**Virginia Board for People with Disabilities**

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

***March 16, 2017***

**BOARD MEMBERS PRESENT:** Michael Carrasco, Theresa Casselman, Ronald King, Mary McAdam, Cindy Rudy, Jamie Snead, Ed Turner, Kathleen Vaughan and Charles Meacham

**BOARD MEMBERS ABSENT:** Vicki Beatty, Donna Bonessi, Stephen Joseph, Rick Mitchel, Atima Omara

**VBPD STAFF PRESENT:** Grace Lambert and Jason Withers

**CALL TO ORDER:** The Investment and State Plan Oversight Committee was called to order by Michael Carrasco at 9:10 am. Following introductions, the committee reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:** This was the first committee meeting so there were not any minutes to review.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:** Highlights from the Executive Committee meeting were provided. The Chair noted that there was a need for Youth Leadership Forum (YLF) recruitment and all were asked to help identify applicants.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Jason Withers reviewed the Easy Living Home (ELH) contract and Leadership for Empowerment and Abuse Prevention (LEAP) grant expenditures with the committee members. He discussed that ELH has not expended any of the allotted funds and therefore, has not been very productive. This contract will not be renewed. LEAP on the other hand has been a productive grant and it is expected that all remaining funds will be expended by September 31, 2016. These projects were referenced in Attachment ISP 3-2.

The Committee discussed the need for developing grant and contract proposals for the 2017-2021 State Plan. Committee members will review ideas at the June 2016 meeting. By September 2016, the Board will vote on the proposed grants and contracts. During September-December the staff will write the RFPs so they can be released by January 2017.

**DISCUSSION OF 2012-2017 STATE PLAN OBJECTIVES:** Grace Lambert reviewed the progress to date toward the objectives. The main recommendations were to find ways outside of email to reach the PIP/YLF population and to look at the stories collected in the grants so as to meet objectives.

**RFP/LOI UPDATE:** Jason reviewed the active RFP/Sole Source contracts with the committee. Jason discussed that the Board Staff had determined that 5 of the LOIs concerning the NICU RFP met the criteria and were forwarded to the Review Team. Of the 5 received, 3 were selected to submit full proposals to the Board and are due March 31, 2016. Secondly, Jason gave an update on the Virginia Dept. of Education (VDOE) sole source contract. The contract seeks to develop and implement a training program on critical decision making points for students with ID/DD and is due March 31, 2016. Lastly, Jason discussed the Virginia Assoc. of Centers for Independent Living (VACIL) sole source contract, which is an expansion of the ABLE project. The final contract has been sent to VACIL for signature and is expected to be signed by the end of the week. This project is slated to begin April 15, 2016 and will provide funding in the amount of $150,000.

**REVIEW/DISCUSSION OF PUBLIC COMMENTS ON FFY 2017-2021 STATE PLAN GOALS/OBJECTIVES:** The public comment period was open from Dec. 15, 2015 – Feb. 5, 2016. Comments were solicited from the Board’s webpage, e-news, and other social media outlets. Three comments, as detailed in Attachment BD 3-2 in the Board Packet, were received. Comments received indicated the plan did not address the need to educate the public about how they can help facilitate inclusion of community members who have ID/DD. A request was also made to consider targeting funds in the future for lobbying the health insurance providers to discontinue the cap on physical therapy for those individuals with neuromuscular conditions. The third comment requested more focus on marketing of services. Several committee members felt that too few public comments were received.

**REVIEW OF FFY 2017-2021 IMPLEMENTATION ACTIVITIES:** Grace walked the Committee through the draft 2017-2021 State Plan Logic Model. Objective 1-1 was reviewed in detail as an example of the structure and purpose of the logic model. Grace will complete a project plan and the Committee will review it at the next meeting.

**ISP COMMITTEE STRUCTURE DISCUSSION AND NEXT MEETING AGENDA:** The role and purpose of the committee was discussed. The Chair asked committee members to think about the kind of information and reports that would be helpful in decision making. The Chair mentioned a new database system will be used effective October 1, 2016. The key recommendations were:

1. Create a shared space to access updated documents; 2) Build benchmarks/milestones into the state plan; 3) Include action steps- a series of steps to achieving objectives; 4) Create a dashboard with indicators on areas in the state plan to highlight changes or areas of importance; 5) Create a method to get updates from other committees whether through a written report or staff.

The Chair called for meeting adjournment at 11:32 AM