

Virginia Office for Protection and Advocacy
FINAL MINUTES
Richmond, Virginia
January 30, 2009

- Welcome, Introductions, and Call to Order:** Susan Kalanges, Board Chair, called the meeting to order at 9:00 a.m. Ms. Kalanges requested that all Board members, visitors, and staff introduce themselves.
- Members Present:** Susan Kalanges, Chair; Brent Brown, Charles Cooper, Bill Fuller, Waja Grimm, Chris Harrison, Maureen Hollowell, Rita Kidd, Shirley McInnis, Pat Meyer, Elizabeth Priaulx, Daaiyah Rashid, CW Tillman
- Members Absent:** None
- Guests Present:** Lisa Ritchie
- Staff Present:** LaToya Blizzard, Sherry Confer, Colleen Miller, Lisa Shehi
- Training:**
- **VOPA Office Tour** VOPA Staff provided educational talks around nine (9) subjects during an Office Tour for the Board.
- Mission Statement:** Bill Fuller read the Mission Statement.
- Adopt Agenda:** Ms. Kalanges requested that the agenda reflect the addition during the Executive Committee Report of a discussion on the Virginia Alliance for Community white paper and an announcement regarding the Nominating Committee. In addition, Rita Kidd requested that information be added during the Executive Committee Report regarding her return to the Board. There being no further amendments to the agenda, Pat Meyer made a MOTION to adopt the agenda as revised. Chris Harrison SECONDED the MOTION and the agenda was unanimously adopted.
- Approval of September 23, 2008 Minutes:** Several wording changes were noted, Elizabeth Priaulx made a MOTION to adopt the minutes as amended. Charles Cooper SECONDED the MOTION. The minutes were unanimously adopted.
- Public Comment:** Steve Hornstein expressed concerns with restraint, seclusion, and forced medications as well as the lack of confidentiality in state hospitals and within the community services boards.
- Ms. Miller explained that she had received several e-mails from the public, some expressing dissatisfaction, with the Virginia Alliance for Community and some expressing support. One e-mail, from Pat Bennett, was identified for public comment and Ms. Miller read the statement.
- Executive Director's Report:** Colleen Miller, VOPA Executive Director, stated that a routine audit by the Auditor of Public Accounts is under way. Ms. Miller explained the purpose of the Virginia Alliance for Community and VOPA's participation in the organization. Ms. Miller announced that Brooke Henderson, Staff Attorney, has resigned to accept another position. Ms. Miller shared that VOPA management is using the departure of staff as an opportunity to evaluate cross-unit transfers for current employees.

Executive Committee: Ms. Kalanges distributed notes from the January 19, 2009 Executive Committee meeting and documents pertaining to the Virginia Alliance for Community. The Board discussed VOPA's role in the call for reform and expressed a desire to continue to discuss this as the issue progresses.

Ms. Kalanges shared that the procedures for the Executive Director's job description will be amended to reflect weekly updates provided to the Chair. Chris Harrison recommended that references to the Executive Director be made gender neutral. Dr. Fuller proposed the removal of the phrase "issues that may be controversial." The amendments were noted as final and Dr. Fuller called the question. Board members unanimously approved the amendments. The procedures and a policy will be presented for Board vote in April.

Lunch: The Board adjourned for lunch from 12:30 – 1:00. During lunch, Rita Kidd distributed a letter thanking VOPA and Board members for their support during her rehabilitation from a stroke.

- **Board Recruitment Procedures** On behalf of the Executive Committee, Ms. Kalanges presented Board Policy 8 – Board Recruitment for review and adoption. Dr. Fuller made a MOTION to adopt the procedures as amended. Elizabeth Prialux SECONDED the MOTION and the procedures were unanimously adopted.

- **Skills Survey** Ms. Miller distributed a revised Board Skills Survey and explained that the tool will equip the Executive Director and Executive Committee when Board terms expire and new appointments are needed to fill Board positions.

- **Nominating Committee** Ms. Kalanges announced that Brent Brown and Rita Kidd will serve on the Nominating Committee.

Finance and Resource Development Committee: Bill Fuller, Committee Chair, stated that the Auditor of Public Accounts has recently begun reviewing VOPA's fiscal policies and procedures. Dr. Fuller shared that the auditors met with the Finance and Resource Development Committee on January 29, 2009 and explained the audit tests they will perform.

- **Financial Report** Dr. Fuller distributed a Certification of expenses and noted that the Committee found no exceptions to the financial reports.

