

Virginia Office for Protection and Advocacy
Richmond, Virginia
****FINAL MINUTES****
February 20, 2010

- Members Present:** Pat Meyer, Chair, Chris Harrison, Rita Kidd, Darrel Mason, Shirley McInnis, Mike Newcomb, Elizabeth Priaulx, Daaiyah Rashid
- Members Absent:** Charles Cooper, Bill Fuller, Waja Grimm, Maureen Hollowell, Susan Kalanges
- Guests Present:** None
- Staff Present:** Sherry Confer, Colleen Miller, Lisa Shehi
- Call to Order, Welcome, and Introductions:** Pat Meyer, Chair, called the meeting to order at 9:00 a.m. She welcomed Board members and staff. Each person in attendance introduced himself or herself. Pat Meyer noted that, because this meeting was rescheduled due to a snowstorm, many members were unable to attend.
- Mission Statement:** Darrel Mason read the Mission Statement.
- Adopt Agenda:** Colleen Miller, VOPA Executive Director, noted the following changes to the agenda:
- No Advocacy Strategy Discussion will be given at this meeting.
 - Charles Cooper is unable to attend this meeting and the Finance Committee Report is expected to be given by Bill Fuller.
 - CW Tillman resigned as Chair of the PAIMI Advisory Council. Michael Newcomb, as the new Chair, will provide their report.
 - Chris Harrison will provide the report from the Council Relations and Public Policy Committee.
- Chris Harrison made a MOTION to adopt the agenda as amended. Elizabeth Priaulx SECONDED the MOTION and the agenda was unanimously adopted.
- Approval of September 29, 2009 Minutes:** Chris Harrison suggested rewording the Resource Development Committee report to reflect that Bill Fuller volunteered to lead that group at a previous Finance Committee Meeting. Chris Harrison made a MOTION to approve the minutes as amended. Elizabeth Priaulx SECONDED the MOTION and the minutes were approved unanimously.

Public Comment:

No public comment was offered.

Executive Director's Report:

Colleen Miller updated Board members on the status of Senate Bill 689, a bill sponsored by Senator Blevins that would restrict VOPA's ability to litigate. She stated that many members of the community wrote letters and e-mails and spoke with their legislators supporting VOPA's continued ability to litigate when necessary. After meeting with the patron, the bill was amended to allow the Board to have a policy in place regarding the use of legal remedies. Colleen Miller noted that the board has always had that option. Elizabeth Prialux suggested that the Board follow up with thank you letters to the organizations and individuals that supported VOPA. She will develop a draft thank you letter. Colleen Miller thanked the Board members for communicating with their legislators about the bill. She noted that Pat Meyer met with the patron and that Maureen Hollowell testified against the bill.

Colleen Miller shared that a legislative update is maintained on VOPA's website highlighting bills of interest to the disability community and is updated several times weekly. She encouraged Board members to review this information periodically.

Executive Committee:

The Executive Committee met on January 18, 2010. Notes from the meeting were provided in the Board packet.

- **Appointment of Nominating Committee**

Pat Meyer requested that Shirley McInnis serve on the Nominating Committee. Prior to the Board meeting, she requested that Waja Grimm and Susan Kalanges serve on the committee. The Committee will meet following the DAC meeting on March 12, 2010. The Committee will propose a state in preparation for an April 2010 vote.

- **Appointment of Evaluation Committee**

Colleen Miller distributed the Procedures for Evaluation of the Executive Director, as adopted by the Board in 2008, and the survey provided to Board members in 2009. Colleen Miller explained that the evaluation survey contains questions that are difficult to answer using the current scale. She asked Board members to review the survey and make recommendations for change to the Evaluation Committee. She noted that some of the survey questions may be more accurately answered by having the Evaluation Committee discuss those areas directly with staff and reporting back to the full Board.

Pat Meyer shared that the by-laws dictate the composition of the Evaluation Committee and noted that she, Bill Fuller, and Charles Cooper would serve on this Committee. Daaiyah Rashid made a MOTION to approve the appointments. Rita

Kidd SECONDED the MOTION. The appointments were approved by unanimous vote of the Board.

