**Virginia Board for People with Disabilities**

**Investment Committee Meeting Minutes**

***March 10, 2021***

**Committee Members Present:**

Alexus Smith

Frank Carrillo

Ray Hopkins

Richard Kriner

Dennis Lites

Donna Lockwood

Lindsay Pearse

Cindy Rudy

Theresa Simonds

**Committee Members Absent:**

Olivia Price

Chandra Robinson

**VBPD Staff Present:**

Jason Withers

**CALL TO ORDER:**

The Chair, Ms. Alexus Smith, called the meeting to order at 10:38 am. Following the call to order, the Chair reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:** Ms. Smith asked if there were any changes to the December 2020 Meeting minutes. Mr. Ray Hopkins made a **MOTION** to **APPROVE** the minutes. The **MOTION** was seconded by Mr. Richard Kriner. The **MOTION** carried.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:**

Mr. Jason Withers, Grants and Contracts Manager, provided updates on recent activities and expenditures regarding 8 grant projects:

1. The Next Move @ William & Mary project with the College of William & Mary
2. Building Inclusive School Communities project with Radford University.
3. Ensuring Accessibility to All Survivors project with VCU
4. 40 i-Pads for 40 students project with Alternative Paths Training School
5. Technology to Support students with disabilities project with Carroll County Public Schools
6. Virtual Success project with Colonial Beach Public Schools
7. Intensive Support Tech grant project with Richmond City Public Schools
8. School Crisis Planning, Preparation, Response and Recovery for Students with Disabilities project with DCJS

**UPDATE ON LETTERS OF INTEREST FOR COMPETITIVE RFPs:**

Mr. Withers advised that sixteens LOIs were received, in connection with the Board’s two Competitive Request for Proposals (RFPs). The Grant Review Team (GRT) met on February 19, 2021 to discuss the LOIs and of the sixteen reviewed, the GRT selected ten to submit full proposals. Full proposals are due by April 16, 2021, at 4:00PM. The GRT will convene on May 3, 2021 to discuss the proposals and make funding recommendations. At the June 9, 2021 Board Meeting, the funding recommendations will be presented to the full Board for approval. A motion will be needed to approve. Ms. Theresa Simonds inquired if assistance was needed to review applications during a particular month. Mr. Withers advised that it would depend on the start date for the grant projects.

**APPROVAL OF BUDGET AMENDMENT REQUEST FROM RADFORD UNIVERSITY:**

Mr. Withers discussed the budget amendment request from Radford University. The grantee contacted staff to the Board in January 2021 to advise that they were under the impression that their approved no-cost extension from the Board in December 2020 also included the budget amendment request. Mr. Withers advised the grantee that their extension request letter did not contain a request to amend the budget, nor did they submit a completed budget amendment request form. Continued social distancing requirements due to COVID-19 have resulted in further project disruptions. Many of the schools that the grantee is working with have remained closed due to the pandemic and access to these locations has been restricted. Therefore, the grantee is requesting to redistribute $18,463.68 in unspent travel funds as follows: $5,936.96 to personnel; $12,343.44 to contractual; and $183.28 to supplies. Mr. Dennis Lites inquired if the grantee was using consultants to complete project activities since they have been unable to travel to the participating schools. Mr. Withers advised that some activities would be completed by grantee staff and some through a contractual arrangement. Ms. Cindy Rudy inquired if there were any requirements to attribute specific dollar amounts to budget categories. Mr. Withers explained that as long as the costs were allowable, there were no specific restrictions on funding allocations to individual budget categories.

Ms. Smith made a **MOTION** to recommend that the full Board approve the budget amendment request from Radford University. This **MOTION** was **SECONDED** by Ms. Lindsay Pearse. The **MOTION** carried unanimously.

**UPDATE ON DCJS SCHOOL CRISIS PLANNING GRANT PROJECT:**

Mr. Withers provided committee members with an update on the Board’s School Crisis Planning project with the Virginia Department of Criminal Justice Services (DCJS). Mr. Withers discussed Board staff’s concerns with the grant project, having reviewed several iterations of the school crisis plan, as well as a remediation plan that staff asked the grantee to submit for review in January 2021. Mr. Withers advised that Board staff discussed the grant project further with DCJS in February 2021, expressing additional concerns at that time that the remediation plan did not adequately address concerns raised in January letter. Mr. Withers advised the committee members that as a result of the conversation in February, DCJS requested to withdraw from the grant project, but will continue the work of the grant without Board funding.

