

Disabilities Advisory Council
FINAL MINUTES
September 13, 2006

Members Present	Dave Wilber, Van Johnson, Jessie Chapman, Julie Palmer, Elaine Senft, Edward Senft, Edward Ziegler, Betty Friedrichsen, Larry Friedrichsen
Members Absent	Eric Clark
Guests Present	Loretta Lynch
Staff Present	Sherry Confer, Heather Brunner
Call to Order and Welcome	Dave Wilber, Council Chair, called the meeting to order at 10:05 and welcomed Council members, guests, and staff. Mr. Wilber asked that individuals present introduce themselves.
Public Comment	No public comment was offered
Council Training – Fair Housing	Mary Aab, VOPA Disability Rights Advocate, spoke to the Council regarding the US Department of Housing and Urban Development (HUD) Fair Housing Initiative Grant. Ms. Aab distributed a handout that gave an overview of the Program. She gave more detailed information through discussion and the opportunity for questions and answers from the meeting attendees.
July 12, 2006 Minutes Approval	Ms. Friedrichsen noted a spelling correction to the July minutes. There being no other changes noted, Van Johnson made a MOTION to accept the minutes as corrected. The MOTION was SECONDED and it was unanimously approved.
Board of Directors Update	Dave Wilber gave an update from the Board of Directors. Mr. Wilber shared that Irene Reibholz, who was the acting PAIMI Council Chair, is the new Chair. The Board is looking at committee structures and would like to be more committee driven. The Board was provided with the auditor's report. There were no exceptions noted in the report. There were various recommendations that the Board will discuss. Sherry Confer explained that policies and procedures are being consolidated centrally per the auditor's recommendations and a financial procedures manual is being developed. The Board received and approved the budget. Committees reported on their goals and discussed how they will function over the next year. Mr. Wilber noted that the Board also discussed the

Freedom of Information Act (FOIA) policy, VOPA's Goals, Focus areas and Objectives, and the Public Input Survey. The Board received the DAC and PAIMI Council reports. There was a Board training where members received a Training and Resource Manual. Sherry Confer said similar manuals are being created for the Councils. Council travel and the new mileage reimbursement rates were approved by the Board. Sherry Confer said there is a draft of the Board meeting minutes posted on VOPA's web page for more details. Mr. Wilber noted that Council members are invited to attend Board meetings.

**Membership -
Recruitment,
Retention, and
Development**

Ms. Confer thanked the Council for their recruitment efforts. Ms. Confer shared that there are several applications pending for Council membership and has talked with some applicants on the phone. She said that Loretta Lynch, guest in attendance, is interested in serving on the Council. Ms. Confer said that of the applications that are in house, there is a broad base of representation. Mr. Wilber suggested recruiting an ex officio council member from another state agency. Ms. Confer said she would look into that. Ms. Confer said she would provide a new roster to the Council members electronically. Ms. Confer updated the Council on a meeting she had with Mr. Wilber and Ms. Reibholz. They discussed council by-laws, membership, agenda and structure of the meetings. Mr. Wilber said if any Council members have any ideas or input to contact either Sherry or him.

Mr. Wilber announced Board committee meeting dates and times:

All will meet on Monday, September 25th in Richmond:
Finance Committee 10am, Internal Policy Committee 4pm,
Public Policy Committee 5pm. The full Board will meet on
September 26. The PAIMI Council will meet on November 16,
place to be determined.

**Executive Director's
Update**

Ms. Confer made the Litigation Report available to the Council. She also provided a handout outlining the status of the Goals, Focus Areas and Objectives for FFY06 as of August 31, 2006. Several Unit Managers/designees updated the Council on the work they have been doing for the last quarter. Annette Sannuti, Business Manager, said the quarterly financial reports will be available at the next Council meeting. Mr. Wilber asked that the financial reports be included in the DAC meeting materials. Ms. Confer said she will include the financial reports in the meeting materials.

Emily Field, staff attorney, gave an update of the Institutions Unit activities. She noted that the unit is busy closing cases in anticipation of the close of the Federal fiscal year. She also gave an overview of Institution Unit cases listed on the Litigation Report. Ms. Field answered questions from the Council. Jonathan Martinis, Managing Attorney, gave an update on the activities of the Communities Unit and cases they are currently working on. Mr. Martinis answered questions from the Council and noted that this year VOPA would like to involve consumers in monitoring polling places.

Working Lunch

The Advisory Council adjourned for lunch at 12:15 and reconvened at 12:50.

Executive Director's Update Continued

Julie Kegley, acting Managing Attorney, gave an update on the activities of the Resource Advocacy Unit. She focused on the objective setting process and noted that recommendations will be made at the next Board meeting. Ms. Confer shared that Ms. Kegley inherited the task of heading the Publications Committee and has accomplished bringing all of the publications up to date.

Annual Report

Ms. Confer referred to the FY06 Annual Report and asked the Council if they would like to use the same preparation process as last time for this year's report. She noted that the process was for her to draft a list of VOPA work and accomplishments and then add Council comments in bold print below the summary. Council members asked Ms. Confer to provide the summary to them before the next meeting. Ms. Confer said she would provide the summary to Council members electronically.

Other Business

Ms. Confer shared that a new advocate, Mark Stevens will be starting at the end of the month. Mr. Stevens is a former PAIMI Council member and will be working with the Institutions Unit. As recruitment continues for the Institutions Unit managing attorney position Paul Buckley will continue as the acting managing attorney. Clyde Matthews is back from military leave. Ms. Confer said with the help of the Virginia Information & Technology Agency (VITA) the Internet and email in the Richmond office is operational, the VA Beach office and field offices will also be up within the next day. She noted that eventually the Office is going to be conducting an audit to assess VOPA's information technology system (Internet, databases, email and user support). Ms. Confer said

that HUD representatives evaluated VOPA's work with the Grant and reported that the Office is on target with objectives. She noted that the Eastern Shore outreach continues to be challenging. Van Johnson reminded Council members to submit their reimbursement vouchers to Sherry Confer. The next council meeting will be held on December 13, 2006.

Adjournment

There being no further business, Elaine Senft made a MOTION to adjourn. Van Johnson SECONDED the MOTION and it passed unanimously.

FINAL MINUTES

_____ December 13, 2006 _____