- **Policy – Changes to Meals, Entertainment, and Incidentals (MEI) and Mileage Rates** The Finance Committee recommended revised wording to the policy regarding Meals, Entertainment, and Incidentals and Mileage Rates. The policy statement was revised as follows:

Generally, VOPA shall use the Commonwealth of Virginia's travel regulations referenced in the Commonwealth Accounting Policies and Procedures (CAPP) Manual as a model for travel procedures and reimbursement rates involving mileage, meals, lodging, public transportation, miscellaneous travel expenses, travel credit cards, and travel cash advances at the Commonwealth of Virginia per diem rates. VOPA's travel regulations, reimbursement rates are not effective until they are adopted by the Governing Board. Specific Travel Rules and Procedures can be found at Appendix G.

The Committee recommended adoption of the Financial Report Certification and the Meals, Entertainment, and Incidentals (MEI) and Mileage Rates policy. No SECOND was required and the Board adopted both recommendations by unanimous vote.

Internal Policy Committee:

Chris Harrison, Committee chair, stated that the Committee met on January 29, 2009 and reviewed two policies: Policy 1.1 – Services, and Policy 4.17 – Providing Job References. Both policies were presented for the Board's first review for adoption at the April 28, 2009 Governing Board meeting. The Board discussed the policies and asked that the procedures for Policy 4.17 be revised to eliminate the release of salary information and eligibility of rehire without written consent of the current or former staff member.

Three policies (4.13 – Educational Aid; 4.5 – Hours of Operation; and 4.18 – Work/Telecommuting) remain with staff for additional clarification or editing. Also under development by the Committee is the Personnel Manual.

Goals and Public Awareness Committee:

- **Calendar for FY10-11 Development**

Elizabeth Priaulx, Committee Chair, shared that the Committee met on January 29, 2009 and reviewed a proposed calendar for setting the new bi-annual Goals and Focus Areas. Ms. Priaulx noted that VOPA management will develop a plan for and, based on the Committee's approval, move forward to solicit and collect public input. Ms. Priaulx shared that the schedule allows for the Goals to be reviewed in April and the Focus Areas to be reviewed in July. The Board will be asked to approve the Goals, Focus Areas, and Objectives at the September Board meeting.

Ms. Priaulx shared that the Committee is considering the extension of Goals and Focus Areas from development bi-annually to a tri-annual cycle.

Council Development and Public Policy Committee:

Pat Meyer, Committee Chair, noted that the Committee met on January 29, 2009 and discussed Council Relations. Dr. Meyer commented that the Committee feels strongly that Board members should attend Council meetings when possible and she distributed a sign-up sheet of upcoming Council meetings. She asked Board members to sign up to attend a Council meeting to represent the Board and provide the Board report. The Committee also recommended that the PAIMI Council discontinue its practice of meeting outside of Richmond throughout the year and adopt the Board's procedure of having one meeting outside of Richmond in areas rotating throughout the state. The Committee suggested that the Council target an area that would also allow them to tie into another event. The Committee also recommended that financial reports for the PAIMI grant be sent to Council members when the reports are developed for the Board and also that a member of the Finance Committee attend a PAIMI Council meeting to provide an update on the status of the PAIMI grant. The Committee has also begun reviewing the by-laws of both the PAIMI and Disabilities Advisory Councils in an effort to allow for a status of provisional membership which would allow those members to receive expense reimbursement. Sherry Confer, VOPA Deputy Director, shared that one concern that has been expressed to her is that there are

individuals who wish to participate on the Councils but cannot afford the out-of-pocket expenses. After discussion, Dr. Meyer asked the Executive Committee to review Board Policy 10 – Appointment of Advisory Council Members.

Reports:

- **PAIMI Council**

CW Tillman, Council chair, stated that the PAIMI Council elected the following officers at the November 13, 2008 meeting: CW Tillman, Chair; Michael Newcomb, Vice Chair; and Kathy Harkey, Secretary. Mr. Tillman shared that the Council helped develop the PAIMI annual report. The next meeting of the PAIMI Council is February 12, 2009 in Richmond.

- **Disabilities Advisory Council**

Shirley McInnis, Council chair, shared that at the Council meeting on December 11, 2008, Sherry Confer provided a history of council and Colleen Miller described VOPA's work in training centers. The Council welcomed three new members and an applicant.

- **Progress on Objectives**

Ms. Miller referred the Board to the Progress on Objectives Report for the First Quarter of FY09 and provided updates. Ms. Miller explained that some of VOPA's objectives may be hindered by the Department of Rehabilitative Services' inability to accept new clients due to budgetary conditions.

- **Litigation**

Ms. Miller provided an update to the Litigation Report found in the Board package and answered questions from the Board.

There being no further business, Chris Harrison made a MOTION to adjourn. The MOTION was seconded by Charles Cooper and the MOTION was unanimously approved. The meeting was adjourned by the Chair at 3:03. The next meeting will be held on April 28, 2009 with location details to follow.

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_____ April 28, 2009 _____