

disAbility Law Center of Virginia (dLCV)
Board Meeting
draft

hybrid meeting (Zoom and in person, Ginter Park Presbyterian Church) _____ October 29, 2022

Members Present Carrie Knopf (president), Sally Conway, Cameron Lynch, Tom Walk, Frank Hayes, Donna Gilles, Stacy Ruble, Greg Crapanzano, Tina Stelling, Henry Claypool, Sean Campbell, Carol Tuning, Tyler Williamson, Gavriel Legynd, Sierrah Chavis, Evan Wrinkle, Colleen Miller

Members Absent Diana Crosswhite, Harry Gewanter

Guest Angela Thanyachareon

Staff Present Randy Reus, Terry Lynn Smith

Call to Order and Welcome Carrie Knopf called the meeting to order at 9:09 a.m.

Introductions

Consent Agenda Frank moved and Donna seconded to approve Consent Agenda. Adopted unanimously.

Mission Statement Sally read the mission and vision statement.

Public Comment Angela Thanyachareon offered the Public Comment as a former Board Member.

Presidents Report & Exc. Com The Board set the meeting dates for 2023. The January 28th meeting will begin at 10:00 a.m. and be entirely virtual. The April Board meeting will be the day after the fundraiser. The July Board meeting is July 29th, and October Board meeting is October 28th. The consensus of the Board was to have Saturday meetings.

PAIMI Council representatives will be needed when their meeting dates are set.

The Executive Committee approved the FY 2023 budget on September 30, 2022, following the meeting of the Finance Committee. Frank moved and Greg seconded to ratify the budget approval decision. Passed unanimously.

Committee and Task Force Reports

Resource Development The Disability Summit in September was a great success with more than 300 participants. All of the sessions were well attended and we received good feedback from it.

The Gala Planning committee kickoff meeting was yesterday with a lot of new faces. We already have one large corporate sponsor at \$30,000.

The Resource Development Committee is creating a fundraising calendar. We have decided to have three primary events per year: Impact Awards in January, Gala in the spring and the Disability Summit in the fall. The Committee hopes to work with the Public Awareness & Goals Committee on the Impact Awards.

Public Awareness and Goals

The Committee met on September 27th to review the proposed objectives. The Committee suggested a few minor adjustments. The Committee noted that, due to staffing issues, dLCV will not have specific work under Goal Area Two, but will incorporate some special education work in other goal areas. The committee asked to keep goal two as a placeholder in the event that our funding improves.

The Committee plans to reconvene in December or January to start thinking about our spring survey. We are keeping some form of the survey open, year-round.

Personnel Committee

The Personnel Committee recommended the following policy regarding reporting of Felony charges:

Notice of Criminal Charges

Employees of dLCV will notify promptly their supervisor or the Executive Director if they have been charged with a criminal offense. dLCV will take any action necessary to protect the agency or a specific program, based on the nature of the offense and the position of the employee.

The Board discussed the kinds of charges that would be reportable. The policy was approved, unanimously.

The Committee recommended adoption of the Personal Relationship Policy and disclosure form, as previously discussed in Board meetings and as included in the package for this meeting. The policy and procedures establish rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment. The policy, procedures and disclosure form were approved unanimously.

The Committee recommends adoption of a 35-hour work week, on a six month trial basis, to begin January 1, 2023. The Board discussed the potential impact on employee morale and retention, especially in a time when large pay raises are not possible. The Board approved the 35 hour work week, with 15 in favor and one opposed.

The committee recommends increases the salary range for the Fiscal Assistant, in the hope of attracting more qualified candidates. The Board approved, with 15 in favor and one opposed.

Buy-a-Building Task Force

The Task Force is discussing a future capital campaign.

Finance and Audit

Frank reported that the Finance Committee reviewed the year-end financial statements and had no concerns. dLCV ended the year within budget.

The 2021 Audit is still underway.

Frank reported 2023 Grant Funding is still unknown, as congress has not yet passed a budget. We do not expect to lose any grant funding. Frank reported that the Committee received a report on the 30-day payment requirement, and that there is still work to be done to meet that requirement.

The Insurance Subcommittee met, as well. We are reviewing our insurance policies. The Subcommittee recommended increasing coverage in some areas and to explore obtaining additional coverage elsewhere.

The Accounting Manual subcommittee is reviewing policies and reorganization of procedures. We are going to work with a version of it that for the next six months and review it in March.

Governance Committee

Donna reported that the Governance Committee has been discussing retention and Board support. We will track whether Board members attend Board and committee meetings and investigate issues if not.

The Committee wishes to recognize Frank for his loyalty and service to this organization, as he now retires from the Board. He stayed on for an additional year as treasurer and is willing to remain on Finance committee as a volunteer. The Board expressed their accolades of Frank and presented him with a painting done by

Other Business

Tom, on behalf of the Nominating Committee, proposed the following candidates for Officers:

- President: Donna
- Vice President: Sierrah
- Secretary: Sally
- Treasurer: Stacy

The Board adopted the slate unanimously.

Meeting adjourned at 10:45 a.m. and reconvened for a joint training with the PAIMI Council.