

**Board for the Blind and Vision Impaired
Quarterly Board Meeting
Richmond, Virginia
Tuesday, April 13, 2010
DRAFT MINUTES**

Ms. Bruce called the meeting to order at 1:05 p.m. She asked Board members, staff and guests to introduce themselves.

Members Present: Ms. Liza Bruce, Mr. Bob Dendy, Mr. Marc Johnson, and Mrs. Althea Pittman

Members Absent: Mrs. Alice Malbone, Mr. Ashleigh Moody, and Mr. Joseph DePhillips

Staff Present: Mr. Ray Hopkins, Commissioner; Mr. Bob Burton, Deputy Commissioner for Services; Mrs. Eva Ampey, Special Assistant to the Commissioner; Mr. James Meehan, Virginia Industries for the Blind, and Ms. LaDonna Rogers, substitute Board recorder

Staff Absent: Kathy Profitt

Guests Present: None

Adoption of Agenda: It was moved, seconded, and passed by unanimous vote to adopt the agenda as presented.

Action on Minutes of Previous Meeting: The minutes for the January 12, 2010, meeting has not been given to Board members. It was agreed that they will be reviewed and approved at the August meeting.

Public Comment: None

Commissioner's Report:

Commissioner Hopkins updated the members on the following items:

- Budget: Commissioner Hopkins indicated he will send the new members who attended the orientation today a Power Point presentation of agency funding. He encouraged them to call him if they had any questions.

- Vacant Board Positions: Commissioner Hopkins noted that Mr. Ashleigh Moody and Mr. Joseph DePhillips terms will expire in June and are not eligible for re-appointment. The Commonwealth of Virginia has a website for new member applications to state boards, commissions or councils. Interested persons must apply thru this website <http://www.commonwealth.virginia.gov/>. In addition, persons who are blind or vision impaired can contact the Secretary of Health and Human Resources or Commissioner Hopkins who will then share the information with the Secretary of the Commonwealth. Ms. Bruce requested the term limits for all Board members be sent to each member.
- Secretary of Health and Human Resources: Governor McDonnell appointed Doctor William Hazel, an orthopedic surgeon from northern Virginia, as the new Secretary of Health and Human Resources. Secretary Hazel and two of his deputies visited DBVI on March 18th. The Secretary is scheduling his monthly agency head meetings on a rotating basis at each of the agencies in his Secretariat. DBVI will host the meeting in August.
- General Assembly: The two bills affecting DBVI presented to the General Assembly this year failed. One was an effort to combine all disability agencies and the other was to reduce funding to the agency. DBVI's state general funding was reduced by \$454,000 per year; however, VIB will be paying for the administrative support services they receive from DRS which equals approximately that amount. DBVI has concerns in regards to the loss of state funding needed as match for federal grant dollars. Althea Pittman asked if the budget cut to DBVI was 10 percent. Commissioner Hopkins stated that it was a five to six percent reduction to administrative cost. Last year it was a three percent cut to DBVI. The Rehab Center is funded separately and usually has a 15 percent reduction.
- Governor's Policies: Governor McDonnell is reopening all the interstate rest stops. This move will restore funding the Randolph Sheppard Program receives from vending machines located in the rest areas. Bob Dendy asked if there were signs located at the rest areas to indicate that profits from the machines go to support programs for persons with visual impairments. Jim Meehan stated that there are signs located in at least two of the rest stops.
- Loss of Members of the Blind Community: Commissioner Hopkins noted that two strong advocates for the blind community in Virginia passed away recently; Pat Beattie, chairperson to DBVI's State Rehabilitation Agency Council and Seville Allen, a passed Chief Deputy Commissioner of DBVI.

Virginia Industries for the Blind Report: Mr. Jim Meehan presented for Bob Berrang who is retiring June 1.

The Contract Management Support (CMS) Program's function will be to assist the federal government with contract closeout, post award contract administration, digital imaging, document destruction, and property management. CMS positions will be in the grade range of GS-5 – GS-7. The positions requires at least 24 hours of college business curriculum classes and taking on-line classes through Defense Acquisition University (DAU) at Ft. Belvoir.

Defense Threat Reduction Agency (DTRA) has asked the National Industries for Blind (NIB) to provide services to close out contracts. NIB decided not to provide these services but suggested their local affiliates be providers. The program will be headed by Rick Boher. The office is located in the DRTA Building at Fort Belvoir and requires a top secret clearance. The positions requires at least 24 hours of college business curriculum classes, taking on-line classes through Defense Acquisition University (DAU) at Ft. Belvoir and on-job-training. VIB already have two candidates for the two to four positions required. These are entry level positions that will last two or three years but will be great training to enter the Federal Government as a GS-5 – GS-7 grade level.

Richmond's VIB Office is scheduled for August opening.

VIB Charlottesville's new projects: One project is assembling tool kits. They will assemble foam cutouts with tools and place them into containers. These will be for sale distribution at military stores. They are also making highway vests and packaging gloves in sale packages. VIB is hoping these new projects will be as self-supporting as their mattress department.

Stores Division: Seventy-five percent of VIB's budget comes from their store sales. Some VIB store sites in northern Virginia are located within the Base Realignment and Closure (BRAC) project area and will be moving or closing. Some store leases will expire in 2014. VIB has a new 2,000 square foot store contract that will be in the Mark Center when it opens next June. The Center will have approximately 28,000 employees. Ft. Lee is almost doubling in size due to BRAC. We will have a store that is almost as large as Office Depot stores.

