# VBPD LogoExecutive Committee Meeting Minutes

## June 8, 2022

| **Board Attendees** | **Board Members Absent** | **Staff Attendees** |
| --- | --- | --- |
| Phil Caldwell | Molly Korte | Lorraine Blackwell |
| Parthy Dinora | Sarah Krantz-Ciment | Brittany Hughes |
| Alexandra Dixon | Chandra Robinson | Nia Harrison |
| Jocelyn Kilgore |  | Teri Morgan |
| Eric Mann |  | Linh Nguyen |
| Alexus Smith, Chair |  | Casie Slaybaugh, Policy Fellow |
| Ed Turner |  | Henry Street |
| **Guests** |  | Jason Withers |
| Kyle Jones |  |  |
| Vasantha Rayman |  |  |

## Call to Order/ Opening Remarks

A meeting of Executive Committee was held at the Delta Hotels in Richmond, Virginia on June 8, 2022.

The Chair, Alexus Smith, called the meeting to order at 8:01 a.m.

## Requests for Electronic Participation

The Chair informed the Executive Committee that there were eight requests from Board members for electronic participation due to individual circumstances. The Chair announced the names of the eight Board members: Frederique Vincent, Niki Zimmerman, Madeline Nunnally, Allison Coles-Johnson, Sarah Taylor, Frank Carillo, Sarah Krantz-Ciment and Richard Kriner.

The Chair asked if any members of the Executive Committee objected to the electronic participation of the eight Board members during the meetings. Hearing no objections, the Chair announced that the eight Board members are approved to participate in committee meetings and the full Board meeting via Zoom.

## Opening Remarks and Review of the Agenda

The Chair greeted and welcomed Board members and staff. The Chair reviewed the Executive Committee meeting agenda and did introductions. Brittany Hughes was introduced as the new Communications Assistant for the Board. Casie Slaybaugh was introduced as the COVES Policy Fellow for the Board.

## Approval of Minutes

The Chair asked if there were any amendments to the Dec. 8, 2021 Executive Committee meeting minutes. Hearing none, the Chair asked if there was a **MOTION** for approval. Ms. Alexandra Dixon made a **MOTION** to approve.Mr. Eric Mann seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

The Chair asked if there were any amendments to the March 8, 2022 Executive Committee meeting minutes. Hearing none, the Chair asked if there was a **MOTION** for approval. Mr. Ed Turner made a **MOTION** to approve. Mr. Eric Mann seconded the **MOTION** to approve. The **MOTION** was approved unanimously.

## Board Member Attendance

Mr. Henry Street, Director of Administration, noted the attendance tracking attachment. Mr. Street stated that there were no attendance issues. Mr. Street stated the Ray Hopkins, Commissioner of the Virginia Department for the Blind and Vision Impaired (DBVI), has retired and that the Board will be receiving a new agency designee from DBVI in the near future.

## Executive Director’s Update and Questions

Ms. Teri Morgan, Executive Director, summarized the activities that had taken place in the last quarter with a focus on legislative activities, workgroup participation, ACL funding to increase the public health workforce, communications, grants activities, training programs and Board administration and operations. Ms. Morgan responded to some feedback from a Board member regarding the importance of emergency preparedness and excitement regarding the funding to expand the public health workforce in collaboration with the Virginia Department of Emergency Management.

## Agency Fiscal Report

Mr. Henry Street, Director of Administration, reported on the fiscal report and expenditures through May 16, 2022. Mr. Street reported the Board has 22% of its overall budget remaining ($372,441) and remains in good standing. Mr. Street reported that the Board will be able to expend all State General Fund dollars prior to the end of the state fiscal year, which may include prepaying a portion of the Board’s rent and Memorandum of Understanding with the Department for Aging and Rehabilitative Services. Mr. Phil Caldwell asked if unspent funds need to be reverted to the state. Mr. Street confirmed that unspent State General Funds would need to go back to the state.

## State Fiscal Year 2023 Budget

Mr. Street reviewed the proposed SFY 2023 operational budget. The Budget is approximately 10 percent higher than it was last fiscal year. This increase is due to several factors, including a 5% pay increase for state employees approved by the General Assembly and an increase in Board operational and administrative expenses due to inflation. The Director’s Discretionary Fund is $4,000 less. This reduction is due to the $10,000 limit on discretionary funding per Board policy. The budget for Partners in Policymaking is less because this next SFY will be an off year, and the Youth Leaders Academy (YLA) budget is higher to allow for the purchase of supplies and in person staff training prior to the July 2023 YLA. There was little discussion of the proposed budget.

The Chair called for a **MOTION** to recommend to the full Board approval of the SFY 2023 budget. Mr. Ed Turner made the **MOTION.** Ms. Alexandra Dixon seconded the **MOTION.** The **MOTION** carried unanimously.

## Update on Requests for Proposals

Mr. Jason Withers provided an update on two Requests for Proposals (RFP). The first RFP, titled *Diversity, Inclusion and Visibility*, aims to fund an organization/business to carry out a comprehensive public awareness campaign. The campaign will 1) promote the benefits of including people with developmental and other disabilities in community life, 2) showcase the talents and contributions of people with developmental and other disabilities in their communities, and 3) increases overall public awareness of the Board’s mission and message to position it as a leader in the DD community, through effective outreach and interaction with stakeholders and the general public. The second RFP, titled *Strengthening Self-Advocacy in Virginia*, seeks to support a local, regional or statewide culturally and linguistically competent self-advocacy organization or program. People with developmental disabilities must lead the organization funded. Mr. Withers reminded EC members that supporting a self-advocacy organization is a required activity of the Board. There was brief discussion about the RFPs, one Board member commented that not all visibility is good for people with disabilities and we need to ensure public awareness activities do not promote ableism.

