**Virginia Board for People with Disabilities**

**Investment and State Plan Oversight (ISP) Committee Meeting Minutes**

***March 13, 2019***

**Committee Members Present:**

Theresa Casselman

Donna Lockwood

Travis Webb

Cindy Rudy

Frederique Vincent

Ray Hopkins

Mary McAdam

**Committee Members Absent:**

Randy Burak

John Kelly

Christopher Nace

Jamie Snead

Richard Kriner

**VBPD Staff Present:**

Jason Withers

Nia Harrison

Heidi Lawyer

**CALL TO ORDER:** The Chair, Ms. Theresa Casselman, called the meeting to order at 9:19 am. Following the call to order, the Committee members reviewed the agenda.

**APPROVAL OF COMMITTEE MINUTES:** The Chair asked if there were any changes to the December 5, 2018, meeting minutes. Mr. Ray Hopkins made a **MOTION** to **APPROVE** the minutes. Ms. Frederique Vincent **SECONDED** the **MOTION**. The **MOTION** carried.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:** Ms. Theresa Casselman provided highlights from the Executive Committee meeting.

**PRESENTATION ON DISABILITY RESOURCES GUIDE TRANSLATIONS:** Committee members introduced themselves. Ms. Diane Monnig, Transition Manager with The Arc of Northern Virginia, gave an overview of the Increasing Access to Disability Resources in non-English Languagesgrant project. This project was funded by the Board and ended November 1, 2018. Discussion followed regarding the project’s contributions and potential next steps.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers, Grants and Contracts Manager, 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 project with William & Mary

5) The Promoting Integrated Employment with ABLES Teams project with Virginia Commonwealth University

6) The Building Inclusive School Communities through Culture Shift, Collaboration, and Coaching project with Radford University

Mr. Withers also advised committee members that James Madison University (JMU) had approached staff to inquire about the possibility of receiving continuation funding. Committee members reviewed a draft request and budget received from the grantee and determined that it would wait until the June 12, 2019, meeting to review the grantee’s progress in order to determine whether it would invite JMU to submit a continuation proposal.

**APPROVAL OF LOIs for COMPETITIVE GRANT RFP:** Mr. Withers advised that eighteen Letters of Interest (LOIs) were received in connection with the Board’s Competitive Request for Proposals (RFP) entitled “Creating Inclusive Communities” and “Strengthening Self-Advocacy.” The Grant Review Team (GRT) met on February 11, 2019, to discuss the LOIs and of the eighteen reviewed, the GRT selected eight to submit full proposals. Full proposals are due by April 25, 2019, at 4:00 PM. The GRT will convene on May 13, 2019, to discuss the proposals and make funding recommendations. At the June 12, 2019, Board Meeting, the funding recommendations will be presented to the full Board for approval. A motion will be needed to approve.

**APPROVAL OF SOLICITED PROPOSAL RECEIVED FROM DCJS:**

Mr. Withers explained that the Board solicited a proposal from the Virginia Department of Criminal Justice Services (DCJS) in October of 2018, based on the recommendation from one of its own Council members. The Grant Review Team (GRT) met on January 23, 2019 to review the DCJS funding request in the amount of $213,718 (exclusive of matching funds). Following its review, the GRT recommended the DCJS proposal for funding. Since the recommendation to fund the proposal originated from the GRT, a MOTION from committee was not needed. The DCJS solicited proposal was referenced in Supplemental Packet #2.

**2017-2021 STATE PLAN PROGRESS REPORT:** Ms. Nia Harrison, Director of Planning, Research, and Evaluation, briefly discussed the Board’s performance in the first quarter of the FFY 2019 work plan, referencing attachment ISP 5. Committee members briefly discussed changes that could be made to the Board packet attachment, ISP 5, for future meetings.

**WRAP UP AND POTENTIAL MEETING TOPICS:** The Chair asked Committee members if they would like to suggest any potential meeting topics for the June 2019 meeting. Mr. Withers advised committee members that the Virginia Department of Education (DOE) will be invited to present on their grant project at the Board’s upcoming June 12, 2019 meeting. Ms. Harrison advised committee members that the committee’s next meeting agenda would include a discussion of committee operations.

Ms. Casselman asked the committee to consider ways the Board could support building a greater sense of community and collaboration among families of people with disabilities, who often feel isolated. Ms. Casselman would like to find a way to formalize networks such as parent-to-parent networks, Toastmasters, and 16-24 groups so that more people know about them and know how to quickly get the best information. Mr. Hopkins shared that there is a list of all the support groups in an area for people with dementia; such resource guides are more broadly needed. Ms. Casselman said that there needs to be a way to activate the knowledge we already have through communities of practice.

**ADJOURNMENT:** The Chair adjourned the meeting at 11:33 AM.