Board for the Blind and Vision Impaired
Draft Minutes for Quarterly Board Meeting
Tuesday, July 9, 2013
DBVI - Headquarters

Call to Order: Chairperson Bob Dendy called the meeting to order at 1:07 p.m. He asked Board members and staff for introductions.

Members Present: Bob Dendy, Chairperson; Marsha Hester; Linda Broady-Myers; Marc Johnson (via teleconference)

Staff Present: Ray Hopkins, Commissioner (via teleconference); Rick Mitchell, Deputy Commissioner for Services; Eva Ampey, Special Assistant to the Commissioner; and Henry Street, Staff Assistant, Recorder

Guest to include:
Barbara McCarthy, Director, Library and Resource Center

Agenda:
Approved

Minutes:
Ms. Hester moved that meeting minutes be approved as is. Mr. Dendy seconded. Approved – from January 8, 2013 meeting

Public Comment: None

Commissioner's Report: Presented by Commissioner Hopkins-
Called everyone's attention to a few items:

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- Increases in administrative costs, reductions in general fund appropriations in recent years, cuts to program funds due to sequestration, and rising IT charges compel us to seek additional funding. The Department will be seeking Secretarial and Governor's support for more general funds for various service areas. Presently, DBVI receives less funding from the Commonwealth than it did two decades ago.
- Commissioner Hopkins has been contacted by the Department of Aging and Rehabilitative Services (DARS) which is seeking a 57% increase in payments for administrative supports provided by DARS. Twenty years ago, the smaller agencies serving persons with disabilities, had their administrative support functions consolidated with DARS. This $600,000 increase was not anticipated and will require additional appropriations to pay.
- Projects to repair and upgrade the swimming pool and the cafeteria to include making restrooms fully accessible are not able to be completed with the funds which have been allocated. The Board is being provided more detailed information and will be asked to consider making endowment funds available for completion of several safety and accessibility projects.

Endowment Fund Expenditures and Receipts Report:
Presented by Eva Ampey

Quarterly Report Ending June 30, 2013
Donations: $7,250.40
Expenditures: $32,784.12

Trust Fund Value at the end of May
Market Value: $6,271,771.00
Year to date (May) Interest Added: $130,553.00

Ms. Ampey informed the Board that her request for electronic access to the account had yet to be granted. The Board proposed that the Commissioner and Ms. Ampey make contact with U.S. Bank and Trust letting them know the necessity for this access and that the Board will be considering other bank sources if they can't adhere to request for access.

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Capital and Non-Capital Outlay

CONSTRUCTION

- AA Building – Replace hot water supply & return
- Recreation Building – Gym and Activities Room
- Dining Hall and Recreation Bldg – Replace windows and ADAAG Imp.
- Recreation Building – Replace flat roof with sloped metal roof

DESIGN

- Dining Hall & RTU's – Replace ceiling and install new RTU's
- Dining Hall & Recreation Bldg – Replace windows; ADAAG improvements; improve miscellaneous finishes; refinish gym and activities room
- New Maintenance Bldg – AARB approved design awaiting final review
- Library and Resource Center – Replace existing asphalt roof; pool project

Budget Request for July 1, 2013 – June 30, 2014 :

VA Voice	$30,000
Super Summer Camp	$55,000
Drivers	$110,000
Sub-Total	$195,000
Capital Projects	$550,000
Grand Total	$745,000

Ms. Broady-Myers made a motion to accept the 2013/2014 budget requests, Ms. Hester seconded the motion. The motion was passed unanimously.

Proposed future meeting dates are as follows:

Meeting dates: 10/8/13, 1/14/14, 4/8/14, and 7/15/14

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Ms. Broady-Myers made a motion to accept the meeting dates through July of 2014, Ms. Hester seconded the motion. The motion was passed unanimously.

Ms. Ampey reviewed Expiration dates
Hester and Hamm 6/14
Dendy and Johnson 6/13 (waiting for word on reappointments)
Broady-Myers 6/16

Virginia Industries for the Blind: Presented by Henry Street in the absence of Jim Meehan:

Ms. Broady-Myers requested high points only.
Services Division is growing.

- Kitting operation in Virginia Beach is expanding and now generates $3M+ annually and will be employing two blind Virginians full time.
- Contract Management Services (CMS) is expected to expand to a third location (the two current sites are DLA HQ and at VIB-R) at the Defense Supply Center Richmond. Initial reports and the allocated funding indicate as many as ten Contract Specialist positions will be required, all of whom are expected to be filled by blind Virginians.
- VIB-Richmond is expanding its Spice capacity into the Federal market as opposed to our previous Virginia Distribution Center only business model. We are working with National Industries for the Blind to gain a $1M/annual business from the Bureau of Prisons.
- VIB-Charlottesville is expanding its mattress customer base this year. We have secured orders from the University of Maryland for 1,400 mattresses and Virginia Wesleyan College for 100. Safety Vest orders remain strong as VDOT seems to be changing out the style of vests each year requiring them to re-outfit each employee.
- Retail Division's E-Commerce site has grown to almost $800,000 annually, more than double last year. Our Customer Service Rep handling this function is operating out of our Oceana BSC and is a strong JAWS user.

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Division for Services Report: Presented by Rick Mitchell

Regional Offices Updates
Fairfax Regional Office – re-advertising for the O&M position
Bristol Regional Office - hired a Regional Manager
Norfolk Regional Office - recruiting for a Orientation & Mobility Instructor, Education Coordinator, and a Rehabilitation Technologist
Headquarters - hired a Compliance and Customer Satisfaction Analyst

Summer Events
Field Transition event in Staunton
Transition event in Norfolk

Vocational Rehabilitation Excellence Taskforce
The group is in the process of defining what excellence is in VR. They are looking at other agencies for the blind of similar size to see what activities they are doing.

VRCBVI / Field Taskforce
This group is made up of VR Counselors and Center staff. Center staff will be going out to field offices to accompany staff on home visits. Field staff will be coming to the Center to observe classroom teaching.

Regional Office Visits
I have spent a week in three of the six offices. This will be completed in September. Beginning in October, I will make a two day quarterly visit to each of the regional offices.

Chair Comments: Presented by Bob Dendy

Appreciate all who choose to serve. Thanks you for taking the time to volunteer. The meeting was adjourned at 2:17 p.m.

Next Quarterly meeting is scheduled to convene on 8 October, 2013 at DBVI Headquarters at 1:00 p.m.

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