

Final Minutes
Virginia Office for Protection and Advocacy
Richmond, Virginia
September 25, 2007

Members Present: Brent Brown, Ray Burmester, Charles Cooper, Bill Fuller, Waja Grimm, Chris Harrison, Maureen Hollowell, Susan Kalanges, Rita Kidd, Pat Meyer, Elizabeth Priaulx, Lisa Ritchie, Dave Wilber

Members Absent: None

Guests Present: None

Staff Present: Sherry Confer, Colleen Miller, Lisa Shehi

For Portions:
Faye Adams, Julie Kegley, Kim Mendella, Julie Triplett

Welcome, Introductions, and Call to Order: Brent Brown called the meeting to order at 9:04 a.m. Mr. Brown welcomed attendees and asked for introductions.

Training:

- **Client Assistance Program**

Training was provided by Disability Rights Advocates Julie Triplett and Faye Adams on the history of the Client Assistance Program and the Program's essential principles. Clients, applicants, and those eligible for rehabilitation services are eligible for the Client Assistance Program. Ms. Triplett and Ms. Adams responded to questions from the Board.

Mission Statement Chris Harrison read the Mission Statement.

Adopt Agenda Elizabeth Priaulx, Public Awareness and Goals Committee chair, asked that the agenda note that Dr. Pat Meyer would provide the update from the Committee. Ray Burmester made a MOTION to adopt the agenda as amended. Dr. Meyer SECONDED the MOTION and it was adopted by unanimous vote.

Approval of July 24, 2007 Minutes: There being no changes or corrections to the minutes, Charles Cooper made a MOTION to accept the July 24, 2007 minutes. Dr. Meyer SECONDED the MOTION and the minutes were adopted by unanimous vote.

Public Comment:	Colleen Miller, Executive Director, read a public comment that was received via fax. Ms. Miller explained that the fax was unclear, but it was believed that this comment was intended for the September 24, 2007 Public Awareness and Goals Committee meeting and had not been received until after the meeting was adjourned.
Executive Director's Report :	Ms. Miller referred the Board to the Executive Director's Report provided in the Board package. She provided updates and responded to questions.
Legal Developments:	Paul Buckley, Managing Attorney, presented an update on legal developments regarding legal standing as it relates to protection and advocacy systems.
<ul style="list-style-type: none"> • P&A Standing 	
Executive Committee:	
<ul style="list-style-type: none"> • Executive Director Job Description 	Mr. Brown directed the Board to changes made to the Executive Director's job description, noting that the Executive Committee recommended approval. No MOTION or SECOND was required and it was adopted by unanimous vote.
<ul style="list-style-type: none"> • Possible Retreat 	Mr. Brown distributed a copy of the Executive Summary from the November 2004 Board retreat and opened the floor for discussion of a retreat in 2008. Board members discussed topics of interest and location. The Board selected the Charlottesville region and decided to conduct an abbreviated Board meeting on April 25, 2008. The retreat will begin following the Board meeting and continue through April 26, 2008.
<ul style="list-style-type: none"> • \$50,000 Purchase Approval Process 	Ms. Miller described the purpose of this process and the inclusion of ratification from the Board. After discussion, the Executive Committee recommended adoption. No SECOND was required and the \$50,000 Purchase Approval Process was unanimously adopted.
Finance and Resource Development Committee	
<ul style="list-style-type: none"> • Financial Report 	Bill Fuller distributed and explained the finance reports and a certification of VOPA's financial status. The Finance Committee recommended approval of the report. No MOTION or SECOND was required and the financial report was accepted by unanimous vote.

Internal Policy Committee

- **Policies Proposed at July Board Meeting**
 - **None**
- **Policy Recommended for Removal at July Board Meeting**
 - **Policy 1.6 – Assignment of Legal Contract Counsel**
- **New Policies**

Chris Harrison, Chair, noted that the Committee met on September 24, 2007. On behalf of the Committee, Mr. Harrison recommended the removal of Policy 1.6 – Assignment of Legal Contract Counsel and incorporate procedures related to this policy into Policy 1.10 – Use of Experts. No SECOND was required. The recommendation was adopted by unanimous vote of the Board.

New policies reviewed by the Committee and presented to the Board for consideration include Policies 1.12 – Incident Reporting, 1.2 - Critical Incident Reporting, (new) 1.6 – Reasonable and Safe Work Environment, and 2.2 - Response to Subpoenas/Judicial Orders.

After discussion, the Board decided to review Policy 2.2 with the possibility that the policy may be deleted.

Lunch:

The Board observed a lunch break from 11:55 to 12:30. Board members used this time to reflect upon encouraging spirit of the late Dink Shackelford, a former Board member.

Public Awareness and Goals Committee

- **Objectives for 2007-2008**

Dr. Meyer noted that the Committee met on September 24, 2007 without a quorum present. The Committee recommended approval of the Objectives which had been provided for review in the Board package. No MOTION or SECOND was required. Mr. Brown reminded the Board that in July it was decided to incorporate an overarching statement to address education, training, and the promotion of self-advocacy skills. Ms. Miller read a statement from the preamble of the Goals, Focus Areas, and Objectives document to confirm inclusion. No MOTION or SECOND was required and the Objectives were adopted by unanimous vote.

Public Policy Committee

Ray Burmester shared that the Committee had not met since the last Board meeting and offered no report.

Reports:

- **PAIMI Council**

Lisa Ritchie, Council Vice Chair, shared that the PAIMI Council met on August 15, 2007 in Harrisonburg. Ms. Ritchie shared that the term of Irene Rebholz, the Council's chair, had expired in August and without a quorum, the Council was unable to elect new officers. Ms. Ritchie discussed Council membership and recruitment efforts. The Board provided

feedback to Ms. Ritchie regarding recruitment strategies. Mr. Brown noted that Council recruitment and appointment will be addressed at the Board retreat in April 2008.

- **Disability Advisory Council**

Dave Wilber, Council Chair, shared that the Council last met on September 5, 2007. He thanked the Board for continuing to attend meetings. Mr. Wilber thanked the Board for attending Council meetings and stressed the importance this makes in building relationships between the Council and the Board. The Council most recently worked towards providing input in the Goals, Focus Areas, and Objectives process.

- **Progress on Objectives**

Ms. Miller referred Board members to the Progress on Objectives Report and provided updates.

- **Litigation**

Ms. Miller updated the Board on litigation.

There being no further business, Mr. Brown adjourned the meeting at 1:55 p.m. The next meeting of the Virginia Office for Protection and Advocacy Governing Board will be January 29, 2008 in Richmond.

FINAL MINUTES

January 29, 2008
