

# Executive Committee Meeting Minutes

June 4, 2024



## Meeting Attendance

Board Attendees	Board Members Absent	Staff Attendees
Phil Caldwell	Nadia Rauhala	Tara Bethea
Allison Coles-Johnson	Lindsay Pearse	Christine Germeyer
Dennis Findley		Nia Harrison
Kyle Jones		Jennifer Krajewski
Niki Zimmerman		Teri Morgan
Olivia Price		Henry Street
Mary Vought		Penni Sweetenburg-Lee
		Jason Withers
Mick Sladic (Guest Board member)		Anita Ayres

## Call to Order/ Opening Remarks

Ms. Niki Zimmerman, Chair, called the meeting to order at 8:04 a.m.

## Review of Executive Committee Meeting Agenda

The Chair greeted and welcomed Board members and staff. The Chair stated that there were no requests for virtual participation.

## Approval of the March 6, 2024, Executive Committee Minutes

The Chair called for a **MOTION** to APPROVE the March 6, 2024, meeting minutes. Mr. Dennis Findley made a **MOTION** to APPROVE and Mr. Phil Caldwell seconded the **MOTION**. The **MOTION** passed unanimously.

## Board Member Attendance

Mr. Henry Street, Director of Administration, noted the attendance tracking attachment EC 3-1. Mr. Street pointed out that there were no immediate concerns except for Mr. Rob Matuszak, who had been absent due to illness. Ms. Teri Morgan will reach out to Mr. Matuszak.

## Executive Director's Update and Questions

Ms. Teri Morgan briefly summarized key activities that had taken place in the last quarter. Ms. Morgan referenced EC 4 and reported on special initiatives, legislative and policy work, workgroup meetings, agency administration, Board Operations, communications, grants and contracts, training programs, and alumni development. Ms. Morgan briefly discussed moving the VBPD office from the Washington Building to the Ratcliff Building on the campus of the Department for Aging and Rehabilitative Services (DARS) in June.

## Agency Fiscal Report

Mr. Henry Street gave a summary of the agency's fiscal report. He provided the balances as of May 20, 2024, and noted that we are in the last month of our state fiscal year. He stated that the balance reflects where we should be this time of the year. Mr. Street noted that we are at 24% unspent and that we have two current federal awards (2023 and 2024) that we are operating from. Mr. Phil Caldwell asked if the Board was at risk of having to revert any unspent state general funds and the end of the fiscal year. Mr. Street stated that all state general funds would be fully expended by the end of the fiscal year.

## State Fiscal Year 2025 Board Operational Budget

Mr. Henry Street, Director of Administration, summarized the agency's operational budget for FY2025. Mr. Street stated that he will be presenting the FY2025 operational budget to the Full Board for approval. He noted that the proposed budget is \$1,812,302, which is a 1.8 percent decrease from the previous budget. Mr. Street provided a general overview of the budget categories mentioning that the 9.9 percent decrease in the Administration line item is partially due to reduced rent and the elimination of an admin position. He further stated that the 13.1 percent increase in Policy/Programs is due to a new full-time position, a 3 percent salary increase for state employees, and a bonus for state employees.

Ms. Niki Zimmerman, Chair, asked if there was any further discussion, hearing none, she called for a motion to present the FY2025 Operational Budget to the full Board for approval. Mr. Dennis Findley made a **MOTION** to **APPROVE** presenting the FY2025 Operational Budget to the full Board. The **MOTION** passed unanimously.

## Electronic Meeting Participation Policy

Ms. Teri Morgan reported that during the 2024 General Assembly session, legislation was passed that amended the Freedom of Information Act rules regarding virtual attendance by individuals with disabilities and caregivers. The updated FOIA rules further define a quorum physically assembled as including an individual with a disability or a caregiver using remote participation. There were also some changes in the requirements for the notice of any electronic meetings. Ms. Morgan noted that to implement the changes, the Board's Electronic Participation in Meetings Policy needs to be updated. Ms. Morgan directed committee members to review the yellow highlighted text in EC 5 for the changes. Mr. Dennis Findley shared that the Arc of Northern Virginia advocated for the changes and that this makes it possible for a person with a disability who is not able to travel to participate on boards and commissions. Brief discussion ensued.

