discussion, the Vice Chair, Ms. Sadsad, called for a vote of **APPROVAL** of this recommendation for a Competitive RFP for “Ensuring Continuity of Care for Infants At-Risk” with $125,000 available for one or more projects. Mr. Randy Burak made a **MOTION** for **APPROVAL** and Ms. Ethel Gainer seconded the **MOTION**. The **MOTION** carried unanimously.

**REVIEW OF DRAFT CONFERENCE SUPPORT GUIDELINES (Attachment BD 5):**

The Chair asked Ms. Talley to review with the committee the draft of the Event Support Procedures and Application Form. In accordance with direction by the Board at the September meeting, the staff revised the procedures to include more stringent criteria for eligibility and program content. After discussion of the proposed Event Procedures and Application Form, the Chair called for a **MOTION** to recommend **APPROVAL** of the changes. Ms. Angela Sadsad recommended **APPROVAL** of the Procedures and Application Form for the Conference/Event support with following changes: Delete the Funding Criteria – the 4th Bullet, “applicants have a history of working collaboratively with the Board; Add “description of Board staff engagement” to Application Form. Mr. Randy Burak seconded the **MOTION.** The **MOTION** carried unanimously. Ms. Sadsad made a **MOTION** to recommend $10,000 be available for State Fiscal Year (SFY) 2016 and that SFY 2017 budget decisions will be made at the June 2016 meeting. Mr. Randy Burak seconded the **MOTION**. The **MOTION** carried unanimously

**REVIEW OF DRAFT RETREAT GOALS AND OBJECTIVES (Attachment BD 6)**

Mr. Meacham briefly reviewed the draft of the Retreat Goals and Objectives and noted that the Board Staff had done a commendable job in working up State Plan Goals, Objectives.

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

**ADJOURNMENT:** The Chair call for adjournment of the meeting at 9:25 a.m.