**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*June 10, 2020***

**Committee Members Present**:

Dr. Ethel Parris Gainer, Chair

Matthew Shapiro, Vice Chair

Frederique Vincent

Alexandra Dixon

Felicia Hamilton

Allison Coles Johnson

Dennis Findley

Kate Olson

**Committee Members Absent:** Theresa Simmonds

**Guests:**

None

**VBPD Staff Present:**

Tara Bethea

Kelly Bolden

Nia Harrison

Benjamin Jarvela

Linh Thi Nguyen

Henry Street

Penni Sweetenburg-Lee

Megan Weems

Teri Morgan

Jason Withers

Evette Wingfield-Woodley

Ronita Wilson

**CALL TO ORDER:** The Chair, Dr. Ethel Parris Gainer, called the meeting to order 11:14 a.m.

**OPENING REMARKS:** The Chair greeted and welcomed Board members and staff. Teri Morgan, the Executive Director, gave instructions for the protocols for the Zoom meeting. Benjamin Jarvela, the Communications Director, gave instructions on how utilize the functions during the Zoom EC meeting. The Chair opened the floor for introductions from the Board members and staff.

**REVIEW OF THE EXECUTIVE COMMITTEE AGENDA:** The Chairreviewed the Executive Committee Meeting agenda items and referenced the VBPD by-laws, “In emergency situations, the Executive Committee shall conduct Board business and shall keep the Board fully informed of its actions.” Due to the pandemic, the full Board is not able to meet to conduct Board business. Consistent with authority provided in the by-laws, the Executive Committee is meeting to conduct Board business. The full Board will be provided with minutes from the meeting.

**AGENCY FISCAL REPORT:**Mr. Henry Street, Director of Administration, reported on expenditures as of May 2020of the Board operational budget. Mr. Street referenced the current Board budget totals, which shows the budgeted amount for each category, expenditures to date, and unspent funds.  Mr. Street summarized the state fiscal year (SFY) 2020 Agency Fiscal Report, which reflects expenditures that occurred prior to May 8, 2020. On that date, 20 percent of the SFY 2020 budget had not been spent. Additional expenditures have occurred since May 8, and Board staff expects to spend to within four percent of the budget by the end of the SFY on June 30, 2020. There is a combined total of approximately $1.58 million dollars in remaining federal grant funds between the Board’s three active federal awards as of June 1. Approximately $190,000 for 2018; $415,000 for 2019; and $970,000 for 2020.

**FFY 2020 BUDGET:** Mr. Street presented the SFY 2021 budget to the Board and responded to questions.  Henry Street reviewed the proposed SFY 2021 operational budget. The Budget is approximately 8 percent lower than it was last fiscal year. This is due in part to less administrative costs; with no planned salary increases this year. Also, there is a reduction in this year's training budget. This upcoming fiscal year is a planning year for PIP and YLA, in addition hours for the part-time position associated with those programs will be suspended until January 2021. Mr. Street responded to a few questions on the proposed budget.

Matthew Shapiro made a **MOTION** to approve the proposed budget as outlined. Alexandra Dixon seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

**UPDATE AND RECONSIDERATION OF FFY 2020 GRANT PROPOSALS.** Mr. Jason Withers, Grants and Contract Manager, gave a brief update about the need to rescind five approved grant proposals from the December 4, 2019 Board meeting. Mr. Withers answered questions from Board members about the reasoning behind rescinding funding from the proposed grants.

Matthew Shapiro made a **MOTION** to rescind the Board’s December 2019 motion to award the five grants. Mr. Dennis Findley seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

**GRANT RENEWAL APPLICATIONS REQUIRING BOARD APPROVAL:** Mr. Jason Withers briefly discussed the grant renewal applications and the qualifications needed to renew their grants. Mr. Withers answered questions from the Board members about the grants.

