# VBPD LogoExecutive Committee

# Meeting Minutes

## June 27, 2022

Meeting Attendance

| **Board Attendees** | **Board Members Absent** | **Staff Attendees** |
| --- | --- | --- |
| Phil Caldwell  | Sarah Krantz-Ciment | Nia Harrison |
| Jocelyn Kilgore |  | Teri Morgan |
| Thomas Leach |  | Henry Street |
| Eric Mann |  | Jason Withers |
| Alexus Smith - Chair |  |  |
|  |  |  |
| **Zoom Participation** |  |  |
| Alexandra Dixon – Vice Chair |  |  |
| Molly Korte |  |  |
| Edmond Turner |  |  |

## Call to Order/ Opening Remarks

Ms. Alexus Smith, Chair, notified Ms. Teri Morgan that she was running a few minutes late due to traffic, therefore Ms. Alexandra Dixon, Vice Chair, called the meeting to order at 11:36 a.m.

## Brief Recap of June 23 Informational Session

Ms. Morgan stated that 15 Board members participated in the June 23 informational session. A copy of the minutes from the informational session was shared with the committee. Ms. Morgan stated that the PowerPoint presentation she will review includes suggested edits from Board members in red font and additional suggested edits from staff in bold dark blue font.

**Ms. Morgan stated that the last four assessment recommendations were not reviewed during the informational session due to a time constraint. The four recommendations were sent to meeting participants who were asked to provide feedback/suggestions by email by 3:00 p.m. on Friday, June 24. Three Board members provided feedback, which Ms. Morgan briefly reviewed.**

Review and Discuss Information Access Assessment Recommendations

Executive Committee members reviewed the assessment recommendations related to Available, Accessible and Useful Information. Meeting participants discussed the four recommendations related to this topic. Non-substantive edits were made to each recommendation for clarity and conciseness.

Executive Committee members reviewed the recommendations related to System Capabilities, Knowledge, Skill and Competency of Staff. Meeting participants discussed the recommendations and edits were made to three recommendations for clarity and conciseness. Recommendation number 8 was discussed in greater detail, and committee members came back to this recommendation once all recommendations had been reviewed and made the decision to remove the recommendation to reduce the overall number of recommendations.

Executive Committee members reviewed recommendations related to Process Improvement. Meeting participants discussed the recommendations and edits were made to five recommendations for clarity and conciseness. One recommendation had more substantive content deleted to make the recommendation more targeted.

Executive Committee members reviewed recommendations related to Quality, Accountability and Customer Focus. Meeting participants discussed the recommendations, and edits were made to one recommendation for clarity and conciseness. Recommendation number 17 was discussed in greater detail, committee members made the decision to remove the recommendation because it was similar to another recommendation and to reduce the overall number of recommendations.

Executive Committee members reviewed the recommendation related to the DD waiver waitlist. Committee members decided to remove the recommendation because it was out of scope with the assessment topic and to reduce the overall number of recommendations.

**Ms. Alexus Smith, Chair, asked if there was any other discussion, hearing none, she asked for a MOTION to APPROVE the recommendations as amended. Mr. Phil Caldwell made a MOTION to APPROVE the recommendations as amended, Mr. Thomas Leach seconded, the MOTION carried unanimously.**

## Adjournment

The meeting adjourned at 1:16 pm.