**Virginia Board for People with Disabilities**

**Investment and State Plan Oversight (ISP) Committee Meeting Minutes**

***June 17, 2016***

**BOARD MEMBERS PRESENT:**

Theresa Casselman

Ronald King  
Mary McAdam  
Cindy Rudy

Jamie Snead

Ed Turner

Kathleen Vaughan

Stephen Joseph

Atima Omara

Richard Kriner (for Donna Bonessi)

Charles Meacham *Ex Officio*

**BOARD MEMBERS ABSENT:**

Michael Carrasco

Donna Bonessi

**VBPD STAFF PRESENT:**

Grace Lambert

Jason Withers

**CALL TO ORDER:**

The Investment and State Plan Oversight Committee was called to order by Ms. Cindy Rudy (acting as Committee Chair, on behalf of Michael Carrasco) at 9:18 am. Following introductions, the committee reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:**

The March 2016 meeting minutes were moved for approval by Mr. Ed Turner and seconded by Mr. Ron King and unanimously approved.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:**

Highlights from the Executive Committee meeting were provided.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:**

Mr.Jason Withers, Grants, Contracts, & Program Information Manager, reviewed the Easy Living Home (ELH) contract, Leadership for Empowerment and Abuse Prevention (LEAP) grant, as well as the Advocates Building Livable Environments (ABLE) sole source contract expenditures with the committee members. He discussed that ELH has expended one-half of the allotted funds and that we expect all funds to be spent by the June 30, 2016 end date. This contract will not be renewed. LEAP has been a productive grant project and it is expected that all remaining funds will be expended by September 30, 2016. The ABLE sole source continuation contract has been progressing nicely and a portion of the funds have been expended. These projects were referenced in Attachment ISP 3-2.

**RFP/FULL PROPOSAL UPDATE:**

Mr. Withers discussed that the Grant Review Team (GRT) met on April 25th to discuss 3 proposals to improve linkages between infants in the NICU and their families with needed early intervention services. Of the 3 reviewed by the GRT, a proposal from the Virginia Hospital Research & Education Foundation was recommended for funding. Total requested funding with this project was $125,000. The second RFP is a solicited proposal with the Virginia Department of Education to develop and implement a training program for critical decision making points for students with disabilities. Total requested funds were $150,000. Both projects would begin October 1, 2016. A Supplemental packet was mailed out to all Board members in May 2016, which contained all of the funding recommendations from the GRT. The Committee moved to approve both projects and recommended full Board approval.

Secondly, Mr. Withers discussed the Virginia Association of Centers for Independent Living (VACIL) sole source contract, which is an expansion of the ABLE project. The final contract was fully executed on April 20, 2016. The one year project began April 15, 2016 and will provide funding in the amount of $150,000.

Lastly, Ms. Grace Lambert and Mr. Withers discussed the recommendation for restructuring the current Request for Proposal (RFP) process. This new process was 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. After discussion, a motion to approve was made by Ms. Kathleen Vaughan and seconded by Mr. Turner. The Committee moved to recommend approval to the full Board.

**DISCUSSION OF 2011-2016 STATE PLAN OBJECTIVES:**

Ms. Lambert reviewed the progress to date toward the objectives. She noted that a change in status would be unlikely given that the plan ends 9/30/16, but progress was being made on a few objectives. She also said that 31 stories of had been shared and the Communications Director continues working to reach the target of 40.

**REVIEW/DISCUSSION OF PROPOSED CHANGES TO FFY 2017-2021 STATE PLAN OBJECTIVES:**

Ms. Lambert discussed that after several technical assistance calls with the Information and Technical Assistance of Councils on Developmental Disabilities (ITACC), it was suggested that several of our objectives be clarified. The changes are technical in nature and are designed to clarify our DD network collaboration, clarify the disparity objective by being more specific as to the population of focus and to consolidate the objectives in goal 2. After discussion, a motion to approve was made by Ms. Vaughan and seconded by Ms. Jamie Snead. The Committee moved to recommend approval by the full Board.

**UPDATED GUIDANCE FOR FFY 2017-2021 STATE PLAN:**

The State Plan is due August 15, 2016, along with a 2-year plan of priorities. Ms. Lambert explained that a 2 year draft plan has been developed, and she is finalizing associated activities and priorities with staff. Ms. Lambert explained that she identified four or more objectives that may require grants in order to meet the targets and that she would like the committee to review the plan at the next meeting. In response to a suggestion, Ms. Lambert will send the plan in advance of the next meeting.

Ms. Lambert shared that the 2-year plan will include targets and benchmarks for objectives and activities. Once complete, Ms. Lambert will develop a dashboard which aims to highlight the changes and/or areas of importance.

**DISCUSSION AND NEXT MEETING AGENDA:**

Staff also reminded Committee members that completion of the committee surveys was appreciated.

The Chair called for meeting adjournment at 10:27 AM