Ms. Niki Zimmerman, Chair, asked if there was any further discussion, hearing none, she called for a motion to present the revised Electronic Meeting Participation Policy to the full Board for approval. Mr. Dennis Findley made a **MOTION** to **APPROVE** presenting the policy to the full Board. Mr. Kyle Jones seconded the **MOTION**. The **MOTION** passed unanimously.

## Committee Agendas

Committee chairs/staff, Ms. Allison Coles-Johnson, Mr. Kyle Jones, and Mr. Jason Withers provided a brief overview of committee meeting agendas.

## Other Business

There was no other business.

## Adjournment

The Chair called for a **MOTION** to adjourn the meeting. Mr. Phil Caldwell made **MOTION** to adjourn the meeting. Mr. Dennis Findley seconded the **MOTION**. The Chair adjourned the meeting at 8:36 a.m.

# Board Meeting Minutes

June 4, 2024



## Meeting Attendance

<b>Board Attendees</b>	<b>Board Members Absent</b>	<b>Staff Attendees</b>
Phil Caldwell	Marcus Allen	Anita Ayres
Frank Carrillo	Ann Bevan	Tara Bethea
Brandon Cassady	Cathy Edwards	Christine Germeyer
Allison Coles-Johnson	Sarah Krantz-Ciment	Nia Harrison
Conner Cummings	Rob Matuszak	Brittany Hughes
Parthy Dinora	Deanna Parker	Jennifer Krajewski
Dennis Findley	Lindsay Pearse	Jamie Liban
Adrian Frierson	Nadia Rauhala	Linh Nguyen
Jennifer Greene	Sarah Taylor	Henry Street
Melinda Hanko		Penni Sweetenburg-Lee
Samantha Hollins		Jason Withers
Karen Grizzard		
Kyle Jones		
Richard Kriner		
Dennis Lites		
Thomas Leach		
Rachel Loria		
Rick Mitchell (Justin Sheetz)		
Olivia Price		
Eric Raff		
Melanie Rice		
Nicholas Sladic		
Mary Vought		
Niki Zimmerman (Chair)		

## Call to Order/ Opening Remarks

The Virginia Board for People with Disabilities met at the Short Pump Hilton Hotel in Richmond, Virginia, on June 4, 2024.

The Chair, Niki Zimmerman, called the meeting to order at 10:58 a.m. She greeted and welcomed Board members and staff.

### Introductions

The Chair asked Board members and staff to introduce themselves. The Chair reviewed the housekeeping notes.

### Approval of Meeting Minutes

The Chair asked whether there were any changes to the March 6, 2024, Board Meeting minutes. None were noted. The Chair called for a **MOTION** to **APPROVE**. Mr. Dennis Findley made a **MOTION** to **APPROVE** the minutes, and Mr. Nick Slavic seconded. The **MOTION** carried unanimously.

### Public Comment

The Board received no public comment.

### Recognize Outgoing Board Members

The Chair recognized the outgoing Board members, Phi Caldwell, Frank Carrillo, Thomas Leach, Dennis Lites, Sarah Krantz-Ciment and Niki Zimmerman.

### Report of the Nominations Committee and Vote on the Slate of Officers:

Mr. Adrian Frierson presented the SFY 2025 slate of officers from the Nominations Committee: Dennis Findley-Chair, Allison Coles Johnson-Vice Chair, Mary Vought-Secretary. Mr. Frierson presented the At-Large-Members; Nadia Rauhala, Olivia Price and Nick Slavic.

The Chair called for a **MOTION** to **APPROVE** the Slate of Officers. Mr. Frank Carrillo made a **MOTION** to **APPROVE** the new Slate of Officers. The **MOTION** was seconded by Ms. Jennifer Kelly. The **MOTION** carried unanimously.

