**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*March 10, 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

Teri Morgan

Linh Thi Nguyen

Henry Street

Megan Weems

Jason Withers

**CALL TO ORDER:** The Chair, Matthew Shapiro, called the meeting to order 9:46 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 DECEMBER 9, 2020, EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the December 9, 2020, Executive Committee meeting minutes. There were none. Dennis Findley made a **MOTION** to approve. Jocelyn Kilgoreseconded the **MOTION** to approve. The **MOTION** was carried.

**BOARD MEMBER ATTENDANCE:** Mr. Henry Street, Director of Administration, noted the Attendance tracking attachment. Mr. Street brought the attendance record of Board member Molly Korte to the attention of the Executive Committee.  Ms. Korte has missed two consecutive Board meetings, without excused absences. The policy states that if a member fails to attend two consecutive Board meetings, without an excused absence, the matter shall be brought to the attention of the Executive Committee. If a member fails to attend three consecutive meetings, without and excused absence, the Chairperson, through the Executive Director, shall notify the Governor or designee of the absence and request that the Board member be asked to resign and a replacement appointed to fill the unexpired term. Mr. Street noted that a correction will be made to the December Board attendance tracking chart with regard to Commissioner Ray Hopkins who was in attendance.

**EXECUTIVE DIRECTOR’S UPDATE AND QUESTIONS:** 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/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. Mr. Phil Caldwell asked a question regarding legalization of marijuana and the impact on people with disabilities. Ms. Morgan stated that she is not aware of the impact of the legalization of marijuana on people with disabilities.

**AGENCY FISCAL REPORTS:** Mr. Henry Street, Director of Administration, gave a brief update on the expenditures made between July 1, 2020 and February 11, 2021 as it related to the approved agency budget. Mr. Street shared that expenditures are currently in line with the approved budget. Mr. Street answered questions from Board members regarding returning or forfeiting Federal funds. Ms. Morgan provided the Executive Committee with an update on the status of the Board’s Federal funding awards and actions Board staff are taking to reduce the risk of needing to revert funds back to the federal government. Mr. Street gave a brief summary of the RFP for a hotel/meeting venue for Board meetings when in-person meetings resume.

**STATE PLAN PROGRESS REPORT:** Ms. Nia Harrison, Director of Planning and Research provided an informational update on the State Plan progress.

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

**ADJOURNMENT:** The Chair thanked the Committee members and staff for their commitment and patience. The Chair called for adjournment of the meeting at 10:19 a.m.