**Virginia Board for People with Disabilities**

**Executive Committee Meeting Minutes
*September 15, 2021***

**Committee Members Present**: Alexus Smith, Chair

Phil Caldwell

Alexandra Dixon

 Jocelyn Kilgore

 Eric Mann

 Chandra Robinson

 Ed Turner

**Committee Members Absent:** Molly Korte

 Sarah Krantz-Ciment

**Guests:** None

**VBPD Staff Present:** Tara Bethea

Teri Morgan

Henry Street

**CALL TO ORDER:** The Chair, Alexus Smith, called the meeting to order 8:05 a.m.

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

**REVIEW OF THE EXECUTIVE COMMITTEE AGENDA:** The Chairreviewed the Executive Committee Meeting agenda items.

**APPROVAL OF JUNE 9, 2021, EXECUTIVE COMMITTEE MEETING MINUTES:** The Chair asked if there were any amendments to the June 9, 2021, Executive Committee meeting minutes. There were none. Alexandra Dixon made a **MOTION** to approve.Eric Mann seconded the **MOTION** to approve. The **MOTION** was carried.

**BOARD MEMBER ATTENDANCE:** Mr. Henry Street, Director of Administration, noted the Attendance tracking attachment. Mr. Street stated that there are no attendance issues and stated that we have 5 new Board members.

**EXECUTIVE DIRECTOR’S UPDATE AND QUESTIONS:** Teri Morgan, Executive Director, gave a brief summary of the activities that had taken place in the last quarter. Ms. Morgan gave a report on key staff activities including: Special Initiatives (COVID 19)/Legislative and Policy Work, Agency Administration/Board Operations and Programs/Planning/Marketing & Communications. Ms. Morgan also reported on activities in the areas of Grants and Contracts, Training Programs and Alumni Development, Conferences, Training Webinars and other events. Ms. Morgan answered questions from Board members regarding Covid-19 vaccinations for people with disabilities.

**AGENCY FISCAL REPORTS**: Mr. Henry Street, Director of Administration, gave a brief summary on the expenditures through August 13, 2021 of the State fiscal year 2022. Mr. Street stated that he would like to preface his report by letting Board members know that we needed to make a couple of adjustment to the approved budget; reducing the budget by $8,301.00. Mr. Street stated that they removed $3,000.00 for clerical services from administration because of the hiring of our Board Administrative Specialist on a full-time basis, we were able to eliminate that budgeted expense. Mr. Street stated that when calculating personal services for staff, the hybrid retirement plan was entered into the system twice, $5,301.00 was backed out of the budget to account for this. Mr. Street stated that the budget is fluid and we will keep Board members informed if changes are made. Mr. Street stated that our operating budget is now $1,659,661 as opposed to the $1,667,962.

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

**PUBLIC COMMENT**: There was no public comment

**ADJOURNMENT:** The Chair thanked the Committee members. Ed Turner made a motion to adjourn the meeting. The motion was seconded by Eric Mann. The meeting adjourned at 8:38 a.m.