**Virginia Board for People with Disabilities**

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

***March 14, 2018***

**Committee Members Present:**

Cindy Rudy

Dennis Findley

Ray Hopkins

Richard Kriner

Christopher Nace

Jamie Snead

Ed Turner

John Kelly

**Committee Members Absent:**

Vicki Beatty

Atima Omara

Theresa Casselman

**VBPD Staff Present:**

Jason Withers

Nia Harrison

**CALL TO ORDER:** The Investment and State Plan Oversight Committee was called to order by Cindy Rudy, Committee Chair, at 9:17 am. Following the call to order, the committee reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:** Ms. Rudy asked if there were any changes to the December 2017 Meeting minutes. Mr. Ray Hopkins made a **MOTION** to **APPROVE** the minutes. The **MOTION** was seconded by Mr. Dennis Findley. The **MOTION** carried.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:** Highlights from the Executive Committee meeting were provided.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers 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.

**APPROVAL OF VHREF NO-COST EXTENSION REQUEST:** Mr. Withers, Grants, Contracts, and Program Information Manager, updated the members, informing them that Board staff held a conference call with the Virginia Hospital Research and Education Foundation (VHREF) on December 5, 2017, to discuss progress with the Virginia NICU Early Intervention Collaborative project. At that time, VBPD staff expressed concerns about the grantee’s advisory group recommendation to not create a model hospital Early Intervention (EI) referral policy. This is a key intended purpose of the project in order to help standardize policies and practices across hospitals involved in the collaborative. Following discussions, VHREF agreed to create a model hospital protocol regarding EI referrals. To compensate for the changes requested by staff to the Board, allow enough time to collect evaluation data from the hospitals, and account for a key staff member being out on maternity leave, the grantee requested a no-cost extension until October 31, 2019, as referenced in attachments BD 3-1 through 3-4.

A **MOTION** was made by Mr. Findley to recommend **APPROVAL** to the full Board for the VHREF No-Cost Extension Request. The **MOTION** was seconded by Mr. Christopher Nace. The **MOTION** carried.

An addendum to the first **MOTION** was made by Mr. Findley to recommend to the full Board that VHREF be requested to attend the June 2018 ISP Committee meeting to provide an in-person project update. The **MOTION** was seconded by Mr. John Kelly. The **MOTION** carried.

**APPROVAL OF REVISED EVENT SUPPORT PROCEDURES:** Mr. Withers also updated the committee members, informing them that Board staff periodically review all procedural documentation to ensure fiscal and quality oversight of all of its grants and contracts, which includes conference and event support funding. In order to effectively meet its Federal reporting requirements, it was determined that more specificity was required within the Conference and Event Support Procedures document, with respect to funding criteria. Board staff also updated the procedures for the application review and approval process, which now states that applications will be reviewed by one of the Board’s Standing Committees. This provides flexibility should committees or responsibilities change. The revised procedures were referenced in Attachments BD 4-1 through 4-4.

At that time, Mr. Kelly made the recommendation to update language in the Event Support Procedures document concerning the section on types of events that the Board will not fund. Specifically, Mr. Kelly requested to change the word “promote” to “support,” in attachment BD 4-3 on the following line: “Conferences/events that do not promote community inclusion and integration for individuals with DD and other disabilities.”

A **MOTION** was made by Mr. Ed Turner to recommend **APPROVAL** to the full Board for the release of the revised Event Support Procedures document. The **MOTION** was seconded by Mr. Findley. The **MOTION** carried.

**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.

A **MOTION** was made by Mr. Nace to recommend **APPROVAL** to the full Board for the release of the *Creating Inclusive Communities* RFP. The **MOTION** was seconded by Mr. Findley. The **MOTION** carried.

**GRANT REVIEW TEAM VOLUNTEERS:** Mr. Withers discussed with the Committee members the need to recruit members to sit on the Grant Review Team (GRT) to review and discuss Letters of Interest (LOIs) and Full Proposal applications during the next open competitive solicitation period. At that time, Mr. Nace, Mr. Richard Kriner, and Ms. Jamie Snead volunteered to join the GRT. Ms. Rudy also volunteered to join the GRT if her schedule allows. Mr. Withers thanked all volunteers and advised that he would also solicit Ms. Vicki Beatty, since she was absent at the meeting, in order to receive commitment from at least five members in total.

**2017-2021 STATE PLAN UPDATES AND DISCUSSION:** Ms. Nia Harrison, Director of Planning, Research, and Evaluation, discussed highlights of progress in the 1st Quarter of FFY 2018 towards meeting the goals and objectives in the 2017-2021 State Plan. The discussion included an overview of overall progress to date in the second year of the five-year State Plan. Attachments ISP 4-1 through 4-37 were referenced.

**WRAP UP AND POTENTIAL MEETING TOPICS:** The Chair asked Committee members if they would like to suggest any potential meeting topics for the June 2018 meeting. Mr. Richard Kriner asked if the Board could consider developing a grantee scorecard when determining future funding decisions. Ms. Lawyer said the Board already tracks grantee performance. He also suggested having required reading for GRT members that is relevant to the grant topics. Ms. Lawyer said the Board could consider extending the GRT meetings to provide a grantee orientation that is open to the public. In addition, Mr. Kriner recommended having presentations to the full Board on issues related to the specific grant topics being solicited, in order to assist the Board with making informed funding decisions. Ms. Rudy suggested identifying innovative practices for grants; i.e., preparing students for the future. Mr. Hopkins suggested a lunchtime presentation by a representative of one of the various state agencies (DOE, VDEM, etc.) that could provide information on school crisis planning. Mr. Ed Turner informed committee members that as a result of the VAULT Retreat held in early February 2018, the VAULT Board plans to hold an Americans with Disabilities Act (ADA) Pride Day in Richmond on either July 21st or 22nd and extended an invitation to the Board members to participate.

**ADJOURNMENT:** The Chair adjourned the meeting at 11:10 AM.