

# Executive Committee Meeting Minutes

## September 11, 2024



### Meeting Attendance

| Board Attendees       | Board Members Absent | Staff Attendees       |
|-----------------------|----------------------|-----------------------|
| Nadia Rauhala         | Mary Vought          | Anita Ayres           |
| Allison Coles-Johnson |                      | Christine Germeyer    |
| Dennis Findley        |                      | Nia Harrison          |
| Olivia Price          |                      | Jennifer Krajewski    |
| Matthew Shapiro       |                      | Teri Morgan           |
| Mick Sladic           |                      | Henry Street          |
| Jennifer Greene       |                      | Penni Sweetenburg-Lee |
| Karen Grizzard        |                      | Jason Withers         |
|                       |                      |                       |

### Call to Order/ Opening Remarks

Mr. Dennis Findley, Chair, called the meeting to order at 8:02 a.m.

### Review of Executive Committee Meeting Agenda

The Chair greeted and welcomed Board members and staff. The Chair stated that there were four requests for virtual participation. The EC Committee must approve the participation of board members electronically. Mr. Findley asked if there were any objections to approving electronic participation for four Board members for personal reasons: Mr. Rob Matuzak, Mr. Cesar Dulanto, Ms. Melanie Rice, and Ms. Amber Lee. Hearing no objections, Mr. Findley called for a vote and the **MOTION** passed unanimously.

The Chair asked Board members and staff to introduce themselves. Following introductions the Chair informed Executive Committee members that there is an updated agenda with two additional agenda items 1) approval of a revised Board operational budget, 2) approval to issue an RFP for a training series on "Writing in Plain Language and Developing Materials for Individuals with Intellectual and Developmental Disabilities Who Have Extreme Low Literacy" if a sole source contract is not approved. The revised agenda was passed out to EC members.

### Approval of the June 4, 2024, Executive Committee Minutes

The Chair called for a **MOTION** to **APPROVE** the August 2, 2024, meeting minutes. Mr. Matthew Shapiro made a **MOTION** to **APPROVE**, and Ms. Karen Grizzard seconded it. The **MOTION** passed unanimously.

The Chair called for a **MOTION** to **APPROVE** the June 4, 2024, meeting minutes. Mr. Mick Sladic made a **MOTION** to **APPROVE**, and Ms. Nadia Rauhala seconded it. 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 and that with the start of a new state fiscal year, we will begin a new tracking sheet starting with the September Board meeting.

## **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 and workgroup participation, policy work, agency administration and Board operations, communications, grants and contracts, training programs, and alumni development. Executive committee members discussed a concern regarding significant delays in timely inspections of ICF/IIDs. Staff shared some background information and that VBPD staff have met with DMAS about our concerns. Mr. Findley said the Executive Committee would like an update on ICF/IID inspections at the December meeting.

## **Agency Fiscal Report**

Mr. Henry Street gave a summary of the agency's fiscal report. He provided the balances as of August 27, 2024. He stated that the balance reflects where we should be this time of the year. Mr. Street noted that we are at 83% unspent and have two current federal awards (2023 and 2024) from which we are operating. There were no questions.

## **Revised State Fiscal Year 2025 Board Operational Budget**

Mr. Henry Street summarized a request to approve a revised operational budget for FY2025. Mr. Street notes that at the close of the 2024 state fiscal year, the Alumni Development Program (ADP) held a balance of \$66,736 in non-personal services. This balance includes expenses related to the ADP Training Alumni Leadership Conference, which took place on June 14-15, 2024.

Although conference vendor payments were initiated and processed in June 2024, approximately \$40,000 did not clear until July 2024, the beginning of the new state fiscal year (2025). As a result, these payments were technically charged to the SFY 2025 budget.

There was a brief discussion. Mr. Mick Sladic noted that the approved budget for the Alumni Development Program is \$148,007 and a \$40,000 increase would have the total budget at \$188,007. However, the budget sheet states \$184,007; Mr. Street said this was a math error, and the correct total should be \$188,007, and he will make that change.

Mr. Dennis Findley, Chair, asked if there was any further discussion, and hearing none, he called for a motion to present the revised FY2025 Operational Budget to the full Board for approval.

Ms. Karen Grizzard made a **MOTION** to **APPROVE**, and Mr. Mick Sladic seconded it. The **MOTION** passed unanimously.

## Updated VBPD Bylaws

Ms. Teri Morgan reported that the Board's bylaws had not been updated since 2015 and that a review and update are overdue. Ms. Morgan stated that attachment EC 3 provides an update to the bylaws containing non-substantive changes, highlighted in yellow. The updates include recommendations from the Board's attorney with the Office of the Attorney General. Ms. Morgan walked committee members through the updates.

