

dLCV Board Meeting Minutes

October 28, 2023 | 10:00am

In Attendance

Board members present: Donna Gilles, Sally Conway, Bolor Amarsanaa, Sean Campbell, Harry Gewanter, Angela Thanyachareon, Tom Walk, Charlotte Woodward, Evan Wrinkle, Colleen Miller

Board members present on Zoom: Sierrah Chavez, Henry Claypool, Greg Crapanzano, Diana Crosswhite, Carrie Knopf, Gavriel Legynd, Cameron Lynch, Carol Tuning (Joined at 12:20 pm)

Staff: Carol Driskill, Erin Haw

Guests: None

Members absent: Stacy Ruble, Tyler Williamson, Zipporah Levi-Shackleford

Call to Order

Donna Gilles, President, called the meeting to order at 10:00 am.

Welcome & Introductions

Three new Board members were introduced: Bolor Amarsanaa, Angela Thanyachareon, and Charlotte Woodward.

Consent Items

Donna Gilles presented the consent agenda items. Harry Gewanter made the motion to adopt the consent agenda. Greg Crapanzano seconded, and the motion passed unanimously.

- Agenda
- Minutes of July 29, 2023 and September 29, 2023 meetings
- President's Report
- Progress on Objectives Report
- Litigation Report
- Executive Director's Report
- Organizational Improvements Report
- Director of External Relations Report
- Director of Compliance and Quality Assurance Report
- PAIMI Council minutes

Mission & Vision

Evan Wrinkle read the Mission and Vision Statement.

Public Comment

There was no public comment.

Mission Moment

Carol Driskill, dLCV advocate, presented the Assisted Living Facility (ALF) Monitoring Project conducted by dLCV advocates and attorneys. Board members asked questions and expressed their appreciation for the work.

Executive Committee Report: Donna Gilles

- Ratification of 2024 Budget: The Executive Committee approved the budget on September 28, 2023 but now the entire Board needs to approve it. Motion made by Harry Gewanter to ratify the budget, seconded by Evan Winkle. Motion passed unanimously.
- Confidentiality and Conflicts Statement: This needs to be completed annually. Sign and return today or sign and email back to Terry Smith. Confidentiality is very important, especially when in closed session.
- Colleen Miller updated the Board on Terry Smith who expects to return to work soon.
- 2024 Meeting Schedule: Recommended that we continue the pattern that has been used for the past several years, meeting on the last Friday or Saturday of the month. Set the January 27, 2024 meeting to be via Zoom because of the weather and involvement with General Assembly. Possibly joint meeting with PAIMI in April to be April 26 and April 27, 2024. Meetings for the rest of the year will be either Friday or Saturday, July 26 or July 27, 2024, and October 25 or October 26, 2024.
- Board representative to attend PAIMI Council meetings: This is a good opportunity for new Board members to learn about the council and can be done virtually. Sally Conway will represent the Board on January 20, 2024 and Donna Gilles will attend in April. July and October to be determined.
- Donna Gilles reported that Frank Hayes expressed his thanks for the resolution in his honor.
- Donna Gilles asked for volunteers to work on strategic plan with staff. At the last meeting, both Tyler Williamson and Sean Campbell volunteered, but now both are on the Executive Committee. Bolor Amarsanaa and Charlotte Woodward volunteered.

Governance Discussion: Identifying Additional Resources: D. Gilles

- Board members shared their ideas about
 - Staying on top of foundations, funding, grants, contracts – suggest forming a small committee. Donna Gilles, Evan Winkle, and Diana Crosswhite volunteered.

- Monitoring for new federal grant opportunities, such as Office on Violence to Women
 - Looking at state grants, initiatives, and foundational grants, not just federal;
 - Colleen Miller stated that, under our current budget, new staff are not hired for new grants. Instead, they will be supported by current staff.
- Colleen discussed dLCV's budget situation: increases in costs and salaries; grant funding remains stable; planning to sublet some offices; will not fill non-critical jobs when employees leave or retire; looking for new sources of funding that support current work. Need help from Board to identify new funding sources.

