**Virginia Board for People with Disabilities**

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

***March 15, 2017***

**Committee Members Present:**

Mary McAdam

Cindy Rudy

Ed Turner

Kathleen Vaughan

Charles Meacham

Richard Kriner

Theresa Casselman

Vicki Beatty

**Committee Members Absent:**

Michael Carrasco

Jamie Snead

Stephen Joseph

Rick Mitchell

Sari Leinonen-Farrell

Atima Omara

**VBPD Staff Present:**

Jason Withers

Nia Harrison

**CALL TO ORDER:** The Investment and State Plan Oversight Committee was called to order by Cindy Rudy at 9:26 am. Following the call to order, the committee reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:** Chairwoman Cindy Rudy asked if there were any changes to the December 2016 ISP Meeting minutes. Mr. Ed Turner made a **MOTION** to **APPROVE** the minutes. The **MOTION** was seconded by Ms. Mary McAdam. 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 three projects: 1) The Advocates Building Livable Environments (ABLE) through the Virginia Association of Centers for Independent Living (VACIL).  2) The Virginia NICU Early Intervention Collaborative through the Virginia Hospital Research & Education Foundation (VHREF). 3) The Development of Adult Curriculum on Critical Decision-Making Points for Students with Disabilities project through the Virginia Department of Education (VDOE). These projects and expenditures were referenced in Attachment ISP 3-2.

**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. Of the received applications, the GRT chose two proposals to recommend to the Board for funding, which totaled $184,782. The first proposal was from the Arc of Northern Virginia and is entitled, “Increasing Access to Disability Resources in non-English Languages.” The second proposal was from the disAbility Law Center of Virginia and is entitled, “Improving Transportation Planning in Cities and Counties to Increase Access to Community-Based Healthcare.” These applications were referenced in the Supplemental Packet that was sent to Board members via email on March 9, 2017.

The Committee recommended **APPROVAL** by the full Board for the two grant awards recommended for **APPROVAL** by the Grant Review Team on March 8, 2017. The **MOTION** emanating from the Committee did not require a second.

**DRAFT RFP RECOMMENDATIONS:** Mr. Withers discussed two proposed Draft RFP Recommendations with the committee members. 1) The Supplemental Draft 2017 *Creating Inclusive Communities* Phase II RFP was created because several Areas of Emphasis (AOEs) were not captured during the initial solicitation period of the *Creating Inclusive Communities* RFP. The newly proposed RFP focuses on the areas of Employment, Healthcare and Housing. 2) The Strengthening Self-Advocacy in Virginia Supplemental Draft Competitive Mini Grant RFP seeks to support a local, regional or statewide self-advocacy organization or program, led by individuals with DD. Projects funded through this special grant program must be designed to strengthen an existing self-advocacy organization or program led by individuals with DD, by increasing an organization’s skill-set, organizational structure and work to effect policy change. These RFPs were also referenced in a Supplemental Packet that was sent to Board members via email on March 9, 2017.

The Committee recommended **APPROVAL** to the full Board to release the two aforementioned RFP documents. The **MOTION** emanating from the Committee did not require a second.

**2017-2021 STATE PLAN UPDATES AND DISCUSSION:** Mr. Withers discussed highlights of the 1st Quarter updates to the 2017-2021 State Plan. He explained that much of the contextual information that was included in the State Plan Activities spreadsheet for various workgroups and advisory councils that Board staff attend, would be removed for future updates and only the quarterly activities will be included. Mr. Withers also discussed that the next State Plan Update was due to the Administration on Intellectual and Developmental Disabilities (AIDD) by January 1, 2018. Attachments ISP 4-1 through 4-15 were referenced.

Mr. Withers also discussed that due to the implementation of federal Uniform Guidance, Board staff updated language in the draft RFP documents and Grants Manual that allow applicants that have a federally negotiated Indirect Cost Rate (ICR) agreement to charge indirect costs towards their project. Mr. Withers advised that Board staff would negotiate the most appropriate ICR with the applicant and applicants were strongly encouraged to use indirect costs towards the minimum match requirement.

**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. Richard Kriner and Ms. Vicki Beatty volunteered to join the GRT. Mr. Withers thanked both Mr. Kriner and Ms. Beatty for volunteering and advised that he would solicit volunteers from the Executive Committee as well in order to receive commitment from at least five members in total.

**WRAP UP AND POTENTIAL MEETING TOPICS:** The Chair asked Committee members if they would like to suggest any potential meeting topics for the June 2017 meeting. No suggestions were made at that time.

**ADJOURNMENT:** The Chair called for meeting adjournment at 11:17 AM. The motion to adjourn was made by Ms. Beatty and seconded by Ms. Theresa Casselman.