

**Virginia Office for Protection and Advocacy
Richmond, Virginia
FINAL MINUTES
January 29, 2011**

Welcome, Call to Order, and Introductions

Bill Fuller, Board Chair, called the January 29, 2011 meeting to order at 9:05 a.m. He welcomed all Board members, guests, and staff and each person introduced themselves.

Members Present

Charles Cooper, Bill Fuller, Maureen Hollowell, Susan Kalanges, Rita Kidd, Mike Newcomb, Elizabeth Priaulx, Daaiyah Rashid, Angela Thanyachareon, Linda Van Aken, Tom Walk

Members Absent

Darrel Mason, Lisa Ritchie

Staff Present

Sherry Confer, Colleen Miller, Lisa Shehi

For portions: Erin Haw, Robert Gray, Clyde Mathews, Mona Siddiqui, Steven Traubert, Mark Stevens, Julie Triplett

Guests Present

Lisha Horsley

Board Training and Discussion

- **Annual Program Performance Reports**

Erin Haw, Robert Gray, Mark Stevens, Julie Triplett (Disability Rights Advocates), Clyde Mathews (Managing Attorney), and Steven Traubert (Staff Attorney) discussed the Annual Program Performance Reports for the Assistive Technology (AT), Client Assistance Program (CAP), Developmental Disabilities (DD), Help America Vote Act (HAVA), Protection and Advocacy for Beneficiaries of Social Security (PABSS), Protection and Advocacy for Individuals with Mental Illness (PAIMI), Protection and Advocacy for Individual Rights (PAIR), and Traumatic Brain Injury (TBI) programs. Elizabeth Priaulx explained how the National Disability Rights Network (NDRN) uses the information captured in these reports.

Mission Statement

Charles Cooper read the Mission Statement.

Adopt Agenda

Bill Fuller requested that the agenda be revised to reflect discussion of the Executive Director's Evaluation during the report from the Executive Committee. The Agenda was adopted by unanimous vote of the Board.

Approval of September 29, 2010 Minutes

Elizabeth Priaulx MOVED approval of the September 29, 2010 Board Minutes. Daaiyah Rashid SECONDED the MOTION. The minutes were approved unanimously.

Public Comment

No public comment was offered.

Executive Director's Report

Colleen Miller referred Board members to the Executive Director's Report provided prior to the meeting. She noted that VOPA lost two Disability Rights Advocates – one relocating out of state and another taking a position that would better utilize her degree. Additionally, she shared that long-term VOPA employee Faye Adams, Disability Rights Advocate, announced her retirement with her last day being January 24, 2011.

Colleen Miller shared that we are seeing an increase in complaints from the Virginia Center for Behavioral Rehabilitation, a facility for individuals convicted as sexually violent predators. Complaints are screened, but she noted that it is not clear that these individuals fall within our program guidelines.

She shared that Thomas Walk was appointed to fill the unexpired term left vacant by Waja Grimm's resignation from the Board. Chris Harrison resigned from the Board to relocate to Alabama. Colleen Miller is seeking recommendations for his replacement from statewide advocacy organizations.

Executive Committee

- **Executive Director Evaluation Planning, Survey**

Bill Fuller explained that Board members are responsible for annual performance evaluations of the Executive Director. He distributed an evaluation form and asked that they be completed and returned to Lisa Shehi at the end of the meeting. Further, he explained that the Evaluation and Compensation Committee will interview two staff members, discuss a self-evaluation with the Executive Director, and prepare a completed evaluation to be shared at the next Board meeting.

- **Appointment of Nominating Committee**

Bill Fuller asked that Elizabeth Priaulx chair the Nominating Committee and select two additional members, Linda VanAken and Daaiyah Rashid.

- **Lease Approval Authority**

Bill Fuller explained that the lease on the current property is due for renewal. Elizabeth Priaulx made a MOTION to give the Executive Director the authority to develop and negotiate a lease. The lease will be returned to the Governing Board for ratification. Daaiyah Rashid SECONDED the MOTION and it carried with unanimous approval.

Finance and Resource Development Committee

- **Financial Report**

Charles Cooper noted that the Finance Committee met on January 28, 2011 and referred Board members to the Budget to Actual Report provided in the Board package. He shared that the Committee reviewed the request that the Finance Committee provide more detailed information. He stated that anyone who wants the detailed reports should ask for them from Lisa Shehi. On behalf of the Committee, Charles Cooper provided the certified Budget Report for acceptance by the Board. No SECOND was required and the report was accepted by unanimous vote.

