**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*March 14, 2018***

**Committee Members Present**:

Mary McAdam, Chair

Phil Caldwell, Vice-Chair

Rachel Loughlin, Secretary

Richard Kriner

Cindy Rudy

Summer Sage

Matthew Shapiro

Ed Turner

**Committee Members Absent:**

Ethel Paris-Gainer

Alexis Nichols

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Nia Harrison

Benjamin Jarvela

William Horner

Penni Sweetenburg-Lee

Henry Street

Jason Withers

Adrienne Washington

**CALL TO ORDER:** The Chair, Ms. Mary McAdam, called the meeting to order 8:00 a.m.

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

William Horner was introduced as the new Communications Assistant for the Board.

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

**APPROVAL OF DEC., 2017, EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the Dec 6, 2017 Executive Committee meeting minutes.

Ms. Summer Sage made a **MOTION** to approve.Ms.Rachel Loughlin seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Mr. Henry Street noted that there were no attendance issues at this time. Ms. Cindy Rudy reported that she had been absent for the June 2017 meeting. This information will be updated for the board member attendance sheet.

**DIRECTOR’S UPDATE:** The Chair called for questions on the Executive Director’s report. Ms. Heidi Lawyer, Executive Director, summarized the activities that had taken place in the last quarter with a focus on legislative activities, public comment, grants activities and training programs. Ms. Lawyer responded to a question about the DCJS Law Enforcement Disability Awareness Training.

**AGENCY FISCAL REPORT:** Mr. Henry Street, Director of Administration, reported on expenditures through January 31, 2018 of the Board Administrative Budget. Of the $583,074 Board budget, there have been $353,233 in expenditures with remaining funds of $229,841 and 39% of the Board budget remaining. He informed the Executive Committee that a budget analysis was made comparing 2017 to 2018 showing improvement from this time last year. Mr. Street also reported on the Agency Budget.  He noted of the $1,481,709 Agency budget, there have been $804,980 in expenditures with remaining funds of $676,729 and 46% of the Agency budget remaining.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers, Grants, Contracts and Program Information Manager discussed grants and contract expenditures for six projects: 1) The Virginia NICU Early Intervention Collaborative through the Virginia Hospital Research & Education Foundation (VHREF). 2) The Development of Adult Curriculum on Critical Decision-Making Points for Students with Disabilities project through the Virginia Department of Education (VDOE).  3) The Improving Transportation Planning in Cities and Counties to Increase Access to Community-Based Healthcare through the disAbility Law Center of Virginia (dLCV). 4) The Increasing Access to Disability Resources in non-English Languages through The Arc of Northern Virginia. 5) The Improving Health and Wellness through Empowerment project with James Madison University and 6) The Communication & Health Advocacy Training project with Virginia Commonwealth University. These projects and expenditures were referenced in Attachment ISP 3-2.

**DRAFT RFP RECOMMENDATIONS:** Mr. Withers discussed the proposed Draft 2018 *Creating Inclusive Communities* RFP with committee members, noting that several Areas of Emphasis (AOEs) were not captured during the last solicitation period of the *Creating Inclusive Communities* *Phase II* RFP. The newly proposed RFP focuses on the areas of Employment, Inclusive Education and Housing. Mr. Withers also noted that the proposed RFP includes recommendations from the Board’s assessments of Virginia’s service delivery system, performed in 2017 and 2018 in the target areas. This RFP was referenced in a Supplemental Packet that was sent to Board members via mail on March 1, 2018.

**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 EC members for their contributions and called for adjournment of the meeting at 8:56 a.m.