**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*Sept. 11, 2019***

**Committee Members Present**:

Dr. Ethel Parris Gainer, Chair

Frederique Vincent

Dennis Findley

Alexandra Dixon

Kate Olson

Felicia Hamilton

Allison Coles Johnson

Theresa Casselman

**Committee Members Absent:**

Matthew Shapiro

**Guests:**

Vasantha Rayman

Chandra Robinson

Madeline Nunnally

**VBPD Staff Present:**

Heidi Lawyer

Tara Bethea

John Cimino

Nia Harrison

Benjamin Jarvela

Linh Thi Nguyen

Penni Sweetenburg-Lee

Megan Weems

Jason Withers

Evette Wingfield-Woodley

Ronita Wilson

Henry Street

**CALL TO ORDER:**

The Chair, Dr. Ethel Parris Gainer, called the meeting to order 8:01 a.m.

**OPENING REMARKS:**

The Chair greeted and welcomed Board members and staff and introductions were given. The Chair thanked the former board members for all of their hard work and dedication while serving on the board.

**REVIEW OF THE EC AGENDA:**

The Chairreviewed the Executive Committee Meeting agenda items.

**APPROVAL OF JUNE 12, 2019, EXECUTIVE COMMITTEE MEETING MINUTES:**

The Chair asked if there were any amendments to the June 12, 2019, Executive Committee meeting minutes. There were none. Theresa Casselman made a **MOTION** to approve.Frederique Vincentseconded the **MOTION** to approve. The **MOTION** was carried. Alexandra Dixon, Dennis Findley, Felicia Hamilton and Kate Olson abstained because they were not members of the former Executive Committee.

**APPROVAL OF JULY 25, 2019 EXECUTIVE COMMITTEE MEETING MINUTES:**

The Chair asked if there were any amendments to the July 25, 2019, Executive Committee meeting minutes. There were none. Alexandra Dixon made a **MOTION** to approve. Dennis Findley seconded the **MOTION**. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE:**

Ms. Heidi Lawyer, Executive Director, noted the Attendance tracking attachment. Ms Lawyer noted that three members have attendance issues, but two have committed to attending this year’s meetings. One person has not been present in the last three meeting and has been unresponsive to communications. Ms. Lawyer will be notifying the Secretary of the Commonwealth’s Office.

**EXECUTIVE DIRECTOR’S UPDATE:**

The Chair called for the Executive Director’s report. Ms. Lawyer gave a report on key staff activities, Special Initiatives/Legislative and Policy Work, Agency Administration/Board Operation and Programs/Planning/Marketing & Communications. Ms. Lawyer also reported on Grants and Contracts, Training Programs and Alumni Development, Conferences, Training, Webinars, and other events.

**AGENCY FISCAL REPORT:**

Mr. John Cimino, Deputy Director, reviewed the Agency Fiscal Report. This is the final fiscal report for State Fiscal Year 2019. The Board's final operational expenditures were within one percent of the amount budgeted, and total expenditures were approximately the same as the amount of revenue received during the fiscal year.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:**

Mr. Jason Withers, Grants and Contracts Manager, discussed grants and contract expenditures for 5 projects:

1. The Improving Health and Wellness through Empowerment project with James Madison University.
2. The Communication & Health Advocacy Training project with Virginia Commonwealth University.
3. The Next Move @ William & Mary: An Innovative Approach to Training Young Adults with Disabilities.
4. Promoting Integrated Employment with ABLES Teams
5. Building inclusive School Communities through Culture Shift, Collaboration, and Coaching (3 Cs Inclusion Project)

**UPDATE ON FFY 2019 COMPETITIVE GRANT PROCESS/LETTERS OF INTERESTS:**

Mr. Jason Withers stated that 18 Letters of Interest (LOIs) received in response to the Board's Request for Proposal (RFP), which targeted the areas of formal/informal community supports and targeted disparities for under or inequitably served populations. The Grant Review Team convened on August 15, 2019, to review and selected nine applicants from which to request full proposals; these are due by October 31, 2019. The Grant Review Team will meet on November 14, 2019, to review and make final recommendations.

**EXECUTIVE COMMITTEE BOARD COMMITTEE STRUCTURE:**

Ms. Nia Harrison provided an overview of changes to the Board Committee structure that the Executive Committee recommended for full Board approval in Attachment BD 2, including the impetus for the review and the review process.

**COMMITTEE CHAIR/STAFF MEETING AGENDAS:**

The Chairs of each committee and staff discussed their respective committee meeting agendas.

**OTHER BUSINESS:**

The Chair announced that Heidi Lawyer was retiring in December and wished her the best. Alexandra Dixon made a **MOTION** that the Committee do a special recognition for Heidi Lawyer which will they will read at the December board meeting. Dennis Findley seconded the **MOTION**. The **MOTION** passed unanimously.

**ADJOURNMENT:**

The Chair thanked the Committee members for their contributions and called for adjournment of the meeting at 8:47 a.m.