## Committee Agendas

Committee chairs, Mr. Eric Mann and Mr. Phil Caldwell, and Investment Committee staff Mr. Jason Withers, provided a brief overview of their committee meeting agendas.

## Adjournment

The Chair thanked the Committee members. Phil Caldwell made a **MOTION** to adjourn the meeting and the **MOTION** carried. The meeting adjourned at 8:50 a.m.

# VBPD LogoAOT Meeting Minutes

## June 8, 2022

Meeting Attendance

| **Board Attendees** | **Board Members Absent** | **Staff Attendees** |
| --- | --- | --- |
| Alexandra Dixon | Diana Banks | Lorraine Blackwell |
| Jocelyn Kilgore | Robert Matuszak | Brittany Hughes |
| Molly Korte | Nikki Zimmerman |  |
| Eric Mann |  |  |
| Vasantha Rayman |  |  |
| Allison Coles-Johnson (Virtual) |  |  |
| Madeline Nunnally (Virtual) |  |  |
| Frederique Vincent (Virtual) |  |  |

## Call to Order/ Opening Remarks

The Advocacy Outreach and Training Committee meeting was held at the Delta Hotels on June 8, 2022. Mr. Eric Mann, the Chair, called the meeting to order around 9:10 a.m. The meeting got underway around 9:20 after a brief technical delay.

## Approval of Minutes

Mr. Mann called for approval of the minutes. Vice Chair Alexandra Dixon made a **MOTION** to **APPROVE** the December 2021 Board Meeting minutes. Ms. Jocelyn Kilgore **SECONDED**. The **MOTION** carried unanimously.Mr. Ed Turner made a **MOTION** to **APPROVE** the March 2022 Board Meeting minutes, and Ms. Vasantha Raymanseconded. The **MOTION** carried unanimously.

## Executive Committee Update

Mr. Mann gave a brief update on the Executive Committee meeting. His report included information on the pending budget approval, the status of two upcoming assessments, the Board’s open Deputy Director position, and the new hiring of a COVES Policy Fellow. Mr. Mann also introduced and welcomed the new Communications Assistant, Ms. Brittany Hughes.

## Training Programs

In the absence of Dr. Penni Sweetenburg-Lee, Executive Director Teri Morgan gave an update on the Board’s Training Programs. Ms. Morgan reported that Partners in Policymaking (PIP) concluded with its PIP Graduation ceremonies on April 1-2. Twenty-one participants (8 self-advocates and 13 parents) graduated from the program. The keynote speaker was the Rev. Dr. Roscoe Cooper III, Henrico School Board Member, and John Littel, the new Secretary of Health and Human Resources for the Commonwealth of Virginia. In 2023, PIP will begin recruiting for its next class. The third DEI session on Burnout, Boundaries and Balance was a success with 106 attendees and over 100+ Facebook views. The Training Alumni Association annual retreat was delayed until fall. The Train the Trainer program was successful with 17 participants. YLA had no updates and will continue in July 2023. Ms. Morgan also went over the PIP evaluation feedback. The feedback was mostly positive, however some participants mentioned that the curriculum used outdated language and needs to be revised with new best practices. Ms. Morgan said that this next year staff will be reviewing the national Partners program curriculum and coordinators handbook to ensure that the Virginia program stays true to the national model. Participants recommended doing a hybrid program in the future. A brief discussion about person-first vs. disability-first language ensued. Ms. Morgan said that the Board, and Board staff, need to get in the habit of asking people with disabilities how they want to be referred to.

## Communications

Communications Director, Ms. Lorraine Blackwell, shared an ITAAC video on Demonstrating Impact: Messaging the Importance of DD Council Work. The video highlighted ways that DD Councils can define their impact and work with strong, consistent messaging. The messaging starts with answering five important questions: 1) Who are we 2) What do we do? 3) Who does it impact? 4) Where do we have our impact? 5) How do we do it? The AOT members in attendance discussed their answers to the questions. Vice Chair Alexandra Dixon said that the Board should develop an “elevator speech” that consists of 30 words and 3 concepts that can be presented in 30 seconds or less that defines the Board’s mission and goals. Mr. Mann suggested that these two exercises should be a homework assignment for Board members.

Ms. Blackwell referenced how understanding the answers can help inform future communications goals as the Board moves toward incorporating Cultural and Linguistic Competencies into its work, messaging and practices.

There was a brief discussion of developing a media toolkit for the Board. There was also a brief discussion on connecting with Special Needs PTAs and Special Needs Conferences to expand our reach.

## Other Business

Ms. Dixon made a **MOTION** to send Dr. Sweetenburg-Lee a card on behalf of the Board. Mr. Turner **SECONDED** the motion.

## Adjournment

The Chair called for a **MOTION** to adjourn the meeting. Mr. Turner made the **MOTION** to adjourn and Ms. Rayman **SECONDED** the motion. The meeting adjourned around 11:30 a.m.

# VBPD LogoInvestment Committee Meeting Minutes

## June 8, 2022

| **Board Attendees** | **Board Members Absent** | **Staff Attendees** |
| --- | --- | --- |
| Dennis Lites | Frank Carrillo | Jason Withers |
| Donna Lockwood | Cindy Rudy |  |
| Olivia Price | Ray Hopkins |  |
| Theresa Simonds | Chandra Robinson |  |
| Brandon Cassady |  |  |
| Thomas Leach |  |  |
| Richard Kriner |  |  |
| Lindsay Pearse |  |  |
| Emmetri Beane |  |  |

## Call to Order/ Opening Remarks

A meeting of the Investment Committee was held at the Delta Hotels in Richmond on June 8, 2022. Grants Manager, Mr. Jason Withers, called the meeting to order at 9:21 am.