Mr. Dennis Findley, Chair, asked if there was any further discussion, and hearing none, he called for a motion to present the revised bylaws to the full Board for approval. Ms. Olivia Price made a **MOTION** to **APPROVE**, and Mr. Matthew Shapiro seconded it. The **MOTION** passed unanimously.

## Approval to Issue an RFP

Ms. Morgan shared that Board staff are working with state procurement for sole source contract approval for RTI International for a training series focused on "Writing in Plain Language and Developing Materials for Individuals with Intellectual and Developmental Disabilities Who Have Extreme Low Literacy." If approval for a sole source contract is not provided, an RFP will need to be released through eVA Virginia. Staff are asking the Board for approval to issue an RFP and for approval for staff to review proposals and make an award if needed.

Mr. Dennis Findley, Chair, asked if there was any further discussion, and hearing none, he called for a motion to present the approval to issue an RFP for a training series on writing in plain language and developing materials for individuals with IDD and extreme low literacy, if needed, and for staff to review proposals and make an award to the full Board for approval. Mr. Mick Sladic made a **MOTION** to **APPROVE**, and Ms. Nadia Rauhala seconded it. The **MOTION** passed unanimously.

## Committee Agendas

Committee chairs Ms. Jennifer Greene, Mr. Matthew Shapiro, and Ms. Karen Grizzard provided a brief overview of committee meeting agendas.

## Increase Engagement and Effectiveness of the Executive Committee

Mr. Findley, Chair, shared his goal to increase engagement among the executive committee and full Board. Mr. Findley shared about his long tenure on the Board and his experience including at a Board retreat and the previous organization and role of Board standing committees. He further shared that since COVID, the Board lost some of its "Mojo." Mr. Findley asked for

feedback and suggestions from executive committee members. Feedback and recommendations include:

- Increased opportunities for Board teambuilding
- Board meetings should be a safe place for Board members to share their experiences and perspectives
- Full Board meetings can be too long, with long presentations
- Reduce the number of presentations to allow more time for discussion
- Time limit on presentations
- Everyone has something to give, and engagement should be encouraged
- It can take two years to begin to feel comfortable with Board participation
- Reestablish new Board member mentors
- Consider having presentations before lunch. After lunch, it can be hard to stay alert
- Hold a Board member retreat (note: a retreat in Sept 2025 to support new State Plan development is being planned)
- Incorporate “table discussions” during the full Board meeting
- If a committee doesn’t need its full meeting time, incorporate something interactive
- Delineate policy and decision-making versus getting information

## Other Business

There was no other business.

## Adjournment

The Chair called for a **MOTION** to adjourn the meeting. Mr. Matthew Shapiro made the **MOTION** to adjourn the meeting. Ms. Karen Grizzard seconded the **MOTION**. The Chair adjourned the meeting at 9:10 a.m.

# Executive Committee Meeting Minutes

## September 11, 2024



### Meeting Attendance

| Board Attendees               | Board Members Absent | Staff Attendees       |
|-------------------------------|----------------------|-----------------------|
| Marcus Allen                  | Conner Cummings      | Anita Ayres           |
| Ann Bevan (Katie Morris)      | Jen Kelly            | Christine Germeyer    |
| Brandon Cassady               | Eric Raff            | Nia Harrison          |
| Allison Coles-Johnson         | Melanie Rice         | Brittany Hughes       |
| Tim Capaldo                   | Mary Vought          | Jennifer Krajewski    |
| Parthy Dinora (Seb Prohn)     |                      | Teri Morgan           |
| Cesar Dulanto III (virtually) |                      | Linh Nguyen           |
| Cathy Edward                  |                      | Henry Street          |
| Dennis Findley                |                      | Penni Sweetenburg-Lee |
| Adrian Frierson               |                      | Jason Withers         |
| Jennifer Greene               |                      |                       |
| Karen Grizzard                |                      |                       |
| James Hall                    |                      |                       |
| Melinda Hanko                 |                      |                       |
| Samantha Hollins              |                      |                       |
| Kyle Jones                    |                      |                       |
| Richard Kriner                |                      |                       |
| Thomas Leach                  |                      |                       |
| Amber Lee (virtually)         |                      |                       |
| Rachel Loria                  |                      |                       |
| Rob Matuszak (virtually)      |                      |                       |
| Rick Mitchell (Justin Sheetz) |                      |                       |
| Deanna Parker                 |                      |                       |
| Lindsay Pearse                |                      |                       |
| Cynthia Pettus                |                      |                       |
| Olivia Price                  |                      |                       |
| Erika Rogers                  |                      |                       |
| Shay Ruff                     |                      |                       |
| Matthew Shapiro               |                      |                       |
| Nicholas Sladic               |                      |                       |
| Nadia Rauhala                 |                      |                       |
| Sarah Taylor                  |                      |                       |
|                               |                      |                       |
|                               |                      |                       |

## Call to Order/ Opening Remarks

The Virginia Board for People with Disabilities met at the Short Pump Hilton Hotel in Richmond, Virginia, on September 11, 2024.

