**Virginia Board for People with Disabilities**

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

***June 12, 2019***

**Committee Members Present:**

Theresa Casselman

Donna Lockwood

Travis Webb

Cindy Rudy

Frederique Vincent

Mary McAdam

Richard Kriner

Jamie Snead

**Committee Members Absent:**

Randy Burak

John Kelly

Christopher Nace

Ray Hopkins

**VBPD Staff Present:**

Jason Withers

Nia Harrison

**CALL TO ORDER:** The Chair, Ms. Theresa Casselman, called the meeting to order at 9:25 am. Following the call to order, the Committee members reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:** The Chair asked if there were any changes to the March 13, 2019, meeting minutes in ISP 2. Ms. Cindy Rudy made a **MOTION** to **APPROVE** the minutes. Ms. Donna Lockwood **SECONDED** the **MOTION**. The **MOTION** carried.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:** Ms. Theresa Casselman and Mr. Jason Withers provided highlights from the Executive Committee meeting.

**PRESENTATION ON JMU GRANT:** Mr. Tom Moran, the project’s Principal Investigator and Mrs. Danette Gibbs, Co-Investigator, gave an overview of the grant project and discussed project accomplishments. The presentation also included a brief summary for a continuation funding request. Discussion followed regarding the project’s contributions and potential next steps.

**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 project with William & Mary

4) The Promoting Integrated Employment with ABLES Teams project with Virginia Commonwealth University

5) The Building Inclusive School Communities through Culture Shift, Collaboration, and Coaching project with Radford University

These projects and expenditures were referenced in Attachment ISP 4-2.

**APPROVAL OF PROPOSALS for COMPETITIVE GRANT RFP:** Mr. Withers advised that eighteen Letters of Interest (LOIs) were received in connection with the Board’s Competitive Request for Proposals (RFP) entitled “Creating Inclusive Communities” and “Strengthening Self-Advocacy.” The Grant Review Team (GRT) met on February 11, 2019, to discuss the LOIs and of the eighteen reviewed, the GRT selected 9 to submit full proposals. Six of the 9 requested full proposals were received by the due date. The Grant Review Team met on May 13, 2019 to review the proposals and selected 5 applicants to recommend to the full Board for funding. Three proposals related to community supports, one to targeted disparities and one to self-advocacy. The Committee discussed the five recommended proposals, referencing the supplemental packet. Since the recommendation to fund the proposals originated from the Grant Review Team, a MOTION from committee was not needed.

**APPROVAL OF WILLIAM & MARY REVISED SCOPE OF WORK:**

Mr. Withers discussed the William & Mary Scope of Work request with committee members. The request involved the grantee 1) Adjusting the internship timeline to include 10-week summer internship sessions to accommodate schedules of local school systems, allowing students who have not yet graduated or exited school to participate in project during the summer and 2) Including adults with DD up to the age range of 35 in the internship sessions. The W&M scope of work revision was referenced in Attachment BD 4. Ms. Donna Lockwood made a **MOTION** to recommend that the full Board approve the Scope of Work revision. This **MOTION** was **SECONDED** by Mr. Richard Kriner. The **MOTION** carried unanimously.

**APPROVAL OF JAMES MADISON UNIVERSITY REQUEST TO SUBMIT CONTINUATION PROPOSAL:**

Mr. Withers discussed with committee members JMU’s request to submit a continuation proposal. The grantee’s proposal would expand existing project activities, as well as create new activities. Funds would be utilized for inclusive wellness liaisons, as well as creating, piloting, and implementing a series of exercise videos targeted to individuals with multiple and severe disabilities. The funding request would also allow the grantee to implement an exercise “buddy system” at the wellness organizations involved in the coalition. The funding request was estimated to be $200,000 for a period of 24 months. The JMU continuation proposal request was referenced in Attachment BD 5. Ms. Frederique Vincent made a **MOTION** to recommend that the full Board invite JMU to submit a continuation proposal. This **MOTION** was **SECONDED** by Ms. Jamie Snead. The **MOTION** carried unanimously.

**APPROVAL OF VIRGINIA COMMONMWEALTH UNIVERSITY NO-COST EXTENSION:**

Mr. Withers discussed with committee members the no-cost extension request received from Virginia Commonwealth University (VCU) regarding the Communication and Health Advocacy Training (CHAT) grant. The project extension would allow the grantee to 1) further refine the CHAT curriculum based on feedback received from training implementation and 2) refine two versions of the Companion Guide – one which will be provided for staff/family members and the other for health care providers. If approved the request would extend the project 12-months from September 30, 2019 to September 30, 2020. VCU’s no-cost extension request was referenced in Attachment BD 6. Ms. Cindy Rudy made a **MOTION** to recommend that the full Board approve the no-cost extension request received from VCU. This **MOTION** was **SECONDED** by Mr. Kriner. The **MOTION** carried unanimously.

