**Virginia Board for People with Disabilities**

 **Ad Hoc Committee Meeting**

***September 17, 2020***

**Board Members Present**:

Matthew Shapiro, Vice Chair

Alexandra Dixon

Allison Coles Johnson

Dennis Findley

Kate Olson

Caroline Raker

Madeline Nunnally

Philip Caldwell

Lindsay Pearse

Theresa Simmonds

Eric Raff

Jocelyn Kilgore

Ann Bevan

Donna Gilles

Rachel Loria

**Guests:** Sheryl Matney, Director of Federal Technical Assistance

Sebrina Cosby

**VBPD Staff Present:**

Tara Bethea

Kelly Bolden

Nia Harrison

Clare Huerta, Deputy Director

Benjamin Jarvela

Teri Morgan, Executive Director

Linh Thi Nguyen

Henry Street

Penni Sweetenburg-Lee

Megan Weems

Jason Withers

**CALL TO ORDER:** Ms. Nia Harrison, Director of Planning, Research and Evaluation, called the meeting to order at 9:00 a.m. and reviewed the meeting agenda. She also provided a brief recap of the two previous virtual meetings and ground rules for today’s discussion.

**ELECTION OF AD HOC COMMITTEE CHAIR:** Ms. Harrison briefly discussed the functions of the Ad Hoc Committee Chair and asked for a volunteer to serve in that role.

Ms. Alexandra Dixon made a **MOTION** to elect Mr. Dennis Findley as the Chair for the State Plan Ad hoc Committee. Mr. Matthew Shapiro seconded the **MOTION** to approve. The **MOTION** carried.

**STATE PLAN STRUCTURE: Ms.** Sheryl Matney, Director of Federal Technical Assistance,

provided an overview of the State Plan framework and structure. Ms. Matney discussed the federal requirements in the Developmental Disabilities Act for the 5 year State Plan, and briefly introduced planning considerations. Ms. Matney also provided an overview of the SMART method for establishing goals and objectives, which helps ensure that the federal requirements are met.

**LARGE GROUP DISCUSSION TO IDENTIFY GOALS AND OBJECTIVES:** Ms. Harrison asked Committee members to take a short survey to re-evaluate their priority areas of emphasis and targeted disparity, based on their knowledge as a Board member and information they had learned throughout the State Plan retreat. Ms. Harrison summarized survey results for the Committee members.

Ms. Matney and Mr. Findley facilitated large group discussion among the Committee members about the goals, objectives, and activities to be included in the 5-year State Plan. The discussion focused on identifying common themes within and across the four areas of emphasis that the Committee members identified as most important in the survey. Potential ways to structure the goals and objectives were also discussed, based on the identified themes, and goal statements were drafted. Additionally, Committee members discussed two potential targeted disparities to include in the State Plan, and the feasibility of including two targeted disparities given federal requirements and Board resources.

**WRAP UP:** Mr. Findley stated that a follow-up meeting would be necessary to complete the draft. Ms. Harrison recommended giving Board staff approximately 3-4 weeks to flesh out what the Ad Hoc Committee developed, and Board staff would present the resulting product to the Ad Hoc Committee for review during a virtual follow-up meeting in October.

The meeting adjourned at 4:25 p.m.