**Virginia Board for People with Disabilities**

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

***March 15, 2017***

**Committee Members Present:**

Randy Burk (Chair)

Matt Shapiro

Donna Lockwood

Ethel Paris-Gainer

Ron Lanier

Curtis Andrews

Rachel Loughlin

Traci LaGanke

Allison Coles-Johnson

Travis Webb

Donna Lockwood

Korinda Rusinyak

**Committee Members Absent:**

Rose Williams  
Marisa Laios

**Guest Speakers:**

Charlotte Woodward

Kristin Osborne

Dawn McCoy

Alexis Smith

**VBPD Staff:**

Benjamin Jarvela

Penni Sweetenburg-Lee

Heidi Lawyer

Kara White

Ronita Wilson

Amberly Millis

**CALL TO ORDER:** Mr. Randy Burak, Committee Chair, called the meeting to order at 9:17 a.m.

Following introductions, the Chair called for a **MOTION** to approve the December Committee Minutes. Mr. Matt Shapiro made a **MOTION** to approve the December Committee Minutes; Dr. Ethel Paris-Gainer **SECONDED** the **MOTION**. The **MOTION** carried and the December Meeting Minutes were approved as written.

**REVIEW OF EXECUTIVE MEETING:** The Chair reviewed the Executive Committee Meeting, noting that the December minutes had been approved. Mr. Shapiro provided an attendance report and acknowledged that two individuals were not present. Two additional members were introduced and welcomed to the Board. The Chair summarized the Executive Director’s report and highlighted two items: (1) Virginia is one out of 27 (out of 56) councils that received full five-year approval for its State Plan and (2) Ms. Heidi Lawyer, Executive Director, was appointed to the National Advisory Council examining changes to the Partners Program. Mr. Burak also noted that Mr. Charles Meacham, Board Chair, indicated that Ms. Lawyer would contact Board members who are eligible for reappointment as well as those ineligible for reappointment. The Executive Committee also discussed the Board’s fiscal update, communication and outreach activities, grant expenditures, and subcommittee agendas. The Executive Committee Meeting adjourned at 9:00 a.m.

**TRAINING ALUMNI ASSOCIATION REGIONAL REPRESENTATIVE UPDATE:** Dr. Penni Sweetenburg-Lee, Training Programs Manager, gave a brief synopsis of the Training Alumni Association, highlighting its purpose and mission, to the Committee. Four regional representatives, Charlotte Woodward, Kristin Osborne, Dawn McCoy, and Alexis Smith, spoke on behalf of the Northern Virginia, Tidewater, Central, and Southwest, Virginia alumni chapters. Each representative provided input on the progress of their region’s chapter. They discussed their chapter’s inaugural gatherings, leadership teams, meetings, marketing strategies, challenges, and accomplishments. Following the presentations, Ms. Lawyer and Mr. Burak, as well as several other members of the Committee, stated how pleased they were with the outcome and success of the program thus far.

Dr. Sweetenburg-Lee discussed future plans for increasing Youth Leadership Forum (YLF) alumni participation within the Training Alumni Association, such as developing a unique “activities track” specifically designed for YLF alumni. Dr. Sweetenburg-Lee stated that the goal is to host a conference for all of the alumni chapters to come together and establish an association by the year of 2018.

**TRAINING PROGRAMS UPDATE:** Dr. Sweetenburg-Lee reported that there have not been enough applications submitted to date for the Partners in Policymaking (PIP) 2017-2018 session. She stated that at least 25-30 partners are required and that the preference is to receive many more than that as the program is supposed to be competitive. Only 10 applications have been submitted so far. Dr. Sweetenburg-Lee also noted that the Board typically receives a number of applications right before the deadline date. The deadline for PIP applications is March 31, 2017. She noted that the staff is willing to push back the deadline by two weeks if needed. Dr. Sweetenburg-Lee asked for the Committee’s help with sharing applications to those who may be interested in the program.

In relation to YLF, Dr. Sweetenburg-Lee informed the Committee that the Board has been facilitating a workgroup that includes five agencies to ensure that the Board is providing the post effective training to an increased number of youth. The workgroup is examining different forms of leadership training models and curricula and will be developing specific options for the Board to consider at the June Board meeting. Already, the opportunity for potential partnerships has formed from the workgroups.

**COMMUNICATIONS ACTIVITY UPDATE:** Mr. Benjamin Jarvela, Communications Director, reported a status update on the Board’s communication activities, including the Board’s rebranding and website relaunch initiatives. The communications team has been working to design new marketing items featuring the new logo in preparation of the rebranding rollout, which is anticipated to occur April 2017 in concurrence with the website relaunch. Mr. Jarvela discussed several complications the Board has experienced with the website relaunch and informed the Committee that the issues have been addressed. The website is expected to be completed by the end of March 2017.

Mr. Jarvela stated that registration information for the Board’s SharePoint site, which is only accessible by Board members and staff, will be sent out via email. The site will act as an open forum for calendar technicalities, training dates, Board packets, and grant items. It is designed to provide Board members with better access to information, as well as improve communication. It will be a straightforward interface that is mobile accessible. Mr. Shapiro inquired whether or not the website will have a posting forum available. Mr. Jarvela responded to the question by stating that any posting forum will be limited due to potential legality issues.

Mr. Jarvela also provided a follow-up report on the Constant Contact VITA audit review. He stated that there has been little to no activity on the audit since the last update.

Mr. Jarvela stated that the Board’s Program Performance Review highlights newsletter has been updated for FFY 2016 and that the Board is pleased to report that it has been well-received. He also informed the Committee that March is “Developmental Disabilities Awareness Month,” and that the Board has been running a campaign on social media to promote awareness of the cause. He encouraged Committee members to follow the Board’s Facebook page if they were not doing so already.

**ADJOURNMENT:** Mr. Burak thanked everyone for their contributions and **MOTIONED** for the meeting to be adjourned at 10:45 a.m. The **MOTION** was **SECONDED** and **APPROVED**.