**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*March 13, 2019***

**Committee Members Present**:

Mary McAdam, Chair

Rachel Loughlin

Theresa Casselman

Ethel Paris Gainer

Felicia Hamilton

Alexis Nichols

Matthew Shapiro

**Committee Members Absent:**

Jamie Snead

Christopher Nace

**Guests:**

Alexandra Dixon

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Nia Harrison

Benjamin Jarvela

Linh Thi Nguyen

Henry Street

Carnell Lewis

Penni Sweetenburg-Lee

Megan Weems

Jason Withers

**CALL TO ORDER:** The Chair, Mary McAdams, called the meeting to order 8:02 a.m.

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

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

**APPROVAL OF December 5, 2018, EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the December 5, 2018, Executive Committee meeting minutes. There were none. Matthew Shapiro made a **MOTION** to approve.Dr. Ethel Paris Gainer seconded the **MOTION** to approve. The **MOTION** was carried.

**BOARD MEMBER ATTENDANCE:** Ms. Heidi Lawyer, Executive Director, noted the Attendance tracking attachment. Ms. Lawyer stated that everyone should have received the email that Ms. Atima Omara had resigned and that she was grateful to serve. Ms. Lawyer explained that there was a technical issue regarding the membership for the protection and advocacy representative (dLCV) which had to be resolved between dLCV and the Governor’s office. There are a few individuals that have 50% attendance; however, the one person with significant attendance issues resigned. No action is at this time.

**DIRECTOR’S UPDATE:** The Chair called for the Executive Director’s report. Ms. Lawyer summarized the activities that had taken place in the last quarter, including the legislative session. For the first time, the Board helps conduct an education system for legislative aides, hosted and arranged by dLCV and involving a number of advocacy organizations. The aides were educated on disability issues and what each of the organizations/agencies could do for them during and after the session. Ms. Lawyer reported on her participation in the Autism Square for the Richmond Times-Dispatch, following a negative editorial by that newspaper. There are significant areas of public comment underway and in review by staff. Ms. Lawyer acknowledged the work of Administrative and Training staff for the long hours and hard work regarding procurement issues on RFPs. She thanked Mr. John Cimino, Deputy Director, Mr. Henry Street, Director of Administration, and Mr. Jason Withers, Grants and Contracts Manager, for their hard work on fiscal obligation liquidations issues and work with the Department of Aging and Rehabilitative Services administration staff on reporting. Ms. Lawyer reported on other ongoing work including the 2017 and 2018 federal program performance reports due March 25, 2019, the Letter of Interest Grant Review process, the Disability Assessments, and the Communications unit work on infographics, the assessments, the Program Performance Report highlights and the DD Awareness and Black History month social media campaigns. She referenced the training programs and all of their great work and activity, DD Advocacy Day at the General Assembly, Chapter Focus groups, Partners in Policymaking recruitment and planning, and thanked the Administrative staff for all their hard work in support programmatic efforts.

**VACANCY UPDATES:** Mr. Street reported on the upcoming vacancies and referenced the handout provided under EC tab. There are eight vacancies. Ms. Lawyer asked those who would like to be reappointed to email her.

**AGENCY FISCAL REPORT:** Mr. Cimino reported on expenditures as of January 2019of the Board operational budget. Mr. Cimino referenced the current Board budget totals, which shos the budgeted amount for each category, expenditures to date, and unspent funds. He reported that the Board is about halfway through the fiscal year. He referenced that the unspent amount is less than half and that is not concerning or usual as we have up front expenditures each year. Mr. Cimino pointed out that the Board had approved a revised budget in December in light of information received that there would be a $37,000.00 reduction in the state allocation. This did not occur, thankfully. However, Board staff are not asking for another budget revision and will be monitoring spending over the next several months to make adjustments as needed. Ms. Lawyer noted that the Board would be approving a new SFY 2020 budget at the June Board meeting.

Mr. Cimino noted that typically, the remaining federal allotment is listed on the Board attachment, but there was some difficulty obtaining this information for the report. It will be included at the next meeting. He reminded the Committee that the Board has three active federal awards and that with the adjustment to the two year period of performance (liquidation) cycle that the Board would need to increase its sub-grants not to have to return federal funds. Mr. Cimino then responded to questions and comments.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers discussed grants and contract expenditures for six projects:

1. The Development of Adult Curriculum on Critical Decision-Making Points for Students with Disabilities project through the Virginia Department of Education (VDOE).
2. The Improving Health and Wellness through Empowerment project with James Madison University.
3. The Communication & Health Advocacy Training project with Virginia Commonwealth University.
4. The Next Move @ William & Mary: An Innovative Approach to Training Young Adults with Disabilities.
5. Promoting Integrated Employment with ABLES Teams
6. Building inclusive School Communities through Culture Shift, Collaboration, and Coaching (3 Cs Inclusion Project)

Mr. Withers then responded to questions and comments.

**COMPETITIVE REQUEST FOR PROPOSALS (RFPs):** Mr. Withers referenced the Supplemental Packet which contained the solicited proposal from the Department of Criminal Justice Services (DCJS). Mr. Withers reminded the committee that the idea for this crisis planning and training modules update for school administrators emanated from a Board member. Mr. Withers reviewed the basics of the proposal which includes a plan for DCJS to revise its Model on Crisis of Management Services Medical Emergencies and Response Plan, in the event if there was a crisis at the school to make it accessible and to include components in each section for individuals with disabilities. The Grant Review team is recommending that the Board approve the $213,718 request.

Mr. Jason Withers stated that the two competitive Request for Proposals (RFP) were released in December 2018. The areas targeted with these RFPs were self-advocacy, formal/informal community supports, and targeted disparities for under or inequitably served populations. The RFPS was released in December for letters of interests (LOIs). Eighteen LOIs were received. The grant review team convened on February 11, 2019, to review and selected nine applicants from which to request full proposals; these are due by April 25, 2019. The Grant Review Team will meet on May 13, 2019, to review and make final recommendations.

**BOARD MEMBER SURVEYS:** Ms. Nia Harrison, Director of Planning, Research, and Evaluation, discussed the results of the Board member survey. She noted that the main impetus for the Board member survey was to check in on how the Board’s current committee structure is working. Historically, the Board had four committees based on topical area: Education and Employment, Advocacy and Outreach, Community Living, which covered housing, transportation, and recreation, and Community Integration which covered Medicaid, health, and other support services. She advised that 39% of the board members responded. She then updated Executive Committee members on results from the recent Board member survey. Ms. Harrison then responded to questions and comments and noted that the Board staff would be meeting to determine changes to the structures and the committee names that would be presented at the June meeting.

**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 Committee members for their contributions and called for adjournment of the meeting at 9:03 a.m.