Leadership Discussion: Preparing for 2024 General Assembly Session

- Objectives for upcoming session were included in packet.
- The Board discussed voting, Medicaid expansion, guardianship, budget, subminimal wage legislation, inaccessible hotel websites, and other possible issues.
- There will be a pre-General Assembly update for the public on January 11, 2024.

Committee Reports

Resource Development Committee: Greg Crapanzano

- Colleen Miller provided report on annual disAbility Summit. The team was disappointed with the platform which was limited to 250 participants. There were five tracks, sessions were recorded and will be put on dLCV YouTube accounts. Cost was \$15,000 - \$18,000 which does not include staff time. There were 153 new registrants and \$708 in new donations.
- A unanimous decision was made by Resource Development Committee to eliminate the Gala and redirect time and energy towards the disAbility Summit as the big event that raises money. We anticipate that most sponsors, donors, and corporate donors will shift their donation towards the Summit.
- The Committee is planning for a series of regional events, "Meet and Greets," with Colleen and other staff meeting with potential donors, sponsors, and Board members. Work will be shifted from staff to Board members and volunteers. The first event will be in February in Richmond and hosted by Greg Crapanzano. Angela Thanyachareon volunteered to host the Northern Virginia event in May. The third event will be in Hampton Roads area or Southwestern Virginia; Sierrah Chavez volunteered to talk with Tyler Williamson to work on it together.
- The committee presented on year-end efforts, 2024 calendar of events, and 504 Club were shared. One hundred percent giving by Board members is encouraged.

Public Awareness & Goals Committee: Sean Campbell

- The Public Input Survey closed in July for planning purposes, but remains active during the year. People are still responding.
- The committee approved the 2024 Goals, focus areas and objectives: There are eight primary goals and each goal has two to five focus areas. Each focus area has several strategies. There are over 100 strategies.
- The committee reported that the Data and Incident Resource Unit is a new unit that takes data from across different platforms and looks at trends and areas that need to be addressed. The Special Education Unit was dismantled and work has been distributed across the other units.

Personnel Committee: Tom Walk

- There will be a training for managers on responding to Workplace Harassment on October 31, 2023. There will be an all-staff training on Workplace Harassment at the November 14, 2023 staff meeting.
- dLCV has retained a consultant to do a renewed salary survey.

Buy A Building Task Force: Tom Walk

- The task force presented the Vision Statement. Board voted unanimously in favor of adopting the Vision statement.
- The Task Force recommended giving the Resource Development Committee the responsibility to outline the next steps in developing a capital campaign. All in favor with one abstention.

Finance & Audit Committee: Evan Wrinkle (for Stacy Ruble)

- Recruitment for DFO will continue until filled. dLCV is conducting final interviews soon, and they are also exploring a fractional CFO for a limited time period.
- The committee reviewed financial reports 10/1/22 – 9/18/23 (short of full fiscal year, came in under budget) and status of fiscal year 2024 grants. There is a continuing resolution which expires November 17, 2023, so we do not know what our major grant amounts will be.
- Status of audit: Current year is almost done. The Committee suggested that we request that the auditor do one more year with dLCV. Tom moved, Sean seconded, all in favor with two abstentions.

Governance Committee: Angela Thanyachareon

- The committee moved adoption of the new Board Job description. Harry moved adoption with one typo to be corrected, Evan seconded. All in favor.
- The committee presented the board Advocate Position for adoption. The Board was generally in favor, but suggested that the position be limited to only current Board members. The committee will take the changes under consideration.
- The committee recognized retiring Board members Tom Walk and Carrie Knopf. Donna Gilles and Colleen Miller thanked them for their years of service on the Board, especially during some difficult years, and shared some memories.

Nominating Committee: Tom Walk

- The Nominating Committee met and presented slate of officers to the Board:
 - President: Sally Conway
 - Vice President: Sean Campbell
 - Secretary: Tyler Williamson
 - Treasurer: Stacy Ruble
- The Board voted unanimously in support.

Closed Session: Personnel and Potential Litigation

Carrie moved to go into closed session for the purpose of discussion personnel actions and any possible litigation. Sierrah seconded. All in favor.

Sean moved to come out of closed session, Evan seconded. All in favor. After closed session, each Board member certified that only such business as stated in the motion was discussed during closed session.

Adjourn

Donna adjourned the meeting at 3:45.