

Date: August 15, 2019

Location: Department for Aging and Rehabilitative Services

8004 Franklin Farms Drive, West Conference Room

Henrico, VA 23229

**Grant Review Team Meeting**

**LOI Review Minutes**

**Attendees:**

**Board Members:**

Donna Lockwood

Phil Caldwell

Alexus Smith

Ethel Paris Gainer

Mary McAdam

**Board Staff:**

Heidi Lawyer

John Cimino

Jason Withers

The meeting was called to order at 9:12 AM. At that time, the Grant Review Team Leader, Alexus Smith, moved that the Grant Review Team convene in closed session pursuant to Section 2.2-3711A(29) of the Code of Virginia to review the Letter of Interest (LOI) applications submitted in response to the Board’s FFY 2020 Request for Proposals.

The meeting adjourned at 1:29 PM