

Minutes

Virginia Board for the Blind and Vision Impaired

Library Resource Center

395 Azalea Avenue, Richmond VA 23227

April 24, 2019 at 1:00 PM - 3:00PM

Phone Number 224-541-0744; PIN: 794 658#

Board Attendees

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

Members Absent

Ms. Deborah Helms.

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; Elizabeth Prunkl, Procurement Manager, DARS.

Call to Order & Introductions *(Action Item)*

Chairman Ken Jessup called the meeting to order and members introduced themselves.

Consent Agenda & Minutes

Adoption of Agenda *(Action Item)*

Ms. Barbara McCarthy moved to adopt agenda; Ms. Bonnie Atwood seconded and motion passed unanimously.

Adoption of Minutes *(Action Item)*

Ms. Barbara McCarthy moved to adopt minutes from March 2019; Mr. Paul D'Addario seconded and motion passed unanimously.

Public Comment

None.

Action Items

Super Summer Camp

DBVI has a request for \$55,000 to fund Super Summer Camp. This is a one-week camp experience held outside of Roanoke, VA at Camp Easter Seals for children who are blind or vision impaired. Mr. Mazen Basrawi questioned what percentage of this request funds the Camp. Commissioner Hopkins responded that for at least the past two decades the Board has 100% funded this event. Ms. Barbara McCarthy asked what items would be added if a larger

amount was available. An additional question was asked in regards to the number of children that participate. Commissioner Hopkins responded that for the past few years, 50 – 60 students have participated. Mr. Paul D’Addario asked how potential campers are notified. Commissioner Hopkins and Dr. Mitchell responded that it is advertised on the DBVI website and throughout the school divisions. Ms. Barbara McCarthy moved to approve \$55,000 to fund Super Summer Camp; Mr. Paul D’Addario seconded and motion passed unanimously.

Allocation of funds to support the Board’s meetings and other activities

Commissioner Hopkins spoke about the issue that in the past the Board’s expenses, i.e. travel, meals, etc. have been charged to the Agency and not the endowment funds. Looking at expenses of a potentially full Board, \$4,000 will cover these expenses. Mr. Mazen Basrawi questioned why the Board is not funded through the Agency. The Commissioner gave examples of other public bodies that are not funded through a state agency.

Ms. Bonnie Atwood moved to allocate funds beginning this FY, not to exceed \$4,000, from the Endowment Fund to support the Board’s expenses; Ms. Barbara McCarthy seconded. Chairman Jessup asked to carry out a voice vote as there seemed to be some disagreement. Ms. Barbara McCarthy voted yes. Mr. Paul D’Addario voted yes. Ms. Bonnie Atwood voted yes. Mr. Ken Jessup voted yes.

Approval to use previously approved and unexpended funds to support Low Vision in FY2020

From the different items the Board has previously funded this year, i.e. drivers, Education Services, and Low Vision, some funds have not been fully expended. DBVI has estimated that there will be around \$140,000 unexpended funds at the end of this FY. DBVI is asking for these unexpended funds to be transitioned to use to fund Low Vision Services for FY20. Presently, there are not general funds allocated for these services. The Agency has begun to look at how to deliver these services differently that will cut down on cost. Mr. Paul D’Addario moved to reallocate the unexpended endowment funds to support Low Vision Services in FY2020; Ms. Bonnie Atwood seconded; and motion passed unanimously.

Investment Manager

Ms. Wallica Gaines introduced Ms. Beth Prunkl, Procurement Manager at DARS. The request for proposal (RFP) has been created and is ready to post. This request has to be posted for 10 days, followed by the opportunity to hold a meeting with bidders in regards to the request. After this meeting, the request will be posted for an additional 10 days and then all proposals will be reviewed. Depending on the number of proposals and any clarifications that will need to take place will determine the amount of time after this deadline and the first scoring. The Board will meet for the first scoring and throw out any proposals that will not be accepted. A second scoring will take place and then an offer will take place. Ms. Prunkl will send out an appropriate timeline for the Board to review.

Ms. Wallica Gaines asked for clarification about which members will sit on a finance committee to evaluate the proposals. The normal participation number on this type of committee is from three to eight. Ms. Bonnie Atwood asked if any background knowledge is

needed to sit on this committee. The Board believed either 3 to 5 members should sit on this committee; the Commissioner and Ms. Gaines will be there for support. Ms. Barbara McCarthy and Mr. Leo Kim volunteered to review these proposals.

Agency Updates

The Commissioner updated the Board that DBVI has officially opened a micro-market in the Patrick Henry Building in downtown Richmond. This serves as a grab-and-go type market with self-checkout. At the grand opening, the Chief of Staff gave remarks, while several Secretaries were also in attendance.

The Commissioner and Ms. Gaines recently met with the CIO with VITA to discuss issues with the services being provided with both VIB and DBVI. Even though the issues have not been resolved, we are looking forward to receiving the proposed solution to one of the issues by the end of this week.

Mr. Matt Koch spoke about the VIB Advisory Board meeting that took place yesterday. At this time there are a total of 10 members and have been very active and engaged. Since their charter does not have a call to advise the Secretary or General Assembly, the Commissioner suggested linking these Boards up to be able to do the most good possible. Mr. Koch extended the VIB Advisory Board's desire to do just that and work with the Virginia Board for the Blind and Vision Impaired. Ms. Barbara McCarthy suggested holding a joint meeting to discuss how to better work together or Mr. Matt Koch suggested having a representative from each body to discuss one-on-one and report back.

Future Action Items & New Business

- Organizational Meeting June 25, 2019 for Officers and Meeting Dates
Meetings have been held on the 4th Tuesday each quarter at 1:00PM
September 24, 2019; December 24, 2019; March 24, 2020; June 23, 2020

Adjournment

Meeting adjourned.

Next Meeting(s): June 25, 2019