

disAbility Law Center of Virginia (dLCV)
Governing Board Meeting
MINUTES

Richmond, Virginia

June 13, 2013

Members Present	CW Tillman, Chair; Maureen Hollowell; Elizabeth Priaulx
Guest Present	None
Staff Present	LaToya Blizzard, Tina King, Clyde Mathews, Colleen Miller, Steven Traubert
Call to Order and Welcome	CW Tillman, Meeting Chair, called the meeting to order at 2:27pm. CW Tillman thanked staff for their support to the dLCV and VOPA Boards.
Approval of Minutes	There were no corrections or changes to the May meeting minutes. Maureen Hollowell moved to approve the minutes and Elizabeth Priaulx seconded. The motion was passed.
Updates	The staff retreat will be added to the updates.
• Formal Notice Process	Governor gave notice of re-designation on May 29 with the public hearing on August 1 after which time the final notice will be given. Darrel Mason will attend on behalf of VOPA. Elizabeth Priaulx will attend representing the dLCV. VOPA will advise the Feds of our current status.
• Leave Balance	There are several options regarding leave balance, but a final decision has not been made. The options are that staff be paid for a portion of their leave balance. A waiver would be signed releasing liability to the state. There is the possibility that staff will receive full payment of leave balances. If the latter occurs, then we may set up a process for staff to borrow future leave.
• Information Technology	Michelle Chapman said the website has transitioned. dLCV web site address now is disabilitylawva.org; the email addresses will be @dLCV.org hopefully by August 1. The old email address (VOPA) will be directed to the new email address (dLCV). Michelle continues working with VITA during the website's transition. The telephones transitioned out of the state government about a year ago.
• Benefits Package	We will almost certainly work with ADP for HR support and payroll. ADP offers healthcare through Aetna. ADP will offer health, life, retirement, and short- and long term disability coverage. We have not yet received or signed any contract with ADP, however. Aetna will offer a choice of three plans.
• Non-Profit Transition	We have created a list of little transition details--A "weeds" or "do not forget list." The dLCV asked that Colleen also share the updated transition plan with the VOPA Board.

- Staffing

A statement from the VOPA Board with the Yellow Card (preferential card) was distributed to staff at the May's staff meeting. Overall, the reception of the card was favorable and knowing that each staff person will be offered a job at dLCV appears to have a calming effect.
- Staff Retreat

The staff retreat is scheduled for July 8 and 9. The Advocacy Procedural Manual will be reviewed and discussed at the retreat. Steve Traubert will present on communication. Colleen Miller would like for staff to create a Vision Statement for dLCV. An organization chart will be discussed at the retreat as well.

Board Applications

- Demographic Reports and Recruiting Efforts

The bylaws require at least 11 elected members to include one PAIMI chair but can increase to 15 members.

There are 22 applicants with eight identifying as being attorneys. The gaps will be identified and recruiting will be spread over the next two weeks. Current gaps include ethnicity (Asian American), geographic (Southwest VA), CPAs (financial), and sensory disabilities.

Elizabeth Priaulx will contact the Professionals with Disabilities on LinkedIn. Colleen Miller will contact CILS, and the association of CPAs, www.IACPA.org. Colleen will contact the Asian America Chamber of Commerce in Northern Virginia. CW Tillman will contact NVRC and DRC. Colleen will also reach out to VDBVI.
- Selection Process

The Board discussed but did not decide on the proposed selection matrix. CW Tillman will analyze the spreadsheet.

All application packages will be mail to the Board members before the July 17 meeting.
- Closing Date for Applications

The Board adopted a closing date for receiving applications of July 8, 2013, COB. The decision of the Board members to be selected will be by August 10 and the announcement of such will be by September 1.
- Meeting Dates

The Board will meet on Friday, June 21 at 3pm via phone to discuss the selection process and address any concerns. Maureen Hollowell will chair the meeting. Colleen Miller will send call-in number.

The Board will meet on July 17 at 3pm. The meeting will be chaired by Elizabeth Priaulx via phone.

Board Operations

- Board Operational Policies

The Board discussed the Board Operating Policies but did not formally adopt

	them.
• Conflict of Interest	Each dLCV Board member completed and signed the Conflict of Interest statement.
• Board Transparency on Web Site	Tina King will send out an email requesting dLCV Board members' bios to post on website
Board Orientation and Trainings	
• Overview of Board Duties	The Board members would like to have a binder that includes: <ul style="list-style-type: none"> ○ Article Bylaws ○ Articles of Incorporation ○ Federal Statutes on Board Membership ○ Transition Report
• Self Training on P&A Programs	It was suggested that a self training on P&A programs be completed before the full Board meets. There are two orientation videos to review.
• Board Member Mentoring	The VOPA Board will approve the Goals and Focus Areas for the dLCV. VOPA Board will approve VOPA's budget through September 30, 2013. The dLCV Board members will approve the budget from October 1 forward.
Compensation Survey	The compensation survey summary will be encrypted and then sent to the Board members for review.
Memoranda of Understandings for:	
• Authority of ED	Board members agreed and signed.
• VOPA & dLCV	Board members agreed and signed.
Redesignation	The redesignation public hearing will be held on August 1 at 9am at the General Assembly Building. Elizabeth Priaulx, Colleen Miller plan to attend.
Authority of Incorporators	The Board inquired of VOPA Legal staff whether the Articles of Incorporation and Virginia Code Section 13.1-822 limit their authority until a full board is elected. Staff will research this question and have an analysis as soon possible.

Elizabeth Priaulx motioned to adjourn the meeting and Maureen Hollowell seconded. The meet adjourned at 7:17pm.