**Virginia Board for People with Disabilities**

**Executive Subcommittee Meeting Minutes**

***July 25, 2019***

**COMMITTEE MEMBERS PRESENT**: Theresa Casselman, Alexandra Dixon, Dennis Findley, Ethel Parris Gainer, Felicia Hamilton, Alison Coles Johnson, Matthew Shapiro, Frederique Vincent

**VBPD STAFF PRESENT**: John Cimino, Nia Harrison, Ben Jarvela, Heidi Lawyer, Jason Withers

**CALL TO ORDER:** The meeting was called to order at 10:06 AM.

**EXECUTIVE COMMITTEE ORIENTATION:** Mr. Benjamin Jarvela, Director of Communications, gave the Executive Committee member orientation presentation, covering areas including Executive Committee member responsibilities, Board organization, Board budget terminology and presentation in the Board Meeting Packets, Executive Committee meeting agendas, conflict of interest rules and responsibilities, and the Freedom of Information Act.

**MEETING FACILITATION AND PARLIAMENTARY PROCEDURE:** Mr. John Cimino, Deputy Director, provided an overview of applicable parliamentary procedures and general meeting facilitation guidelines covered in the Board’s bylaws and the Standard Code of Parliamentary Procedures. Topics covered included quorum, majority rule, rights of individual Board members, motions, the role of the chair as meeting facilitator, and the general purposes of parliamentary procedure.

**BOARD COMMITTEE STRUCTURE:** Ms. Nia Harrison, the Director of Planning, Research, and Evaluation, presented (1) background on historical changes to the Board’s committee structure, (2) an overview of results from a January 2019 survey of Board members regarding the committee structure and effectiveness, and (3) options to consider based on the survey results and staff insight. The committee discussed the pros and cons of each option.

The Chair called for a **MOTION** regarding a responsibility to award and monitor conference and event support. Ms. Felicia Hamilton made a **MOTION** to add a responsibility to award and monitor support for events and conferences to the Investment and State Plan Oversight Committee. Ms. Frederique Vincent **SECONDED** the **MOTION**. The **MOTION** carried, with opposition from Ms. Alison Coles Johnson and abstention from Mr. Dennis Findley.

Mr. Findley made a **MOTION** to ask the individual committees to determine whether any changes are needed to their respective committee names. Ms. Theresa Casselman **SECONDED** the **MOTION**. The **MOTION** carried unanimously.

Ms. Casselman made a **MOTION** to move the responsibility to review and oversee status and progress in meeting State Plan goals and objectives from the Investment and State Plan Oversight Committee to the Executive Committee. Ms. Hamilton **SECONDED** the **MOTION**. The **MOTION** carried, with opposition from Mr. Matthew Shapiro.

The Committee made some suggestions to better clarify the committee responsibilities regarding establishing or strengthening a self-advocacy organization led by individuals with developmental disabilities, outreach, situations in which the Executive Committee is authorized to act on behalf of the Board, and hiring and evaluating the Executive Director. Ms. Alexandra Dixon made a **MOTION** to approve the committee purposes, roles, and responsibilities as amended. Mr. Findley **SECONDED** the **MOTION**. The **MOTION** carried unanimously.

**WRAP UP AND FINAL REMARKS:** The committee ran out of time to hold committee breakout sessions due tothe discussion of committee structure taking longer than anticipated. Consequently, Board staff will schedule individual phone calls with committee chairs as needed.

The requested changes to the proposed committee structure will be compiled and shared with the full Board for review prior to the Full Board meeting in September. Each standing committee will have the opportunity to propose any changes to their respective committee names for the full Board to consider at the December 2019 Board meeting.

**ADJOURNMENT:** The meeting was adjourned at 2:44pm.