**Virginia Board for People with Disabilities**

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

***June 13, 2018***

**Committee Members Present:**

Cindy Rudy

Vicki Beatty

Theresa Casselman

Dennis Findley

Richard Kriner

Atima Omara

Jamie Snead

Ed Turner

**Committee Members Absent:** Ray Hopkins

Christopher Nace

John Kelly

**VBPD Staff Present:**

Jason Withers

Nia Harrison

**CALL TO ORDER:** The Chair, Ms. Cindy Rudy, called the meeting to order at 9:36 am. Following the call to order, the committee reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:** The Chair asked if there were any changes to the March 14, 2018, meeting minutes. Mr. Dennis Findley made a **MOTION** to **APPROVE** the minutes. Mr. Ed Turner **SECONDED** the **MOTION**. The **MOTION** carried.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:** Highlights from the Executive Committee meeting were provided.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers, Grants and Contracts 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

 6) The Communication & Health Advocacy Training project with Virginia Commonwealth University.

These projects and expenditures were referenced in Attachment ISP 3-2.

**APPROVAL OF LOIs for COMPETITIVE GRANT RFP:** Mr. Withers advised that twenty-six Letters of Interest (LOIs) were received in connection with the Board’s Competitive Request for Proposal (RFP) entitled “Creating Inclusive Communities.” The Grant Review Team (GRT) met on May 17, 2018, to discuss twenty-six LOIs and of the twenty-six reviewed, the GRT selected thirteen to submit full proposals. Full proposals are due by July 20, 2018, at 4:00 PM. The GRT will convene in August to discuss the proposals and make funding recommendations. At the September 12, 2018, Board Meeting, the funding recommendations will be presented to the full Board for approval. A motion will be needed to approve.

**APPROVAL OF REVISED EVENT SUPPORT PROCEDURES:** Mr. Withers also updated the committee members, informing them that Board staff further updated the Conference and Event Support Procedures document on attachment BD 3-3, with the addition of the following line regarding what the Board does not fund: “Conferences/events that do not directly support individuals with DD and other disabilities in the state of Virginia.” The revised procedures were referenced in attachments BD 3-2 through 3-4.

A **MOTION** was made by Mr. Findley to recommend **APPROVAL** to the full Board to update the Conference and Event Support Procedures document. The **MOTION** was **SECONDED** by Ms. Vicki Beatty. The **MOTION** carried.

**VIRGINIA HOSPITAL RESEARCH AND EDUCATION FOUNDATION (VHREF) UPDATE:** Committee members heard updates from Ms. Betsy Cole-Archer, Virginia Hospital Research and Education Foundation (VHREF), in connection with the Virginia NICU Early Intervention Collaborative project. This was an informational update. The grantee provided project details concerning the goals and objectives and provided copies of three developed products: the referral guidance and form, “On Your Way” tool, and “Hospital EI Referral Best Practice Protocol.” The New Path website was also demonstrated for committee members. The grantee discussed how the products would be disseminated, the challenges and successes encountered during the course of the project, as well as interactions with the Part-C Administrator. Also in attendance at the presentation from VHREF were Ms. Tracy van Marcke and Mr. Abraham Segres. Board members raised several questions and comments regarding the referral criteria, behavioral change among clinical staff, and the process for delivering the referral form to parents in a way that maximizes receptiveness.

**2017-2021 STATE PLAN UPDATES AND DISCUSSION:** Ms. Nia Harrison discussed highlights of progress in the 2nd Quarter of FFY 2018 towards meeting the goals and objectives in the 2017-2021 State Plan. The Board is on track to meet its overall goals, objectives, and activities in the State Plan. The Board is also on track to meet all of its performance measures with the exception of two related to Partners in Policymaking.

**WRAP UP AND POTENTIAL MEETING TOPICS:** The Chair asked Committee members if they would like to suggest any potential meeting topics for the March 2018 meeting and suggested receiving an update from the Arc of Norther Virginia as it relates to their grant titled “Increasing Access to Disability Resources in non-English Languages.” Ms. Jamie Snead suggested that the Arc of Northern Virginia grantee update be reserved for the December 2018 meeting given the need to discuss funding new grant projects in September.

**ADJOURNMENT:** The Chair adjourned the meeting at 11:27 AM.