**APPROVAL TO PRINT VIRGINIA DEPARTMENT OF EDUCATION CRITICAL DECISION POINTS GUIDES:**

Mr. Withers discussed with committee members that the Virginia Department of Education (VDOE) contacted Board staff earlier this year to advise their contractor originally planned to print the guides was unable to fulfill the printing order. At that time, staff to the Board proposed utilizing Board funds to contract with Virginia Correctional Enterprises (who currently provide printing services for the Board’s yearly Assessments) to print the remaining guides to ensure that they remain accessible and available to persons that request them. The printing order would consist of 15,000 guides printed in English and 5,000 guides in Spanish. The total cost to print the needed guides is $38,850. The approval request to print the VDOE guides was referenced in Attachment BD 9. Ms. Rudy made a **MOTION** to recommend that the full Board approve the request to print VDOE’s Critical Decision Points guides. This **MOTION** was **SECONDED** by Ms. Lockwood. The **MOTION** carried unanimously.

**APPROVAL FOR THE DEPARTMENT OF MEDICAL ASSISTANCE SERVICES TO SUBMIT PROPOSAL:**

Mr. Withers explained that the Board’s Executive Director had a meeting with the Department of Medical Assistance Services (DMAS) in April of 2019 to discuss current DMAS initiatives including DD Waivers and implementation of the HCBS Final Rule on Integrated settings. DMAS discussed the need to conduct provider training, as it related to providers that are found non-compliant in the provider self-assessment. The Board’s Executive Director advised DMAS that they could submit a concept paper to the Board, requesting to submit a full proposal application. The project’s two main objectives include 1) mandatory, robust education, training and technical assistance for providers of DD waiver services requiring substantial remediation for HCBS compliance and 2) training for six (6) Managed Care Organizations (MCOs) to support and enhance their ongoing monitoring of settings providing adult day health care services through the CCC+ waiver. Committee members reviewed DMAS’ concept paper titled “Modernizing Culture, Practices and Competencies in Virginia’s Home and Community Based Services,” referenced in Attachment BD 10. Ms. Snead made a **MOTION** to recommend that the full Board approve the request for DMAS to submit a proposal application. This **MOTION** was **SECONDED** by Ms. Vincent. The **MOTION** carried unanimously.

**APPROVAL TO RELEASE FFY 2020 REQUEST FOR PROPOSAL:**

Mr. Withers advised that staff to the Board revised the *Creating Inclusive Communities* Request for Proposal (RFP), as it was determined that several target areas were not captured in the previous version. The revised RFP provides additional examples of projects that the Board will consider funding within the areas of Formal/Informal Community Supports and Targeted Disparities for Under or Inequitably Served Populations. In addition, the revised RFP providers total available funding in the amount of $750,000, for individual projects that may range from 10,000 to $300,000. Projects funded under the new RFP would start January 20, 2020. The revised RFP was referenced in the supplemental packet. Ms. Rudy made a **MOTION** to recommend that the full Board approve release of the revised RFP. This **MOTION** was **SECONDED** by Ms. Snead. The **MOTION** carried unanimously.

**REQUEST FOR GRANT REVIEW TEAM VOLUNTEERS:**

Mr. Withers discussed the need for volunteers for the upcoming Grant Review Team (GRT) meetings on August 15-16, 2019 and November 14, 2019, to review the full proposals from JMU and DMAS, as well as any received Letters of Interest in response to the FFY 2020 RFP. Ms. Casselman, Ms. Lockwood, and Mr. Kriner expressed interest in serving on the GRT, provided their schedules allow.

**2017-2021 STATE PLAN PROGRESS REPORT:** Ms. Nia Harrison discussed the Board’s performance in the second quarter of the FFY 2019 work plan, referencing attachment ISP 5. Committee members briefly discussed their satisfaction with the new, shorter format used for this Board meeting.

**WRAP UP AND POTENTIAL MEETING TOPICS:** The Chair asked Committee members if they would like to suggest any potential meeting topics for the September 2019 meeting. Given that there are no grant projects that will be ending near that time, no presentation topics were identified.

**ADJOURNMENT:** The Chair adjourned the meeting at 11:26 AM.