The Chair, Dennis Findley, called the meeting to order at 11:02 a.m. He greeted and welcomed Board members and staff.

The Chair informed Board members that the Executive Committee approved virtual participation for four Board members for personal reasons, Mr. Rob Matuzak, Mr. Cesar Dulanto, Ms. Melanie Rice, and Ms. Amber Lee. Mr. Findley welcomed the Board members who participated via Zoom.

The Chair reviewed the housekeeping notes.

## Introductions

The Chair asked Board members and staff to introduce themselves. He asked Board members to include their names, where they live, and the seats they fill. He asked agency reps to share what they do and asked appointed members to share how they found out about the Board and what prompted them to apply for an appointment.

## Approval of Meeting Minutes

The Chair asked whether there were any changes to the June 4, 2024, Board Meeting minutes. None were noted. The Chair called for a **MOTION** to **APPROVE**. Ms. Karen Grizzard made a **MOTION** to **APPROVE** the minutes, and Ms. Samantha Hollins seconded. The **MOTION** carried unanimously.

## Public Comment

The Board received no public comment.

## Standing Committee Reports

**Report of the Investment Committee:** Mr. Jason Withers, Grants Manager, staff of the Investment Committee, provided the report.

Mr. Withers discussed a request from the Virginia Department for the Deaf and Hard of Hearing for a six-month no cost extension for the Support Services Provider Pilot Project. There is a **MOTION** by IC to recommend that the full Board approve the request for the six-month no-cost extension, referenced in attachment BD-2. Mr. Withers provided additional details.

**Current Project End Date:** December 31, 2024

**Requested Project End Date:** June 30, 2025

The requested no-cost extension will allow the grantee to:

- Provide funds to support a professional development training opportunity during 2025 for the SSP recruits who became paid service providers and to refresh training for SSP recruits who may want to reconsider the opportunity to become paid service providers before the pilot concludes.
- Continue providing funds for the SSP Coordinator wage position while the grantee awaits a budget decision from the Governor's office for making this a permanent position.
- Continue to fund service provision until the conclusion of the project. The grantee is hopeful that assisting participants to identify transportation options will increase the pace of service requests from Deafblind participants.

Mr. Dennis Findley, Chair, asked if there was any further discussion, hearing none, he called for a motion to approve VDDHH's request for a six-month no cost extension. Since this is a motion coming out of committee, a second is not needed. Mr. Matthew Shapiro made a **MOTION to APPROVE**. Mr. Justin Sheets recused himself from the vote. The **MOTION** passed unanimously.

Mr. Withers reported that the committee received an update on the DARS Customized Employment solicited RFP. The committee also received an update on the solicited proposal from the Virginia Commonwealth University School of Dentistry. There was robust discussion regarding the proposal and recommendations to help ensure dental students receive training on providing dental services to people with disabilities.

See the IC meeting minutes for more details.

**Report of the Advocacy, Outreach, and Training Committee:** Ms. Jennifer Greene, Chair of the Committee, provided the AOT report. Ms. Greene reported that after introductions she gave a summary of the executive committee meeting.

Ms. Greene reported that Dr. Penni Sweetenburg-Lee, Director of Training & Alumni Development Programs, provided an overview of the Training & Alumni Development Unit, including the Youth Leadership Academy (YLA), Partners in Policymaking (PIP), and the Alumni Development Program. She also shared information about the Train the Trainer training, including the next Train the Trainer session on September 28.

PIP graduated 14 alums in April and will begin recruitment for the next class in December. The next YLA will take place in July 2025 and will also start recruitment in December. Dr. Penni Sweetenburg-Lee reported on her team's activities since the June Board Meeting, including the July alumni strategic planning meeting, the August workshop titled Moving from Friend to

Sweetheart in the Age of Technology, and a planned September 27 statewide session on Telehealth and Rare Diseases. Dr. Sweetenburg-Lee distributed copies of the program from the Training Alumni Leadership Conference that took place in June.

Ms. Anita Ayres, Communications & Information Manager, provided a communications update including the Board's re-established YouTube and LinkedIn accounts and a discussion of the goals for these platforms. She also reported on increased Facebook engagement and other recent activities, including designing and promoting the policy assessments and designing the Bill of the Week template.

Ms. Jennifer Greene opened the discussion by reiterating that the Board seeks ideas to improve engagement and involvement. She asked what Board members would like the AOT team to accomplish. There was robust discussion.

See AOT meeting minutes for additional details.