Approval of Minutes

Ms. Theresa Simonds made a **MOTION** to approve the December 2021 and March 2022 meeting minutes, and Ms. Donna Lockwood **SECONDED**. The **MOTION** was carried unanimously.

## Grants and Contracts Expenditure Monitoring

Mr. Withers, Grants and Contracts Manager, provided updates on recent activities and expenditures regarding 7 grant projects: Providing a Link for Survivors (PALS) grant with Brain Injury Services of SWVA; Assistive Technology grant with Children’s Assistive Technology Service (CATS); Ability First grant with James Madison University; Training on Inclusion, Diversity and Equity (TIDE) grant with Virginia Commonwealth University; Strengthening Self-Advocacy in Virginia grant with The Arc of Virginia; Virginia Assessment of Access to Information grant with Management Support Solutions; and the Vaccine Access grant with the ENDependence Center of Northern Virginia.

## Review of Grant Renewal Applications

Mr. Withers discussed the three grant renewal applications from Virginia Commonwealth University (VCU), Children’s Assistive Technology Service (C.A.T.S.), and James Madison University (JMU) with committee members. Mr. Withers explained to committee members that all grantees whose projects exceed 12-months in length are required to submit a continuation funding request to the Board for consideration and approval. Mr. Withers first discussed the C.A.T.S. grant renewal application, stating that the grantee has expressed concern with the lack of interest in assistive technology requests received from the partnering CSBs, but the grantee has since created a specific flyer, reviewed by Board staff, to garner more interest and that staff would be sending the documentation to the Virginia CSB and the Executive Directors of each involved CSB. Ms. Emmetri Beane recommended that the grantee consider partnering with organizations that provide resources to parents of children with disabilities. Mr. Dennis Lites advised that the C.A.T.S. grantee should have a successful track record of performing similar work in this area. Mr. Withers advised that the grantee does have experience, which is why the lack of interest in the service area was of concern. Further discussion ensued.

Committee Vice Chair, Mr. Thomas Leach, made a **MOTION** to recommend approval of the C.A.T.S. grant renewal application to the Board. Ms. Olivia Price **SECONDED**. The **MOTION** was carried unanimously.

Mr. Withers next discussed the renewal application from James Madison University. Ms. Emmetri Beane recommended that the grantee collaborate directly with people with disabilities versus the involved organizations. Mr. Withers reminded the committee members that the premise of this grant project was to increase wellness opportunities for individuals with disabilities, which involves onboarding organizations that provide these opportunities. Mr. Withers also briefly reviewed the stories that the grantee included in their renewal application. Ms. Theresa Simonds stated that it was important for the grantee to receive stories directly from individuals with disabilities, versus stories that are provided by staff at the various organizations. Mr. Brandon Cassady stated that he has participated in similar wellness opportunities before and it is important to see the perspective from the project participants. Further discussion ensued.

Ms. Beane made a **MOTION** to recommend approval of the VCU grant renewal application to the Board. Ms. Price **SECONDED**. The **MOTION** was carried unanimously.

Mr. Withers discussed the final grant renewal application from VCU with committee members, stating that he had attended several of the TIDE pilot training sessions and briefed members on the trainings. Mr. Withers stated that the grantee had anticipated training approximately 75 staff members from the community-based organizations, but participation numbers were a bit low. He referenced the challenges noted in the grantee’s renewal application. Further discussion ensued.

Mr. Leach made a **MOTION** to recommend approval of the VCU grant renewal application to the Board. Ms. Lindsay Pearse **SECONDED**. The **MOTION** was carried unanimously.

## Review of VDDHH Grant Application

Mr. Withers discussed the VDDHH 12-month no-cost extension (delayed start) grant application from the Virginia Department for the Deaf and Hard of Hearing (VDDHH) with committee members. Mr. Withers advised members that this additional request to delay the start of the VDDHH grant project updates the timeline from 1/122 – 12/31/23 to 1/1/23 – 12/31/24 and the requested grant funds remains unchanged at $214,450. He advised that the matching funds provide by VDDHH increased from $81,704 to $86,821.

Mr. Leach made a **MOTION** to recommend approval of the VDDHH 12-month no-cost extension (delayed start) request to the Board. Ms. Simonds **SECONDED**. The **MOTION** was carried unanimously.

## Review of VA Ability Event Support Application

Mr. Withers discussed the application received from VA Ability with committee members for their event titled, “Flexible Working: Best Practices and ADA Considerations,” which will be held on July 19, 2022. Ms. Beane suggested that the applicant further advertise the event by mailing their created flyer out to businesses and recommended increasing the requested funding allotment from $1,000 to $1,500. Mr. Withers advised that it may be inappropriate to dictate to the applicant how they should advertise the event and that should be left to the applicant to determine. Mr. Cassady also made the suggestion that the applicant translate the flyer into alternate languages. Mr. Withers advised that translation materials are expensive, may take time to develop, and this type of request is too close to the event date. Further discussion ensued.

Mr. Leach made a **MOTION** to recommend approval of the VA Ability event support request to the Board, by providing a total of $1,500, with the requirement that the additional $500 be used to further advertise the event. Ms. Price **SECONDED**. The **MOTION** was carried unanimously.