### Presentation of the SFY 2025 Board Operational Budget:

Mr. Henry Street, Director of Administration, summarized the agency's operational budget for FY2025. He noted that the proposed budget is \$1,812,302, which is a 1.8 percent decrease from the previous budget. Mr. Street provided a general overview of the budget categories mentioning that the 9.9 percent decrease in the Administration line item is partially due to reduced rent and the elimination of an admin position. He further stated that the 13.1 percent

increase in Policy/Programs is due to a new full-time position, a 3 percent salary increase for state employees, and a bonus for state employees.

The Chair, asked if there was any further discussion on the proposed budget, hearing none, she called for a motion to approve the FY2025 Operational Budget. Mr. Dennis Findley made a **MOTION** to **APPROVE** the FY2025 Operational Budget. The **MOTION** was seconded by Ms. Parthy Dinora. The **MOTION** passed unanimously.

### Standing Committee Reports

**Report of the Investment Committee:** Mr. Jason Withers, Grants Manager, staff of the Investment Committee, provided the report. Mr. Withers stated that they started the meeting at 9:07. Mr. Withers discussed the solicited proposal request to the Department for Aging and Rehabilitative Services (DARS) with committee members, as described in attachment SP-3. Mr. Withers provided an overview of the intended project with DARS and discussed that the requested funding appropriation from the Board was \$340,000 for the approximately 24-month grant.

Mr. Withers said that the IC is bringing forward two motions for Board consideration:

- 1) **Motion** by Investment Committee (IC) that the full Board approve:  
an appropriation of funds in the amount of \$340,000 necessary to carry out a pilot customized employment project with the Department for Aging and Rehabilitative Services (DARS), and
- 2) staff to the Board to review the proposal application and make an award to DARS.

The Chair called for a motion to approve the Request for Proposal to the Department of Aging and Rehabilitative Services. Mr. Thomas Leach made a **MOTION** to **APPROVE** Request for Proposal to the Department of Aging and Rehabilitative Services. Mr. Richard Kriner recused himself. The **MOTION** passed.

Mr. Withers discussed the self-advocate scholarship funding request application received from The Arc of Warren, Virginia, referencing attachment BD-2. Mr. Withers explained that this new program is now geared toward supporting self-advocates' attendance at events which are aimed at providing them with disability-related information. Mr. Withers advised that the funding request from the applicant was for \$2,000, which was intended to support the

attendance of 2-3 self-advocates at The Arc of Virginia's statewide convention, August 19-21, 2024, in Virginia Beach, VA.

Mr. Withers said that the IC is bringing forward a motion for Board consideration:

- 1) **Motion** by IC that the full Board approve the self-advocate scholarship funding application from The Arc of Warren, VA

The Chair called for a motion to approve the self-advocate scholarship funding application from The Arc of Warren, VA. Mr. Phil Caldwell made a **MOTION** to **APPROVE** the self-advocate scholarship funding application from The Arc of Warren, VA. The **MOTION** carried unanimously.

Mr. Withers shared four potential topics for future Requests for Proposals in 2025 and 2026, based on the Board's State Plan: Healthcare (Dentistry), Education (Pre-Employment Transition Services), Public Awareness (Educating the news media on people with disabilities), and Self-Advocacy. Mr. Withers discussed some slight disruptions to the intended grant project with the VCU School of Dentistry but advised the committee that staff would be revisiting the discussion with VCU in late summer, 2024.

**Report of the Advocacy, Outreach, and Training Committee:** Ms. Allison Coles Johnson, Chair of the Committee, provided the AOT report.

Ms. Coles-Johnson gave a summary of the executive committee updates. Ms. Coles Johnson welcomed the new Communications and Information Manager, Ms. Anita Ayres.

Ms. Coles-Johnson reported that Dr. Penni Sweetenburg-Lee, Director of Training & Alumni Development Programs, shared a comprehensive year-end report with the committee which included an announcement for the upcoming YLA in 2025, the work that had been done for 2023-2024 PIP, and the Alumni Development Program's Training Alumni 2023-2024 activities. Dr. Penni Sweetenburg-Lee explained that it is the goal to bring Capitol Day and Graduation back to the Capitol Building which was paused only because of COVID-19. Additionally, she reminded the committee members that as a state agency a Request for Proposal is required to secure hotel locations. Hotels apply and interviews are held prior to a hotel's selection as the PIP location.

