

Minutes
Virginia Office for Protection and Advocacy Board Meeting
January 15, 2004
Holiday Inn
Richmond, Virginia

Members Present: Barbara Barrett, Brent Brown, Esq., Raymond Burmester, Elizabeth Priaulx, Okpil Kim, Waja Grimm, Susan Kalanges, Daaiyah Rashid, and Dink Shackleford

Members Present but Late: Maureen Hollowell and Martha Bryant

Members Absent: Michael Cooper

Staff Present: Colleen Miller, Sherry Confer, Dee Vance, and Kim Ware

Call to Order: The meeting was called to order at 9:00 a.m. by the Chair, Barbara Barrett.

Welcome and Introductions: Barbara Barrett, the Chair, welcomed the Board and everyone present to the Holiday Inn Crossroads. Following the welcome, each person was asked to introduce himself or herself.

Review of Mission Statement: Raymond Burmester read the Mission Statement. After reading the Mission Statement he suggested replacing the word “zealous”. Barbara Barrett suggested continuing the discussion at the Board retreat.

Review of Agenda: The agenda was approved as presented. Raymond Burmester made a MOTION to adopt the agenda. Elizabeth Priaulx seconded the MOTION and it carried unanimously.

Minutes: Sherry Confer recommended corrections to the November 19, 2003 minutes. The minutes were approved as corrected. Elizabeth Priaulx made a MOTION to approve the corrected minutes. Susan Kalanges seconded the MOTION and it carried unanimously.

Public Comment: Dr. Frank Darpli, Chesterfield Community Services Board, informed the Board that he will be retiring in two weeks and is very interested in the Board and strongly supports its mission.

Budget: Okpil Kim led a discussion on VOPA’s budget. The report included financial information on VOPA’s operation through November 30, 2003. Additional reports, containing updated data through December 31, 2003, were provided by Colleen Miller. The reports included the agency’s operating budget and expenses for the first five months of the fiscal year; carryover amounts and deadlines; cash balances for each grant; and the status of the agency’s state appropriations. Board member Brent Brown suggested adding a

column that would show how far into the fiscal year we are with the budget. After discussion, Dink Shackelford made a MOTION to accept the financial report. Raymond Burmester seconded the MOTION and it carried unanimously

Legal Rights Training:

Shannon Manning, VOPA staff attorney, gave a presentation on “Service Animals under the Americans with Disabilities Act of 1990 (ADA)”. Her presentation consisted of an eight-minute video on service animals and a power point presentation on state and federal laws that apply to people with disabilities who have service animals. After the power point presentation, she received and answered questions from the Board.

Priority Setting Process:

Elizabeth Priaulx, Board member, reported on VOPA’s Priority Setting Process. She discussed the statutory authority regarding priority setting, the proposed time line, she drafted for the 2004-2005 priority setting process, tips for marketing the priorities, and ways to make priorities effective. Following the discussion Barbara Barrett opened the floor to questions and comments pertaining to the Priority Setting Process. After much discussion, Brent Brown made a MOTION for the Board to set two-year priorities. Raymond Burmester seconded the MOTION and it carried unanimously. Barbara Barrett expressed to Board members the importance of their attendance at one of the Advisory Council meetings to continue the discussion of the priority setting process. After the decision to have two-year priorities, Elizabeth Priaulx agreed to revise the timeline to reflect a two year instead of the current one-year process.

Executive Session:

Raymond Burmester made a MOTION to adjourn the meeting into a closed session for the purpose of conducting business pertaining to personnel issues. This meeting is specifically authorized to be conducted in closed session pursuant to section §2.2-3711 (A) (1) of the Code of Virginia. Dink Shackelford seconded the MOTION and it carried unanimously.

After discussion in closed session, Raymond Burmester made a MOTION to certify that only such public business as that identified in the MOTION was heard or considered. All Board members agreed. No one opposed and the record reflects that the MOTION certifying the content of the closed meeting was carried unanimously.

Lunch:

The meeting adjourned for lunch at 1:30 p.m.