## Review of two Request for Proposals (RFPs)

Mr. Withers discussed two newly developed RFPs with committee members. The RFPs are entitled “Diversity, Inclusion and Visibility” and “Strengthening Self-Advocacy in Virginia.” Mr. Withers directed committee members to the RFPs in the Board’s supplemental board packet, discussing that staff worked with Dr. Vivian Jackson at Georgetown University to include new language pertaining to cultural and linguistic competence and updated the scoring the reflect this new addition. Mr. Withers explained the premise of each RFP with the committee members, as well as reviewed a sample of the key activities included for the Diversity, Inclusion and Visibility RFP, since the public awareness campaign emphasis was new for the Board. Ms. Pearse inquired if in-kind support could be received from social media platform organizations such as Facebook for grantees that are selected for funding. Mr. Withers advised that it could be a possibility, as long as the minimum matching funds are provided. She also inquired if grantees would be able to subcontract out a portion of the work. Mr. Withers advised this could be possible as well, depending on the nature of the proposed project.

Ms. Beane stated that she felt the $50,000 in funding allotted towards the self-advocacy RFP was insufficient, when $250,000 was allotted to the public awareness campaign RFP. She further stated that the Board should consider increasing the funding allotment for this particular RFP. Mr. Dennis Lites stated that additional funding for this RFP may need to be considered in order to incentivize applicants to apply. Mr. Withers advised that the Board has struggled in recent years to find many organizations which are led by individuals with developmental disabilities, which is a requirement of this RFP. Further discussion ensued.

Ms. Price made a **MOTION** to recommend approval to the Board to release of the Diversity, Inclusion and Visibility RFP. Ms. Pearse **SECONDED**. The **MOTION** was carried unanimously.

Ms. Lockwood made a **MOTION** to recommend approval to the Board to release of the Strengthening Self-Advocacy RFP. Mr. Brandon Cassady **SECONDED**. Ms. Beane abstained from voting to approve the release of this RFP. The **MOTION** carried.

## Request for Grant Review Team Volunteers

Mr. Withers discussed with committee members the need for 5 Grant Review Team (GRT) volunteers to review proposals that are received in connection with the 2 previously mentioned RFPs. He encouraged volunteers from members that have not served on a GRT in previous years and that the GRT would likely meet during the week of August 15th. Following discussion, Mr. Leach, Ms. Pearse, Mr. Cassady, and Ms. Beane volunteered to serve on the GRT. Ms. Simonds agreed to serve as an alternate GRT member if one of the other members is unable to serve.

Wrap-up & Potential Future Meeting Topics

Mr. Withers opened the floor for discussion on future presentation topics. Ms. Beane suggested that the committee receive an overview of federal requirements regarding the administration of grants. Mr. Withers first advised members to read over the Grants Manual which contains all of the requirements that grantees much adhere to when receiving a Board grant. Mr. Dennis Lites inquired in the federal awards received by the Board account for inflation. Mr. Withers advised that he was not sure, but the funding we receive is in proportion of people served in the state and we cannot request additional federal funding from our federal oversight agency.

## Adjournment

The Vice Chair adjourned the meeting at 11:38 am.

# VBPD LogoPolicy Adivsory Committee Meeting Minutes

## June 8, 2022

Meeting Attendance

| Board Attendees | Board Members Absent | Staff Attendees |
| --- | --- | --- |
| Ann Bevan | Samantha Hollins | Nia Harrison |
| Phil Caldwell | Florence L. Jones | Teri Morgan |
| Parthy Dinora | Sarah Kranz-Ciment | Linh Thi Nguyen |
| Dennis Findley |  | Casie Slaybaugh |
| Kyle Jones |  |  |
| Rachel Loria |  |  |
| Deanna Parker |  |  |
| Eric Raff |  |  |
| Alexus Smith |  |  |
| Sarah Taylor (home virtual) |  |  |

## Call to Order/Opening Remarks

A meeting of Policy Advisory Committee was held at Delta Hotels by Marriott on June 8, 2022. The Chair, Mr. Phil Caldwell called the meeting to order at 9:07 am.

Mr. Caldwell requested that members introduce themselves.

## Approval of Minutes

Mr. Dennis Findley made a **MOTION** to approve the December 2021 and March 2022 meeting minutes, and Ms. Rachel Loria **SECONDED**. The **MOTION** was carried unanimously.

## Executive Committee Update

Mr. Caldwell gave a brief update on the Executive Committee meeting. His report detailed items such as increased DD Waiver rates, the Board’s open Deputy Director position, and budget.

## Presentation and Approval of 2023 Assessment Topics/COVES Fellowship

Ms. Nia Harrison presented the proposed 2023 assessment topics: 1) Geographic Disparities in Community Services and Supports and 2) Accessibility of Dental Care. She introduced COVES Fellow Ms. Casie Slaybough, who will be assisting the Board in conducting research for these assessments.

Ms. Harrison and Ms. Slaybough invited discussion to narrow the scope of research. Members discussed the importance of choosing focus areas that go beyond known issues like waiver slots and reimbursement rates. For the dental care topic, members suggested research on dental care in congregate settings like group homes, communication access funds to facilitate access to interpreters, and DBHDS mobile dentistry services. For the geographic disparities in community living topic, members discussed the importance of wrap-around services for people who do not qualify for the Developmental Disability waiver. There was also discussion about potentially focusing on remote service provision, including related issues like the quality of interpreters and internet reliability. Ms. Dinora recommended doing an environmental scan of remote supports in rural communities.

Ms. Dinora made a **MOTION** to present the assessment topics as written to the Board. Mr. Findley **SECONDED**. The **MOTION** was carried unanimously.

Mr. Findley also suggested that a future assessment look into the difference between consumer-directed models and integrated care models like Massachusetts.

## Policy Update

Ms. Harrison informed committee members of recent workgroup activity, with a focus on Board participation in three new workgroups: 1) RevUp Virginia, 2) Quillo Connect, and 3) Future of Public Oral Health Taskforce. She also briefed members on formal comments made by the Board, including a letter which the Board sent to the new Health Commissioner Dr. Green on the lack of data on the impact of Covid-19 on people with disabilities.

