**Virginia Board for with Disabilities**

**Board Meeting Minutes**

***September 15, 2021***

The Virginia Board for People with Disabilities held its regular quarterly Board meeting on Wednesday, September 15, 2021.

**BOARD MEMBERS PRESENT:** Ann Bevan,Phil Caldwell, Frank Carrillo, Brandon Cassady, Allison Coles-Johnson, Parthy Dinora, Alexandra Dixon, Samantha Hollins, Ray Hopkins, Florence Jones, Jocelyn Kilgore, Thomas Leach, Dennis Lites, Donna Lockwood, Rachel Loria, Eric Mann, Robert Matuszak, Olivia Price, Eric Raff, Chandra Robinson, Cindy Rudy, Theresa Simonds, Alexus Smith, Sarah Taylor and Edmond Turner.

**BOARD MEMBERS ABSENT:** Dianna Banks**,** Dennis Findley, Molly Korte, Sarah Krantz-Ciment, Richard Kriner, Dawn Missory, Madeline Nunnally, Deanna Parker, Lindsay Pearse, Vasantha Rayman, Frederique Vincent and Niki Zimmerman.

**CALL TO ORDER, WELCOME AND INTRODUCTIONS:** Board Chair, Ms. Alexus Smith, called the September 15, 2021, Board meeting to order at 10:40 a.m. The Chair read the Housekeeping notes.

**ROLL CALL/INTRODUCTIONS:** The Chair did a roll call/introduction for the Board members and Board staff. Ms. Teri Morgan, Executive Director, introduced the new Communications Director, Ms. Lorraine Blackwell.

**APPROVAL OF JUne 9, 2021 MINUTES:** The Chair asked if there were any changes to the June 9, 2021, Board Meeting minutes. The Chair called for a **MOTION** to **APPROVE** the minutes.Mr.Frank Carrillomade a **MOTION** to **APPROVE** the minutes, andMr. Eric Mann seconded. Phil Caldwell abstained. The **MOTION** carried.

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

**REPORT OF THE AD HOC COMMITTEE: BOARD PACKET, MEETING AGENDAS AND BOARD MEMBER ENGAGEMENT: BOARD POLICY 14.0: ELECTRONIC PARTICIPATION AND MEETING POLICY**: Ms. Teri Morgan, Executive Director**,** gave a brief overview of recommendations from the Ad Hoc Committee convened to discuss Board meeting logistics and member engagement. Ms. Morgan briefly discussed the recommendations being presented to the Board which focused on 1) the Board packet, 2) the Board meeting agenda, 3) Board member engagement during the meeting, and 4) Board member engagement between Board meetings. Ms. Morgan answer questions from Board members regarding the recommendations. A few Board members gave positive comments on the recommendations including changes to the Board packet and the sample eDigest. Ms. Morgan thanked the Ad Hoc Committee for all of their work.

Hearing no further discussion, the Chair called for a **MOTION** to approve the recommendations from Ad Hoc Committee as they were presented to the Board.

Mr. Ed Turner made a **MOTION** to **APPROVE** the Ad Hoc Committee’s recommendations. Ms. Cindy Rudy seconded the **MOTION**. The **MOTION** carried unanimously.

**BOARD POLICY 14.0: ELECTRONIC PARTICIPATION AND MEETING POLICY:** Ms. Teri Morgan reviewed the draft Electronic Participation and Meeting Policy. Ms. Morgan stated that the policy applies to all Board members and it will allow Board members to request to participate in Board meetings electronically under specific circumstances. Ms. Morgan reviewed the use of Permission #1 and Permission #2 to request electronic participation in a Board meeting and the requirements associated with a request for electronic participation. Ms. Morgan reviewed how the Board will deal with objections, electronic participation during a state of emergency, and general electronic meeting guidelines. Ms. Morgan answered questions from Board members pertaining to electronic participation in subcommittee meetings and quorums in the subcommittee meetings.

Board staff and Board members inquired if the Executive Committee could have the responsibility to approve a request for electronic participation using Permission #1 or Permission #2. Ms. Morgan stated that she would have to check to see if this would be allowable based on the regulations.

The Chair called for a **MOTION** to approve the Electronic Participation and Meeting Policy.

Mr. Phil Caldwell made a **MOTION** to **APPROVE** the Electronic Participation and Meeting Policy. Ms. Rachel Loria seconded the **MOTION**. Frank Carrillo abstained. The **MOTION** carried.