**Report of the Policy Advisory Committee:** Ms. Karen Grizzard, Chair of the Committee, provided the PAC report.

Ms. Grizzard stated that she provided an overview of the Executive Committee meeting. The committee reviewed and approved the June 4, 2024, minutes.

Ms. Grizzard reported that Ms. Jennifer Krajewski, Deputy Director of Policy and Legislative Affairs, provided an overview of Section 504 of the Rehabilitation Act of 1973 Final Rule. Committee members engaged in discussion. Following the discussion, Ms. Krajewski provided an update on policy assessments.

The committee reviewed and discussed the "Bill of the Week" template. Committee members had positive feedback and looked forward to the implementation.

Ms. Krajewski provided committee members with an update on liaison activities.

See PAC meeting minutes for additional details.

**Executive Committee Report:**

Ms. Teri Morgan reported that the Board's bylaws had not been updated since 2015 and that a review and update are overdue. Ms. Morgan stated that attachment EC 3 provides an update to the bylaws containing non-substantive changes, highlighted in yellow. The updates include recommendations from the Board's attorney with the Office of the Attorney General. Ms. Morgan walked Board members through the updates.



Mr. Dennis Findley, Chair, asked if there was any further discussion regarding the updated bylaws, and hearing none, he called for a motion to approve the revised bylaws. Mr. Mick Sladic made a **MOTION** to **APPROVE**, and Ms. Lindsay Pearse seconded it. The **MOTION** passed unanimously.

Mr. Henry Street summarized a request to approve a revised operational budget for FY2025. Mr. Street noted that at the close of the 2024 state fiscal year, the Alumni Development Program (ADP) held a balance of \$66,736 in non-personal services. This balance includes expenses related to the ADP Training Alumni Leadership Conference, which took place on June 14-15, 2024.

Although conference vendor payments were initiated and processed in June 2024, approximately \$40,000 did not clear until July 2024, the beginning of the new state fiscal year (2025). As a result, these payments were technically charged to the SFY 2025 budget.

The additional \$40,000 would bring the total budget for the Alumni Develop Program to \$188,007.

Mr. Dennis Findley, Chair, asked if there was any further discussion regarding the revised budget, and hearing none, he called for a motion to approve the revised FY2025 Operational Budget. Since this is a motion coming from the executive committee, a second is not needed. Mr. Adrian Frierson made a **MOTION** to **APPROVE**. The **MOTION** passed unanimously.

Ms. Morgan shared some background information on the Board's work to improve information access and the Information Access Champions initiative. Ms. Morgan stated that Board staff are working with state procurement for sole source contract approval for RTI International for a training series focused on "Writing in Plain Language and Developing Materials for Individuals with Intellectual and Developmental Disabilities Who Have Extreme Low Literacy." If approval for a sole source contract is not provided, an RFP will need to be released through eVA Virginia. Staff are asking the Board for approval to issue an RFP and for approval for staff to review proposals and make an award if needed.

Mr. Dennis Findley, Chair, asked if there was any further discussion, and hearing none, he called for a motion to approve issuing an RFP for a training series on writing in plain language and developing materials for individuals with IDD and extreme low literacy, if needed, and for staff to review proposals and make an award. Since this is a motion coming from the Executive Committee, a second is not needed. Mr. Matthew Shapiro made a **MOTION** to **APPROVE**. The **MOTION** passed unanimously.

Prior to breaking for lunch, Dennis Findley, Chair, called for a moment of silence in recognition of 9/11.

## **Secretary of Health and Human Resources, Janet V. Kelly**

Dennis Findley, Chair, introduced Secretary Kelly. Secretary Kelly thanked the Board for its work on behalf of people with disabilities highlighting some of the Board's accomplishments. Secretary Kelly spoke about her experience working with children in foster care, including children with disabilities, and what she learned from them. She spoke about resilience and the importance of everyone's light shining. Secretary Kelly highlighted some of the accomplishments of the Youngkin Administration, including the eliminations of the Priority One waitlist.

## **Presentation: Housing and Independent Living**

Marie Fraticelli, DBHDS, presented on Virginia's State Rental Assistance Program, and Deanna Parker, DBHDS, presented on the Shared Living service available in the DD waivers. Margot Greenlee presented on Our Stomping Ground, a nonprofit that wants to redefine the possibilities for adults with a developmental disability, ensuring they can live independent lives in integrated, supportive communities. The presenters responded to a few questions from Board members.

## **Presentation: VBPD Five-Year State Plan and State Plan Update**

Ms. Nia Harrison, Director of Planning, Research and Evaluation, provided an overview of the VBPD Five-Year State Plan. She reviewed the importance of strategic planning and briefly reviewed the State Plan, annual work plans, and current activities. Ms. Harrison briefly discussed the next five-year state plan due August 2026.

