

# Virginia Brain Injury Council (VBIC)

## Nominating Committee

February 18, 2025

1:00 p.m. – 2:00 p.m.

### DRAFT MEETING MINUTES

**Members Present:** Steven Nape, Teri Morgan (phone), Carolyn Turner

**Members Absent:** Susan Moon

**Others Present:** Marcia DuBois, DARS; Charlotte Arbogast, DARS; Donna Cantrell, DARS

#### Welcome and Introductions

Steven called the meeting to order at 1:04 p.m. and verified that a quorum was present. Those in attendance introduced themselves for the record.

#### Review and Approve Agenda

Steven Nape asked if there were any changes to the agenda. Hearing none, the agenda was approved by consensus as presented.

#### Review Approve January 22, 2025 Draft Minutes

Steven Nape asked if there were any changes to the January Minutes. Hearing none, the agenda was approved by consensus as presented.

#### DARS Updates on Progress

Marketing and Outreach: Donna Cantrell confirmed that the Outreach Flyer and the Membership Application in two formats were finalized and have been posted to the website. Donna has shared some marketing materials and social media language with several individuals and VBIC members who have access to specific disability-related groups that have previously been discussed as sources for potential members. Other organizations will be contacted and asked to share the opportunity (i.e. Department of Behavioral Health and Developmental Services, DARS, the disAbility Law Center of VA, Centers for Independent Living, etc.). She is working with DARS' Communications Office and is preparing a formal "media package" for further distribution.

Informational Sessions: Donna Cantrell also noted that DARS held two Prospective Member Info-Sessions in early February. No members of the public attended, but VBIC staff did a run through of the talking points at that time. Slides have been formally approved by the Office of the Secretary of Health and Human Resources for use at future sessions that are being planned for mid-March. March sessions will allow prospective members another chance to learn more about participation on VBIC. Committee members were asked to respond to a Doodle poll regarding their availability to attend those sessions, but attendance is optional.

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### **Nominating Committee**

Applications Received: Prior to the applications being finalized, Donna Cantrell received inquiries from several individuals who were interested in applying to become members. Since that time, one person withdrew her interest. Staff provided known interested applicants with the application and DARS has received three applications so far.

#### **Vetting Process**

Donna Cantrell noted that all Nominating Committee meetings are public and open to anyone who wants to attend. As a result of that, there is concern that using an interview process outside of Committee meetings to vet potential applicants might leave the Committee vulnerable to perceptions of bias or discrimination or lead to inconsistencies in the process.

The application, as it has been amended, asks the same questions that were used during the last application process. It was suggested that staff prepare a document listing the demographics and responses of applicants to assess for areas or characteristics that Council needs to fill.

Steven Nape mentioned using a standardized rubric. Teri Morgan mentioned the possibility of going into a closed session, and Charlotte Arbogast noted that that was not an option for VBIC.

It was decided that staff will reach out to applicants and confirm that they are interested and able to participate in upcoming meetings prior to their consideration by the Nominating Committee. VBIC staff will prepare a document for the Committee that shows the current makeup of membership that can be compared to applicant characteristics. Donna Cantrell noted that we currently have a significant number of vacancies to fill. In the future, applications will be reviewed as vacancies occur on a rolling basis through periodic meetings of the Nominating Committee.

#### **Next Steps & Future Meeting Date**

The Committee will need to meet again, potentially near the end of March to assess applications and make recommendations for appointment. Donna Cantrell reminded members that the process should be much quicker now since recommendations from the Committee can be sent directly to the DARS Commissioner. Depending on the timing, it is possible that new members may be in place with appointments prior to the April VBIC meeting.

Donna will send a Doodle poll to determine the next Committee meeting date.

#### **Public Comment**

There was no public comment.

#### **Adjourn**

The meeting adjourned at 1:51 p.m.