

**Virginia Office for Protection and Advocacy
Final Minutes
Richmond, Virginia
September 23, 2008**

- Members Present:** Susan Kalanges, Chair; Brent Brown, Charles Cooper, Bill Fuller, Waja Grimm, Chris Harrison, Pat Meyer, Shirley McInnis, Michael Newcomb, Elizabeth Priaulx, Daaiyah Rashid
- Members Absent:** Maureen Hollowell
- Staff Present:** LaToya Blizzard, Sherry Confer, Colleen Miller, Lisa Shehi; Clyde Mathews and Dana Traynham (for portions)
- Guests Present:** Ali Parker, Lisa Ritchie
- Call to Order and Introductions:** Ms. Kalanges called the meeting to order at 9:04 a.m. and asked that Board members, guests, and staff introduce themselves. After the introductions, Ms. Kalanges advised that Rita Kidd resigned from the Board. Ms. Kalanges also asked that participants wishing to speak raise their hand and be recognized.
- Training**
- Fair Housing Dana Traynham, VOPA Staff Attorney, provided the Board an overview of fair housing regulations and answered questions from the Board.
- Mission Statement:** The Mission Statement was read by Daaiyah Rashid.
- Adopt Agenda:** Ms. Kalanges asked that the agenda be amended to reflect the Fiscal Year 09 Objectives as an Action Item. Pat Meyer made a MOTION to adopt the agenda as amended. Chris Harrison SECONDED the MOTION and the agenda was unanimously adopted.
- Approval of July 22, 2008 minutes:** Dr. Meyer made a MOTION to adopt the minutes as presented. The Board discussed the minutes and recommended a change from "treatment hall" to "treatment area." Dr. Meyer made a MOTION to adopt as amended. Chris Harrison SECONDED the MOTION. The minutes were unanimously approved.
- Public Comment:** Colleen Miller read an e-mail from Priscilla Greene regarding restraint and seclusion in public schools. Ms. Greene's comments are attached to the master copy of these minutes. Ms. Kalanges asked that Ms. Miller acknowledge to Ms. Greene that the Board has heard her statement.
- Anson Bell spoke to the Board regarding the difficulty he has experienced in receiving services through the Department of Rehabilitative Services under his Ticket to Work. Mr. Bell provided handouts, which are attached to the master copy of these minutes. The Board heard Mr. Bell's concerns and Ms. Kalanges advised that the Board could take no immediate action on his comments although VOPA will look into the matter.

Executive Director's Report:

Ms. Miller introduced LaToya Blizzard, VOPA's new Financial Coordinator.

Ms. Miller shared that staff are working with the DAD program and are working to close all cases that should be closed prior to the end of the federal fiscal year. Ms. Miller explained that training opportunities for procurement have been identified and that information technology needs have been broken into smaller contracts. Additionally, Ms. Miller stated that a sub-tenant has been identified for the Virginia Beach office and that all of VOPA's furnishings are scheduled to be moved over this weekend. Ms. Miller stated that she has spent intensive time on grants management. Board members asked Ms. Miller for more information regarding the relationship between VOPA and the Long Term Care Ombudsman and asked that they be kept informed about this relationship and about future training opportunities.

Executive Committee:

- Executive Director's Evaluation Policy and Procedures

Ms. Kalanges referred the Board to the revised Executive Director's Evaluation Policy and Procedures. Board members discussed the revisions. Changes were made subsequent to the previous Board meeting. Pursuant to Board procedures, the changes required unanimous approval of the Board or a 2/3 consensus that the issue required immediate attention. On behalf of the Executive Committee, Ms. Kalanges recommended Board approval of the policy and procedures. No SECOND was required and the policy and procedures were adopted by unanimous vote of the Board.

- Recruitment of Board Members

Ms. Kalanges discussed the recruitment of new Board members and advised that Ms. Miller will send an e-mail or letter to advocacy and community groups and Board members soliciting names of potential members. The names will be submitted to the Chair prior to submitting to the appointing authority. Chris Harrison requested that the communication to Board members include the area(s) the vacant role fills (for example, parent of a child with a disability, individual with a disability).

- Other Business

Ms. Kalanges shared a suggestion from the April Board retreat promoting staff-board relations. The Executive Committee decided to send a thank you letter to staff who provided trainings at each board meeting. Other forms of recognition will be looked at over the coming months. Ms. Kalanges asked for a consensus of the Board that a letter is sent to Dana Traynham acknowledging her training.

Ms. Kalanges asked that Board members let staff know if they are able to serve as a representative at the PAIMI and Disabilities Advisory Council meetings.

Ms. Kalanges distributed surveys to Board members to identify areas in which Board members have interests to work towards developing Board-staff relations.