## 2022 GA Session Update

Ms. Harrison highlighted bills that the Board educated legislators on during the 2022 General Assembly legislative session. She provided details on the status of each bill and the positive or negative impacts of each billon people with disabilities. Ms. Rachel Loria and Mr. Dennis Findley mentioned other bills of interest. Mr. Findley and Ms. Dinora suggested that representatives of the DD network speak with the Disability Commission.

## CLC March Summary Notes & Year 1 Actions

Ms. Harrison introduced Cultural and Linguistic Competency (CLC) action items pertaining to PAC for the next year: 1) establishment of a diversity committee; 2) incorporation of CLC into internal policies; and 3) internal data collection on race, culture, and geography.

Members discussed the importance of ensuring diverse representation on the Diversity, Equity, and Inclusion Committee and related challenges. Members also discussed possible data analyses, including (1) the potential to compare the demographics of people who are and are not receiving waiver services to the community profile using DBHDS, DMAS, or CSB data; and (2) assessing the diversity of representatives on policy workgroups. Mr. Eric Raff emphasized the importance of racial/ethnic data in informing assistive technology and service disparities.

## Wrap-up & Potential Future Meeting Topics

Mr. Caldwell opened the floor for discussion on future presentation topics. Members expressed interest in presentations from DMAS and DBHDS during the December Board meeting on the mental health redesign and crisis services separate from the DD waiver. Ms. Parker and Ms. Bevan also suggested a presentation on the Home and Community-Based Services Final Rule for the September Board meeting. Ms. Dinora expressed an interest in hearing a presentation from DOE about the current state of Virginia public schools, including the current Administration’s approach to special education.

Mr. Eric Raff also shared a concern about stagnating funding for mental health services for people who are deaf or hard of hearing. There are no treatment program or outpatient programs for them. Three out of five positions for therapists who can use American Sign Language are vacant. He expressed interest in establishing a state coordinator to oversee this area.

Ms. Harrison thanked Mr. Caldwell for his service as Chair.

## Adjournment

The Chair adjourned the meeting at 11:27 am.

# VBPD LogoBoard Meeting Minutes

## June 8, 2022

Meeting Attendance

| **Board Attendees** | **Board Members Absent** | **Staff Attendees** |
| --- | --- | --- |
| Emmetri Beane | Dianna Banks | Lorraine Blackwell |
| Ann Bevan | Frank Carillo | Brittany Hughes |
| Phil Caldwell | Florence Jones | Nia Harrison |
| Brandon Cassady | Sarah Krantz-Ciment | Teri Morgan |
| Parthy Dinora | Rob Matuszak | Linh Nguyen |
| Alexandra Dixon | Chandra Robinson | Casie Slaybaugh, Policy Fellow |
| Dennis Findley | Cindy Rudy | Henry Street |
| Samantha Hollins | Niki Zimmerman | Jason Withers |
| Kyle Jones |  |  |
| Jocelyn Kilgore |  |  |
| Molly Korte |  |  |
| Thomas Leach |  |  |
| Dennis Lites |  |  |
| Donna Lockwood |  |  |
| Rachel Loria |  |  |
| Eric Mann |  |  |
| Deanna Parker |  |  |
| Lindsay Pearce |  |  |
| Olivia Price |  |  |
| Eric Raff |  |  |
| Vasantha Rayman |  |  |
| Theresa Simonds |  |  |
| Alexus Smith (Chair) |  |  |
| Ed Turner |  |  |
|  |  |  |
| Allison Coles-Johnson (virtual) |  |  |
| Richard Kriner (virtual) |  |  |
| Madeline Nunnally (virtual) |  |  |
| Sarah Taylor (virtual) |  |  |
| Frederique Vincent (virtual) |  |  |

## Call to Order/ Opening Remarks

A meeting of Virginia Board for People with Disabilities was held at the Delta Hotels in Richmond, Virginia on June 8, 2022.

The Chair, Alexus Smith, called the meeting to order at 12:33 p.m. The Chair greeted and welcomed Board members and staff. Ms. Smith noted that the Executive Committee reviewed requests for virtual participation from eight Board members and approved the requests. The following Board members were approved to participate virtually: Frank Carillo, Allison Coles-Johnson, Sarah Krantz-Ciment, Richard Kriner, Madeline Nunnally, Sarah Taylor, Frederique Vincent and Niki Zimmerman.

Ms. Smith asked Board members and staff to introduce themselves and reviewed the housekeeping notes.

## Approval of Meeting Minutes

The Chair asked if there were any changes to the December 2021 Board Meeting minutes. None were noted. The Chair called for a **MOTION** to **APPROVE.** Mr. Eric Mann made a **MOTION** to **APPROVE** the minutes and Ms. Deanna Parkerseconded. The **MOTION** carried unanimously.

The Chair asked if there were any changes to the March 2022 Board Meeting minutes. None were noted. The Chair called for a **MOTION** to **APPROVE.** Mr. Ed Turner made a **MOTION** to **APPROVE** the minutes and Mr. Kyle Jonesseconded. The **MOTION** carried unanimously.

## Public Comment

The Board received no public comments.

## Recognition of Outgoing Board Members

The Board recognized outgoing Board members. They were presented certificates and tokens of appreciation. Outgoing Board members include: Alexandra Dixon, Florence Jones, Jocelyn Kilgore, Donna Lockwood, Eric Mann, Vasantha Rayman and Frederique Vincent. A special acknowledgement was also provided for Mr. Ray Hopkins, Commissioner of the Department for the Blind and Vision Impaired. Mr. Hopkins recently retired and served as the DBVI agency designee since 2008.