**Finance and Resource
Development Committee:**

- **Financial Report**

Charles Cooper, Committee Chair, was unable to attend the Board meeting. In his absence, Colleen Miller noted that the Committee met on January 29, 2010 and reviewed the expenditure reports, compared expenditures to budget, and noted that VOPA is operating slightly below projected budget. Colleen Miller distributed a certification of no exceptions signed by Charles Cooper for approval by the Board. No SECOND was needed and the report was accepted by unanimous vote of the Board.

Colleen Miller stated that the Committee has begun a review of the revised accounting manual that had been adopted in 2007. The Committee will review the manual in sections.

- **Report from Resource
Development Committee**

Colleen Miller shared that the Resource Development Task Force met on January 8 and noted that a report from that meeting was provided in the packet. The meeting currently scheduled for February 23 will be rescheduled.

Internal Policy Committee:

- **New Policies**

Chris Harrison, Committee Chair, advised that the Committee met on February 19 but no quorum was present. The Committee presented three policies for first reading by the Board:

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.

Chris Harrison shared that Policy 1.5 – Conditions of Representation – represents a change in policy statement to add “. . .including state and federal laws, the mission of the Office, and the approved goals and objectives.”

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.

No changes were noted in the policy statement for Policy 1.10 – Use of Experts.

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.

Chris Harrison noted that the changes made to Policy 4.6 – Office Closings/Inclement Weather – were made in the procedures, not the policy statement. Colleen Miller shared that the changes reflected how staff are compensated based on various scenarios when the office is closed full day, opens late, or closes early due to inclement weather. She stated that VOPA had sought guidance from the Committee regarding this policy, but with no quorum, no action could be taken. She suggested that the Committee revisit this policy at the next meeting.

Policy 6.2: Staff Development

It is the policy of the Virginia Office for Protection and Advocacy to support ongoing staff development both individually and as an Office. Within resources, VOPA will provide or support staff development and training that relates to VOPA's mission.

Chris Harrison advised that this policy continues to be revised. The Board tabled the first reading of the policy until the April Board meeting.

Chris Harrison suggested ways to help ensure attendance by a quorum. Colleen Miller stated that she will discuss the Committee membership and attendance with Paul Buckley, VOPA Staff Attorney and Committee Liaison.

Public Awareness and Goals Committee:

Elizabeth Priaulx, Committee Chair, shared that the Committee has not met since September. She noted that she will propose a meeting prior to the April Board meeting. The goal of the meeting would be to develop a tool that could be sent out to provide updates on VOPA's investigations, accomplishments, and news and to direct the community to the website to view the PPRs.

Council Development and Public Policy Committee:

Chris Harrison noted that the Council Development and Public Policy Committee did not meet due to a lack of quorum. He shared that CW Tillman, former Committee Chair, resigned due to time conflicts. This Committee has completed its goals and will be disbanded.

Reports:

- **Litigation** Colleen Miller shared updates to the Litigation Report since its distribution and took questions from Board members.
- **Disabilities Advisory Council** Shirley McInnis, Council Chair, shared that the Council met on December 11, 2009. David Hominik, VOPA Disability Rights Advocate, discussed the general assembly process, advocacy opportunities, and explained how a bill is created. She stated that Council participation is going well.
- **PAIMI Council** Mike Newcomb, Council Chair, stated that the PAIMI Council met on Thursday, February 18, 2010. He shared that he was elected Chair to fulfill CW Tillman's unexpired term and Ali Parker was elected Vice-Chair. He shared a brief biography of the composition of the Council.
- **Progress on Objectives** The FY2010 first quarter Progress on Objectives Report was provided in the Board package, highlighting activities under the new fiscal year's objectives. Colleen Miller updated the Board regarding two investigations and took questions from Board members. She shared that the fair housing video VOPA developed and is available on the website is being used by a Canadian housing agency.

There being no further business, Chris Harrison made a MOTION to adjourn the meeting. Mike Newcomb SECONDED the MOTION. Pat Meyer adjourned the meeting at 11:30 a.m. The next Board meeting will be April 30, 2010 in Virginia Beach – location to be decided.

FINAL MINUTES

/s/

April 30, 2010