Ms. Alexandra Dixon made a **MOTION** that Board staff, between now and the December Board meeting, determine if authority to approve electronic participation can be transferred to the Executive Committee. Ms. Dixon noted that if this is possible, at the December Board meeting she would like to add an amendment to this policy to transfer the power from the Full Board to the Executive Committee. Discussion ensued.

The Chair asked if there was a second to Ms. Dixon’s **MOTION.** The **MOTION** was restated.

Ms. Allison Coles-Johnson stated that there is not enough information to make a **MOTION.** Ms. Morgan agreed and said that staff will do the research and come prepared to discuss Ms. Dixon’s question at the December Board meeting and a **MOTION** is not needed at this time.

Ms. Alexandra Dixon withdrew her motion.

**MR. ED TURNER AWARD PRESENTATION**: The Chair, Ms. Alexus Smith, presented Mr. Ed Turner with a Lifetime Achievement Award from the Virginia Board for People with Disabilities and the Training Alumni Association for being a Civil and Disabilities Rights Advocate. The award represents Mr. Turner’s lifetime of work and commitment to further the rights people with disabilities. The Chair stated that Mr. Turner has been involved with the Board since it started and shared that as an YLA participant, she has always appreciated his presentation on disability history and his passion for supporting people with disabilities. Ms. Teri Morgan, handed the award to Mr. Turner.

Mr. Ed Turner stated that this award is an honor. He shared that with respect to the work he has done, he tells people that he is just a guy who always did his job. Mr. Turner thanked the Board for this honor.

**REPORT OF THE GRANT REVIEW TEAM ON COMPETITIVE PROPOSALS:** Mr. Jason Withers, Grants and Contracts Manager, gave a brief overview of the Grant Review Team (GRT) meeting sharing that two grant proposals were received in response to the Assessment of Information Access RFP. Mr. Withers brought forward a funding recommendation from the GRT to fund Management Support Solutions, Inc. for the project. He stated that the applicant’s project goal is to develop a comprehensive report summarizing the findings of an assessment of the current availability and usefulness of culturally and linguistically tailored information, to people with developmental disabilities and their families. The report will include recommendations and strategies to improve how information pertaining to accessing the community service systems can be made easily available and useful to individuals with disabilities. Mr. Withers briefly reviewed a summary of the project activities.

Hearing no further discussion, the Chair called for a **MOTION** to **APPROVE** the Grant Review Team’s recommendation to award Management Support Solutions, Inc. with the Assessment of Information Access project. Mr. Brandon Cassady made a **MOTION** to **APPROVE**. Ms. Parthy Dinora recused herself. The **MOTION** carried.

**STANDING COMMITTEE REPORTS**

**INVESTMENT COMMITTEE:** Mr. Jason Withers, Staff on the Committee, made the following report.

The Chair, Chandra Robinson, called the meeting to order at 9:00 am.

**APPOINTMENT OF INVESTMENT COMMITTEE VICE CHAIR:** Mr. Withers stated that Mr. Thomas Leach volunteered to be the Investment Committee’s vice chair. The **MOTION** passed unanimously.

**GRANTS AND CONTRACTS EXPENDITURES/MONITORING:**

Mr. Jason Withers, Grants and Contracts Manager, provided updates on recent activities and expenditures regarding 9 grant projects.

 **UPDATE ON DATABASE MANAGEMENT PROJECT WITH dLCV:**

Mr. Withers provided an update on the project with the disAbility Law Center of Virginia (dLCV) to develop a database that will be used to manage the storage, retrieval and reporting of abuse, neglect and exploitation data provided by the Department for Behavioral Health and Developmental Services (DBHDS).

**UPDATE ON VACCINE ACCESS FOR INDIVIDUALS WITH DISABILITIES RFP:** Mr. Withers reminded Board members that the Administration for Community Living (ACL) provided funding to DD Councils to assist with critical services to help communities combat COVID-19. This funding is designed to break down barriers that would allow for expanding vaccine access in communities. The Board released an RFP in August titled “Vaccine Access for Individuals with Disabilities” with total available funding of $98,842. Examples of allowable grant activities in connection with the RFP include: Education and outreach events; Identifying people unable to independently travel to a vaccination site; Helping with scheduling a vaccine appointment; Arranging or providing accessible transportation; Providing companion/personal support; Reminding people of the second vaccination appointment if needed, and/or providing technical assistance to local health departments or other entities on vaccine accessibility. The RFP closes on September 20, 2021 and funded projects will start October 18, 2021.