## **Discussion: How do we Increase Board Member Engagement and Effectiveness?**

Mr. Findley, Chair, shared his goal to increase Board member engagement. Mr. Findley shared about his long tenure on the Board and his experience including at a Board retreat and the previous organization and role of Board standing committees. He further shared that since Covid, the Board lost some of its "Mojo." Ms. Teri Morgan shared feedback from the executive committee, including that board meetings are a safe place for members to share their experiences and perspectives.

Mr. Findley asked Board members to discuss at their tables two discussion prompts:

- 1) How can we ensure that all Board members can contribute their ideas and perspectives?
- 2) What meeting structure and format would you find most effective for our Board committee meetings?

He further stated that Board members would have 15 minutes for the discussion, and each table would be asked to report on their discussion and recommendations. Feedback and recommendations include:

- It's not clear what agency staff attending the meeting on behalf of the official designee are allowed to do in terms of engaging in discussions and voting
- It would be helpful to have PowerPoint presentations before the meeting
- Ensure that Board members participating online are truly engaged by regularly prompting for their input, ensuring their votes are counted, and asking if they have questions for presenters
- Include a screen at the front and back of the room so people participating online are not forgotten
- Provide more time after presentations for discussion
- Manage expectations regarding addressing barriers, some barriers are so big
- Allow Board members to present
- Reestablish assigning a "mentor" for new Board members
- Continue tabletop discussions
- Presentations can be too long, especially after lunch
- Have fewer tables in the room
- Incorporate team-building activities
- Incorporate break-out discussions
- Better explain the role and purpose of Board members during orientation, e.g., how do Board members' lived and personal experiences tie into the Board
- Reduce the time spent listening to information
- Introduce a Board member challenge to meet one new person at each meeting
- Provide more information during orientation regarding what to expect at the Board meeting, e.g., bringing a computer to Board meetings, info about the Board packet

Mr. Findley thanked the Board for their engagement and feedback, stating that the discussion would continue.

## Other Business & Adjourn

There was no other business. The Chair called for a **MOTION** to adjourn the meeting. Mr. Thomas Leach made the **MOTION** to adjourn, and Mr. Matthew Shapiro seconded the **MOTION**. The Chair adjourned the meeting at 3:56 p.m.

# Advocacy, Outreach & Training Meeting Minutes – September 11, 2024

## Meeting Attendance

| Board Attendees      | Board Members Absent | Staff Attendees           |
|----------------------|----------------------|---------------------------|
| Jennifer Greene      | Robert Matuszak      | Anita Ayres               |
| Allison Cole-Johnson | Cesar Dulanto III    | Dr. Penni Sweetenburg-Lee |
| Cathy Edwards        | Conner Cummings      | Christine Germeyer        |
| Rachel Loria         | Jen Kelly            | Brittany Hughes           |
| Cynthia Pettus       |                      |                           |
| Olivia Price         |                      |                           |
| Nadia Rauhala        |                      |                           |
| Shay Ruff            |                      |                           |
| Melinda Hanko        |                      |                           |
|                      |                      |                           |

## Call to Order/ Opening Remarks

A meeting of the Advocacy, Outreach and Training Committee was held at the Hilton Hotel, Short Pump on September 11, 2024. Ms. Jennifer Greene, Committee Chair, called the meeting to order at 9:24 a.m. A quorum was met. The Chair asked for introductions from the attendees.

## Executive Committee Update

Ms. Jennifer Greene gave a summary of updates from the Executive Committee meeting. It included an update on the agency fiscal reports, VBPD staff activities regarding dental care and broadband access, significant delays in certification reports for ICF/IID and nursing facilities and a summary of the discussion on how Board meetings could be more interactive and engaging.

## Approval of Minutes

Ms. Jennifer Greene called for approval of the June 2024 meeting minutes. Ms. Rachel Loria made a **MOTION** to **APPROVE** the June 2024 AOT meeting minutes, Ms. Nadia Rauhala seconded. The June 2024 meeting minutes were **APPROVED** unanimously.

## Training Programs

Dr. Penni Sweetenburg-Lee called for a moment of silence in remembrance of 9/11. She then gave an overview of the Training & Alumni Development Unit for the new Board members. She explained that the Youth Leadership Academy (YLA) and Partners in Policymaking (PIP) were the original flagship training programs, but they have since expanded to include programs such as Train the Trainer. The next Train the Trainer session will take place September 28.

Dr. Penni Sweetenburg-Lee gave a report on her team’s activities since the June Board Meeting. She discussed the July Alumni Leader’s retreat that established the eight continuing education session topics that will run through June 2025. The first session on Moving from Friend to

Sweetheart in the Age of Technology marked the first time the Board has hosted a seminar on sexuality. Participation was opened from alumni-only to statewide, with around 30 to 40 virtual participants. The second statewide session on Telehealth will take place September 27.

