**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*June 9, 2021***

**Committee Members Present**:

Matthew Shapiro, Chair

Phil Caldwell

Alexandra Dixon

Dennis Findley

Allison Coles Johnson

Alexus Smith

Frederique Vincent

Jocelyn Kilgore

**Committee Members Absent:**

Kate Olson

**Guests:**

Eric Raff

Rachel Loria

**VBPD Staff Present:**

Tara Bethea

Kelly Bolden

Nia Harrison

Clare Huerta

Benjamin Jarvela

Penni Sweetenburg Lee

Teri Morgan

Linh Thi Nguyen

Henry Street

Megan Weems

Ronita Wilson

Jason Withers

**CALL TO ORDER:** The Chair, Matthew Shapiro, called the meeting to order 9:47 a.m.

**OPENING REMARKS:** The Chair greeted and welcomed Board members and staff. The Chair gave instructions for the protocols for the Zoom Board meeting.

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

**APPROVAL OF MARCH 10, 2021, EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the March 10, 2021, Executive Committee meeting minutes. There were none. Mr. Dennis Findley made a **MOTION** to approve. **Ms.** Frederique Vincentseconded the **MOTION** to approve. The **MOTION** was carried.

**BOARD MEMBER ATTENDANCE:** Mr. Henry Street, Director of Administration, noted the Attendance tracking attachment. Mr. Street stated that the attendance issues are resolved and that everyone is on track at this time.

**EXECUTIVE DIRECTOR’S UPDATE AND QUESTIONS: Ms.** Teri Morgan, Executive Director, gave a brief summary on the activities that had taken place in the last quarter. Ms. Morgan gave a report on key staff activities, Special Initiatives (COVID 19)/Legislative and Policy Work, Agency Administration/Board Operations and Programs/Planning/Marketing & Communications. Ms. Morgan also reported on Grants and Contracts, Training Programs and Alumni Development, Conferences, Training Webinars and other events. Ms. Morgan noted that the Governor is not expected to extend the State of Emergency, which means flexibilities that allow for virtual meetings will end. Ms. Morgan noted that Board members should expect the September 15, 2021, Board meeting to be an in person meeting at the Sheraton Four Points Hotel. Ms. Morgan also noted that she is working with Vivian Jackson, faculty member of the National Center for Cultural Competence at Georgetown University, on plans for staff and Board member training, self-reflection, and planning to better incorporate cultural and linguistic competence in our work.

**AGENCY FISCAL REPORTS:** Mr. Henry Street, Director of Administration, gave a brief update on the expenditures for the end of state fiscal year 2021.  He reported that we are on target to expend our funds within four percent of SFY2021 budget. He noted that we will expend any remaining funds by pre-paying our first quarter Memorandum of Understanding (MOU) payment with the Department for Aging and Rehabilitation Services (DARS), and some of next year’s rent with the Department of General Services (DGS).

**SFY 2022 BOARD OPERATIONAL BUDGET:** Mr. Henry Street presented the SFY 2022 operational budget to the Board for approval. He noted that there was a nine percent increase in our overall budget from last year. This is due in part to a couple of things; state employees will receive a five percent pay increase starting in July, and this year the Youth Leadership Academy (YLA) and Partners and Policy Making (PIP) programs will take place in the same fiscal year. This is the first time in a few years this has happened. YLA was to take place last year but was cancelled because of the pandemic.

Phil Caldwell made a **MOTION** to approve the proposed agency budget.Jocelyn Kilgore seconded the **MOTION** to approve. The **MOTION** carried unanimously.

**UPDATE ON FFY 2021 COMPETITIVE GRANTS & GRANT EXPENDITURES:** Mr. Jason Withers, Grants and Contracts Manager, gave a brief update on the competitive grants and grants expenditures to clarity the process by which the Board determines funding that is available

for its grant projects. Mr. Withers stated that starting with the 2021 award, Councils are to come into compliance with a two-year obligation period (known as period of performance). This means that Councils have two years to obligate all funds provided, as well as complete any work authorized under the 2021 notice of award. Mr. Withers noted that in addition, the recent termination of two grant projects resulted in unobligated funds that Council had to quickly obligate for other projects, in order to ensure those funds could be expended within the allotted timeframes. Mr. Withers noted that all funding that has not been expended by the end of the period of performance must be reverted back to ACL. Mr. Withers stated that staff regularly touch base with grantees to ensure that each grantee is on a solid path to expend remaining funds, and if needed, offer guidance on how to proceed should any barriers to expending those funds be encountered.

**PUBLIC COMMENT**: There was no public comment

**ADJOURNMENT:** The Chair thanked the Committee members and staff for their commitment and patience. The Chair adjourned the meeting at 10:33 a.m.