Ms. Kalanges announced that an ad hoc audit committee has been formed, consisting of the Executive Committee and the Finance Committee Chair.

Finance and Resource Development Committee:

- Financial Report
Dr. Fuller distributed the finance report and committee certification, noting that no exceptions were identified by the Committee and that the Committee recommended adoption of this report. The Board voted unanimously to accept the report as presented.
- Policy – Changes to Meals, Entertainment, and Incidentals (MEI) and Mileage Rates
On behalf of the Finance and Resource Development Committee, Dr. Fuller recommended the adoption of new per diem rates which will be effective October 1, 2008. Dr. Fuller explained that historically VOPA approves rates subsequent to the state-wide change which causes hardship on staff negotiating accommodations and meals. There was a unanimous vote of the Board to adopt the new rates.

Dr. Fuller presented a revised policy statement that reflects the future intent of VOPA is to adopt state mileage and per diem rates. The revised policy statement will be voted on at the January 2009 meeting.
- Other Business
Dr. Fuller shared that the Committee is in the initial phase of resource development and has discussed some fund-raising ideas.

Internal Policy Committee:

- Public Participation Guidelines
On behalf of the Internal Policy Committee and citing an exception to the bylaws allowing for immediate vote, Mr. Harrison recommended the adoption of the Public Participation Guidelines as presented. Ms. Kalanges reminded Board members that the Guidelines are required to enable VOPA to create regulations. Board members discussed the Guidelines and recommended changes. The Public Participation Guidelines were adopted as amended by unanimous vote.
- Policy 4.13 – Educational Aid
Mr. Harrison stated that assistance from Human Resources staff was delayed and the Committee will review the Educational Aid policy in January.
- New Policies
Mr. Harrison explained that the Committee has begun the process of creating a centralized personnel manual and that guidelines for that manual will be presented in January 2009. .

Goals and Public Awareness Committee:

- Goals and Focus Areas – FY09 Objectives
Elizabeth Prialux distributed updated draft Objectives for the period October 1, 2008 – September 30, 2009 and provided a summary of the significant changes from the 2007-2008 Objectives. Clyde Mathews, VOPA Managing Attorney, provided statistical information regarding the number of issues addressed through the proposed Objectives. On behalf of the Committee, Ms. Prialux recommended adoption of the draft 2008-2009 Objectives as amended in discussion. The Objectives were adopted by unanimous vote.

Council Development and Public Policy Committee:

Dr. Meyer shared that the Council Development and Public Policy Committee held its initial meeting on September 22, 2008. She stated that the meeting was primarily organizational and noted that the Committee continues some of the responsibility of the previous Public Policy Committee. Dr. Meyer explained that key staff members had made suggestions to alleviate some of the obstacles faced by Council members in attending multiple meetings. One suggestion from staff that

the Committee recommends for approval is the inclusion of minutes from Council meetings in the Board packages and vice versa, enabling the Board to see more directly what each Council is currently working on.

Lunch: The Board recessed from 12:20 p.m. to 1:00 p.m. for lunch.

Reports:

- PAIMI Council Mike Newcomb, PAIMI Council Vice Chair, shared that the last PAIMI meeting was held at Catawba Hospital and shared appreciation for the speakers and areas of training at the meeting. Mr. Newcomb stated that the PAIMI Council expressed an interest in more detailed information about the CIR process for a future meeting.

- Disabilities Advisory Council Shirley McInnis, Disabilities Advisory Council Chair, noted that the Committee met on September 18 in Richmond. Steven Traubert, VOPA Staff Attorney, provided a training on Voting Rights for People with Disabilities. The DAC discussed areas for future workshops including Alternatives to Guardianship, Fair Housing, Transportation, and Assistive Technology. Other items discussed during the meeting included the DAC's annual report and Council Development. Sherry Confer, VOPA Deputy Director, announced that Ms. McInnis was elected Chair at the September Council meeting.

- Progress on Objectives Ms. Miller referred Board members to the Progress on Objectives Report in the package. Ms. Miller shared that subsequent to the report, the Department of Education withdrew two areas from the proposed Special Education Regulations that VOPA had expressed concern about. The first issue would have removed parents from the decision-making process to declare a child eligible for special education services. The second issue would have moved hearing officers from Supreme Court management to the Department of Education. Additionally, public comment was re-opened on Friday, September 19. The Department of Education will meet on Thursday, September 25 to review the public comment received during this period. Julie Kegley, VOPA Staff Attorney, is currently working on VOPA's public comments.

- 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, Dr. Meyer made a MOTION to adjourn. Mr. Harrison SECONDED the MOTION and it was approved by unanimous vote. Ms. Kalanges adjourned the meeting at 2:05 p.m. The next meeting of the Governing Board will be held on Friday, January 30, 2009 in Richmond.

FINAL MINUTES

January 30, 2009