## Report of the Nominations Committee

Mr. Brandon Cassady, Chair of the Nominations Committee, presented the slate of officers and at large members as follows: Chair: Alexus Smith, Vice Chair: Niki Zimmerman, Secretary: Theresa Simonds; At Large Members: Dennis Lites, Sarah Krantz-Ciment, and Cynthia Rudy. Board Chair, Alexus Smith, asked whether there was any discussion. Hearing none, Ms. Smith called for a **MOTION** on the Slate of Officers and At Large members as presented by the Nominations Committee. Ms. Deanna Parker made a **MOTION** to **APPROVE** the slate of officers and Mr. Dennis Findley seconded. The **MOTION** was unanimously approved. Ms. Smith congratulated the new Executive Committee.

## Presentation of the SFY 2023 Board Operational Budget

Mr. Henry Street presented a brief overview of the SFY 2023 proposed budget, which was recommended by the Executive Committee for approval by the full Board. Mr. Street shared that the proposed SFY 2023 operational budget is approximately 10 percent higher than it was last fiscal year. Mr. Street shared that the increase is due to several factors, including a 5 percent pay increase for state employees approved by the General Assembly and an increase in Board operational and administrative expenses due to inflation. Mr. Street reported that the Director’s Discretionary Fund is $4,000 less. This reduction is due to the $10,000 limit on discretionary funding per Board policy. The budget for Partners in Policymaking is less because this next SFY will be an off year, and the Youth Leaders Academy (YLA) budget is higher to allow for the purchase of supplies and in person staff training prior to the July 2023 YLA.

The Chair asked if there was any further discussion regarding the SFY 2023 budget. Hearing none, she asked for a **MOTION** to **APPROVE** the budget. Mr. Ed Turner made a **MOTION** to **APPROVE** the SFY 2023 Budget. The **MOTION** carried unanimously.

## Standing Committee Reports

**Report of the Investment Committee: Mr. Thomas Leach, Vice Chair of the** Committee, chaired the meeting due to the absence of the committee Chair, Ms. Chandra Robinson.Mr. Jason Withers, staff to the committee, provided the IC report. The meeting was called to order at 9:21 a.m. The agenda was reviewed, as were expenditure updates. The committee reviewed several action items recommended for approval by the full Board.

**Grant Renewal Applications:** Mr. Withers reported that the IC reviewed 3 grant renewal applications and the IC recommended approval of the renewal applications to the full Board. Mr. Jason Withers provided an overview of each renewal application.

**Children’s Assistive Technology Services (C.A.T.S.):** This project is titled Making Assistive Technology Accessible and Meaningful to Early Intervention Families and Rural Southwest Virginia. Mr. Withers briefly reviewed the grantee continuation request and also reviewed the revised budget and proposed grant expenditures for year 2, along with matching funds. Continuation funding for $21,000 is being requested with matching funds of $9,000. The continuation period for the project is August 1, 2022 to July 31, 2023.

**James Madison University: This project is titled** Ability First: Transforming Homes and Communities in Rural Areas of the Shenandoah Valley. **Mr. Withers briefly reviewed the grantee continuation request and also reviewed the revised budget and proposed grant expenditures for year 2, along with matching funds. Continuation funding for $168,854 is being requested with matching funds of $80,350. The continuation period for the project is August 1, 2022 to July 31, 2023.**

**Virginia Commonwealth University:** This project is titled *Training on Inclusion, Diversity and Equity (TIDE).* Mr. Withers briefly reviewed the grantee continuation request and also reviewed the revised budget and proposed grant expenditures for year 2, along with matching funds. Continuation funding for $49,560 is being requested with matching funds of $14,827. The continuation period for the project is August 1, 2022 to December 31, 2022.

Following review and brief discussion regarding the renewal applications, the Chair asked if there was any further discussion. Hearing none, the Chair asked for a **MOTION** to approve continuation funding of the 3 grant renewal applications. Mr. Dennis Findley made a **MOTION** to approve the 3 grant renewal applications. Ms. Parthy Dinora intended to abstain from the vote, follow-up after the Board meeting confirmed her abstention. The **MOTION** carried unanimously.

**Virginia Department for the Deaf and Hard of Hearing (VDDHH) Request for No-Cost Extension:** Mr. Withers reported that the IC reviewed a request from VDDHH for a no-cost extension for the Support Service Provider grant project. Mr. Withers report that as a result of continued project delays in connection with COVID-19, the grantee is requesting postponement of the start day to their project for a period of twelve months. If approved, the no-cost extension would delay the start date of the VDDHH Support Service Provider grant project from January 1, 2022 to January 1, 2023.

Following brief discussion regarding the VDDHH request for a no-cost extension, the Chair asked if there was any further discussion. Hearing none, the Chair asked for a **MOTION** to approve the request for a 12-month no-cost extension. Mr. Eric Mann made a **MOTION** to approve the 12-month no-cost extension. Mr. Eric Raff intended to abstain from the vote, follow-up after the Board meeting confirmed his abstention. The **MOTION** carried unanimously.

**Approval of VA Ability Event Sponsorship Request: Mr. Withers shared that the IC reviewed an Event Sponsorship request from Virginia Ability for $1,000. The event is titled** Flexible Working: Best Practices and ADA Considerations. The educational event will review best practices for providing flexible working accommodations to satisfy ADA requirements under a hybrid workforce model. Mr. Withers reported that the request is for $1,000, however the IC would like to increase the funding amount by $500 for total funding of $1,500. The additional funding is on condition to allow Virginia Ability to publicize the event more broadly to culturally diverse communities and increase participation. Discussion ensued regarding advertising the event to culturally diverse communities. Board members shared possible avenues for publicizing the event including news outlets where the community event can be listed, mailing to a cross section of employers in a cross section of zip codes, and leveraging different Chambers such as the Metropolitan Business League, Asian Chamber and Hispanic Chamber to reach more diverse communities. Board members were thanked for their input.