1. Arc of NOVA – Supported Decision-Making project.
2. Community Knights – Coach project
3. VCU – American Sign Language

Dennis Findley made a **MOTION** to approve the Arc of Nova grant renewal application. Kate Olson seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

Matthew Shapiro made a **MOTION** to approve the Community Knights grant renewal application. Alexandra Dixon seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

Frederique Vincent made a **MOTION** to approve the VCU grant renewal application. Allison Coles Johnson seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

**GRANTEE NO COST PROJECT EXTENSIONS DUE TO COVID-19:** Jason Withers provided an informational update about grantee no cost project extensions needed due to disruptions caused by Covid-19. Mr. Withers answered questions from the Board members about the extensions due to Covid-19 uncertainties.

1. Radford University – 3 month no cost extension to December 2020
2. The Up Center – 3 month no cost extension to October 2020

Allison Coles Johnson made a **MOTION** to approve the no cost three-month extension to Radford University. Matthew Shapiro seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

Dennis Findley made a **MOTION** to approve the no cost three-month extension to The Up Center. Matthew Shapiro seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

**UPDATE ON THE VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES PROJECT:** Mr. Withers provided an informational update for the Virginia Department of Criminal Justice Services grant project entitled School Crisis Planning, Preparation, Response and Recovery for students with disabilities.

The Chair formally welcomed Ms. Teri Morgan, Executive Director, to the Board and thanked her for her commitment, drive, and enthusiasm.

**EXECUTIVE DIRECTOR’S UPDATE AND QUESTIONS:** Ms. Morgan gave a brief update on the status of the Board’s Nominations Committee. Due to the pandemic, and the inability of the full Board to meet, the Nominations Committee has not been able to meet and propose a slate of officers for Board approval. The Nominations Committee will need to meet in advance of the September Board meeting and develop a slate of officers to present to Board at the September meeting. This may be a virtual meeting; board staff will work with the Nominations Committee to plan the meeting and provide any needed support.

Ms. Morgan stated that she has been working with the Secretary of the Commonwealth on Board appointments and noted that she anticipates appointments to be made in a timely manner. Ms. Morgan thanked the nine Board members whose terms are ending at the end of June 2020 for their service and commitment. Ms. Morgan gave a special thank you to the Chair, Dr. Ethel Parris Gainer, for her leadership. Dr. Parris Gainer has agreed to continue in the role of Chair until an appointment is made to fill her slot on the Board.

Ms. Morgan briefly discussed recent activities in response to the pandemic. Ms. Morgan noted that the VBPD has ordered a supply of cloth facemasks to provide to individuals with a disability who live in their own home or family home in need of a mask. The VBPD will be coordinating distribution with the Arc of Virginia and Centers for Independent Living. Ms. Morgan stated that all staff are continuing to telework from home at least through July. Ms. Morgan noted that she has posted the position for the Deputy Director. Ms. Morgan answered questions from Board members.

**STATE PLAN DEVELOPMENT PROCESS AND UPDATE:**

Ms. Nia Harrison, Director of Planning and Research provided an informational update on the State Plan process. The update described contingency plans in the event that the State Plan retreat in September cannot be held in person due to the pandemic. Ms. Harrison answered questions from Board members regarding the number and timing of the potential State Plan webinars, as well as the selection process for the potential ad hoc committee. Ms. Harrison also noted the importance of all Board members attending the State Plan webinars and/or retreat.

**PUBLIC COMMENT**: There was no public comment

**OTHER BUSINESS:** The Chair stated that she had the opportunity to attend the PIP and YLA event that was organized by Dr. Penni Sweetenburg-Lee and her staff. The Chair stated that it was informational and well organized. The Chair thanked Dr. Penni Sweetenburg-Lee and her staff and stated that it was a great opportunity.

**ADJOURNMENT:** The Chair thanked the Committee members and staff for their commitment and patience. The Chair called for adjournment of the meeting at 1:29 p.m. Dennis Findley made a **MOTION** to adjourn the meeting. Matthew Shapiro seconded the **MOTION** to adjourn. The **MOTION** was approved unanimously.