**Virginia Board for People with Disabilities**

**Executive Committee Meeting**

**March 16, 2016**

**Committee Members Present:**

Charles Meacham, Chair

Angela Sadsad

Randy Burak

Ethel Gainer

Angela West

Michael Carrasco

**Committee Members Absent:**

Matthew Shapiro

Stephen Joseph

Rose Williams

**Other Board Members Present:**

Ed Turner

Curtis Andrews

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Ben Jarvela

Grace Lambert

Nan Pemberton

Katherine Lawson

Penni Sweetenburg-Lee

Jason Withers

Megan Campbell

**CALL TO ORDER:** The Chair, Mr. Charles Meacham, called the meeting to order 8:06 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.

There was one correction mentioned by the Grants Manager, Jason Withers to indicate that there was no EC 5-6. The information regarding the update on grants was located on ISP 3-2.

**APPROVAL OF December 2, 2015 EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the December 2, 2015 Executive Committee meeting minutes. Mr. Randy Burak made a **MOTION** to approve. Ms. Ethel Paris-Gainer seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Ms. Nan Pemberton reported there are no attendance issues at this time.

**DIRECTOR’S UPDATE:** Ms. Heidi Lawyer, Executive Director, reported that it was a very busy time and that much was accomplished. She highlighted a few of the special initiatives reported in EC-4 and asked if there were any questions related to the information in the report and answered any that Executive Committee members had. Details are in the Executive Director’s report.

**AGENCY FISCAL REPORT**: Ms. Nan Pemberton, Director of Administration, reported on expenditures through January 31, 2016 of Agency Budget. She noted of the $1,432,457 Agency budget, there has been $782,699 in expenditures with remaining funds of $649,758 and 45% of the Agency budget remaining.

**GRANT EXPENDITURE UPDATE:** Mr. Jason Withers, Grants Administrator, reported on the Grants Expenditure updates. He reported that as of February 2, 2016, funds obligated were $188,125, of which expenditures totaled $118,796.99, leaving a balance of $69,328.01. Mr. Withers noted that 1 contract and 1 grant remain active: EasyLiving Home Replication in Virginia and Leadership for Empowerment and Abuse Prevention (LEAP). Mr. Withers and Mr. Carrasco discussed briefly the success of the Grants Committee deliberation in February on the LOIs that were in consideration.

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

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

**ADJOURNMENT:** The Chair call for adjournment of the meeting at 9:01 a.m.