**APPROVAL OF THE NO-COST EXTENSION REQUEST FROM COLONIAL BEACH PUBLIC SCHOOLS:** Mr. Withers presented a recommendation to the Board from the Investment Committee for the approval of a no-cost extension request from Colonial Beach Public Schools. Mr. Withers stated that this project will allow the grantee the ability to be reimbursed for additional reader pens that were purchased to assist students with disabilities with virtual learning.

The Chair called for a **MOTION** to **APPROVE** the Investment Committee’s recommendation for approval of a 2- month no-cost extension request received from Colonial Beach Public Schools. Samantha Hollins recused herself. The **MOTION** carried.

**ADVOCACY AND OUTREACH COMMITTEE REPORT:** Mr. Eric Mann, the Committee Chair, made the following report.

 The Chair, Eric Mann, called the meeting to order at 9:10 am.

**Partners in Policymaking (PIP) Program Quarterly Report:** Dr. Penni Sweetenburg Lee, Director of Training & Alumni Development Programs, provided a PIP update and stated that PIP Class of 2021-2022 is comprised of has 26 participants for the virtual program.

**Training Alumni Association**: During the TAA Retreat challenges and opportunities that were discussed with a number of disability partners. Jocelyn Kilgore and Allison Coles- Johnson attended the retreat and provided the committee with an update. Dr. Penni Sweetenburg-Lee is in the process of compiling some of the comments and feedback received from the subcommittees and the members.

**YOUTH LEADERSHIP ACADEMY (YLA) Program Quarterly Report:** Dr. Sweetenburg Lee provided a Youth Leadership Academy update reporting that the YLA had 18 virtual participants this year and shared information about the participation of legislators during Capitol Day.

**YOUTH LEADERSHIP ACADEMY EVALUATION FINDINGS:** Ms. Nia Harrison, Director of Planning, Research and Evaluation, gave a report on the Youth Leadership Academy evaluation findings. Ms. Harrison reported that the pre and post-evaluations show strong responses to information that was shared during YLA sessions. There are some adjustments planned for future sessions to make the information more assessable to the participants.

**PROJECTS:** Mr. Mann stated that they discussed some projects as a committee and noted that their projects were focused on disability rights in education and the disability rights movement.

**Communications REPORT:** Mr. Mann stated that the committee was introduced to the new Communications Director Lorraine Blackwell. Mr. Mann stated that they discussed the August eDigest and that the committee was very appreciative. Mr. Mann stated that they reviewed the PIP program booklet. Mrs. Megan Weems, Communications Assistant, provided updates on social media outreach, Project Living Well, infographics, and other materials that are underway.

**POLICY ADVISORY COMMITTEE (PAC):** Mr. Phil Caldwell, Committee Chair, made the following report.

Mr. Caldwell welcomed the new committee members. Mr. Caldwell stated that Ann Bevan volunteered to be the vice chair.

**DISCUSSION ON POLICY VALUES:** Mr. Caldwell stated that the committee reviewed and discussed a draft of proposed policy values. Mr. Caldwell shared that Ms. Clare Huerta, Deputy Director of Policy and Legislative Affairs, discussed the development of policy values with him and they reviewed examples from other states. Mr. Caldwell stated they hope to bring a final document to the Board for approval in December.

**PROJECT LIVING WELL UPDATE:** Ms. Linh Nguyen updated the Committee on Project Living Well including information on the reports and the progress of the comic strip.

**POLICY/LEGISLATIVE UPDATE:** Mr. Caldwell reported that Ms. Huerta provided a policy update.

**2022 ASSESSMENT FEEDBACK:** Mrs. Huerta provided an update on the 2022 assessments.

 Mr. Caldwell, thanked the staff for their hard work.

Ms. Alexus Smith, The Chair, asked if there were any questions regarding the EC meeting.

**INFORMATIONAL UPDATE OF THE BOARD’S FFYS 2022-2026 STATE PLAN AND FFY’S 2022-23 WORK PLANS:** Ms. Nia Harrison provided an informational update on the Board’s five year State Plan submission.Ms**.** Harrison briefly reviewed the activities that are slated for the first two years of the new five-year State Plan.

**OTHER BUSINESS:** None

**ADJOURNMENT:** Thomas Leach made a motion to adjourn the meeting. The motion was seconded by Frank Carrillo. The Chair adjourned the meeting at 1:42 pm.