**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*June 7, 2017***

**Committee Members Present**:

Charles Meacham, Chair

Randy Burak

Matthew Shapiro

Summer Sage

Atima Omara

**Committee Members Absent:**

Carina Elgin

Felicia Hamilton

Cindy Rudy

Angela Sadsad

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Joy Harris

Nia Harrison

Benjamin Jarvela

Nan Pemberton

Penni Sweetenburg-Lee

Jason Withers

**CALL TO ORDER:** The Chair, Mr. Charles Meacham, called the meeting to order 8:04 a.m.

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

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

**APPROVAL OF MARCH 17, 2017 EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the December 14th, 2016 Executive Committee meeting minutes. Ms. Matthew Shapiro made a **MOTION** to approve. Randy Burak seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Matthew Shapiro reported that there were two attendance issues which Ms. Heidi Lawyer, Executive Director, was addressing. In addition, Carina Elgin has resigned from the Board as she had been unable to attend the last three meetings.

**DIRECTOR’S UPDATE:** The Chair called for questions on the Executive Director’s report. Committee members asked questions about the President’s budget which eliminates funding for DD Councils like the Board and combines the DD Councils into a new program with the Statewide Independent Living Council and the State Traumatic Brain Injury Grants. Ms. Lawyer provided the information she knew regarding this proposal as well as the action that NACDD and other national organizations were taking and actions the state was taking. She shared a DD Council impact sheet developed by the agency for Virginia’ Congressional delegation. Ms. Lawyer provided an update on the status of the two Disability Assessment briefs which will be released at the end of June. For additional detail see Attachment EC 4.

**ALUMNI DEVELOPMENT PROGRAM UPDATE.** Ms.Nia Harrison and Dr. Penni Sweetenburg-Lee provided an update on the Alumni Development program first year evaluation. Ms. Harrison reviewed a PowerPoint presentation that provided an update on the program’s first year activities and progress, including: chapter meetings, numbers in attendance, demographics, and strengths and opportunities for program improvement. For more detail see Attachment AOT-4.

**AGENCY FISCAL REPORT**: The Chair asked if there were questions to the fiscal reports. Ms. Nan Pemberton, Director of Administration, informed the committee members that with 15% of the Fiscal year 2017 remaining, the Board has 27% of its overall budget remaining.

**SYF 2017 BUDGET**: Ms. Pemberton discussed the FY’2017 budget and expenditures. She responded to questions about expenditure categories. She noted that contractual services had been overspent because the Board had continued with utilizing a contract worker in the Administrative support position rather than filling that position with an FTE or a part time (P-14) employee. That position is now a P-14. As a result those funds came from the contractual category vs. the salary category this year. Ms. Pemberton reported that overall expenditures were on track and the fiscal year would be closed out on June 30.

**SYF 2018 BUDGET**: Ms. Pemberton reviewed a presentation with the Executive Committee on the SFY 2018 budget. The presentation included information on the budget building blocks, differences between the state and federal fiscal year, budget items paid from state general vs. federal funds, and obligation and liquidation deadlines. She then presented the proposed SFY 2018 budget for the Board, noting that nearly all areas had been cut due to continuing flat funds for the Board. She reported that the agency had used the FFY 2017 federal allotment as a basis assuming that funds would remain the same. Should there be a change in the allotment then the budget would need to be redeveloped. Ms. Pemberton reported that the state had provided a 3% increase in salaries to staff which also affected the budget. In addition, there was a budget “savings” both this year and next to the state which amounts to a reduction in state General funds received by the Board. She reminded the Committee that funds not allotted flow through to fund the agency’s grants and contracts. The two categories which received budget increases are Partners in Policymaking, because a class is being held this year, and Alumni development which is in its 2nd year and needs additional staffing and support in order for the program to achieve its goals. Ms. Lawyer reviewed the Alumni Development Program budget with the Executive Committee to ensure they understood where the funds would be expended. The proposed SFY 18 budget is $1,481,709, $6,622 less than SFY 2017. The Chair asked for a **MOTION** to recommend approval of the proposed SFY 2018 budget to the full Board. Matthew Shapiro made the **MOTION.** Randy Burak seconded the **MOTION** which carried unanimously.

**GRANT EXPENDITURE UPDATE:** Mr. Jason Withers, Grants, Contracts & Program Information Manager, discussed expenditures of the Board’s four current grant projects: 1) The Virginia NICU Early Intervention Collaborative, Virginia Hospital Research & Education Foundation (VHREF), 2) The Development of Adult Curriculum on Critical Decision-Making Points for Students with Disabilities project, Virginia Department of Education (VDOE); 3) Improved Transportation Planning in Cities and Counties to Increase Access to Community-Based Healthcare, disAbility Law Center of Virginia (dLCV); and 4) Increasing Access to Disability Resources for Non-English Languages, the Arc of Northern Virginia. He noted that the latter two had just begun and did not have any expenditures yet. Expenditures for the first two grants were $35,108.83. $424,673.17 in grant funds are remaining for the four projects.

**UPDATE ON STAGE I PROPOSALS FOR COMPETITIVE RFP:** Mr. Withers updated the members on the Letter of Interest (LOI) process noting that the Grant Review Team (GRT) had met and reviewed the LOIs. Of the 13 LOIs received, 4 applicants were asked to submit full proposals to the Board. The GRT will meet in August to review the proposals and provide recommendations to the full Board at the September 2017 Board meeting.

**NOMINATIONS COMMITTEE UPDATE:** Mr. Charles Meacham, Board Chair, thanked Ron Lanier, Donna Lockwood and Angela West for serving as the Nominations Committee. He reviewed the slate of officers and at large members to be voted on by the full Board. He also noted that some Board packets may have Summer Sage listed as the Vice Chair nominee as there was a change after the packet was printed. The Vice Chair on the slate is Phil Caldwell.

**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 EC members for their contributions and called for adjournment of the meeting at 9:10 a.m.