**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*June 13, 2018***

**Committee Members Present**:

Phil Caldwell, Vice Chair

Rachel Loughlin, Secretary

Ethel Paris Gainer

Alexis Nichols

Cindy Rudy

Summer Sage

Ed Turner

**Committee Members Absent:**

Matthew Shapiro

**Guests:**

Traci LaGanke

Alyson White

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Nia Harrison

Benjamin Jarvela

Penni Sweetenburg-Lee

Ronita Wilson

Jason Withers

**CALL TO ORDER:** In the absence of the Chair, Phil Caldwell called the meeting to order 8:00 a.m.

**OPENING REMARKS:** The Vice Chair greeted and welcomed Board members and staff. Introductions were made. Ms. Alyson White, Executive Director of the DC DD Council noted that she was new in her role and was pleased to be able to come to the meeting to observe another Council.

**REVIEW OF THE EC AGENDA:** The Vice Chair reviewed the Executive Committee Meeting agenda items.

**APPROVAL OF MARCH 2018, EXECUTIVE COMMITTEE MEETING MINUTES:** The Acting Chair asked if there were any amendments to the March 14, 2018 Executive Committee meeting minutes. Ms. Summer Sage made a **MOTION** to approve.Ms.Cindy Rudy seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Ms. Rachel Loughlin noted that there a number of members who had only attended 50% of the meetings. Ms. Heidi Lawyer, Executive Director responded that most of those members were transitioning off the Board. She noted that there was one attendance problem with a Board member missing as of this meeting, 3 meetings out of four. Ms. Lawyer noted that she would be discussing that with the member.

**DIRECTOR’S UPDATE:** The Vice Chair called for questions on the Executive Director’s report. Ms. Heidi Lawyer, Executive Director, summarized the activities that had taken place in the last quarter with a focus on legislative activities, public comment, grants activity, training programs and personnel vacancies. She also mentioned the work that had been ongoing with respect to the new federal interpretation of obligation and liquidation requirements and noted that Mr. John Cimino, Deputy Director would provide additional information in the budget report. Ms. Lawyer responded to a question about the DCJS Law Enforcement Disability Awareness Training.

**AGENCY FISCAL REPORT:** Mr. John Cimino, Deputy Director, reported on expenditures through May 11, 2018 of the Board operational budget. He noted that as of May 11, the Board had 25 percent of its $1,406,709 budget remaining, $373,899. He reviewed the individual spending categories and responded to questions. Mr. Phil Caldwell asked about carry over of remaining funds. Mr. Cimino explained that the state general fund had to be spent by the conclusion of the state fiscal year, June 30, 2018 and would be spent. He then explained that the federal fiscal year did not end until September 30, 2018. Any funds unspent would be carried over to the following year and available for grants. Mr. Cimino then reviewed the allotments, nothing that the FFY 2019 allotment was an estimate based on the FFY 2018 allotment.

**SFY 2019 BOARD OPERATIONAL BUDGET.** Mr. Cimino provided a detailed explanation of the changes in the federal interpretation that DD Councils have operated under for many years regarding obligation and liquidation cycles. He noted that Councils had been told in the past that they had two years to obligate funds and an additional third year to liquidate those funds. The Administration on Community Living (ACL) has changed that interpretation and informed Councils that the third year is only to be used to pay for expenditures incurred during the two year obligation period. The result is that grant activities cannot extend into the third year and Councils can no longer pay for activities obligated in earlier years with year 3 money. This will affect the manner in which the Board obligates its funds and may result in different procedures with respect to grants. ACL has advised that Councils will need to come into compliance in FFY 2019. It is unclear, however, whether that means with the FFY 2019 award or with earlier awards. Mr. Cimino noted that the Board had met with fiscal staff at the Dept. for Aging and Rehabilitative Services (DARS) and would be attending a technical assistance institute in July which he hoped would provide additional clarification. Mr. Cimino responded to questions from Board members.

Mr. Cimino then presented the SFY 2019 proposed Board operational budget which totals $1,474,389 as compared to the SFY 2018 budget which was $1,496,709. He explained the differences in budget categories, particularly with respect to training programs which are operated every other year. He also explained the inclusion of Project Living Well for which the Board is a sub grantee of the Partnership for People with Disabilities. The Vice Chair called for a **MOTION** to recommend to the full Board, adoption of the proposed SFY 2019 Board operational budget. Ms. Cindy Rudy made the **MOTION.** Ms. Rachel Loughlin seconded the **MOTION** which carried unanimously.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers, Grants, Contracts and Program Information Manager discussed grants and contract expenditures for six projects: 1) The Virginia NICU Early Intervention Collaborative through the Virginia Hospital Research & Education Foundation (VHREF). 2) The Development of Adult Curriculum on Critical Decision-Making Points for Students with Disabilities project through the Virginia Department of Education (VDOE).  3) The Improving Transportation Planning in Cities and Counties to Increase Access to Community-Based Healthcare through the disAbility Law Center of Virginia (dLCV). 4) The Increasing Access to Disability Resources in non-English Languages through The Arc of Northern Virginia. 5) The Improving Health and Wellness through Empowerment project with James Madison University and 6) The Communication & Health Advocacy Training project with Virginia Commonwealth University. These projects and expenditures were referenced in Attachment ISP 3-2.

**LETTER OF INTEREST UPDATE:** Mr. Withers reported that 26 Letters of Interest were received for the most recent competitive RFP issued by the Board. The Grant Review Team met and of the 26, thirteen full proposals were solicited in all three of the areas requested: inclusive education, housing, and employment.

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

**OTHER BUSINESS:** There was none.

**ADJOURNMENT:** The Vice Chair thanked the EC members for their contributions and called for adjournment of the meeting at 8:57 a.m.