Ms. Jennifer Green questioned if a deterrent for participant applications is due to the location. Dr. Sweetenburg-Lee and Ms. Christine Germeyer shared that the time commitment of a seven-month program is often cited as the greatest challenge for individuals who want to apply to PIP.

Ms. Marianne Moore, Coordinator of Transition Planning at the Virginia Department of Education (VDOE), provided an overview of the I'm Determine program. I'm Determined was born out of the Olmstead Act.

Ms. Nia Harrison, Director of Planning, Research, and Evaluation provided a brief evaluation of the 2023-2024 PIP Program. She shared her findings with the committee that included the participants being very satisfied with the program, overall; program content feedback was favorable for most.

**Report of the Policy Advisory Committee:** Mr. Kyle Jones, Chair of the Committee, provided the PAC report. The meeting was called to order at 9:00 a.m. Mr. Jones stated that they reviewed and approved the March 6, 2024, minutes. Mr. Jones stated that they had an overview the agenda.

Ms. Jennifer Krajewski, Deputy Director of Policy and Legislative Affairs, stated that they have one action item that came out of the meeting today. Ms. Krajewski stated that the two proposed topics that are being recommend for the SFY 2025 Assessments are 1) Access to Pre-Employment Transition Services Through the Special Education Transition Process and 2) Barriers to Competitive, Integrated Employment.

Ms. Krajewski said that the PAC is bringing forward the two proposed topics for Board consideration:

- 1) Access to Pre-Employment Transition Services Through the Special Education Transition Process and
- 2) Barriers to Competitive, Integrated Employment.

Questions were asked by the Board members and answered.

The Chair called for a motion to approve the Assessment topics. Ms. Karen Grizzard made a **MOTION** to **APPROVE** the Assessment topics. The **MOTION** was seconded by Ms. Samantha Hollins. The **MOTION** carried unanimously.



### **Executive Committee, Electronic Participation in Meetings Policy:**

Ms. Teri Morgan reported that during the 2024 General Assembly session, legislation was passed that amended the Freedom of Information Act rules regarding virtual attendance by individuals with disabilities and caregivers. The updated FOIA rules further define a quorum physically assembled as including an individual with a disability or a caregiver using remote participation. There were also some changes in the requirements for the notice of any electronic meetings. Ms. Morgan noted that to implement the changes, the Board's Electronic Participation in Meetings Policy needs to be updated. Ms. Morgan directed committee members to review the yellow highlighted text in EC 5 for the changes.

Ms. Niki Zimmerman, Chair, asked if there was any further discussion, hearing none, she called for a **MOTION** to **APPROVE** the revised Electronic Meeting Participation Policy. Mr. Thomas Leach made a **MOTION** to **APPROVE** the revised Electronic Meeting Participation Policy. Mr. Frank Carrillo seconded the **MOTION**. The **MOTION** passed unanimously.

### **Other Business**

Board members shared some of their successes.

### **Board Assessment of Emergency and Disaster Preparedness:**

Ms. Jamie Liban, Emergency Preparedness Development Coordinator, gave a presentation on the Assessment of the Emergency and Disaster Preparedness. Ms. Liban presented background on the inclusive emergency management system initiative. She discussed community engagement, research gaps, and needs for IEM training. Ms. Liban discussed access and functional needs before and after a disaster for people with disabilities. Ms. Liban summarized the key findings of emergency management functions and gave recommendations. Questions were asked by the Board and answered. Following the presentation, the Chair asked if there were any questions.

The Chair, called for a **MOTION** to **APPROVE** the Assessment of Emergency and Disaster Preparedness, Response and Recovery recommendations as presented. Mr. Thomas Leach made a **MOTION** to **APPROVE** the Assessment of Emergency and Disaster Preparedness, Response and Recovery recommendations. Ms. Melanie Rice seconded the **MOTION**. The **MOTION** passed unanimously.

