

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

Richmond, VA

January 30, 2016

Members Present	Angela Thanyachareon, (President), Teresa Caligaris, Stephen Dawe, Maureen Hollowell, Bryan Lacy, Colleen Miller (Ex-Officio), Kathryn Marks, CW Tillman, Eunice Turkson, Tom Walk
Members Absent	None
Members Present via Conference Phone	Jacquelin Eubanks, Michael Toobin
Staff Present	LaToya Blizzard, Devin Coleman, Rebecca Currin
Guests	Charlene Green
Call to Order and Welcome	Angela Thanyachareon (President), called the meeting to order at 10:00 a.m.
Mission Statement	CW Tillman recited the dLCV mission statement.
Agenda	Tom Walk moved and Angela Thanyachareon seconded to approve the agenda as amended.
Approval of Minutes	Kathryn Marks moved and Stephen Dawe seconded to approve the minutes from the October 30 th meeting as amended. The Board accepted the motion unanimously. Kathryn Marks moved and Eunice Turkson seconded to approve the minutes from the December 18 th meeting without any revisions. The Board accepted the motion unanimously.
Public Comment	The Board received no public comment.
Board Round Robin	Each member participated in a round table discussion about their disability related concerns before the Board.
Director's Report	<p>Colleen Miller reviewed and discussed the Executive Director's report, Progress on Objectives report and the Litigation report.</p> <p>Colleen reported that the disAbility Law Center of Virginia Foundation held its planning retreat on January 18, 2016. The annual gala will take place on April 29, 2016, at the Cultural Arts Center at Glen Allen. During the retreat, the Board voted to award Maureen Hollowell as the recipient of the Darrel Tillar Mason Excellence in Advocacy Award. The next meeting will take place March 21, 2016, and the again on April 18, 2016.</p>

President's Report

Angela reported that she met with CW Tillman and Colleen Miller in October and December to discuss the Board President transition. Angela also reported that she meets regularly by phone with Colleen for current updates and issues as they arise. Angela discussed the Board financial support for dLCV and reported that the Board did not reach 100% giving for FY2015.

Committee Reports

Evaluation Committee (closed session): Eunice Turkson moved to adjourn the open session and proceed to closed session, stating that this meeting is specifically authorized to be conducted in closed session pursuant to the Bylaws of the disAbility Law Center, Article VII, Section 4 to discuss or act on personnel matters, specifically to evaluate the performance of the Executive Director. Kathryn Marks seconded the motion.

During closed session, the Board requested the participation of the Executive Director to discuss her evaluation. At the conclusion of the closed session, Eunice Turkson moved and Kathryn Marks seconded to certify that only the matters identified in the motion to go into closed session were heard and considered during the closed session.

The President took a roll call vote of each member. Each member present agreed that only such business as described in the motion to close the meeting was considered in the closed session.

Staff Compensation Committee: Tom Walk reported on behalf of the Staff Compensation Committee. The Committee is evaluating options to deal with the rising health care costs for staff. The Board provided the Committee feedback on various options.

Tom also reported that dLCV has shifted to a pay-as-you-go plan for unemployment insurance.

Finance and Audit Committee: Michael Toobin reported that the Finance Committee met on January 29, 2016. The Committee reviewed the FY16 first quarter financials, 2014 audit corrective action plan, and received an update on the 2015 audit.

Michael reported that dLCV has retained an auditing firm, the AGTA group, for the 2015 audit. Onsite work will begin in the coming weeks, and the target for completion of the audit is April.

The Finance Committee moved to accept the Treasurer's report. No seconded needed. The Board accepted the report unanimously.

Lastly, CW Tillman moved and Kathryn Marks seconded to remove Donald Price as the authorized signer from the operating and discretionary account and replace with Stephen Dawe. The Board approved the motion unanimously.

PAIMI Council: Jacqueline Eubanks reported that the Council met on November 21, 2015. The Council unanimously voted to elect one provisional member as a full member of the Council. Erin Haw provided a training about individuals with Dual Diagnosis slipping through the cracks. Lastly, the Council recognized Michael Newcomb for his leadership and years of service dedicated on the Council.

Nominating Committee: During the December 18th meeting, the Board voted to reduce the Board membership from 12 members to 11, and by the spring, have a robust discussion about a strategy to recruit and retain future Board members. Maureen presented the idea of hosting a Nominating Committee Taskforce meeting. This idea is to host a brief one hour lunch meeting to generate ideas and develop a process for recruiting future Board members. Members and allies within the disability community would be invited.

Unfinished Business

Strategic Plan Development: During the last meeting, the Board adopted five overarching strategic goals to be accomplished over the next five years. The Board also agreed to continue working on the plan as a “Committee of the whole.”

CW Tillman reviewed and discussed the comments from the strategic plan discussion document. Kathryn moved and Bryan seconded to amend suggestion 3 after deliverables. The Board accepted the motion unanimously. The Committee will reopen the document electronically through Google Docs for further comments.

Angela appointed the following individuals to the Strategic Plan Committee: Bryan Lacy, Kathryn Marks, CW Tillman, and herself. CW will chair the Committee.

New Business

Governance Committee: Angela reminded the Board of the need for a Governance Committee and welcomed suggestions.

Legislative Update: The General Assembly regular session has begun. Colleen reported that she is actively monitoring several bills in the General Assembly with special attention to those addressing our mental health service system. On a consistent basis, Colleen is providing updates online by subject matter.

Prior to the session, dLCV sent a report to the Virginia General Assembly about the current status of services in the Commonwealth for people with TBI.

Succession Plan Update: Colleen reviewed and discussed the new additions and revisions to the succession plan. The plan reflects the current Officers positions.

Board Training: Rebecca Currin, Senior Advocate, provided a facilitated discussion about effective committee work.

Calendar for 2016

Reminder of upcoming events:

- April 18, 2016 — dLCV Foundation, 12:00 p.m. – 1:30 p.m.
- April 29, 2016 — Liberty and Justice for ALL Gala 6:00 p.m. – 8:30 p.m.
- April 30, 2016 — dLCV Board meeting, 10:00 a.m. – 2:00 p.m.
- May 21, 2016 — PAIMI Council, 10:00 a.m. – 2:00 p.m. (CW will attend)
- July 22, 2016 — dLCV Board meeting, 10:00 a.m. – 2:00 p.m.

Meeting adjourned at 3:00 p.m.