

Virginia Office for Protection and Advocacy
Virginia Beach, Virginia
Governing Board
**** FINAL MINUTES ****
April 30, 2010

Members Present: Pat Meyer, Chair; Charles Cooper, Bill Fuller, Waja Grimm, Chris Harrison, Maureen Hollowell, Susan Kalanges, Rita Kidd, Darrel Mason, Shirley McInnis, Ali Parker, Elizabeth Priaulx

Members Absent: Michael Newcomb, Daaiyah Rashid

Staff Present: LaToya Blizzard, Sherry Confer, Colleen Miller, Lisa Shehi
Sophia Nelson, Kim Ware (for portions)

Welcome and Call to Order: Pat Meyer, Board Chair, welcomed attendees and called the meeting to order at 9:03 a.m. Each person in attendance introduced himself or herself.

Mission Statement: Charles Cooper read the Mission Statement.

Adopt Agenda: Chris Harrison, Internal Policy Committee Chair, asked that the agenda be amended to reflect Committee discussion of Policies 1.5 (Conditions of Representation) and 1.10 (Use of Experts). He shared that each policy would be for Board approval. Elizabeth Priaulx made a MOTION to adopt the agenda as amended. Chris Harrison SECONDED the MOTION and the agenda was adopted by unanimous approval.

Approval of February 20, 2010 Minutes: With no amendments to the February 20, 2010 Minutes, Charles Cooper made a MOTION to adopt the minutes as submitted. Darrel Mason SECONDED the MOTION. The minutes were adopted, with seven in favor and three abstentions.

Public Comment: No public comment was offered.

Executive Director's Report: Colleen Miller referred to the Executive Director's Report, provided in the Board package, and updated Board members on office activities since the printed report. In light of the server failure, she assured Board members that the client information database resides on external servers and confidentiality was not compromised. Staff received training on Information Technology security at the April staff meeting. Pat Meyer expressed compliments to all VOPA staff for the manner in which this has been handled.

Colleen Miller noted that, subsequent to Yvette Simard's retirement, LaToya Blizzard was named Acting Fiscal Officer.

She updated the Board regarding VOPA's discontinued subscription to Westlaw, a legal database and research tool. She shared that Westlaw offered VOPA a substantially reduced-rate subscription that, if feasible, may be included in the new budget.

Nominating Committee:

- **Presentation of Slate**

On behalf of the Nominating Committee, Susan Kalanges presented the proposed slate of officer as follows:

Bill Fuller – Chair
Elizabeth Priaulx – Vice Chair

With no nominations from the floor, Pat Meyer closed the nominations.

- **Election of Officers**

After the nominations were closed, Pat Meyer called for the vote. Bill Fuller and Elizabeth Priaulx were unanimously elected to the offices of Chair and Vice Chair, respectively.

Colleen Miller, Executive Director, presented a gift of appreciation to Pat Meyer in recognition of her leadership on the VOPA Governing Board.

Executive Committee:

- **Committee Appointments**

Pat Meyer shared that the Executive Committee met on April 12. The Committee reviewed location options for the April 29 and 30 Committee and Board meetings and selected the Ramada on the Beach in Virginia Beach.

She stated that the Board will see changes to the evaluation process for the Executive Director and stated that Bill Fuller would provide more information.

She announced assignments and changes to the Committee membership as follows:

- Darrel Mason – Finance Committee
- Susan Kalanges – Internal Policy Committee
- Maureen Hollowell – Public Awareness and Goals
- Bill Fuller – will serve in *ex officio* capacity on the Finance Committee

She also shared that Mary Jane Sufficool is temporarily unable to serve on the Resource Development Committee and that Barbara Barrett has agreed to serve in the interim. Larry Friedrichsen joined the Internal Policy Committee on April 29, but that his term on the Council ends in 2010 and he will not be permanently appointed to the Committee.

Colleen Miller announced that the Senate appointed Angela Thanyacheron to fill the seat left vacant by Pat Meyer's term ending on July 1. She also stated that Rita Kidd has been reappointed for a four-year term and that Chris Harrison has agreed to be reappointed, but no decision from the Governor has been received.

Executive Director Evaluation Committee – Discussion of Process

Bill Fuller provided a brief history of the evaluation process for the Executive Director. He distributed the new Performance Evaluation scale and explained that some items will now be scored by the Finance and Executive Committees as appropriate. After discussion of the new process, he requested that Board members complete the Evaluation during this session of the Board meeting. He read the categories and evaluation questions individually and provided explanations when

asked about specific areas. Board members will discuss the results at the July Board meeting.

**Advocacy Strategies
Discussion**

- **VOPA: A Statewide Advocacy Effort**

Sophia Nelson, VOPA Paralegal, and Kim Ware, VOPA Data Analyst, provided a presentation regarding delivery of VOPA's services throughout the state.

Finance Committee:

- **Financial Report**

Charles Cooper noted that the Finance Committee met at 5:00 p.m. on April 29, 2010. He assured all Board members that the Committee thoroughly reviewed all documents provided by the fiscal staff and that VOPA finances were in order. He provided a signed certification noting no exceptions within the financial reports. The financial report was accepted by unanimous vote of the Board.