Communications is assisting with marketing for the event.

Partners in Policymaking graduated 14 Partners earlier this year. Ms. Nia Harrison gave a full program evaluation report during the June AOT meeting. They will begin recruitment for the next PIP cohort in December. YLA will take place in July 2025, in person for the first time since the pandemic. Dr. Penni Sweetenburg-Lee and Mr. Henry Street are seeking Requests for Proposals from universities to host YLA for the next five years.

Finally, Dr. Penni Sweetenburg-Lee distributed copies of the program from the Training Alumni Leadership Conference that took place in June. For the first time, 50% of the presenters were Training Alumni, fulfilling the unit's mission to train trainers and invest in alumni. Several Board members expressed their enjoyment of the weekend's activities. The conference evaluations also confirmed participant satisfaction.

Ms. Jennifer Greene applauded Dr. Penni Sweetenburg-Lee's accomplishments in developing the Training & Alumni Development programs.

## Communications

Ms. Anita Ayres provided an update to the committee on Communications activities from the past quarter. She explained that as one of her first actions since joining the VBPD at the end of May, her team re-established the VBPD YouTube and LinkedIn accounts. Their goals for these platforms include promoting the Board's activities in other channels and formats, promoting recruitment for VBPD programs and expanding the Board's overall reach. Ms. Anita Ayres also highlighted the VBPD Facebook's improved performance since June, citing increases in reach and content interaction metrics. She invited Board members to weigh in on the direction of the Board's social media platforms during the open discussion portion of the meeting.

Ms. Anita Ayres also shared more on two of her team's recent accomplishments: their review, design and promotion of the two 2024 Board Assessments and their design of the Bill of the Week Template. She shared that her team coordinated marketing for the assessments, announcing the release of the assessments through a press release, in a Constant Contact e-blast, on social media and on the website. She praised Ms. Brittany Hughes' graphic design talents and invited Board members to collect print copies of the assessments and the Supplemental Packet, which includes a sample of the new Template.

## Open Discussion

Ms. Jennifer Greene opened the discussion by reiterating that the Board is seeking ideas to improve engagement and involvement. She asked what Board members would like the AOT team to accomplish.

Dr. Sweetenburg-Lee said that she appreciated that AOT previously invited special guests to give presentations on topics of interest. She asked whether Board members who represent Community Services Boards and organizations such as the Arc of Virginia would like to present on their areas of expertise. Ms. Jennifer Greene concurred and requested that meetings include more visuals and videos. She asked to see videos of the Training Alumni Leadership Conference, and asked whether staff could also share these videos on the VBPD website.

Ms. Shay Ruff commented that self-advocates like to hear from people going through similar situations, and share their success stories, struggles and solutions. She would like there to be space for these conversations in AOT meetings. Ms. Cathy Edwards and Nadia Rauhala concurred that sharing resources among one another would be very helpful, and Ms. Shay Ruff added that it can bring hope to feel like part of a community.

Dr. Sweetenburg-Lee commented that “outreach” has been a missing component of AOT, due to limited staff resources. She would like to revamp marketing efforts towards outreach and increase program participation. She added that Board members could provide mentorship and take on other responsibilities to help them feel more involved. Ms. Rachel Loria said she has reached out to past YLA parents to encourage program participation among their networks. Ms. Allison Coles-Johnson added that Board members used to adopt grants and track their progress. This helped Board members become intimately involved in the Board’s activities. She wants to know how the Board can provide AOT with resources to compensate for limited staff capacity, and how to help provide training opportunities and resources across the state.

Ms. Shay Ruff mentioned that the Arc of Virginia has a peer mentoring program that pairs individuals with disabilities with younger people to help them transition through life changes, and wondered whether AOT could reach out to peer mentors or partner with nonprofit organizations to let them know about PIP and other training programs.

Ms. Jennifer Greene asked if AOT could investigate mentorship in the next meeting and engage relevant presenters. Ms. Shay Ruff, who has been a credentialed peer mentor for two and a half years, volunteered.

Ms. Jennifer Greene asked when the next YLA will take place, and Dr. Penni Sweetenburg-Lee answered that recruitment will begin in December 2024 for participation in July 2025. Ms. Jennifer Greene emphasized the importance of ensuring that YLA continues.

Prior to closing, Ms. Anita Ayres let Board members know that they could email her with ideas on the direction of the VBPD’s social media accounts. Ms. Jennifer Greene asked whether the VBPD could share spotlights on graduates. Ms. Rachel Loria added that such spotlights could help promote training programs. Dr. Penni Sweetenburg-Lee said spotlights have been shared in the past but cautioned that the VBPD has limited staff resources. Several members asked whether the VBPD could create an Instagram account to better connect to younger audiences.

