

Minutes
Virginia Board for the Blind and Vision Impaired
Virginia Library & Resource Center
395 Azalea Avenue, Richmond VA 23227
January 8, 2019 at 12:00 PM

Board Attendees

Ms. Bonnie Atwood; Mr. Mazen Basrawi; Mr. Paul D'Addario (electronic); Mr. Ken Jessup, *Chair*; Ms. Barbara McCarthy (electronic).

Members Absent

Ms. Deborah Helms; Dr. Leo Kim.

Members of the Public

None.

DBVI Staff to the Board

Ms. Jessica Collette, Staff Assistant, DBVI; Ms. Wallica Gaines, Deputy Commissioner for Administration, DBVI; Mr. Raymond Hopkins, Commissioner; Mr. Matt Koch, Deputy Commissioner for Enterprises, DBVI; Dr. Rick Mitchell, Deputy Commissioner for Services, DBVI.

Working Lunch & Program Spotlight: FOIA, Open Meetings, & Institution Fund Responsibilities

Pam Beckner, Office of Attorney General

Ms. Pam Beckner spoke in regards to the Freedom of Information Act (FIOA) and specifically about electronic materials. Mr. Mazen Basrawi will receive a template from Ms. Beckner and consult with Ms. Wallica Gaines in regards to creating a policy for electronic meetings.

Ms. Beckner, also, spoke about the solicitation of funds and institutional funds. She is currently waiting on additional guidance.

Call to Order & Introductions *(Action Item)*

Chairman Ken Jessup reported a quorum was not present. Meeting will be rescheduled.

Meeting adjourned.