**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes  
*September 16, 2020***

**Committee Members Present**: Matthew Shapiro, Vice Chair

Theresa Simmons

Alexandra Dixon

Allison Coles Johnson

Dennis Findley

Kate Olson

**Committee Members Absent:** Dr. Ethel Parris Gainer, Chair

Frederique Vincent

Felicia Hamilton

**Guests:**

Jocelyn Kilgore

Eric Raff

**VBPD Staff Present:**

Tara Bethea

Kelly Bolden

Nia Harrison

Clare Huerta

Benjamin Jarvela

Linh Thi Nguyen

Teri Morgan

Henry Street

Penni Sweetenburg-Lee

Megan Weems

Jason Withers

Ronita Wilson

**CALL TO ORDER:** The Vice Chair, Matthew Shapiro, called the meeting to order 10:00 a.m.

**OPENING REMARKS:**

The Vice Chair greeted and welcomed Board members and staff. The Vice Chair stated that in accordance with the bylaws, since the Chair is unable to attend the meeting today, as Vice Chair he would be stepping in to fulfill the Chair’s duties for the Executive Committee and full Board meeting. Ms. Teri Morgan, Executive Director, gave instructions for the protocols for the Zoom meeting. Mr. Benjamin Jarvela, Communications Director, gave instructions on how to utilize the functions during the Zoom EC meeting.

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

**APPROVAL OF JUNE 10, 2020, EXECUTIVE COMMITTEE MEETING MINUTES:** The Vice Chair asked if there were any amendments to the June 10, 2020, Executive Committee meeting minutes. There were none. The Vice Chair made a **MOTION** to approve. Ms. Katherine Olsonseconded the **MOTION** to approve. The **MOTION** was carried.

**BOARD MEMBER ATTENDANCE:** Ms. Morgan noted the Attendance tracking attachment and that there are no issues or concerns with the Board members attendance. She stated that she has been in communication with the Secretary of the Commonwealth’s Office and they are anticipating new Board appointments any day. She also noted that current Board members and Board members that were scheduled to go off the Board in June are able to continue to serve and participate as Board members until their slots are filled. She also stated that they are excited and pleased to have Ms. Clare Huerta, Deputy Director of Policy and Legislative Affairs, join the staff.

**DIRECTOR’S UPDATE:** The Chair called for the Executive Director’s report. Ms. Morgan summarized the activities that had taken place in the last quarter. Ms. Morgan highlighted key agency activities related to the agency’s response to the pandemic.

**AGENCY FISCAL REPORTS:** Mr. Henry Street, Director of Administration, gave a brief update on the expenditures for the end of state fiscal year 2020. He reported that we were able to expend all of our funds for SFY2020. He noted that at the time the board packet info was prepared, the approved SFY2021 had not be uploaded to the new FRATE fiscal reporting system. He proceeded to give an updated report

**SFY 2021 BOARD OPERATIONAL BUDGET:** Mr. Streetprovided updates using the figures for the 2021 operational budget that is now uploaded. With the SFY2021 beginning on July 1, the report included all of July and August. Reporting on the year to date expenditures we are on target with our spending pattern for this time of the year.

**ADJOURNMENT:** The Vice Chair thanked the Committee members for their contributions and called for adjournment of the meeting at 10:25 a.m.