## Other Business

There was no other business.

## Adjournment

The Chair called for a **MOTION** to adjourn the meeting. Ms. Allison Coles-Johnson made the **MOTION** to adjourn and Ms. Nadia Rauhala **SECONDED** the motion. The **MOTION** to adjourn at 10:34 a.m. carried unanimously.

# Investment Committee Meeting Minutes – September 11, 2024

## Meeting Attendance

| Board Attendees               | Board Members Absent | Staff Attendees |
|-------------------------------|----------------------|-----------------|
| Matthew Shapiro               | Melanie Rice         | Jason Withers   |
| Marcus Allen                  | Richard Kriner       | Nia Harrison    |
| Tim Capaldo                   |                      |                 |
| Adrian Frierson               |                      |                 |
| James Hall                    |                      |                 |
| Thomas Leach                  |                      |                 |
| Rick Mitchell (Justin Sheets) |                      |                 |
| Mick Sladic                   |                      |                 |
|                               |                      |                 |

## Call to Order/ Introductions

A meeting of the Investment Committee was held at the Hilton Hotel in Short Pump on September 11, 2024. Investment Committee Chair, Matthew Shapiro, called the meeting to order at 9:25 am. Following a call to order, Mr. Shapiro had committee members, including staff, introduce themselves.

## Approval of Minutes

Mr. Shapiro asked if there were any questions/concerns with the June 2024 meeting minutes. Hearing none, he called for a motion to approve the minutes, as presented. Mr. Mick Sladic made a **MOTION** to approve the June 2024 meeting minutes, and Mr. Justin Sheets **SECONDED**. The **MOTION** was carried unanimously.

## Update on Customized Employment Project

Mr. Jason Withers, Grants & Contracts Administrator, provided a brief overview of the intended grant project with the Department for Aging and Rehabilitative Services (DARS) on Customized Employment. Mr. Withers advised that staff to the Board had reviewed and approved the proposal application received from DARS on August 23, 2024, and will proceed with making an award shortly. Mr. Withers advised that staff hold an orientation with the grantee during the month of September and that the project is expected to start by October 1, 2024.

## Approval of VDDHH No-Cost Extension Request

Mr. Withers discussed the six (6) month no-cost extension request received from The Virginia Department for the Deaf and Hard of Hearing (VDDHH), which would extend the project to June 30, 2025. The additional time would allow the grantee to continue working towards achieving the goal of increasing the availability of trained Service Support Providers (SSPs) in Virginia and for deafblind consumers to access SSP services. He explained that the grantee's previously



reported transportation challenges had hindered the pace of service requests, and it has been difficult for the deafblind project participants to find viable transportation options. Mr. Withers advised that the no-cost extension would allow the grantee to provide funding for an SSP coordinator position to assist with transportation options, and provide a professional development training opportunity for SSPs who want to consider becoming paid service providers. Additional discussion ensued.

Mr. Withers called for a motion to recommend approval of the six-month no-cost extension request from VDDHH. Mr. Sladic made this **MOTION**, and Mr. Adrian Frierson **SECONDED**. The **MOTION** was carried unanimously.

## Grants and Contracts Expenditure Monitoring

Mr. Withers provided updates on recent activities and expenditures regarding four grant projects: Mapping Information Ecology grant with George Mason University; 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.

## Update on Dental Care Project

Nia Harrison, Director of Planning, Research and Evaluation, provided an overview of the intended grant project with the VCU School of Dentistry, for funding accessible equipment for a dental clinic that would serve individuals with disabilities. Ms. Harrison discussed some of the required/preferred activities from the Board's Request for Proposal document. Some members of the committee felt that that disability awareness/sensitivity training should be a required activity, versus something that was preferred. Ms. Harrison explained that the funding that would be provided from the Board would only pay for accessible equipment and the intent was to begin building a relationship with the VCU dental school while not place too many requirements on the funding. Additional discussion ensued.

## Wrap-up & Potential Future Meeting Topics

Mr. Withers solicited ideas from committee members on future meeting topics. Mr. Shapiro suggested a presentation from the VCU School of Dentistry's Dr. Eric Bokinsky, who would be managing the intended grant project. Ms. Harrison reminded committee members that Dr. Bokinsky had just provided a presentation on the dental clinic last week, but she would share the link from the webinar with the Board. Ms. Harrison also provided a brief reference to the Board's state plan progress report in attachment REF 5.

## Adjournment

The Chair adjourned the meeting at 10:47 am.