The Virginia Office for Protection and Advocacy (VOPA) celebrated its two year anniversary of the passage of the statute that created VOPA as an independent agency with a recognition luncheon. The governing Board acknowledged VOPA’s staff and all who helped VOPA through this challenging transition. A special thanks was extended to Heidi Lawyer, Delegate Philip Hamilton, Jonathan

Martinis, and former Board members Marion Hawke and Mary Gilberti.

Board Retreat Plan:

The meeting reconvened after lunch at 2:40 p.m. and began with instructions from Barbara Barrett to complete the Board members' self-assessment survey. Next, the Board discussed the purpose and reasons for having a retreat. After much discussion, Brent Brown made a MOTION to have the Retreat be a part of the two year Priority Setting Process. Raymond Burmester seconded the MOTION and it carried unanimously.

Next Meetings:

Martha Bryant made a MOTION to have a regular Board meeting on April 27, 2004 and keep April 26, 2004 open for committees to meet instead of having a retreat. The locations of both meetings will be held in Richmond. Susan Kalanges seconded the MOTION and it carried unanimously.

The Disabilities Advisory Council meeting will be held on January 29, 2004 in Richmond, Virginia and the Protection and Advocacy for Individuals with Mental Illness Council meeting will be held February 12, 2004 in Richmond, Virginia.

Priority Planning Committee:

Barbara Barrett appointed Elizabeth Priaux and Ray Burmester to head a committee on developing a calendar for the priority setting and Daaiyah Rashid, Disabilities Advisory Council Chair, agreed to join the committee.

General Assembly:

Colleen Miller announced that The Virginia Board for People with Disabilities, VOPA and the Partnership for People with Disabilities developed an Olmstead Primer that was distributed via mail and e-mail to legislators as of today. She also briefly discussed some key provisions to the Governor's Budget that affects Medicaid. She informed the Board that Delegate Phillip Hamilton will submit a budget amendment to have the Ombudsman Program fully funded. Delegate Hamilton wanted to convey to the Board that he recognizes this program is very important but that there are many important programs. Colleen Miller concluded her discussion by briefly reviewing the executive summary of a final report that the Consolidation Task Force developed concerning the services of the two Virginia Schools for the Deaf and Blind. She then briefly discussed legislation that may affect the duties of the Inspector General for the Department of Mental Health, Mental Retardation, and Substance Abuse Services.

Reports:

Colleen Miller explained the current Critical Incident Reporting process and that VOPA receives 10-20 Critical Incident Reports and an equal number of Follow-Up Reports per week. The agency is preparing to run trend analyses reports. Maureen Hollowell suggested the Policy Committee meet on April 26, 2004 to discuss policy development and that the Committee on Incident Reporting in

the Community meet on the 26th as well. Dink Shackelford volunteered to serve on the Policy Committee.

Executive Session:

Maureen Hollowell made a MOTION to adjourn the meeting into a closed session for the purpose of conducting business pertaining to probable litigation. This meeting is specifically authorized to be conducted in closed session pursuant to section §2.2-3711 (A) (7) of the Code of Virginia. Dink Shackelford seconded the MOTION and it carried unanimously.

After discussion in closed session, Ray Burmester made a MOTION to certify that only such public business as that identified in the MOTION to close the meeting was heard or considered. All Board members agreed. No one opposed and the record reflects that the MOTION certifying the content of the closed meeting was carried unanimously.

Announcements/Reminders:

Barbara Barrett reminded Board members to look at the news articles after tab 8 in their Board book. She urged members to attend the next Disabilities Advisory Council and the Protection and Advocacy for Individuals with Mental Illness Council meetings. Colleen reminded the Board of the Disabilities Commission meeting and she offered to take members to look at VOPA's new office space.

Adjournment:

There being no further business before them, Raymond Burmester made a MOTION to adjourn the meeting. Maureen Hollowell seconded the MOTION and it carried unanimously.

Accepted:

Barbara S. Barrett, Chair

April 27, 2004