Following brief discussion regarding the event sponsorship request, the Chair asked if there was any further discussion. Hearing none, the Chair asked for a **MOTION** to approve the Virginia Ability request in the amount of $1,500 as recommended by the IC. Ms. Donna Lockwood made a **MOTION** to approve the event sponsorship request. The **MOTION** carried unanimously.

**Approval to Release 2 Request for Proposals: Mr.** Withers provided a recommendation from the Investment Committee to approve the release of two Request For Proposals. Mr. Withers briefly discussed changes to the RFPs that strengthen the Board’s expectation that grant recipients demonstrate cultural and linguistic competence.

* Mr. Withers gave an overview of the first RFP, entitled Diversity, Inclusion and Visibility**,** which aims to fund a comprehensive public awareness campaign. Mr. Withers reviewed key activities of the project including: 1) developing a comprehensive Communications Plan, in collaboration with Board staff, which includes various communication tools and innovative techniques for implementing public awareness campaigns, which promote self-determination, showcasing the abilities of culturally diverse individuals with developmental and other disabilities, 2) the launch of the Board’s social media presence using a currently unused social media platforms such as TikTok, 3) Identifying opportunities to tell stories of culturally diverse people with developmental and other disabilities and educate the general public about issues of concern to the disability community, and 4) increasing the Board’s visibility in the disability community, highlighting Board activities using various communication tools and techniques to increase interest for potential new members and new grantees. Mr. Withers briefly reviewed changes to the grant scoring criteria and grants manual incorporating cultural and linguistic competence in the scoring of grant applications and embedding these expectations in the manual. Mr. Withers reported that the Board would set aside $250,000 for this project and would likely only fund one entity.
* Mr. Withers gave a brief overview of the second RFP, entitled Strengthening Self-Advocacy in Virginia. This RFP seeks to support a local, regional or statewide culturally and linguistically competent self-advocacy organization or program, the purpose of which is to advocate for changes to policies, programs and systems for individuals with developmental disabilities that encourage inclusive communities. Projects funded through this grant must be designed to strengthen an existing self-advocacy organization or program led by individuals with DD. Mr. Withers reported that this RFP is similar to the previous self-advocacy RFP and the funding amount is also the same, $50,000. Mr. Withers reminded Board members that per the DD Act, the Board is required to support a self-advocate led organization.

Following discussion of the RFPs, the Chair asked if there was any further discussion. Hearing none, the Chair asked for a **MOTION** to approve the release of the two RFPs, Diversity, Inclusion and Visibility and Strengthening Self-Advocacy in Virginia. Mr. Ed Turner made a **MOTION** to approve the release of the RFPs. The **MOTION** carried. Mr. Withers asked Ms. Emmetri Beane if she was going to vote “Nay” to the **MOTION**. Ms. Beane stated that she did not vote “Nay” to the motion in the Investment Committee meeting, but she abstained. Ms. Beane shared her concern that the Board is funding a public awareness campaign at $250,000, but only $50,000 to support a self-advocate led organization and she does not feel this is right. Ms. Beane shared that it would be ideal if we could have a broader reach to receive a larger application pool and that future RFPs for this activity should be updated. For this reason, Ms. Beane would abstain from the vote during the full Board meeting.

**Report of the Advocacy, Outreach and Training Committee:** Mr. Eric Mann, Chair of the Committee, provided the committee report.

**Training Programs:** Mr. Mann gave an update on Board in-house programs including 21 recent graduates from Partners in Policymaking (PIP), including 8 self-advocates and 13 parents. The next PIP class will begin in September 2023 with a target of 30-35 participants. Next, Mr. Mann reported on the Training Alumni Association’s (TAA) DEI event titled “Burnout Boundaries and Balance” with 106 participants and over 100 Facebook views. A TAA retreat will likely take place in the fall. Mr. Mann provided an update on the Train the Trainer training event and committee discussion about the Board developing self-advocate subject matter experts and ways to promote opportunities for them. The next Youth Leadership Academy will take place in July of 2023.

Mr. Mann shared a summary overview of the Partners in Policymaking class of 2022 program evaluation results. Mr. Mann shared that staff will be reviewing the national model of the Partners program and curriculum to ensure that the program is maintaining consistency with the national model. Following the program updates Mr. Mann encouraged Board members to get involved, read emails regarding opportunities to participate and share information with others.

**Communications Update**: Mr. Mann introduced and welcomed the Board’s new Communications Assistant, Ms. Brittany Hughes. Committee members discussed communication strategy and watched a video on communication and messaging for DD Councils. Mr. Mann shared from the video ways in which we can define our Council/Board stating there are five questions Board members should answer: 1) Who are we? 2) What do we do? 3) Who does it impact? 4) Where do we have our impact? 5) How do we do it? Mr. Mann commented on the great conversation AOT members had and, as a Board, we should create our “elevator speech.” It should consist of 30 words and 3 concepts that can be presented in 30 seconds or less. Mr. Mann suggested that this should be a homework assignment for Board members. Ms. Alexandra Dixon shared her draft elevator speech developed during the AOT meeting: “The Virginia Board for People with Disabilities provides funding, training and advocacy to improve the lives of people with disabilities.” Mr. Mann reiterated that this would be a great activity for Board members.

In closing, Mr. Mann referenced strategies and initiatives the committee reviewed around cultural and linguistic competence that were included in the Board packet.