E-Commerce Progress: VIB personnel are continuing testing software that will allow us to place EDI purchase orders with SP Richards, our major supplier for items for selling at our base supply stores. We have been receiving good constructive criticism. Launch date for the website is not known at this time.

VIB staff will continue to investigate punch-out catalog software, which will improve customer shopping experience when ordering factory products, as well as automate order download into the ERP system.

VIB had an initial audit with ISO 9000 certification. There were some findings they are reviewing today. ISO 9000 is a worldwide certification board. We will become registered and certified in about two months.

Division for Services Report: Mr. Burton provided an update on regional offices. Bristol is fully staffed. Roanoke currently has two vacancies and has three staff retiring by July including the regional manager, a rehabilitation teacher, and a VR counselor. Staunton is recruiting for a VR counselor. Richmond has three new VR counselors. Norfolk has a new orientation and mobility specialist that started in January. The Rehabilitation Center for the Blind and Vision Impaired has a VR counselor/evaluator and Braille teacher position vacant. The Center has a new Assistant Director for Instructions, Mr. Lenny Recupero, who came from the Virginia Department of Health. Headquarters has a new VR customer satisfaction specialist.

After our discussion last meeting regarding the RSA audit, they visited several regional offices. They indicated there were no major findings. We expect to receive their final report in August.

Susan Payne, our VR Program Director, is gathering data to prepare for the RSA required three year comprehensive statewide needs assessment.

DBVI received dollars from the stimulus fund; \$1.5 million went to the VR Program for order of selection and \$850,000 went to the RT Program for the Older Blind Grant (OBG) The OBG Program has already purchased 25-30 assistive technology systems for clients 55 years or older who have computer skills. Persons interested in the OBG must meet those qualifications.

Endowment Fund Receipts & Expenditures: Ms. Ampey reported for the quarter ending March 31, 2010; funds the Department accepted on behalf of the Board Endowment Fund were \$ 170.00. Expenditures for the quarter ending March 31, 2010 totaled to \$17,425.61. The breakdown is as follows:

\$ 17,311.61 – Drivers, wages & fringes
\$ 114.00 – Virginia Dept. of Behavioral Health

Ms. Ampey presented the Endowment Fund proposed budget for July 1, 2010 – June 30, 2011. Estimated interest income (as of March 31, 2010) is \$124,507. The total proposed budget is \$145,000. The breakdown for proposed expenses is as follows:

\$ 85,000	Drivers for Rehabilitation Teachers
\$ 50,000	Summer Camp
\$ 10,000	Cap Tel Services

This is \$20,493 over the estimated interest income. The Bank of America investment account value as of March 31, 2010, is \$5,378,695, included is the increase on value since July 1, 2009, of \$468,164.

The Board discussed the current budget and the proposed budget of the Endowment Fund. They decided not to fund Dreamcatchers or Metropolitan Ear, but to amend the budget at a later date if funding is requested from them. The Board proposed to approve funding for the drivers \$85,000, summer camp \$50,000 and Cap Tel for \$10,000. The proposal of \$145,000 expenditures for the 2010-2011 Endowment Fund was approved by unanimous vote.

Virginia Department for the Blind and Vision Impaired
Endowment Fund Budget – Approved
July 1, 2010 through June 30, 2011

\$ 85,000	Drivers for Rehabilitation Teachers
\$ 50,000	Summer Camp
\$ 10,000	Cap Tel Services
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\$145,000	Total Budget

Bob Dendy asked what the policy was for spending the percent of the fund and what was the solicitation process to award grant funds. The Board decided to visit this at a later date and re-appoint the Finance Committee. Bob Deny, Marc Johnson, and Althea Pittman were appointed to the Finance Committee.

Ms. Ampey provided an update on current projects on the Azalea Avenue complex:

- Energy Performance Contract – The process is now approximately 72 percent complete.

- VIB Richmond Renovation – Completion date is now projected for August 2010. The two change orders were less than \$400,000.
- The renovation of the Administrative and Activities Buildings for the Virginia Rehabilitation Center for the Blind and Vision Impaired (VRCBVI) is scheduled to begin in the fall of 2010.
- The replacement of the roofs of the VRCBVI Recreation Building, the Cafeteria Building, and the covered walkway are scheduled to begin in June of 2010.

Board members were provided information on required Conflict of Interest training. Information regarding the Commonwealth of Virginia Knowledge Center (COVKC) would be e-mailed to each member. They are expected to take the course as well as complete the test at the end of the module.

Other Business: The Board nominated new officers. They are Chair - Liza Bruce, Althea Pittman – Vice Chair, and Secretary – Bob Dandy. They nominated Marc Johnson for Chair of the Finance Committee. It was moved, seconded, and passed by unanimous vote to approve the above nominations.

Ms. Bruce thanked Mr. Ashleigh Moody and Mr. Joseph De Phillips for their service to the Board. She reminded the members of the need for two new members, one of which must be vision impaired.

Adjournment: There being no further business, it was moved, seconded, and passed by unanimous vote to adjourn the meeting at 2:50 p.m. The next meeting will be held on August 10, 2010, at 1:00 p.m. at the DBVI headquarters building.

Date Approved: _____

Ms. Liza Bruce
Chair

Mr. Joseph A. DePhillips
Secretary