**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*Sept. 12, 2018***

**Committee Members Present**:

Jamie Snead, Acting Chair

Theresa Casselman

Ethel Paris Gainer

Felicia Hamilton

Christopher Nace

Alexis Nichols

Deanna Parker

Matthew Shapiro

**Committee Members Absent:**

Mary McAdam

Rachel Loughlin

**Guests:**

Katherine Olson

Alexandra Dixon

**VBPD Staff Present:**

Heidi Lawyer

John Cimino

Nia Harrison

Benjamin Jarvela

Penni Sweetenburg-Lee

Ronita Wilson

Jason Withers

Henry Street

Carnell Lewis

Evette Wingfield- Woodley

Linh Thi Nguyen

**CALL TO ORDER:** The Board Secretary, Ms. Jamie Snead, in the absence of the Board Chair and Vice Chair, called the meeting to order 8:04 a.m.

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

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

**APPROVAL OF JUNE 13, 2018, EXECUTIVE COMMITTEE MEETING MINUTES:** The Acting Chair asked if there were any amendments to the June 13, 2018, Executive Committee meeting minutes. Matthew Shapiro made a **MOTION** to approve.Christopher Nace seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

**BOARD MEMBER ATTENDANCE**: Ms. Heidi Lawyer, Execuive Director, noted that there was one attendance issue and that Traci LaGanke resigned from the Board due to challenges in attending meetings. Several other members have missed two meetings of the last four.

**DIRECTOR’S UPDATE:** The Acting Chair called for questions on the Executive Director’s report. Ms. Lawyer summarized the activities that had taken place in the last quarter with a focus on public policy, program and grant activity, training programs and new personnel.

**AGENCY FISCAL REPORT:** Mr. John Cimino, Deputy Director, reported on expenditures through May 11, 2018, of the Board operational budget. He noted that as of July 2018, the Board had 12 percent of its $1,496,709 budget remaining, $174,046. He reported that the Board had under spent its budget due to lower expenditures in certain areas. Ms. Lawyer stated that the Board had spent all of its General Fund money and that carry-over federal funds trickle down to grant funding. Mr. Cimino reviewed the individual spending categories and responded to questions. Mr. Cimino noted that the Budget Report is different than the Grant Balance Report and that he added a section to the report noting the amount of funds left over in each of the current allotments. Mr. Cimino stated that this would be helpful in light of the federal interpretation regarding the period of performance and obligation/liquidation deadlines. Mr. Cimino noted that the report was prepared several weeks ago and that the Board has fully spent its 2016 federal allotment.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:** Mr. Jason Withers, Grants and Contracts Manager, discussed grants and contract expenditures for six projects: 1) The Virginia NICU Early Intervention Collaborative through the Virginia Hospital Research & Education Foundation (VHREF). 2) The Development of Adult Curriculum on Critical Decision-Making Points for Students with Disabilities project through the Virginia Department of Education (VDOE). 3) The Improving Transportation Planning in Cities and Counties to Increase Access to Community-Based Healthcare through the disAbility Law Center of Virginia (dLCV). 4) The Increasing Access to Disability Resources in non-English Languages through The Arc of Northern Virginia. 5) The Improving Health and Wellness through Empowerment project with James Madison University. 6) The Communication & Health Advocacy Training project with Virginia Commonwealth University. These projects and expenditures were referenced in Attachment ISP 3-2.

**FFY 2019 COMPETITIVE GRANTS:** Mr. Withers reported that the Grant Review Team had met and refereced the Supplemental Packet that was provided to all Board members. He gave an overview of the Grant Review Process that was untaken. Twenty-six Letters of Interest were received during the first phase of the RFP. From those, the Grant Review Team selected 13 applicants to submit proposals. Eight of the 13 submitted proposals and of these three are being recommended for funding in the amount of $444,187.00 in line with the Board’s funding availability notice of about $400,000.00. Mr. Withers gave a brief overview of all of the three projects that will be recommended to the Board and noted that he would further discuss at the ISP Committee meeting. Mr. Withers then elaborated on the next steps for the RFP process to include a self-advocacy RFP, a general RFP and a potential solicited proposal to the Department of Criminal Justice Services.

**EXECUTIVE SESSION**. The Acting Chair called for the Executive Committee to go into a brief closed session to include Ms. Lawer, Mr. Cimino, and members of the Committee, to discuss a matter covered by Virginia Code Section 2.2-3700(A)(7). Following the closed session, the Acting Chair reopened the meeting.

**COMMITTEE VICE CHAIR/STAFF MEETING AGENDAS:** The Chairs of each committee and staff discussed their respective committee meeting agendas.

**OTHER BUSINESS:** There was none.

**ADJOURNMENT:** The Acting Chair thanked the Committee members for their contributions and called for adjournment of the meeting at 8:58 a.m.