He followed Colleen Miller's discussion regarding Westlaw and explained that the Committee reviewed the option of renewing service with Westlaw. Additionally, the Committee reviewed updates to the Accounting Manual and updates to the Manual will be provided for Board approval at an upcoming meeting.

**Resource Development
Committee:**

Bill Fuller, Committee Chair, shared that the Committee met to begin identifying new streams for financial resources. On behalf of the Committee, he made the following recommendations:

1. Empower the Executive Director to pursue incorporating and creating a 501(c)(3) foundation that VOPA will use to expand or develop services as a priority. This includes drafting paperwork for submission to the Internal Revenue Service and, if available, submitting the paperwork and appropriate fees.
2. Identify and focus on in-house talents in a way that will allow VOPA to create a product that will train and improve the capabilities of people who work with people with disabilities.
3. Acknowledge that VOPA has an expertise in the area of housing and initiate income-generating work in that arena.

He shared that the Committee recommends developing a solicitation campaign to fund a training opportunity that will help raise seed money to initiate the opportunity to earn income. He also shared that Board members would be asked to write letter to key contacts announcing the solicitation campaign.

No SECOND was required and the recommendations from the Committee were unanimously approved.

Internal Policy Committee:

- **Policy 1.5 – Conditions of Representation**
- **Policy 1.10 – Use of Experts**

Chris Harrison, Committee chair, noted that the Committee previously presented Policies 1.5 – Conditions of Representation and 1.10 – Use of Experts for the first reading.

Policy 1.5: Conditions of Representation

It is the policy of the Virginia Office for Protection and Advocacy to adhere to certain conditions of representation in the provision of case level services, including applicable state and federal laws, the mission of the Office, and the approved goals and objectives.

These procedures shall be employed consistently and fairly with all clients.

Policy 1.10: Use of Experts

It is the policy of the Virginia Office for Protection and Advocacy, consistent with the rules of professional conduct, to identify and utilize the expertise of recognized professionals whose knowledge is necessary to achieve effective case level services.

On behalf of the Committee, he made MOTIONS to adopt these policies. Each policy was adopted by individual unanimous vote of the Board.

- **New Policy**
 - **Policy 4.6 – Office Closings/Inclement Weather**

The Committee members discussed Policy 4.6 – Office Closings/Inclement Weather at length. The policy statement reads as follows:

Policy 4.6: Office Closings/Inclement Weather

It is the policy of the Virginia Office for Protection and Advocacy to provide employees continuity of pay in absences necessitated by the unscheduled closing of the Office operations due to inclement weather conditions or other emergencies such as utility failure, fire, and other forced evacuations.

After discussion among the Board, it was decided to consider this a “first read” on the policy statement and the Board will be asked to vote on its adoption at the July meeting.

- **Policy 6.2 – Staff Development**

He shared that the Committee did not discuss Policy 6.2 – Staff Development at the meeting on April 29. This policy will be reviewed at a future meeting.

- **Information Technology Procedures**

Chris Harrison noted that the Committee reviewed revised procedures regarding Information Technology Security. No action is required by the Board.

Goals and Public Awareness Committee:

- **Goals and Focus Areas 2010 – 2012**

Elizabeth Prialux, Committee Chair, stated that the Goals and Public Awareness Committee met prior to the Board on April 30, 2010. She noted that the Committee discussed the status of VOPA’s Goals, Focus Areas, and Objectives and that VOPA staff feel they are on track in all areas. She discussed the need to enhance public awareness for VOPA and noted that Colleen Miller has agreed to write one newsletter article quarterly that will focus on a specific target audience. Each article will end with a statement soliciting public input and feedback on the subject matter. At the next Goals and Public Awareness Committee meeting, members will discuss how to direct public information and enhancing outreach to non-daily newspapers throughout the state.

Reports:

- **Disabilities Advisory Council**

Shirley McInnis, Council Chair, stated that the Council met on March 12, 2010. Five members were present at the meeting. She shared that Colleen Miller gave an update of the General Assembly and the budget hearing that was held in Tidewater. She noted that, at that

time, VOPA was preparing to publish an investigation report and Colleen Miller confirmed that the report has been published and is on VOPA's website. She shared that Kalena Ek, VOPA Staff Attorney, spoke regarding LogistiCare, Medicaid's contracted transportation provider.

- **PAIMI Council** Ali Parker, Council Vice-Chair, gave the report from the Council. She discussed updates to the Council including CW Tillman's resignation and elections of interim officers. She noted that Clyde Mathews, VOPA Managing Attorney, provided a discussion on work with the Social Security Administration's representative payee program. She also shared that the PAIMI Council has begun discussing future objectives for VOPA, including follow up on investigations with local community services boards and any lack of services as well as more emphasis on seclusion and restraint.
- **Litigation** Colleen Miller provided updates to several areas of litigation subsequent to the printed report.
- **Progress on Objectives** The Progress on Objectives Report was included in the Board package, highlighting progress for the first six months of the fiscal year. Colleen Miller referred Board members to that report and provided several updates.

There being no further business, Pat Meyer adjourned the meeting at 2:24 p.m. The next Governing Board meeting will take place on Wednesday, July 28, 2010 in Richmond, Virginia.

FINAL MINUTES

September 29, 2010
