

**disAbility Law Center of Virginia (dLCV)
Governing Board Meeting**

Richmond, Virginia (via Skype)

May 9, 2013

Members Present Maureen Hollowell, Chair
Elizabeth Priaulx, CW Tillman

Guest Present None

Staff Present Tina King, Colleen Miller

Call to Order and Welcome Maureen Hollowell, Governing Board Chair, called the meeting to order at 4:14pm.

Maureen Hollowell thanked Colleen Miller for the updates sent to Board Members before the meeting.

CW Tillman stated that he wants to add to the agenda a discussion of MOUs with the Executive Director and the operation policies with the Board members before the dLCV becomes effective. These items should be placed on the June 13 meeting agenda for full discussion and review.

Staff Status

- Employment

Colleen Miller stated that the Virginia State law requires that a formal notice is given to staff regarding position elimination. A yellow preferential hiring card will be given to all staff as required by state law (The cards will be presented to staff at the staff meeting on Tuesday, May 14.). VOPA has approximately 25 employees; two part time employees may become full time effective October 1. All staff will receive a job offer.

Colleen will reinforce with staff the job offer process. The offer letter will entail salary, health and retirement benefits, and an attachment of the personnel policies.

The timeline will be:

- July 30 - Offer letters presented to staff.
- August 15 - Offer letters returned with a decision of decline or acceptance.
- October 1 - dLVC begins operation (may be earlier).
- January 1, 2014 - Any remaining VOPA employees are laid off.

Colleen Miller stated that there will be an impact on the Center if staff leave, but they are not irreplaceable. Replacing staff takes time and resources.

Colleen Miller stated that the Board should formally give her the authority to extend job offers and sign contracts. The Board will work on that at the June meeting.

- **Leave**

The Board discussed suggested options regarding employees leave as they transition out of the state government. The Board suggested buy-in option or buying or borrowing leave from dLCV. Leave without pay (LWOP) in lieu of vacation leave is another option to offer employees. Ms. Miller will have options more clearly developed in June.

Transition

- **Board Applications**

Colleen Miller informed the group that acknowledgement letters are being sent to all potential dLCV Board applicants. The letters are sent within two to three days of receipt of application.

The Board members agreed that the application review process will begin June 13, 2pm, at the VOPA building in Richmond, VA. Colleen Miller will provide updates to Board members every two to three weeks as Board applications are received. At present, applications from the mental health community are light as are applications from persons living further southwest. The racial and ethnic mix, so far, is adequate. Colleen Miller will ask various organizations (Brain Injury of SW Virginia, Mental Health America, Voice for VA Children, VOCAL) to post the request for Board Members for the dLCV.

- **Health Benefits**

Colleen Miller reported on the progress with the health benefits vendor. We expect to have full information for employees to consider in August.

VOPA Board Meeting

The VOPA Board meeting will be held on July 17. CW Tillman will be attending the meeting. Maureen Hollowell will attempt to attend.

Elizabeth Priaulx stated that she will attend the PAIMI meeting on May 18 in Richmond, VA.

Colleen Miller will send information to the dLCV Board prior to the June 13th meeting, including MOUs, potential Board applications, and operation policies. Colleen Miller and CW Tillman will create a matrix or grid to use for the selection of the Board. Colleen stated that applicants are self identifying their skills and experience on the application; we may need interviews, references or other means of verifying.

dLCV Board

The Board agreed that it should conduct business as an official Board. Moving forward, the Board will follow Robert's rules. There will be meeting minutes and announcement of meetings.

The meeting adjourned at 5:01pm. The next meeting is June 13 at 2pm in Richmond, VA.