

**Virginia Office for Protection and Advocacy
Lynchburg, Virginia
FINAL MINUTES
July 17, 2011**

Members Present	Bill Fuller, Chair; Darrel Mason, Vice Chair; Susan Kalanges, Rita Kidd, Melissa Meade, Michael Newcomb, Martha Pillow, Angela Thanyachareon, Michael Toobin, Thomas Walk
Members Absent	Maureen Hollowell, Elizabeth Priaulx, Daaiyah Rashid
Guests Present	Matt Camire, Carmela Greer, Phil Theisen
Staff	Colleen Miller, Executive Director; Clyde Mathews, Lisa Shehi
Call to Order	Darrel Mason, Vice Chair, called the meeting to order at 1:10 p.m. She welcomed everyone to the meeting and asked for individual introductions.
Mission Statement	Mike Toobin read the Mission Statement.
Agenda	With no changes noted, Tom Walk made a MOTION to adopt the agenda. Susan Kalanges SECONDED the MOTION. The agenda was adopted by unanimous vote.
Minutes	No changes or corrections were noted to the April 2011 Board minutes. Angela Thanyachareon made a MOTION to accept the minutes as presented. Susan Kalanges SECONDED the MOTION and the April minutes were unanimously accepted.
Public Comment	<p>Matt Camire, Piedmont Region Director – Special Olympics Virginia, expressed a desire to find different ways to help out each other, learn more about each other, and work together to bring about a social change for persons with disabilities. He shared that in addition to the program for individuals with special needs, Special Olympics Virginia also sponsors an athletic program in public schools. Rita Kidd added her desire for collaboration among resources.</p> <p>Carmela Greer, Lynchburg Area Center for Independent Living (LACIL), shared that the biggest concern for residents of the Lynchburg area is transportation, primarily Logisticare. She thanked VOPA for having staff available to spend time to help individuals served by LACIL.</p> <p>Phil Theisen, Executive Director of LACIL, noted that in 2007, VOPA helped address accessibility issues at City Hall. He added that a recent visit to City Hall showed lack of compliance.</p>

Executive Director's Report

Colleen Miller, Executive Director, shared that phone service improvements and possible purchase of new phones are being addressed. Additionally, she stated that the current lease at 1910 Byrd Avenue has renewed based on a 30-day renewal with a 90-day termination basis. She has begun negotiations with the landlord regarding environmental concerns.

She discussed possible proposed changes to the current call screening process, changing to process intakes on Monday, Wednesday, and Friday only. She ensured Board members that an advocate would be "in-house" in case of an emergency, but reminded the Board that VOPA is not an emergency-response agency. She shared that VOPA will study the ways other protection and advocacy entities handle intakes, evaluate the statistical characteristics of VOPA's incoming calls, and proceed accordingly.

Phil Theisen inquired about the findings of the Department of Justice (DOJ) against the Department of Behavioral Health and Developmental Services (DBHDS). Colleen Miller shared that a settlement is expected later this year but that VOPA is not a partner in the negotiations. She stated that information that is obtained by VOPA is shared with both DOJ and DBHDS.

Executive Committee

Bill Fuller distributed notes from the July 11 Executive Committee meeting. Additionally, the Board discussed future meeting dates as follows:

- September 29, 2011 (tentative)
- January 28 and February 4, 2012 (if needed due to inclement weather)
- April 25, 2012
- July 25, 2012
- September 26, 2012

Finance and Resource Development Committees

- **Financial Report** Bill Fuller noted that the Finance Committee reviewed all financial reports on July 11, 2011 and found no exceptions. On behalf of the Finance Committee, he recommended acceptance of the Budget to Actual report statement, certified by Committee Chair Linda VanAken, as of June 30, 2011. No SECOND was required to this recommendation. The report was accepted by unanimous vote of the Board.

- **FY2012 Budget** Bill Fuller presented the proposed FY 2012 budget as follows:

Expenditures	<u>FY2012</u>
salaries, wages, fringe	2,195,993
services, memberships, subscriptions, travel	253,300
supplies, gas	13,550
unemployment, indirect costs	176,076
rent, rentals, service charges	224,492
equipment, furniture	<u>62,955</u>
	\$ 2,926,366

Darrel Mason made a MOTION to adopt the budget. Michael Toobin SECONDED the MOTION. No further discussion was offered and the budget was adopted by unanimous vote of the Board.

- **Resource Development**

Bill Fuller stated that the Resource Development Committee met on July 11, 2011 and announced that the development of The Virginia Disability Law and Advocacy Fund ("The Fund"), a 501(c)3 non-profit has been approved by the State Corporation Commission. The purpose of The Fund is engaging in activities to raise funds for the Virginia Office for Protection and Advocacy. He noted that the Committee is in the process of recruiting and recommending a board for The Fund and he anticipates being able to present recommendations to the VOPA Board at the September meeting. The chief activity of The Fund will be to create a resource manual that will be available to attorneys and parents that will catalog applicable laws and regulations regarding special education.

He noted that Darrel Mason is a member of The Fund Board and shared that a second member is required to finalize paperwork. The Resource Development Committee recommended the appointment of the VOPA Governing Board Chair as an ex officio member of The Fund Board. Darrel Mason made a MOTION to appoint Bill Fuller, as Governing Board Chair, as an ex officio member of The Fund Board. Michael Toobin SECONDED the MOTION. After discussion, the Board unanimously appointed Bill Fuller.

Policy Unrestricted Funds

Bill Fuller presented the controls and Policy on Use of Unrestricted Funds for second reading and adoption by the Board. He shared that VOPA is contracted with the National Disability Rights Network to provide a review of representative payee employers in the state of Virginia. Funding for the program is directed by the Social Security

Administration through NDRN.

Controls on the policy include:

- The Custodian of the checkbook will not be an authorized signer or approver of disbursements.
- Any expenditure must be reviewed and pre-approved by the Executive Director.
- The bank statement will be reviewed by the Finance Committee quarterly.
- All account records will be reviewed annually.
- The Custodian of the checkbook will be interviewed by the Finance Committee annually.

The Resource Development Committee further recommended the following protocol for use of monies from the Unrestricted Funds Account:

1. One-half of the NDRN annual dues.
2. Up to \$15,000 annually for resource development
3. Other expenditures as recommended by the Executive Director with approval from the Finance Chair.

Darrel Mason made a MOTION to adopt the controls and Policy on Use of Unrestricted Funds. Thomas Walk **SECONDED** the MOTION. After discussion, the Board voted unanimously for adoption.

There being no further business of the Virginia Office for Protection and Advocacy Governing Board, Bill Fuller adjourned the meeting at 2:20 p.m.

FINAL MINUTES

/s/

October 1, 2011
