**Virginia Board for People with Disabilities**

**Advocacy, Outreach, and Training Committee (AOT) Minutes**

***March 14, 2018***

**Committee Members Present:**

Mathew Shapiro (Chair)

Jarl Jackson

Frederique Vincent

Allison Coles-Johnson

Eric Raff

Jocelyn Kilgore

Rachael Loughlin

Kristie Bowie-Young (Guest)

Elieen Vidal-Codispot (Guest

Sean Campbell (Guest)

Catherine Childers (Guest)

Kennedy Rose (Guest)

Kristin Osborne (Guest)

Robyn Rutkowski (Guest)

**Committee Members Absent:**

Alexus Smith

Traci LaGanke

Donna Lockwood

Randy Burak

Alexis Nichols

Travis Webb

**VBPD Staff:**

Heidi Lawyer

Benjamin Jarvela

Penni Sweetenburg-Lee

Ronita Wilson

William Horner

**CALL TO ORDER:** Mr. Mathew Shapiro, Committee Chair, called the meeting to order at 9:15 a.m. Following introductions, the Chair called for a **MOTION** to approve the December Committee meeting minutes. Ms. Jocelyn Kilgore made a **MOTION** to approve minutes and Ms. Allison Coles Johnson **SECONDED** the **MOTION**. The **MOTION** carried and the December meeting minutes were approved as written.

**EXECUTIVE COMMITTEE UPDATE:** The Chair discussed the Executive Director’s report and other issues discussed at the Executive Committee meeting including grant reviews, Board administration, and budget matters.

**REVIEW AND DISCUSSION OF EVENT SUPPORT APPLICATIONS:** Mr. Benjamin Jarvela, Communications Director, reviewed the applications for event support received by the Board. The first was for a legislative training event to be held by the Virginia Department for the Deaf and Hard of Hearing (VDDHH), requesting $2,200 to conduct training for stakeholders in the Deaf and Hard of Hearing community. The Chair reviewed the different options for approval and then asked for any questions. Ms. Kilgore inquired about the budget for conference funds and Mr. Jarvela noted that the current event support budget would expire at the end of the state fiscal year. Ms. Coles-Johnson made a **MOTION** to approve VDDHH funding and Ms. Kilgore **SECONDED** the **MOTION**. Mr. Eric Raff recused himself from the vote. The **MOTION** to fund the VDDHH legislative training event was approved for recommendation to the full Board.

Next, the Chair proceeded to address the second application for event support, which requested funding for the Hidden Talents Shine Up 2018 talent show organized by Your Sunshine. Ms. Frederique Vincent asked about the amount being requested. Ms. Heidi Lawyer, Executive Director, reminded the committee of a similar event that was proposed previously that was not funded because it did not meet any specific State Plan Goal or Objective. The Committee discussed whether or not the event would meet the criteria for funding. Following discussion, the Chair requested a **MOTION** to recommend funding the event to the full Board**.** No **MOTION** was made

**REVIEW AND DISCUSSION OF PROGRESS ON FFY 2018 STATE PLAN GOALS AND OBJECTIVES**

 **ALUMNI DEVELOPMENT PROGRAM UPDATE:** Dr. Penni Sweetenburg-Lee, Director of Training and Alumni Development, addressed the Committee and introduced her guests from the four regional alumni chapters. The guests introduced themselves further and gave an overview of their involvement with the program.

Mr. Sean Campbell discussed the Central Virginia Chapter’s current activities, as well as tangible and intangible accomplishments. These included establishing a web presence, developing and implementing a chapter charter, and empowering alum. Next he addressed the current challenges, which included getting more alumni involved, marketing and promoting chapter meetings and events, and measuring the success of the program. After this Mr. Campbell presented possible solutions for these challenges.

Ms. Elieen Vidal-Codispot gave the Northern Virginia Chapter’s update. Ms. Vidal-Codispot then addressed current chapter events, including DD advocacy day, which was canceled due to weather. Ms. Vidal-Codispot then moved on to discuss their tangible accomplishments, which included creating a private Facebook group for alumni, using different virtual means of communications. She also discussed some challenges the Northern Virginia Chapter faced, such as identifying technology support so that alumni can attend events since Northern Virginia is hard to reach due to heavy traffic and distance, and having of alumni who are engaged with other organizations. She also discussed solutions to the chapter’s current issues, as well as partnering with the Arc of Greater Prince William to present a Medicaid Waiver Information session.

Ms. Kristen Osbourne presented her updates for the Tidewater region. Ms. Osbourne addressed their chapter’s meetings and events, which included an Autism and faith workshop with the Faith Inclusion Network, a Teal Pumpkin Party with Virginia Food Allergy Advocates, a 5k run/walk with the Down Syndrome Association of Hampton Roads, and a virtual event for DD Advocacy Day with the Arc of Virginia. Ms. Osbourne then moved to their tangible and intangible accomplishments, current issues her chapter is facing, and proposed possible solutions.