- **Resource Development**

Bill Fuller shared that the Resource Development Committee is researching ways to raise funds outside of federal grants to support VOPA's advocacy efforts. He recognized Darrel Mason for allowing conversion of an existing 501(c)(3) non-profit to support this endeavor. The Committee is currently discussing work in progress and fundraising strategies.

Lunch

Board members adjourned at 11:58 a.m. for lunch, during which no business was discussed. The Board reconvened at 12:20.

Internal Policy Committee

- **Policy 1.9 – Collaboration with Other Entities**
- **Policy – Record Retention**

On behalf of the Internal Policy Committee, Angela Thanyachareon distributed two policy statements for adoption:

Policy 1.9 – Collaboration with Other Entities

The Virginia Office for Protection and Advocacy (VOPA) will collaborate with other entities to maximize the benefit of existing advocacy and other services for VOPA stakeholders to the extent that such collaboration is within VOPA's annual goals, focus areas, and objectives and to the extent that it advances the rights of people with disabilities, is in support of the mission of VOPA, and there is no duplication of services.

Policy – Record Retention

The Virginia Office for Protection and Advocacy will ensure that all necessary records and documents are sufficiently protected and maintained and ensure that records are destroyed according to established procedures. VOPA record retention schedules and procedures are based on State and Federal policies and funding stream requirements for record management.

No SECOND was required and the policies were adopted unanimously.

The following policy statement was presented for first review by the Board and will be presented at the April meeting for adoption:

Policy 1.1 – Services (new policy statement)

The Virginia Office for Protection and Advocacy (VOPA) provides assistance and representation to address disability-related abuse and neglect, discrimination, and inappropriate services and treatment as directed and supported by the state and federal programs administered by the Office. Services are made available in accordance with prescribed policies and procedures, to the extent that funding is available, and consistent with the purposes and authority granted by state and federal laws.

Bill Fuller shared that Angela Thanyachareon will serve as Acting Chair of the Internal Policy Committee on an interim basis,

Public Awareness and Goals Committee:

Elizabeth Priaulx shared that the Public Awareness and Goals Committee met on January 28, 2011 and focused on Fiscal Year 2012 Goals. The Committee wants to ensure that during the goal setting process, there are opportunities created for public awareness. She discussed ways in which public awareness can be accomplished within articles and presentations by VOPA staff. Other ideas include social networking and use of other technology. She shared that staff will provide the Committee with preliminary Focus Areas for Fiscal Year 2012 in August in preparation for presentation to the Board in September.

Old Business

- **Retreat Planning**

Angela Thanyachareon shared that she and Colleen Miller have interviewed two potential facilitators for the Board retreat, both with equal qualifications and each within budgetary limitations. She stated that she will perform second interviews. Colleen Miller

added that due to conflicts and non-response from several facilities being researched for the retreat, the Executive Committee recommended an alternate date. She asked the indulgence of the Board in identifying an exact location and date for the retreat.

Reports

- **PAIMI Council**

Mike Newcomb, Council Chair, shared that the membership currently consists of 11 members with 2 vacancies. The Council continues to focus on the narrow use of auxiliary grants and would like to see VOPA advocate with legislators for greater flexibility in auxiliary grants. He shared that the Council was proud that VOPA had pursued its case to the United States Supreme Court advocating for the rights of individuals with mental illness. Further, he shared concern that over the Governor's proposal to move the mental health care system under coordinated care and expressed that profit should be kept out of the mental health care forum.

- **Disabilities Advisory Council**

Linda VanAken, Council Vice Chair, shared that the Council met on December 10, 2010. Steven Traubert, VOPA Staff Attorney, provided an overview on services offered by VOPA, including a demonstration of the intake process. Angela Thanyachareon provided the Board update. The Council also discussed alternative sources of funding and setting of future Objectives.

- **Litigation**

Colleen Miller shared that the United State Supreme Court argument was heard on December 1, 2010 and that a written transcript and audio recording of the hearing are available on the Supreme Court's website. She thanked Angela Thanyachareon for attending. She reminded the Board that the opinion from the Court could take months and it would not be unreasonable to not see it until June.

- **Progress on Objectives**

Colleen Miller referred the Board to the written report provided in the Board package and responded to questions.

There being no further business, Charles Cooper MOVED adjournment of the meeting. Susan Kalagnes SECONDED the MOTION. Bill Fuller adjourned the meeting at 1:15 p.m.

FINAL MINUTES

/s/

April 27, 2011