## **Board Assessment of the Information Ecology of Disability Services; Findings and Approval Recommendations, Dr. Myeong Lee:**

Dr. Myeong Lee, gave a brief summary of his biography. Dr. Lee discussed the goals and objectives of the Assessment of Information Ecology of Disability Services. Dr. Lee stated that he interviewed providers in the state and local government, CSB and non-profit organization and focused on understanding managerial challenges. Dr. Lee presented his findings and recommendations which focus on improving broader information access for people with disabilities. Questions were asked by the Board and answered.

The Chair, called for a **MOTION** to **APPROVE** the recommendations of the Assessment of the Information Ecology of Disability Services. Mr. Thomas Leach made a **MOTION** to **APPROVE** the recommendations for the Assessment of Information Ecology. Mr. Brandon Cassady seconded the **MOTION**. The **MOTION** passed unanimously.

The Chair called for a **MOTION** to adjourn. Mr. Thomas Leach made a **MOTION** to adjourn the meeting. The **MOTION** was seconded by Mr. Richard Kriner. The meeting was adjourned at 3:43 p.m.

## AOT Meeting Minutes

June 4, 2024



### Meeting Attendance

Board Attendees	Board Members Absent	Staff Attendees
Allison Coles-Johnson, Chair	Cathy Edwards	Penni Sweetenburg-Lee
Conner Cummings	Robert Matuszak	Christine Germeyer
Jennifer Greene		Anita Ayres
Rachel Loria	Nadia Rauhala	Brittany Hughes
Olivia Price		Nia Harrison
Niki Zimmerman		
Jen Kelly	<b>Guests</b>	
Melinda Hanko	Sharon Cummings	
	Marianne Moore	

### Call to Order/ Opening Remarks

The Advocacy, Outreach and Training (AOT) Committee meeting was held at the Hilton Richmond Hotel/Short Pump on June 4, 2024. Ms. Allison Coles-Johnson, Committee Chair, called the meeting to order at 9:01 a.m. A quorum was met.

### Approval of Agenda

Ms. Allison Coles-Johnson called for approval of the March 2024 AOT meeting agenda. Ms. Oliva Price made a **MOTION** to **APPROVE** the March 2024 AOT meeting agenda, Ms. Rachel Loria seconded. The March 2024 AOT meeting agenda was **APPROVED**, unanimously.

The Chair introduced Ms. Anita Ayres, Communications & Information Manager, before asking the remaining committee members for their introductions.

### Executive Committee Update

Ms. Coles-Johnson gave a summary of the executive committee updates. Richmond International Airport has invited VBPD to sit on an advisory group to help make the airport more accessible. The agency office move is underway. Work on the dental care assessment and information access continues. The budget and an updated Electronic Participation Policy were presented and approved in the Executive Committee meeting.

## Approval of Minutes

Ms. Allison Coles-Johnson called for approval of the March 2024 AOT meeting minutes. Ms. Jennifer Kelly made a **MOTION** to **APPROVE** the March 2024 AOT meeting minutes, Mr. Conner Cummings seconded. March 2024 AOT meeting minutes were **APPROVED**, unanimously.

## Training Programs

Dr. Penni Sweetenburg-Lee, Director of Training & Alumni Development Programs, shared a comprehensive year-end report with the committee which included an announcement for the upcoming YLA in 2025, the work that had been done for 2023-2024 PIP, and the Alumni Development Program's Training Alumni 2023-2024 activities.

At the conclusion of the report, Ms. Sharon Cummings volunteered herself and Mr. Conner Cummings to help recruit more legislator involvement. Ms. Rachel Loria applauded the Training & Alumni Development Program Unit for its PIP graduation ceremony. Ms. Coles-Johnson expressed her appreciation to Dr. Penni Sweetenburg-Lee and Training & Alumni Development Program Unit for its PIP Graduation Ceremony.

## VDOE I'm Determined Presentation

Ms. Marianne Moore, Coordinator of Transition Planning at the Virginia Department of Education (VDOE), provided an overview of the I'm Determine Project. I'm Determined was born out of the Olmstead Act.

