

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

Richmond, VA

April 25, 2015

Members Present	CW Tillman (President), Stephen Dawe, Maureen Hollowell, Kathryn Marks, Michael Newcomb, Donald Price, Angela Thanyachareon, Eunice Turkson
Members Absent	Karen Michalski-Karney, Bryan Lacy
Members Present via Conference Phone	Michael Toobin,
Staff Present	LaToya Blizzard, Devin Coleman, Colleen Miller
Guests	Cecelia Kirkman, Nachama L. Wilker
Call to Order and Welcome	CW Tillman (President), called the meeting to order at 10:08 a.m.
Mission Statement	Kathryn Marks recited the dLCV mission statement.
Agenda	Accepted with minor revisions to the order of the meeting.
Approval of Minutes	The Board approved the minutes from the January 31, 2015 meeting without any revisions.
Public Comment	Cecelia Kirkman introduced herself on behalf of Service Employees International Union (SEIU). Cecelia reported that SEIU has launched a new project titled <i>UHS Behind Closed Doors</i> . UHS Behind Closed Doors is an initiative aimed at bringing to light serious problems in care at Universal Health Services Inc., America's largest provider of inpatient behavioral health care.
Board Round Robin	CW presented the opportunity for each Board Member to voice their disability related concerns. Each member participated.
Director's Report	<p>Colleen Miller discussed the latest staff changes. Currently, three (3) employees will be promoted to staff attorneys. dLCV is currently advertising four (4) positions for hiring. Four (4) interns will join dLCV this summer.</p> <p>Colleen reported that the disAbility Law Center of Virginia Foundation met on March 2, 2015. The next meeting will take place on May 9, 2015.</p>
President's Report	CW reported that he spent some time in March at the U.S. Capital with Colleen. Together, they discussed several bills with members of Congress. CW commended the efforts and thanked everyone for attending the annual gala on April 24 th at the Cultural Arts Center at Glen Allen.

Finally, CW reported a 100% participation from the Board regarding the Executive Director's evaluation.

Committee Reports

Finance: Donald Price reported that the Finance Committee met on March 26, 2015, and again on April 22, 2015 to review financial reports and the dLCV accounting manual. Donald moved to accept the budget-to-actual report; seconded by Kathryn Marks. The Board accepted the report unanimously.

Donald reported that the next quarter will include an increase in expenses related to the office move. Lastly, the Committee is scheduled to meet with the auditor in May to discuss the status of the audit and annual report.

Executive Committee: Angela Thanyachareon reported that the Committee met on March 20, 2015. During the meeting, the Committee discussed the costs of health benefits, strategic planning, FY 16 Goals and Focus Areas timeline and process, and the Advocacy Procedures Manual. Angela will chair the Committee responsible for the FY 16 Goals and Focus Areas.

PAIMI Council: Michael Newcomb reported that Kathryn Marks attended the February 7th Council meeting on behalf of the Governing Board. Michael provided an update regarding the review of the Council's bylaws. The Governing Board will review the final bylaws. Russell Payne introduced a new Department of Behavioral Health and Developmental Services (DBHDS) program, entitled 'Constituents and Stakeholders Relations.' The next meeting of the PAIMI Council will take place on May 9, 2015.

Nominating Committee: Maureen Hollowell reviewed and discussed the draft procedures for the nomination of Board Members. Prior to the election of Officers, the Committee will present a slate of nominations to the Board. Officers will be elected at the annual meeting in October.

Unfinished Business

Board Training Funds Guidelines: CW reviewed and discussed the policy guidelines for a Board Member making a training request. The Executive Committee will make the decision to approve any request made. Donald Price moved and Eunice Turkson seconded to adopt the policy as amended. The Board accepted the motion unanimously.

Strategic Planning: Prior to the April meeting, the Strategic Planning Committee developed a survey for receiving feedback. The Committee sent the survey to each Board Member and dLCV Staff to participate. Nachama L. Wilker, Deputy Executive Director for Training and Technical Assistance from NDRN, reviewed and discussed the initial results from the survey. Nachama developed a list of initial themes for strategic planning. The Board discussed the themes and a plan of action for moving forward.

New Business

Expectations of Board Members: CW reviewed and discussed the expectations and duties of a dLCV Board member.

Board Operating Procedures Revisions: Colleen Miller reviewed and discussed the proposed changes to the Board Operating Procedures under tab five (5). Stephen Dawe moved and Donald Price seconded to adopt the policy as amended and to include the accounting manual, resource manual, and transition plan. The Board accepted the motion unanimously.

Calendar for 2015

Reminder of upcoming events:

- May 9, 2015 — *PAIMI Council*, 10:00 a.m. – 2:00 p.m.
- May 11, 2015 — *dLCV Foundation*, 12:00 p.m. – 1:30 p.m.
- July 20, 2015 — *dLCV Foundation*, 12:00 p.m. – 1:30 p.m.
- August 4 and 5, 2015 —
- August 8, 2015 — *PAIMI Council*, 10:00 a.m. – 2:00 p.m.

Meeting adjourned at 1:50 p.m.