Mr. Withers advised that DCJS is in the process of submitting to the Board an official withdraw request letter. Mr. Richard Kriner inquired if the Board would receive project outcomes from the active grant period. Mr. Withers advised that outcomes would be received up to the point of project termination. Mr. Rudy inquired if the grantee’s request to withdraw was a combination of lack of expertise and feeling overwhelmed. Mr. Withers advised that it likely was, citing examples of concerns that staff had raised to the grantee. Ms. Simonds advised it would be a good idea for the Board to consider risk factors associated with working with grantees moving forward. Discussion ensued.

**APPROVAL TO RELEASE SOLICITED RFP TO dLCV and DELEGATE AWARDMAKING AUTHORITY TO STAFF:**

Mr. Withers discussed the proposed solicited Request for Proposal to the disAbility Law Center of Virginia (dLCV), which would enable to the Board to expend its remaining 2019 award funds. Mr. Withers advised that as a result of recent grant terminations and other project delays due to the COVID-19 pandemic, it is anticipated that Council may have approximately $70,000 - $100,000 in unspent 2019 funds. Mr. Withers discussed the proposed sole-source contract with dLCV to develop a data management system/database to manage the storage, retrieval and reporting of abuse, neglect and exploitation data that they receive the from Virginia Department of Behavioral Health and Developmental Services (DBHDS). Mr. Withers further advised that the anticipated period of performance would be approximately 5 months. Mr. Kriner inquired if the proposed database would be accessible by the Virginia Board and/or the general public. Mr. Withers advised the Board would not have access to the database, only receive some data directly from dLCV for trend reporting. He advised the general public would not have access to the database. Mrs. Rudy inquired if the data would be available to law enforcement and Ms. Colleen Miller, dLCV Director, advised that they would not. Ms. Miller discussed the proposed project further with the committee members and explained dLCV’s role in the disability network. Discussion ensued.

Mr. Withers next explained the sole source procurement process with committee members. Mr. Frank Carrillo inquired if updates on the project would be provided to Board members. Mr. Withers advised updates would be provided during Board meetings. Ms. Rudy inquired if funding for the project would be solely from the Board. Ms. Miller confirmed that it would be. Mr. Ray Hopkins inquired if dLCV would be able to maintain the database once it is operational. Ms. Miller confirmed that dLCV would, explaining that they maintain three similar databases now. Ms. Rudy inquired if the existing database systems would serve as a model for the new database. Ms. Miller confirmed that they likely would. Discussion ensued.

Ms. Rudy made a **MOTION** to recommend that the full Board approve the release of a solicited Request for Proposal to the disAbility Law Center of Virginia. This **MOTION** was **SECONDED** by Ms. Smith. The **MOTION** carried unanimously.

**APPROVAL TO DELEGATE AWARDMAKING AUTHORITY TO BOARD STAFF:**

Mr. Withers discussed that due to the limited amount of time needed to expend remaining 2019 award funds, staff were seeking authority from the Board to review a proposal from the disAbility Law Center of Virginia, in connection with the solicited Request for Proposal. Mr. Withers discussed the procurement process with committee members and discussion ensued.

Mr. Kriner made a **MOTION** to recommend that the full Board approve the request to delegate award-making authority to Board staff, in order to fully expend remaining 2019 award funds, due to a shortened period of performance. This **MOTION** was **SECONDED** by Ms. Rudy. The **MOTION** carried unanimously.

**WRAP UP AND FUTURE MEETING TOPICS:**

Mr. Withers asked committee members about their ideas for future Board meetings. Ms. Simonds stated that she would like to see the Board engaged with more organizations beyond those in the governmental sector and suggested inviting speakers to present on various topics to the Board members. Mr. Hopkins expressed an interest, should an award be made to dLCV, in hearing how their gathered data impacts individuals and results in systemic change. Mr. Lites expressed that he would like to see the gathered data from dLCV become available to the public in some format. Mr. Withers advised those details would need to be discussed further, should an award be made to dLCV. Ms. Teri Morgan, Director, advised Board staff would follow up with Ms. Miller to inquire about data transparency and the possibility for that data to be available to the public. Additional discussion ensued.

Ms. Rudy inquired if it would be possible to have presenters speak to the Board on the advancements in adaptive living for individuals with disabilities. Discussion ensued. Mr. Carrillo suggested partnering with the American Association of People with Disabilities to learn more about their organization’s upcoming events and their benefits to individuals within the community.

**ADJOURNMENT:**

The Chair adjourned the meeting at 11:56 AM.