It began as a Transition Forum and later became a Statewide Summit. Newly added are the Echo events that allow school divisions to participate independently. VDOE now offers the I'm Determined Summit, MOVE, and Echo events; all of which provide self-advocacy training for high school students. VDOE and Technical and Training Assistance Centers (T-TACs) can provide grant funding to local school divisions to host their own Echo event. Over the years, VDOE has remained active in the adult lives of their alumni. Many of the participants from the I'm Determined Project have come out of the Youth Leadership Forum and Youth Leadership Academy. Ms. Moore acknowledged that VDOE has a very collaborative relationship with VBPD Training & Alumni Development Programs Unit. Ms. Coles-Johnson thanked Ms. Moore for the presentation to the committee.

## 2023-2024 PIP Program Evaluation

Ms. Nia Harrison, Director of Planning, Research, and Evaluation provided a brief evaluation of the 2023-2024 PIP Program. She shared her findings with the committee that included the participants being very satisfied with the program, overall; program content feedback was favorable for most. Ms. Harrison then shared the findings of the program logistics where

participants were split on maintaining a hybrid versus an in-person format, some recommended a more centralized location for in-person meetings. She then shared the findings on staff support; participants indicated meeting commitment challenges, preference for clearer expectations, and they requested mentors.

Ms. Coles-Johnson expressed appreciation for Ms. Harrison's report. She agreed it would be nice to see the PIP in-person trainings and graduation ceremony brought back to Richmond, as it had been done in the past. Dr. Penni Sweetenburg-Lee explained that it is the goal to bring Capitol Day and Graduation back to the Capitol Building which was paused only because of COVID-19. Additionally, she reminded the committee members that as a state agency a Request for Proposal is required to secure hotel locations. Based on the number of hotels who apply, and interviews are held, is how hotels are selected as PIP locations. Ms. Jennifer Green questioned if a deterrent for participant applications is due to the location. Dr. Sweetenburg-Lee and Ms. Christine Germeyer shared that the time commitment of a seven-month program is often cited as the greatest challenge for individuals who want to apply to PIP.

## Communications

Ms. Teri Morgan applauded Dr. Penni Sweetenburg-Lee, Ms. Christine Germeyer, and Ms. Nia Harrison for their work on PIP. Additionally, she provided an update on Anita Ayres who is the new Communications and Information Manager. Ms. Ayres brings a great deal of knowledge in videography, creating social media content, and making websites and documents accessible. Ms. Morgan thanked Ms. Brittany Hughes for all the work done in the absence of a Communications and Information Manager.

## Other Business

There was no other business.

## Adjournment

The Chair called for a **MOTION** to adjourn the meeting. Ms. Olivia Price made the **MOTION** to adjourn, and Ms. Melinda Hanco **SECONDED** the motion. The **MOTION** to adjourn at 10:28 a.m., carried unanimously. Ms. Allison Coles-Johnson conveyed her appreciation to the committee to have been chosen to serve as the AOT Committee Chair.

# Investment Committee Meeting Minutes

June 4, 2024



## 1 Meeting Attendance

Board Attendees	Board Members Absent	Staff Attendees
Brandon Cassady	Adrian Frierson	Jason Withers
Richard Kriner	Lindsay Pearse	
Thomas Leach	Matthew Shapiro	
Dennis Lites	Marcus Allen	
Melanie Rice		
Justin Sheets (Rick Mitchell)		
Mick Sladic		

## Call to Order/ Opening Remarks

A meeting of the Investment Committee was held at the Hilton Hotel in Short Pump on June 4, 2024. Investment Committee Vice Chair, Thomas Leach, called the meeting to order at 9:07 am.

## Approval of Minutes

Mr. Withers, Grants Manager, asked if there were any questions/concerns with the March 2024 meeting minutes. Hearing none, he called for a motion to approve the minutes, as presented.

Mr. Leach made a **MOTION** to approve the March 2024 meeting minutes, and Mr. Mick Sladic **SECONDED**. The **MOTION** was carried unanimously.

