**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes**

***March 15, 2017***

**Committee Members Present**:

Charles Meacham, Chair

Randy Burak

Angela Sadsad

Matthew Shapiro

Felicia Hamilton

Cindy Rudy

Summer Sage

**Committee Members Absent:**

Carina Elgin

Atima Omara

**Other Board Members Present:**

John Kelly

Ed Turner

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Joy Harris

Nia Harrison

Benjamin Jarvela

Nan Pemberton

Penni Sweetenburg-Lee

Jason Withers

**CALL TO ORDER:** The Chair, Mr. Charles Meacham, called the meeting to order 8:04 a.m.

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

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

**APPROVAL OF DECEMBER 14, 2016 EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the December 14th, 2016 Executive Committee meeting minutes. Ms. Cindy Rudy made a **MOTION** to approve. Mr. Randy Burak seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Matthew Shapiro reported that the only attendance issues with Korinda Rusinyak and Marisa Laios, who have both missed consecutive meetings. Ms. Heidi Lawyer, Executive Director, informed the committee members that she had spoken to Ms. Rusinyak who would like to serve the remainder of her term, committing herself to the next series of meetings. Ms. Lawyer also noted that she hadn’t spoken with Marisa Laios, but was aware of previous transportation issues.

**DIRECTOR’S UPDATE:** The Chair called for questions on the Executive Director’s report. Committee members asked questions about the Legislative session, PIP grant, and NACDD. Ms. Heidi Lawyer, Executive Director, reported that the legislative session was very busy and active; but there were some successes being involved in multiple coalitions. John Cimino, Director of Public Policy, gave brief highlights from the session, saying that there was a renewed push to keep an additional training center open or to build a smaller center. Although multiple bills were defeated, budget language calls for a study to determine the feasibility of operating a smaller facility. Mr. Cimino also stated that school discipline bills were also getting a lot of attention, and will continue to be a focus. Progress was made in this area but ultimately the bills failed to pass. Ms. Lawyer then updated the committee on the PIP grant NACDD received from Optum. The grant was intended to examine at PIP on a national level, see where improvements could be made, including improved use of technology. Ms. Cindy Rudy asked: “What is NACDD, and what is their job?” Ms. Lawyer explained the purpose and function of NACDD as the national organization representing DD Councils on Capitol Hill and other arenas.

**AGENCY FISCAL REPORT**: The Chair asked if there were questions to the fiscal reports. Ms. Nan Pemberton, Director of Administration, informed the committee members that with 40 percent of the fiscal year left, 40 percent of the budget still remains.

**SYF 2017 BUDGET**: Ms. Pemberton discussed the FY’2017 budget and expenditures. She responded to questions about categories that had less budget remaining and explained that due to up front expenditures such as rent, these budgets were still on track. She also explained in response to a question, what was included in the contractual services category, which are items like Xerox, reimbursements, lodging, etc. Ms. Pemberton stated that she wasn’t concerned about where the agency stands with respect to upcoming expenditures prior to July 1, the start of the new fiscal year.

**GRANT EXPENDITURE UPDATE:** Mr. Jason Withers, Grants, Contracts & Program Information Manager, discussed expenditures of the Board’s three current grant projects: 1) The Advocates Building Livable Environments (ABLE), Virginia Association of Centers for Independent Living (VACIL).  2) The Virginia NICU Early Intervention Collaborative, Virginia Hospital Research & Education Foundation (VHREF), and 3) The Development of Adult Curriculum on Critical Decision-Making Points for Students with Disabilities project, Virginia Department of Education (VDOE).

**UPDATE ON STAGE II PROPOSALS FOR COMPETITIVE RFP:** Mr. Withers updated the members, informing them that seven full proposals were selected for review by the Grant Review Team (GRT); however, only five applications were received by the posted deadline of 4:00PM on January 17, 2017. The GRT chose two proposals to recommend to the Board for funding, which totaled $184,782. The Board discussed the Investment and State Plan Oversight (ISP) Committee’s recommendation to fund a proposal from the Arc of Northern Virginia entitled, “Increasing Access to Disability Resources in non-English Languages” for $124,782 and a proposal from the disAbility Law Center of Virginia entitled, “Improving Transportation Planning in Cities and Counties to Increase Access to Community-Based Healthcare**”** for $60,000.

**AGENCY REBRANDING UPDATE:** Mr. Benjamin Jarvela updated the members on the progress made in the Board’s rebranding efforts, including a timeline of progress for the Board’s website relaunch and Board Member SharePoint launch. Mr. Jarvela noted that both projects had encountered only typical problems and delays associated with projects of this nature and said that the SharePoint launch would begin pending confirmation of Board member registration details during the Board meeting that afternoon. He also explained that the website was scheduled to be completed at the end of the month and that the Board’s web development team was working diligently to adhere to that deadline. Mr. Jarvela noted that most of the new promotional materials required as part of the rebranding effort had been ordered and received well ahead of schedule.

**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 9:01 a.m.