

STATE BOARD OF BEHAVIORAL
HEALTH AND DEVELOPMENTAL
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COMMONWEALTH of VIRGINIA

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Post Office Box 1797
Richmond, Virginia 23218-1797

May 27, 2020

To: Interested Stakeholders

Fr: Ruth Anne Walker
State Board Liaison

Re: June 3, 2020, Nominating Committee Meeting of the State Board

Cc: Members, Nominating Committee
(Sandra Price-Stroble, Committee Chair; Jerome Hughes; Paula Mitchell)
Heidi R. Dix, Deputy Commissioner, DBHDS
Dev Nair, Ph.D., Assistant Commissioner, DBHDS

The Nominating Committee of the State Board of Behavioral Health and Developmental Services will meet on June 3, 2020 at 9:30 p.m. The meeting will be held electronically, in accordance with language in [Item 4-0.01 g. of Chapter 1283 of the Acts of Assembly, 2020 Virginia General Assembly](#), Article 5 the [Bylaws](#) of the State Board, and the Virginia Freedom of Information Act (FOIA). The agenda and instructions for meeting participation follow this memo.

The purpose of the Nominating Committee meeting is to vote on a slate of officers in accordance with Article 4 of the Bylaws. The decision of the committee will be reported to the State Board of BHDS at the next regular meeting to be held on July 15, 2020, in Richmond.

Information about this meeting is posted on Virginia's Town Hall (<https://townhall.virginia.gov/L/ViewMeeting.cfm?MeetingID=30939>).

Please let me know if you have any questions, ruthanne.walker@dbhds.virginia.gov. Thank you.

Enclosures

Item 4-0.01 of Chapter 1283 of the 2020 Acts of Assembly:

g. Notwithstanding any other provision of law, any public body, including any state, local, regional, or regulatory body, or a governing board as defined in § 54.1-2345 of the Code of Virginia may meet by electronic communication means without a quorum of the public body or any member of the governing board physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body or governing board to assemble in a single location; (ii) the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body or common interest community association as defined in § 54.1-2345 of the Code of Virginia and the discharge of its lawful purposes, duties, and responsibilities; (iii) a public body shall make available a recording or transcript of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia; and (iv) the governing board shall distribute minutes of a meeting held pursuant to this subdivision to common interest community association members by the same method used to provide notice of the meeting.

A public body or governing board convening a meeting in accordance with this subdivision shall:

1. Give notice to the public or common interest community association members using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body or governing board conducting the meeting;
2. Make arrangements for public access or common interest community association members access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. If the means of communication allows, provide the public or common interest community association members with an opportunity to comment; and
3. Public bodies must otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the public body or governing board.

Article V of the State Board Bylaws:

j. **Electronic Meetings** – Members may participate through electronic communication means from a remote location that is not open to the public in the event of an emergency or personal matter, or temporary or permanent disability or other medical condition, or when a member is more than 60 miles from the primary meeting location. The electronic communication must be properly noticed and meet FOIA requirements, including that a quorum must be physically assembled at the primary or central meeting location and that the public body make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. In accordance with § 2.2-3708.2 A.3, certain requirements shall not apply if a meeting is called when the Governor has declared a state of emergency.

FOIA:

- The access to the meeting is posted with the meeting announcement (via Adobe Connect in which members and staff will be able to be heard; all other participants will be able to listen; all participants will be able to view the screen if online).
- The vote of the committee shall be taken by roll call vote.
- The minutes will reflect that the meeting was conducted electronically.

Article 4 - Officers and Staff Support Provided to the Board

a. Officers of the Board -The officers of the Board shall be the Chair and the Vice Chair. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board.

b. Nominating and Election Procedure - The Board Chair shall appoint a Nominating Committee of three members at the spring regular meeting each year. Each year the Committee shall offer its slate of candidates at the first regular meeting following the beginning of the state fiscal year. Before the election, additional nominations from the floor shall be permitted. Officers shall be elected by the Board from among its membership at its first regular meeting following the beginning of the state fiscal year and shall serve for a period of one year. Officers shall be eligible for re-election.



COMMONWEALTH of VIRGINIA

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

NOMINATING COMMITTEE

9:30 a.m., Wednesday, June 3, 2020

- The meeting will be held electronically, in accordance with language in [Item 4-0.01 g. of Chapter 1283 of the Acts of Assembly, 2020 Virginia General Assembly](#), Article 5 the [Bylaws](#) of the State Board, and the Virginia Freedom of Information Act (FOIA). For a full explanation, see the Meeting Memo in this packet on page 1.
- **To observe and listen to the meeting: See full instructions below the agenda on the next page.** It is possible to listen only using a phone, or listen and view online via a computer.

DRAFT AGENDA

via Adobe Connect or phone only, at 9:30 a.m.

I.	9:30	Call to Order	Sandra Price-Stroble <i>Committee Chair</i>
II.	9:35	Approval of June 3, 2020, Agenda ➤ <i>Action Required</i>	
III.	9:40	Consideration of Nominees for Slate ➤ <i>Action Required</i>	
IV.	9:50	Adjournment	

(Note: Times may run slightly ahead of or behind schedule.)

SEE PARTICIPATION INSTRUCTIONS NEXT PAGE -

MEETING PARTICIPATION INSTRUCTIONS

State Board of Behavioral Health and Developmental Services Nominating Committee Meeting 9:30 a.m. Wednesday, June 3, 2020

Time: The Nominating Committee Meeting of the State Board will begin at 9:30 a.m. It is recommended that you connect to the meeting prior to the start time.

Meeting Location: Via Adobe Connect or Phone

THIS PAGE HAS INSTRUCTIONS TO LISTEN ONLY OR TO LISTEN AND OBSERVE THE MEETING.

INSTRUCTIONS:

Members of the Nominating Committee and DBHDS staff will have the ability to speak. All other have the ability to view the screen and listen, or listen only. There will be no public comment period during this meeting.

➤ **View and listen:**

If you want to view the meeting packet on screen and listen via the Adobe Connect meeting room, go to this site: <http://dbhds.acms.com/nominatingcmte/>

You will be prompted there to connect by phone from within the online room. Please **mute** all devices (**IMPORTANT NOTE:** You do not need the number below if you are using the link; simply go to that web address and follow the prompts.)

➤ **Listen only by phone:**

If you are only going to listen to the meeting (**without** accessing Adobe Connect), then use this phone number and passcode:

Conference #: 1-800-832-0736, passcode: 6344030

Please log in ahead of the 9:30 a.m. start time. Please **mute** all devices (computers or phones).

- If you have difficulty connecting by either means, email ruthanne.walker@dbhds.virginia.gov.