## Approval of Solicited Customized Employment RFP

Mr. Withers discussed the solicited proposal request to the Department for Aging and Rehabilitative Services (DARS) with committee members, as described in attachment SP-3. Mr. Withers provided an overview of the intended project with DARS and discussed that the requested funding appropriation from the Board was \$340,000 for the approximately 24-month grant. Mr. Richard Kriner provided committee members with an overview of customized employment (CE) and how the intended project would be designed to increase the capacity of employment service providers to integrate CE into a core service. Additional discussion ensued.

Mr. Withers called for a motion to recommend approval of the solicited Request for Proposal to DARS in the amount of \$340,000 and designate authority to Board staff to approve or disapprove the proposal once it is received. Mr. Mick Sladic made this **MOTION**, and Ms. Melanie Rice **SECONDED**. The **MOTION** was carried unanimously.

## Approval of Self-Advocate Scholarship Funding Request

Mr. Withers discussed the self-advocate scholarship funding request application received from The Arc of Warren, Virginia, referencing attachment BD-2. Mr. Withers explained that this new program is now geared toward supporting self-advocates' attendance at events which are aimed at providing them with disability-related information. Mr. Withers advised that the funding request from the applicant was for \$2,000, which was intended to support the attendance of 2-3 self-advocates at The Arc of Virginia's statewide convention, August 19-21, 2024, in Virginia Beach, VA.

Mr. Withers called for a motion to recommend approval of the self-advocate scholarship funding request from The Arc of Warren, VA, in the amount of \$2,000. Mr. Brandon Cassidy made this **MOTION**, and Mr. Kriner **SECONDED**. The **MOTION** was carried unanimously.

## Grants and Contracts Expenditure Monitoring

Mr. Withers provided updates on recent activities and expenditures regarding five active grant projects: Mapping Information Ecology grant with George Mason University; the Diversity, Inclusion & Visibility public awareness campaign project with The Arc of Virginia; Support Service Provider (SSP) Pilot Project with the Virginia Department for the Deaf and Hard of Hearing (VDDHH); Strengthening Self-Advocacy through the ALLY Alliance grant with The Arc of Virginia; and Bienvenidos Todos: Disability Inclusion grant with the ENDependence Center of Northern Virginia. Mr. Withers noted that the projects were in a good place, except for some continued challenges encountered by the VDDHH grantee, as described in attachment EC 6.

## Wrap-up & Potential Future Meeting Topics

Mr. Withers shared four potential topics for future Requests for Proposals in 2025 and 2026, based on the Board's State Plan: Healthcare (Dentistry), Education (Pre-Employment Transition Services), Public Awareness (Educating the news media on people with disabilities), and Self-Advocacy. Mr. Withers discussed some slight disruptions to the intended grant project with the VCU School of Dentistry but advised the committee that staff would be revisiting the discussion with VCU in late summer, 2024.

## Adjournment

The Vice-Chair adjourned the meeting at 10:27 am.

# Policy Advisory Committee Meeting Minutes

June 4, 2024



Board Attendees	Board Members Absent	Staff Attendees
Ann Bevan Phil Caldwell Frank Carillo Parthy Dinora Dennis Findley Karen Grizzard Samantha Hollins Kyle Jones Amanda Morrow Eric Raff Mary Vought	Sarah Kranz-Ciment Deanna Parker Sarah Taylor	Jennifer Krajewski Jamie Liban Linh Thi Nguyen

## Call to Order & Introductions

A meeting of Policy Advisory Committee was held at Hilton Hotel at Short Pump on June 4, 2024.

**The Chair, Mr. Kyle Jones called the meeting to order at 9:00 a.m.**

## Approval of March 6, 2024 Minutes

Members reviewed the March 6 meeting minutes. Ms. Parthy Dinora made a **MOTION** to approve the minutes as written. Mr. Dennis Findley **SECONDED**. The motion was passed unanimously.

## Executive Committee Update

Ms. Jennifer Krajewski gave a report from the Executive Committee.