# Policy Advisory Committee Meeting Minutes – September 11, 2024

## Meeting Attendance

| Board Attendees  | Board Members Absent | Staff Attendees |
|------------------|----------------------|-----------------|
| Dennis Findley   | Parthy Dinora        | Jen Krajewski   |
| Karen Grizzard   | Eric Raff            | Teri Morgan     |
| Samantha Hollins | Mary Vought          | Linh Thi Nguyen |
| Kyle Jones       |                      |                 |
| Katie Morris     |                      |                 |
| Deanna Parker    |                      |                 |
| Lindsay Pearse   |                      |                 |
| Sarah Taylor     |                      |                 |
| Erika Rogers     |                      |                 |
| Brandon Cassady  |                      |                 |

## Call to Order & Introductions

A meeting of Policy Advisory Committee was held at Hilton Hotel at Short Pump on September 11, 2024. The Chair, Ms. Karen Grizzard called the meeting to order at 9:24 a.m. She welcomed several new members.

## Approval of June 4, 2024, Minutes

Members reviewed the June 4 meeting minutes. Dr. Samantha Hollins made a **MOTION** to approve the minutes as written. Ms. Lindsay Pearse **SECONDED**. The motion was passed unanimously.

## Executive Committee Update

Ms. Grizzard gave a report from the Executive Committee. In the past quarter, the Board was engaged in special initiatives, workgroups, an information exchange on dental assessment, a broadband funding discussion and a discussion on House Bill 853 with Delegate Obenshain. This past week, the Board had an orientation for seven new board members. The Board will soon receive a Proposal on the Virginia Commonwealth University dentistry program. Finally, the Executive Committee had a long discussion on engagement with board members.

## Section 504 of the Rehabilitation Act of 1973 – Final Rule Review and Discussion

Ms. Jen Krajewski summarized the Section 504 Final Rule “Discrimination on the Basis of Disability in HHS Programs or Activities,” which now enables civil rights organizations to enforce Section 504. This Final Rule covers discriminatory bases of medical treatment decisions, the use of discriminatory cost containment value assessments such as quality-adjusted life year (QALY), web and mobile accessibility, accessibility of medical equipment such as examinations and

scales for people who are wheelchair users, discriminatory decisions by child welfare agency services and preference for integrated community-based services. This Rule applies to providers that receive federal funding.

Committee members discussed the history of Section 504 and the importance of enforcement.

## **Update on Assessments**

Ms. Krajewski briefed members on progress for the upcoming assessments on 1) Pre-ETS within the School System and 2) Competitive, Integrated Employment Post-High School. She is in the early stages of research and conducting interviews. One initial finding is that parents are unaware of available school-based pre-employment services. Ms. Deanna Parker extended an invitation to Ms. Krajewski to attend Department of Behavioral Health and Developmental Services' Employment First meetings.

Members discussed the difficulties of getting information about pre-employment services to parents, parents' broken trust in the Department for Aging and Rehabilitative Services and structural barriers to employment, such as lack of multi-tiered systems of support at state agencies.

## **"Bill of the Week" Preview**

Ms. Krajewski presented a sample document from Iowa, on which the Board's "Bill of the Week" is based, as well as the Board's Bill of the Week draft. The Bill of the Week will be a one-page document explaining a bill during a General Assembly session. The Bill of the Week will include the bill's function, status, impact on Virginians and sponsoring legislator. The Board will use this weekly document to engage with the public in the upcoming session. Board staff will send the Bill of the Week to Board members. Board staff are considering possible avenues of distribution such as listserv, Facebook and LinkedIn.

Committee members expressed enthusiasm for this document, especially for the "Impact on Virginians" section and general brevity. Ms. Sarah Taylor suggested adding information about the legislative committee which will vote on the bill, so that people can know where to follow the bill and where they can share their testimonies. Ms. Katie Morris suggested that the Board present digestible pieces of the Bill of the Week on Instagram, which has a different audience than Facebook and LinkedIn. Mr. Brandon Cassady suggested adding information on companion bills.

## **Update on Liaison Activities**

Ms. Krajewski gave a summary of Board liaison activities. The Board participated in 16 workgroups in the last quarter. Highlights included participation in an independent integrated housing tour and meetings with the Department of Housing and Community Development (DHCD). DHCD received federal funding and is seeking to use the funding on broadband projects. Because the Board made many recommendations on digital literacy training in the

Assessment on Geographic Disparities in Healthcare Access, the Board is working with DHCD and other partners to find such projects.

### **Other Business/Discussion**

Ms. Grizzard asked members for suggestions on future meeting topics or presentations. Ms. Parker suggested a presentation on the Medicaid Works program.

### **Adjournment**

Ms. Taylor made a **MOTION** to adjourn the meeting. Mr. Kyle Jones **SECONDED**. The motion passed unanimously. Ms. Grizzard adjourned the meeting at 10:32 a.m.