**Virginia Board for People with Disabilities**

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

***Sept. 12, 2018***

**Committee Members Present:**

Theresa Casselman

Ray Hopkins

John Kelly

Richard Kriner

Donna Lockwood

Christopher Nace

Cindy Rudy

Jamie Snead

Frederique Vincent

**Committee Members Absent:**

Randy Burak

Atima Omara

Travis Webb

**VBPD Staff Present:**

Jason Withers

Nia Harrison

Heidi Lawyer

**CALL TO ORDER:** The Chair, Ms. Theresa Casselman, called the meeting to order at 9:19 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 March 14, 2018, meeting minutes. Ms. Jamie Snead made a **MOTION** to **APPROVE** the minutes. Ms. Cindy Rudy **SECONDED** the **MOTION**. The **MOTION** carried.

**REVIEW OF EXECUTIVE COMMITTEE MEETING:** Highlights from the Executive Committee meeting were provided.

**APPOINTMENT OF A COMMITTEE VICE CHAIR:** Ms. Rudy made a **MOTION** to appoint Ms. Donna Lockwood as Committee Vice Chair. This **MOTION** was **SECONDED** by Ms. Frederique Vincent. The **MOTION** carried unanimously.

**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.

**APPROVAL OF BUDGET AMENDMENT REQUEST from VDOE:** Mr. Withers reviewed a request from VDOE to make two budget amendments, referencing Attachment BD-3. They requested to transfer (i) $9,160 from the travel budget category to the contractual category in order to pay for event planning services; and (ii) $6,801 from the travel budget category to the rental category, as it was determined that costs associated with hotel meeting space are more appropriate in the rental category. Mr. John Kelly made a **MOTION** to recommend that the full Board approve these budget amendments. This **MOTION** was **SECONDED** by Mr. Richard Kriner. The **MOTION** carried unanimously.

**UPDATE on COMPETITIVE GRANT RFP:** Mr. Withers advised that twenty-six Letters of Interest (LOIs) were received in connection with the Board’s Competitive Request for Proposal (RFP) entitled “Creating Inclusive Communities.” The Grant Review Team (GRT) met on May 17, 2018, to discuss the LOIs and selected thirteen to submit full proposals. Eight of the 13 requested full proposals were received by the due date. The Grant Review Team met on August 8, 2018 to review the proposals and selected three applicants to recommend to the full Board for funding. Two of these three proposals relate to employment and the remaining 1 to inclusive education. The Grants Review Team chose not to recommend any housing-related proposals for funding. The funding recommendations will be presented to the full Board for approval.

The Committee discussed the three recommended proposals, referencing the supplemental packet.

**DISCUSSION of FUTURE GRANT RFPs:** Ms. Heidi Lawyer discussed future grant needs. Committee members discussed releasing an RFP on self-advocacy in December, releasing an RFP on other areas of emphasis that can best further the State Plan in either December 2018 or March 2019, and soliciting a proposal from the Virginia Department of Criminal Justice Services on emergency response for students with disabilities. Board staff will present draft RFPs for approval at the December 2018 meeting.

Ms. Lawyer asked for volunteers to serve on the next Grants Review Team to review proposals. Ms. Theresa Casselman, Mr. Richard Kriner, Ms. Cindy Rudy, Mr. John Kelly, and Mr. Christopher Nace expressed interest in serving if their schedules allow.

**2017-2021 STATE PLAN PROGRESS REPORT:** Ms. Nia Harrison, Director of Planning, Research, and Evaluation, discussed changes to the Board’s federal fiscal year (FFY) 2018 work plan, referencing Attachment ISP 4. The Board originally submitted its FFY 2018 work plan in 2016 and was then required to update its FFY 2018 work plan by January 2018, which the Board accordingly approved at its December 2017 meeting. However, the Administration on Community Living delayed submittal of the updated work plan due to delays in creating a new online system, and announced in August 2018 that they will not accept updates to the original FFY 2018 work plan. The Board has been tracking its progress based on the updated FFY 2018 work plan, and will continue to do so given that this work plan most accurately reflects the Board’s intended work. However the Board will need to officially report year-end progress in its Program Performance Report based on the original work plan, which has different activities and performance measures.

Committee members discussed ways to improve their effectiveness in monitoring State Plan progress by incorporating input from other committees.

**2019 STATE PLAN UPDATE:** Ms. Harrison informed the Committee that the Board is required to submit updated work plans for federal fiscal years (FFYs) 2019-21 by January 1, 2019, referencing attachment ISP 5. The updates will account for any changes since the work plans were originally submitted, including changes in planned grant projects. The Board will vote on these updated work plans at its December meeting.

**WRAP UP AND POTENTIAL MEETING TOPICS:** The Chair asked Committee members if they had any suggestions of topics for the December, 2018, Board meeting. Committee members acknowledged that the meeting agenda will be full.

**ADJOURNMENT:** The Chair adjourned the meeting at 11:17 AM.