**Report of the Policy Advisory Committee:** Mr. Phil Caldwell, Chair of the Committee, provided the committee report. Mr. Caldwell welcomed Casie Slaybaugh, the Board’s COVES policy fellow who will be working with Ms. Nia Harrison, Director of Planning, Research and Evaluation, for the next 12 weeks on one of the policy assessments. Mr. Caldwell reported that he provided an Executive Committee meeting update. Following the Executive Committee update, the committee reviewed policy updates included into the Board packet. The committee discussed future topics with an emphasis on behavioral health information sharing as it pertains to people with disabilities, for example, 1) services options they may not be aware of, possibly through Medicaid, and 2) gaps in services.

**SFY 2023 Board Assessment Topics:** The PAC discussed the Board’s two 2023 recommended assessment topics. Ms. Nia Harrison presented the topics: Topic 1) Assessment of geographic disparities in community services and supports. Ms. Harrison shared that there was particular interest in this topic among Board members and members of the public during our State Plan development process. This topic is currently presented high level and the scope needs to be narrowed. There was discussion among the committee members regarding narrowing the scope and Ms. Harrison encouraged other Board members to provide input on any aspects of this topic in which they are interested. Topic 2) Assessing the accessibility of dental care.

The Chair asked if there was any further discussion. Hearing none, the Chair asked for a **MOTION** to approve the SFY 2023 assessment topics. Ms. Emmetri Beane made a **MOTION** to approve the assessment topics. The **MOTION** carried unanimously.

## Two Board Assessments: Findings and Approval of Recommendations

**School to Prison Pipeline Assessment Findings and Recommendations:** Ms. Teri Morgan, Executive Director, presented a PowerPoint presentation with findings and 14 recommendations for the School to Prison Pipeline Assessment. During the presentation, there was robust Board member discussion about the findings and recommendations. Meeting minutes highlight discussion that resulted in a change to a recommendation.

The practice of “trauma informed care” was discussed, specifically whether that term should be included in a recommendation or if trauma informed care falls under “other alternative evidence-based approaches.” After discussion, it was recommended that trauma informed care be added to **Recommendation 8:**

* 8) The General Assembly should create and fund a mechanism to support grant opportunities that fund alternative approaches to safety in schools, such as the use of trained school staff to perform safety, behavioral support, and mentorship roles. This task should be managed by the Virginia Center for School and Campus Safety, located within the Virginia Department of Criminal Justice Services, in collaboration with the VDOE. This task should also include the training of SSOs, SROs, and other school staff on disability awareness, trauma-informed care, and other alternative evidence-based approaches.

The Board engaged in lengthy discussion regarding **Recommendation 11** which asked the General Assembly to “require VDOE to submit to the Governor and General Assembly an annual student discipline data report…”, the recommendation provided further requirements for the content of the report. Board discussion centered on 1) whether the recommendation was realistic, 2) VDOE may not have the capacity and funding to complete the report annually, 3) relative risk ratios on a division level are not going to provide relevant information, and 4) new reporting requirements included in the Student Behavior Administrative Response (SBAR) collection may provide greater transparency and the Board may want to wait until the SBAR data is released. For these reasons, it was recommended that recommendation number 11 be deleted.

Board members had a lengthy discussion about **Recommendation 14** and the Virginia Tiered System of Support (VTSS). VTSS is currently underfunded. A large part of the funding for VTSS is through federal and other grant opportunities that VDOE applies for. It was recommended that Recommendation 14 include a request for the General Assembly to provide funding to VDOE to expand the training offered by VTSS. There was agreement to this change and the recommendation was amended.

* **The Virginia General Assembly should provide funding to VDOE** to expand the training offered to Virginia Tiered Systems of Support (VTSS) schools and divisions in how to analyze discipline data to identify root causes of disparities and how to create goals, strategies and benchmarks to reduce disparities to all school systems, using diverse stakeholder teams at the division and school level.

Following a review of the findings and revisions to the recommendations, the Chair asked if there was any further discussion. Hearing none, the Chair asked for a **MOTION** to approve the release of the School to Prison Pipeline assessment/recommendations as amended. Ms. Emmetri Beane made a **MOTION** to approve the recommendations as amended. Mr. Eric Mann seconded the motion. Ms. Samantha Hollins abstained from the vote. The **MOTION** carried unanimously.

Ms. Morgan thanked Board members for their input on the findings and recommendations and acknowledged that the Board agenda is significantly behind schedule. There remained an agenda item to review of the Assessment of Information Access. Ms. Morgan introduced Ms. Mary Lou Bourne with Management Support Solutions, Inc., to present the findings and recommendations.

**Assessment Information Access Findings and Recommendations: Ms. Mary Lou Bourne shared assessment findings and 22 recommendations. There was limited discussion regarding the findings and recommendations.**

**It was acknowledged that the limited discussion may be due, at least in part, to the amount of information Board members processed and discussed during the School to Prison Pipeline presentation. Feedback from Board members included that people were tired, it was becoming difficult to remain focused, the agenda had run late and several Board members needed to leave for other commitments and/or travel purposes.**

**Ms. Morgan apologized to the Board for going long while also acknowledging the meaningful discussion that occurred. She informed Board members in attendance that there was no longer a quorum; therefore, the Board was not be able to take a vote on the assessment recommendations. Ms. Morgan reiterated the importance of the Assessment of Information Access. An alternative plan to provide Board members an opportunity for further review and discussion will be developed and shared with Board members.**

## Adjournment

Ms. Alexandra Dixon was acknowledged by the Chair and made a **MOTION** to adjourn, all Board members agreed and the meeting adjourned at 4:36 p.m.