Communications & Information Manager Anita Ayres recently joined the Board as a staff member. On June 21, the Board staff will be moving offices from the Washington Building to the Department of Aging and Rehabilitative Services (DARS) campus. The office lease will be for one year.

The Richmond International Airport requested that the Board participate in an advisory group on their upcoming building renovations. Ms. Teri Morgan shared examples of accessibility at other airports with the advisory group. Ms. Ann Bevan offered to send examples of accessibility at the airport in Denver.

Ms. Krajewski closed the report with a review of the committee agenda, an announcement that Mr. Phil Caldwell will be retiring from the Board after today's meeting, and brief discussion of



an upcoming action item regarding the Board's policy on remote participation. The change in policy would allow Board members who are participating virtually to also vote on any action items. This change was made possible by a bill that was recently passed by the General Assembly.

### **Update on 2024 Policy Assessments and Proposed Assessment Topics for FY25**

Ms. Krajewski informed the committee that the full Board meeting will include presentations on the 2024 policy assessments. She then led discussions on the 2025 proposed topics: 1) Access to Pre-Employment Transition Services Through the Special Education Transition Process and 2) Barriers to Competitive, Integrated Employment. Ms. Samantha Hollins thanked Ms. Krajewski and the Board for proposing these two topics. Mr. Jones suggested highlighting the Mayor's Youth Academy and Project SEARCH. He explained that he had personal experience with both programs and benefited from them. Ms. Parthy Dinora stated that many organizations have already written reports in these areas. She requested that the Board review whether any action or measurable outcomes came out of the recommendations from those reports.

Ms. Mary Vought suggested that an assessment be written on quality-adjusted life year (QALY). QALY is a subject of interest in other states and at the national level. Oklahoma is the first state to ban QALY. There are bills in the United States Congress that propose the ban of QALY nationally. Ms. Krajewski and Ms. Vought agreed to do further research on QALY outside of the policy assessments.

Ms. Hollins made a **MOTION** to bring the two proposed topics as presented to the full Board. Ms. Ann Bevan **SECONDED**. The motion passed unanimously.

### **Update on Info Access Champions**

Ms. Dinora reported on Virginia Commonwealth University's Language and Disability Access Project. This project was conducted to support the Secretary of Health and Human Resources' (HHR) initiative on language and disability access. The project included more than 70 interviews with state agencies, community organizations and people with limited English proficiency (LEP) and/or disabilities. The project resulted in playbooks for each HHR agency to help them make information more accessible and tailored to the user experience.

Ms. Linh Nguyen provided an update on activities for Information Access Champions, which coincides with the goals of the HHR language and disability access initiative. She began with an overview of Information Access Champions values: accessibility, inclusion, collaboration and continuous improvement. Activities included plans for developing a video overview of the project, outreach to motivate organizations to pledge and training development.

## Update on Liaison Activities

Ms. Krajewski gave a summary of Board liaison activities. The Board provided comment on the Notice of Proposed Rulemaking on Nondiscrimination on the Basis of Disability: Accessibility of Medical Diagnostic Equipment of State and Local Government Entities. Ms. Nia Harrison, Ms. Teri Morgan and Ms. Krajewski participated in multiple workgroups. Ms. Krajewski discussed the Assessment of Geographic Disparities in Healthcare Access with the Virginia Telehealth Network. The Virginia Telehealth Network published a blogpost based on the discussion. Ms. Krajewski also provided comment for an article published by the Virginia Public Radio's Radio IQ regarding this year's General Assembly session.

## Review of Disability Policy Seminar

Mr. Jones gave a report on his participation in the Disability Policy Seminar, which was held this past April in Washington, DC. This Seminar is hosted annually through a partnership of national disability groups, including The Arc, National Association of Councils on Developmental Disabilities, National Autism Society and more. The Seminar was a three-day event. Mr. Jones attended on the first two days. He networked with people with disabilities and organizations, and he spread awareness of the Board.

## Adjournment

Mr. Caldwell made a **MOTION** to adjourn the meeting. Mr. Findley **SECONDED**. The motion passed unanimously. Mr. Jones adjourned the meeting at 10:15 a.m.