

Fairfax Area Disability Services Board Executive Committee Meeting Minutes Monday, May 9, 2022

FA-DSB Members in Attendance:

- Deborah Hammer, Chair, Mount Vernon District
- Brandis Ruise, Vice Chair, Hunter Mill District

FA-DSB Members Absent from the Meeting:

- Judith Turcott, Secretary, Fairfax City- Excused

Others Present: Delali Osei-Boateng (Department of Family Services)

The board conducted a wholly electronic meeting because the COVID -19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present.

Board members and staff support accessed the meeting via the Zoom web platform. Deborah Hammer stated calling from her home district and Brandis Ruise stated calling from Florida.

Members of the public accessed the meeting via a Zoom line.

Minutes and Agenda:

Call to order: Roll call was conducted at 5:32 p.m. to establish that a quorum was present and that all could hear.

Public Comment: There was no public comment.

Minutes: Minutes from the November meeting were approved by Deborah and seconded by Brandis.

Executive Committee Meeting Items:

- **FY 2022 Initiatives:**
 - Deborah would like Judith to share with the committee the board's progress on its agenda. Deborah added that a task analysis is needed to help identify next steps and have every pair of board members break down priorities, develop two goals, and set timelines for their initiatives. Deborah explained that this will make tasks measurable. Brandis shared that regular check-in with board members is a way to track initiatives and Deborah suggested that the board creates a shared Goggle Doc to collect data. Deborah explained that a spreadsheet will be created with a tab for each priority. Every tab will collect data on who the pair of board members met with, what was discussed, when the discussion took place, and where the discussion was held. Deborah will create the spreadsheet and share it with the

board. Delali informed the committee that county staff are unable to access Goggle Doc and she would like to verify with Claudia if board members are allowed to use Goggle Doc.

- **Community Engagement:**

- Brandis proposed that the board invites parents to speak about how they navigate community resources for children with disability. Deborah would like speakers to include students with disabilities, transitions specialist, and other stakeholders related to students with disabilities transitioning to college or employment. Brandis stressed that the community's experiences and perceptions are beneficial to the board. Deborah further explained that children with high support needs receive services from CSB while children with disabilities transitioning from high school fall through the crack. Delali reminded the committee that the board's scope of work is limited to sensory disabilities. Deborah acknowledged that the board will not be working with the Intellectual or developmental disability (IDD) population but students with sensory disabilities only. Deborah would like the board to engage with the above stakeholders in June. Brandis would like the board to do more outreach to provide more awareness and knowledge to the community.
- Brandis asked if a Facebook platform for DSB would require solicitation. Deborah will contact Claudia for more information on social media platforms. Deborah proposed board members participate in community events such as the Mount Vernon District's annual supervisor event where vendors set up tables to provide community information. Brandis recommended DSB also connects with college disability services offices to plan outreach events such as a tech corridor. Deborah would like to pull Benjamin Gibbs and other community disability organizations into planning the board's outreach events. Brandis asked how the board could track its priorities, activities, and achievements. Delali suggested that the board creates an annual action plan to monitor its progress. Deborah would like to explore further to determine how data can be gathered with a yearly action plan.

- **Best Strategies for Supporting the FA-DSB:**

- Deborah stressed the importance of ensuring that members felt supported and felt their opinions were heard. Deborah would like to find out what board members and supporting staff are doing and celebrate and support their efforts. Deborah inquired if the board is doing enough to onboard new members and make them feel appreciated. Brandis shared that new members are thrown in after the orientation, and it will be helpful to create a cheat sheet or guide for onboarding new board members. Deborah would like board members to send ideas for what I wish I knew. Ideas will comprise what new board members need to know to set them up for success.

- Deborah shared that board members need time to bond as a group and get to know one another. Deborah proposed the board organizes an informal retreat in the September. Brandis added that the board plans to have a retreat at least once in the time the board meets. Deborah informed the committee she will call board members to individually check in.

Other Business: Deborah informed the group that Melandee Canaday-Jones moved out of the County and that she would be leaving the board.

At 6:28 pm a motion to adjourn was made and seconded. The meeting was adjourned by Deborah.