**Virginia Board for People with Disabilities**

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

***Sept. 11, 2019***

**Committee Members Present:**

Theresa Casselman

John Kelly

Pam Hinterlong

Donna Lockwood

Mary McAdam

Ethel Parris Gainer

Lindsay Pearse

Chandra Robinson

Cindy Rudy

Alexus Smith

**Committee Members Absent:**

Richard Kriner

Christopher Nace

Travis Webb

**VBPD Staff Present:**

Nia Harrison

Heidi Lawyer

Jason Withers

**CALL TO ORDER:**

The Chair, Ms. Theresa Casselman, called the meeting to order at 9:15 am. Following the call to order, the Committee members introduced themselves and reviewed the Agenda.

**APPROVAL OF COMMITTEE MINUTES:**

The Chair asked if there were any changes to the June 12, 2019, meeting minutes. Ms. Cindy Rudy made a **MOTION** to **APPROVE** the minutes as written. Ms. Mary McAdam **SECONDED** the **MOTION**. The **MOTION** carried unanimously, with Ms. Pam Hinterlong, Ms. Mary McAdam, Ms. Lindsay Pearse, Ms. Chandra Robinson, and Ms. Alexus Smith abstaining.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:**

Ms. Theresa Casselman provided highlights from the Executive Committee meeting.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:**

Mr. Jason Withers, Grants and Contracts Manager, provided updates on recent activities and expenditures regarding the five active grants and contracts:

1. Improving Health and Wellness through Empowerment project with James Madison University.
2. Communication & Health Advocacy Training (CHAT) project with Virginia Commonwealth University.
3. The Next Move @ William & Mary project with W&M.
4. Promoting Integrated Employment with ABLES Teams project with VCU.
5. Building Inclusive School Communities project with Radford University.

No expenditures were incurred for the Board’s five newest grants as these projects began August 1, 2019.

**UPDATE ON LOIs for COMPETITIVE GRANT RFP:**

Mr. Withers advised that 18 Letters of Interest (LOIs) were received during Phase 1 of the Board’s competitive Request for Proposals (RFP) period. The Grant Review Team (GRT) convened on August 15th, 2019, to review the received LOIs and selected 9 applicants from whom to solicit full proposals. Full proposal applications are due to the Board by October 31, 2019. The GRT will convene on November 14, 2019, to review all received proposal applications.

**APPROVAL OF WILLIAM & MARY GRANT RENEWAL APPLICATION:**

Mr. Withers discussed the grant renewal application from William & Mary for their project, “The Next Move @ William & Mary: An Innovative Approach to Training Young Adults with Disabilities,” referenced in Attachment BD 3. Mr. Withers and Ms. Harrison clarified aspects of the project in response to Committee member questions. Ms. Rudy made a **MOTION** to recommend that the full Board approve the grant renewal application from William & Mary. This **MOTION** was **SECONDED** by Ms. McAdam. The **MOTION** carried unanimously.

**APPROVAL OF VCU-ABLES GRANT RENEWAL APPLICATION:**

Mr. Withers discussed the grant renewal application from VCU for their project, “Promoting Integrated Employment with ABLES Teams.” Mr. Withers clarified aspects of the project in response to questions from Committee members. Mr. Withers also clarified the purpose and function of grant renewals, in response to questions from Committee members regarding projected changes to annual grant expenditures. Ms. Donna Lockwood made a **MOTION** to recommend that the full Board approve the grant renewal application for VCU’s ABLES project. This **MOTION** was **SECONDED** by Ms. Robinson. The **MOTION** carried unanimously, with recusals from Ms. Hinterlong and Ms. McAdam.

**APPROVAL OF RADFORD GRANT RENEWAL APPLICATION:**

Mr. Withers discussed the grant renewal application from Radford for their project, “Building Inclusive School Communities through Culture Shift, Collaboration, and Coaching (3 Cs Inclusion Project),” Mr. Withers and Ms. Harrison clarified the projected grant expenditures in response to questions from Committee members. Ms. McAdam made a **MOTION** to recommend that the full Board approve the grant renewal application from Radford. This **MOTION** was **SECONDED** by Ms. Smith. The **MOTION** carried unanimously.

**APPROVAL OF JMU NO-COST EXTENSION REQUEST:**

Mr. Withers discussed the no-cost extension request from JMU. The grantee contacted staff to the Board in July 2019 to advise that it was unable to meet the Aug. 1, 2019 deadline for submission of a continuation proposal. In addition, the grantee advised that it anticipated underspending funds awarded via the existing grant by approximately $30,000 due to internal staffing changes and unspent funds that were obligated for specialized equipment for wellness organizations. Therefore, staff recommended that JMU submit a three-month no-cost extension request. The three-month extension would extend the end of the active project period from September 30, 2019, to December 31, 2019, allowing the grantee to spend down the remaining funds and prepare a continuation proposal for review at the Board’s December meeting. Mr. Kelly made a **MOTION** to recommend that the full Board approve the no-cost extension request from JMU, contingent on the grantee completing all four modules. This **MOTION** was **SECONDED** by Ms. Lockwood. The **MOTION** carried unanimously.

**2017-2021 STATE PLAN PROGRESS REPORT:**

Ms. Nia Harrison provided an overview of the State Plan purpose and development process for new Board members. Ms. Harrison also discussed the Board’s performance in the third quarter of the FFY 2019 work plan. Ms. Harrison suggested some possible factors that contributed to the unmet performance measures, in response to questions from the Committee members. Ms. Harrison advised that Board members will review an annual State Plan Update for approval at the December meeting.

**RECOMMENDATIONS OF THE EXECUTIVE COMMITTEE ON BOARD COMMITTEE STRUCTURE:**

Ms. Nia Harrison provided an overview of the changes to the ISP Committee’s core recommended by the Executive Committee. No discussion occurred, as the topic would be discussed later in the full Board meeting.

**WRAP UP AND POTENTIAL MEETING TOPICS:**

The Chair asked Committee members if they would like to suggest any potential meeting topics for the September 2019 meeting. The Chair suggested that a presentation from Radford on their grant project may be helpful at the June or September 2020 Board meeting. The Chair also asked Committee members to think about who they would like to be Vice Chair.

**ADJOURNMENT:**

The Chair adjourned the meeting at 11:26 AM.