

Minutes

Virginia Board for the Blind and Vision Impaired
Virginia Rehabilitation Center for the Blind and Vision Impaired
401 Azalea Avenue, Richmond VA 23227
June 25, 2019 at 12:00 PM

Board Attendees

Ms. Bonnie Atwood; Mr. Mazen Basrawi; Ms. Deborah Helms; Mr. Ken Jessup, *Chair*; Dr. Leo Kim; Ms. Barbara McCarthy.

Members Absent

Mr. Paul D'Addario.

Members of the Public

None.

DBVI Staff to the Board

Ms. Pam Beckner, Assistant Attorney General, Office of the Attorney General; Ms. Jessica Collette, Staff Assistant, DBVI; Ms. Wallica Gaines, Deputy Commissioner for Administration, DBVI; Mr. Raymond Hopkins, Commissioner; Ms. Deb Stickley, Director of Shared Operations, DBVI; Dr. Rick Mitchell, Deputy Commissioner for Services, DBVI.

Working Lunch & Program Spotlight: CPID and Robotics Academy

Dr. Chuck Gardner

Dr. Chuck Gardner spoke about the National Integrated Cyber Education Research Center (NICERC) and the services provided. He continued to speak about the Robotics Academy and the partnership with DBVI and DARS here in the Commonwealth.

Call to Order & Introductions *(Action Item)*

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

Agenda & Minutes

Adoption of Agenda *(Action Item)*

Ms. Barbara McCarthy moved to adopt agenda; Ms. Debra Helms seconded and motion passed unanimously.

Adoption of Minutes *(Action Item)*

Ms. Barbara McCarthy moved to adopt minutes from April 2019; Mr. Mazen Basrawi seconded and motion passed unanimously.

Public Comment

None.

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Presentation & Request for Funding

Goodwill of the Valleys & Virginia Voice

Goodwill of the Valley has requested \$3,000 for printing of large print calendars. This is the same amount as previous years. Debbie informed the Board that this past year 5,000 calendars were printed. Ms. Bonnie Atwood moved that the funding requested goes toward to production of the calendars for 2020; Mr. Mazen Basrawi seconded; Ms. Debra Helms abstained; all others approved. Motion passed.

Mr. Jim Wark, CEO of Virginia Voice, shared with the Board about the activities that were achieved last year with the Board's donation, as well as, activities that will proceed in the next fiscal year with the requested donation. This request is for \$40,000, the same amount as years past. Mr. Mazen Basrawi moved to approve the full funding request of \$40,000 for Virginia Voice; Ms. Barbara McCarthy seconded; Ms. Bonnie Atwood abstained; all others approved. Motion passed.

Reports

Agency Report – Commissioner Ray Hopkins

Commissioner Hopkins shared with the Board that moving forward, the Board will receive a monthly combined report of the different divisions of DBVI.

The last quarterly meeting, the Board voted to spend up to \$4,000 to support the activities of the Board, including travel expenses. DBVI did ask the OAG for clarification about spending endowment funds for this reason. Ms. Pam Beckner advised that the Board is able to spend endowments for this support, but to use only funds that are not earmarked for specific usage.

At this time the Rehabilitation Services Administration (RSA) is still without a Commissioner. Mr. Mark Schultz has been re-nominated, but there has not been any movement for confirmation.

DBVI is currently in the closeout period of this Fiscal year. With these year-end activities, the Agency is looking at the Strategic Plan and updating the Service Area Plans. If the Board would like a copy of the Strategic Plan, the Commissioner welcomed the members to reach out and ask for a copy.

At this time, DBVI is finishing up an audit through the Auditors of Public Accounts specifically related to VIB. They will release their findings soon, but general areas of findings include

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additional details related to the MOU with DARS and other areas. As an exit interview is finishing up now, an entrance exam for another audit is beginning.

Financial Report – *Deputy Commissioner Wallica Gaines*

Since the last meeting, DBVI has liquidated the holdings of the endowment fund and moved it to the money market account. At liquidation, the holdings were realized just over \$6.29M with a yield of 2.2%. Since the Board is non-profit, there is no tax consequence or liquidation charges for these funds.

Action Items

Election of Officers

Board members reviewed the different elected positions on the Board. Nominations were opened for Chair. Mr. Mazen Basrawi nominated Mr. Ken Jessup, Ms. Bonnie Atwood seconded; nominations for Chair closed. Motion passed unanimously. Mr. Ken Jessup is elected Chairman.

Nominations were opened for Vice-Chair. Mr. Ken Jessup nominated Mr. Mazen Basrawi, Mr. Leo Kim seconded; nominations for Vice-Chair closed. Motion passed unanimously. Mr. Mazen Basrawi is elected Vice-Chair.

Vice-Chair: Ken nominated Mazen; Leo seconded, Mazen accepted. All passed.

The Board determined to defer election of Secretary until the September meeting.

Meeting Dates

September 24th, December 17th; March 24th, June 23rd

Mr. Mazen Basrawi moved to adopt the dates above for upcoming meeting dates; Ms. Barbara McCarthy seconded; passed unanimously.

Old Business

Discussion took place about past conversation about inviting elected officials to the September meeting. Chairman Ken Jessup asked that we invited Jennifer McClellan and Delegate Lemont Bagby to the September meeting to speak to the Board.

Future Action Items & New Business

Donation Requests

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The Board discussed how to proceed with donation requests. The Finance Committee will discuss about creating structure around how the endowment funds are to be used and how much should be kept in funds.

Adjournment

Ms. Bonnie Atwood moved to adjourn the meeting; Ms. Barbara McCarthy seconded and motion passed unanimously.

Next Meeting: September 24, 2019