Dr. Sweetenburg-Lee discusses how Training Program staff have implemented a new aspect into the current PIP class where previous alumni attend the current class a month before they graduate. She then noted the hard work and manpower that went into DD Advocacy Day. She stated that there were fifty-seven RSVP’s, but DD Advocacy Day had to be canceled due to inclement weather.

Next, Ms. Kennedy Rose and Ms. Catherine Childers began the update for the Southwest Virginia Chapter. Ms. Rose addressed the chapter’s tangible and intangible accomplishments, and current chapter activities. Ms. Rose then discussed current issues the chapter is facing, including limited program attendance due to availability of adequate PCA attendants and qualified child care providers, transportation challenges based on vast region size and lack of transportation availability, and proposed possible solutions for these current challenges. Following everyone’s update Ms. Lawyer and the Chair gave acknowledgement and thanks for all of their hard work, accomplishments, and positive attitudes.

**APPROVAL OF REVISED ALUMNI DEVELOPMENT WORK PLAN:** Dr. Sweetenburg-Lee began an overview of the Alumni Development Work Plan and the challenges Board staff and alumni program participants have faced since inception, several of which were unanticipated in the early drafts of the program outline. As a result, Dr. Sweetenburg-Lee proposed a revised version of the Alumni Development Work Plan that moves the creation date for the planned statewide alumni organization and statewide organizational meeting/conference to the fall of 2019, one year later than called for in the current work plan. Dr. Sweetenburg-Lee explained that the extra time will be used to further solidify the current alumni chapters and address relevant challenges in organization, logistics, and communications. The Chair called for a motion to recommend the Work Plan for approval to the full Board, Ms. Kilgore made a **MOTION** for the approval of the work plan and Ms. Vincent **SECONDED** the **MOTION**. The **MOTION** passed unanimously.

**PARTNERS IN POLICYMAKING:** Dr. Sweetenburg-Lee reported on the progress of the Partners in Policymaking (PIP) program, informing the Board that the Governor is unable to speak at PIP graduation, but the she has contacted the Lieutenant Governor. Dr. Sweetenburg-Lee informed the Board that the PIP class recently completed Partner Presentation Projects. She stated that Partners were able to coordinate with twenty different agencies after changing the projects from individual to collaborative work. This led to excellent projects and ongoing relationships with partner organizations. Dr. Sweetenburg-Lee noted that due to the cancellation of PIP in January, the guest speaker had to be rescheduled to April. Following this, she stated that she has received very good feedback from the Partners, and said that they really enjoyed the work and would like to continue with it. She went on to mention a unique example of a self-advocate who is a military veteran in the culinary field who was able to provide five weeks of culinary training to the people individuals with disabilities, and because of partnerships and coordination the individual has now been invited to teach this same program at several school districts.

**YOUTH LEADERSHIP ACADEMY:** Dr. Sweetenburg-Lee announced that the Youth Leadership Academy (YLA) will take place on July 9th. Dr. Sweetenburg-Lee also announced that all of the logistics have already been arranged with Virginia State University; all of the staff had already been invited, and Ms. Kennedy Rose will be serving as one of the lead staff for the YLA. She also stated that from December 1st 2017 to March 1st 2018 they have already received thirty applications, well above normal and that, for the first time, the deadline would not have to be extended. Following this, she announced that this year’s students were very diverse in terms of disabilities and geographical distribution. She attributed this to the assistance of partner agencies and organizations which allowed the board to disseminate the YLA information to different demographics in different regions.

**COMMUNICATIONS:** Mr. Jarvela gave a report on the Board’s communication activities. He elaborated on the status of Program Performance Review highlights, noting that it had been published, and the response thus far has been positive. Mr. Jarvela followed this up by informing the board that this year’s Assessments, Transportation and Housing, are ahead of schedule.. Mr. Jarvela also stated that both Assessments will be available in printed form and online prior to July 1. Next, he informed the board that staff had completed a Black History Month social media campaign that focused on African Americans with developmental disabilities, and that they are currently executing their social media campaign for Developmental Disabilities Awareness Month. Mr. Jarvela also noted that an audit of communication’s expenditures had flagged an issues with software rentals Board staff have been using for a number of years and explained he had come to an agreement with the Board’s procurement and information security personnel at the Department of Aging and Rehabilitative Services to reorganize this process in July, following completion of the 2018 Assessments. Mr. Jarvela explained that the Board participated in the Down Syndrome Association Regional Conference and that staff were able to give out several hundred copies of last year’s assessments and a large amount of promotional materials regarding the application period for the YLA.

**ADJOURNMENT:** After calling for any additional business and hearing none, the Chairadjourned the meeting 11:00 AM.