**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*June 12, 2019***

**Committee Members Present**:

Mary McAdam, Chair

Theresa Casselman

Ethel Parris Gainer

Alexis Nichols

Jamie Snead

**Committee Members Absent:**

Christopher Nace

Matthew Shapiro

Rachel Loughlin

Felicia Hamilton

**Guests:**

Kate Olson

**VBPD Staff Present:**

Heidi Lawyer

Tara Bethea

John Cimino

Nia Harrison

Benjamin Jarvela

Linh Thi Nguyen

Penni Sweetenburg-Lee

Megan Weems

Jason Withers

**CALL TO ORDER:** The Chair, Mary McAdams, called the meeting to order 7:48 a.m.

**OPENING REMARKS:** The Chair greeted and welcomed Board members and staff and introductions were given.

**REVIEW OF THE EC AGENDA:** The Chairreviewed the Executive Committee Meeting agenda items.

**APPROVAL OF MARCH 13, 2019, EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the March 13, 2019, Executive Committee meeting minutes. There were none. Ethel Parris Gainer made a **MOTION** to approve.Jamie Sneadseconded the **MOTION** to approve. The **MOTION** was carried.

**BOARD MEMBER ATTENDANCE:** Ms. Heidi Lawyer, Executive Director, noted the Attendance tracking attachment. Ms Lawyer noted that one member had been contacted to determine his status and that there were no other significant issues at this time. The technical issue related to dLCV representation still remains with dLCV in direct contact with the AG’s office on the matter.

**DIRECTOR’S UPDATE:** The Chair called for the Executive Director’s report. Ms. Lawyer summarized the activities that had taken place in the last quarter including a significant number of written public comment submitted on various initiatives and regulations to both DMAS and VDOE. Ms. Lawyer noted the concluding work of the General Assembly including the veto obtained from the Governor’s office on the website accessibility bill and meetings post session with legislative staff from the Joint Commission on Health Care regarding two of their studies. She referenced numerous workgroup and committee meetings attended program by staff as listed in the report. Ms. Lawyer noted the work of the Grant Review team and staff on the Letters of Interest and Proposals received and development of a new RFP, along with the start-up of the new DCJS grant. She noted work on budget, both development of the new budget and continuing to develop plans to meet new federal requirements. Ms. Lawyer reported that the next PIP class was selected and that all presenters have been contacted and logistics with the new hotel site solidified. In addition staff completed focus groups for the Alumni Development Program as well as the third year evaluation and developed a plan for changes that will continue moving the program forward in its fourth year. A successful Train the Trainer class, the 2nd annual, was also held which included self-advocates and family members. Ms. Lawyer reported that the disability assessments are in the printing stage and will be released soon on line and in print. In addition the annual program performance reports were submitted and the highlights document was produced. She noted that copies will be available at the sign in desk. An annual update of the ICF/IID certification reports is near completion to look at life safety violation trends. This information may also be used for the 2020 disability assessment on health. Ms. Lawyer thanked the staff for their efforts over the quarter.

**AGENCY FISCAL REPORT:** Mr. John Cimino, Deputy Director, reported on expenditures as of May 2019of the Board operational budget. Mr. Cimino referenced the current Board budget totals, which shows the budgeted amount for each category, expenditures to date, and unspent funds. John Cimino summarized the FY 2019 Agency Fiscal Report, which reflects expenditures that occurred prior to May 10, 2019. On that date, 13 percent of the FY 2019 budget had been spent. Additional expenditures have occurred since May 10, and Board staff expects to spend to within 5 percent of the budget by the end of the Fiscal Year on June 30, 2019. There is a combined total of approximately $1.75 million dollars in remaining federal grant funds between the Board’s three active federal awards as of June 11. Approximately $170,000 of those remaining federal funds is attributable to the Board’s FFY 2017 award. About $30,000 of that award is at risk of not being spent at the close of the Federal Fiscal Year due to multiple grants under-spending this year. Those funds cannot be re-obligated, because the FFY 2017 grant award’s period of obligation ended on September 30, 2018.

**FFY 2020 BUDGET:** Mr. Cimino presented the SFY 2020 budget to the Board and responded to questions. John Cimino reviewed the proposed SFY 2020 operational budget. The Budget is approximately 13 percent higher than it was last fiscal year. This increase is due to several factors, including a 5% pay increase for state employees approved by the General Assembly, and the approval by the General Assembly to expand a part time administrative staff member position to a full time staff person. The budget is also higher for training programs in years in which the Partners in Policymaking program is held, because this program is more costly than the Youth Leadership Program, and this budget is for a Partners in Policymaking year. The increased budget exceeds the amount that the Board was allotted to spend in the state budget, and if approved by the Board, Board staff will have to request an adjustment in that amount to reflect the higher budget. This is an administrative process, and would not involve a request for additional funds, but rather simply a request to spend additional federal funds that the Board already has or will receive during SFY 2020. There was little discussion of the proposed budget.

The Chair called for a **MOTION** to recommend to the full Board approval of the SFY 2020 budget (Pending Board Approval). Jamie Snead made the **MOTION.** Ethel Parris Gainer seconded the **MOTION.** The **MOTION** carried unanimously.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers, Grants and Contracts Manager, discussed grants and contract expenditures for five projects:

1. The Improving Health and Wellness through Empowerment project with James Madison University.
2. The Communication & Health Advocacy Training project with Virginia Commonwealth University.
3. The Next Move @ William & Mary: An Innovative Approach to Training Young Adults with Disabilities.
4. Promoting Integrated Employment with ABLES Teams
5. Building inclusive School Communities through Culture Shift, Collaboration, and Coaching (3 Cs Inclusion Project)

Mr. Withers then responded to questions and comments.

**UPDATE ON FFY 2019 COMPETITIVE GRANTS:** Mr. Withers referenced the Supplemental Packet and provided an update on the work of the Grant Review Team in selecting 5 proposals to recommend for funding to the full Board. Four of these are for the Creating Inclusive Communities RFP and one for the Self Advocacy RFP.

**COMPETITIVE REQUEST FOR PROPOSALS (RFPs):** Mr. Withers referenced the 2nd Supplemental Packet which contains a new competitive RFP for release following the Board meeting. Awarded grants from this RFP would begin on January 21. He noted that the ISP Committee would recommend to the full Board that the RFP be approved following their review and any changes they may request. He noted that due to the need to ensure timely liquidation of funds, the amount available per grant has increased to $300,000 with the total amount available being $800,000. He also described some of the project examples listed in the RFP.

**BOARD COMMITTEE STRUCTURE:** Ms. Nia Harrison, Director of Planning, Research, and Evaluation, provided an update on the staff review of Board member survey results, specifically regarding Board committee structure and core responsibilities. She noted that staff determined that the Executive Committee would be the proper body to develop recommendations for any changes and that the staff are recommending that the new Executive Committee take this on at a summer meeting that would also include their orientation as Executive Committee members. Nia Harrison discussed 3 of the more subtenant recommendations. The Executive Committee would then present their recommendations to the full Board in September. Ms. Lawyer noted that a **MOTION** was needed to approve an Executive Committee meeting during the summer to fulfil this responsibility. Alexis Nichols made a **MOTION** to approve an Executive Committee meeting to review Board committee structure and responsibilities. Jamie Snead seconded the **MOTION** which carried unanimously.

**COMMITTEE CHAIR/STAFF MEETING AGENDAS:** The Chairs of each committee and staff discussed their respective committee meeting agendas.

**OTHER BUSINESS:** There was none.

**ADJOURNMENT:** The Chair thanked the Committee members for their contributions and called for adjournment of the meeting at 9:05 a.m.