

Minutes
Virginia Board for the Blind and Vision Impaired
Library and Resource Center
395 Azalea Avenue, Richmond VA 23227
September 24, 2019 at 12:00 PM

Board Attendees

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

Members Absent

Mr. Mazen Basrawi; Ms. Deborah Helms.

Members of the Public

Ms. Trish Fitzpatrick, Chairman, State Advisory Board for the Virginia Industries for the Blind; Mr. Jim Wark, Virginia Voice and State Advisory Board for the Virginia Industries for the Blind; Mr. Mark Roane, State Advisory Board for the Virginia Industries for the Blind.

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.

Call to Order & Welcome

Chairman Ken Jessup called the regular meeting to order and welcomed the members in attendance.

Working Lunch & Program Spotlight: Rehabilitation Technology Services

Dr. Peggy Fields

Dr. Peggy Fields spoke about the services provided through the Rehabilitation Technology program. Discussion took place about available assistive technology.

Business Items

Introductions

Chairman Ken Jessup asked for members to introduce themselves.

Adoption of Agenda (*Action Item*)

Mr. Paul D'Addario moved to adopt agenda; motion passed unanimously.

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Adoption of Minutes (*Action Item*)

Ms. Barbara McCarthy moved to adopt minutes from June 2019; motion passed unanimously.

Public Comment

Ms. Trish Fitzpatrick spoke about her role on the Advisory Board of Virginia Industries for the Blind and UZRV, a transportation service for individuals with special needs. Ms. Fitzpatrick shared the she and the other members are in attendance to represent the Advisory Board to begin working together with this Board. The next meeting is slated for November 2019.

Action Items

Election of Secretary

Ms. Barbara McCarthy nominated Ms. Bonnie Atwood for Secretary; Ms. Bonnie Atwood accepted the nomination. Ms. Bonnie Atwood is elected by acclamation.

Unfinished Business

Donation Requests Update – Finance Committee

Discussion took place about how the Board should listen to donation requests. Mr. Paul D'Addario asked about a standard form for requests and Wallica stated one could be requested. The Commissioner mentioned that the Board can decide what information is needed for these requests and have a form created. Chairman Jessup mentioned that DBVI typically requests funds in the spring and the Commissioner confirmed due to the budget year. The Board discussed adding language to a form for applicants to know when the paperwork is due annually: *Applications for funding must be received before March 1st of that year.* As it stands now, the Board's basic policy is to retain the accounts current balance and only spend income. The Board needs to create a request form to include a deadline date. Vote on form at December meeting, begin process in 2020. Discussion took place about what types of requests they will consider and if there is a limit of the amount of times an entity can request funds. The Finance committee will draft a donation form and procedures around donation requests. This information will be voted on at the December Board Meeting. The Board's goal is to begin this new process in 2020.

Future Action Items & New Business

Meeting Dates

The December meeting will be held on the 17th as the normally scheduled date would be Christmas Eve.

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Update from the Finance Committee on donation requests to include the request form.

Adjournment

Paul moved to adjourn the meeting at 3:00pm; motion passed unanimously.

Next Meeting: December 17, 2019

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Reports

Agency Report – *Commissioner Ray Hopkins*

Written report provided. Additional comments are as follows:

Commissioner Hopkins spoke about the monthly reports that are now being shared with the Board. He asked that if any changes need to occur to please inform Wallica Gaines.

Last week, DBVI received a total of 10 bids for the renovation of the DBVI Headquarters building. The calculations have been submitted and are awaiting the permission to award the contract and building permit. A goal date of October 1 is set to commence this project and turn the building over to the contractor.

The Commissioner shared that DBVI has submitted funding proposals for the 2020 General Assembly sessions. Proposals supported by the Secretary's Office are published on the Department of Budget and Planning's website. DBVI submitted four items specific to agency 702 (DBVI), (1) \$2M line of credit for VIB, (2) \$288,000 funds for shared administration operations as these costs continue to increase, (3) \$397,842 of funds to support the RT/IL program, (4) just over \$3M in VR funds asked for 250 individuals awaiting services. For agency 263 (VRCBVI), around \$223,000 of funds have been requested to be able to serve individuals that are not VR clients. An additional proposal of \$1.1M has been submitted for Information Technology in regards to the Enterprise Division.

October is National Disability Awareness month and multiple events will be taking place throughout the Commonwealth. On October 15th, National White Cane Day, three different DBVI Regional Offices will hold events in their local communities.

DBVI has received funds through the reallocation program through the Department of Education. This year, there was a total of \$164M returned in VR funds. Based on certain priorities and criteria, DBVI did receive the full request of VR reallocation funds. This will allow DBVI to begin providing services to those individuals currently on the waitlist with applications dated before October 2018.

Financial Report – *Deputy Commissioner Wallica Gaines*

Local Government Investment Pool (LGIP) is a fixed income pool that invests in bonds, not stocks. The fee for participation is low in comparison to US Trust. Ms. Wallica Gaines let members know that they are able to go to the COVA Treasury, LGIP, and will show the yield.

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As of August 30, the account has a \$6,148,124.31 balance with an income amount of \$11,753.56.