



8004 Franklin Farms Drive ● Richmond, Virginia 23229

Executive Committee Agenda

Date: July 10, 2025

Time: 9:30 – 10:45 AM

**Location: Department for Aging and Rehabilitative Services
8004 Franklin Farms Dr.
Henrico, VA 23229**

Gayl Brunk, Chairperson	Daniel Aranda, Vice Chairperson	Chris Grandle, Secretary
Harry Henderson, Treasurer	Dave Fuller, DBVI ex officio	

<i>Item Name</i>	<i>Responsible Party</i>	<i>Information/Discussion/Action</i>
<u>1.</u> <u>Call to Order</u> Welcome, Roll Call, Review agenda	Brunk, Chair	Information/Action; revise agenda as needed
<u>2.</u> <u>Public Comment</u>	Brunk	
<u>3.</u> <u>Approve Minutes from April Meeting</u>	All	No Motion needed unless there are changes.
<u>New Business</u>		
<u>4.</u> <u>Treasurer's Report</u> Review 3rd Quarter Financial Statement, FFY25	Henderson	Discussion/Information

<i>Item Name</i>	<i>Responsible Party</i>	<i>Information/Discussion/Action</i>
<u>6.</u> <u>Proposed Budget Discussion</u>	Roche	Information; possibly a Recommendation to full Council
<u>7.</u> <u>Administrator's Report for 3rd Quarter</u>	Roche	Information
<u>8.</u> <u>Membership Updates</u>	Roche/All	
<u>9.</u> <u>Ensure Chairperson and Treasurer have everything needed for reports during Business Meeting</u>	All	
<u>10.</u> <u>Information for Quarterly Progress Report</u> Identify achievements & barriers, if any	Brunk/All	Information
<u>11.</u> <u>Adjournment</u> ; no later than 10:45 a.m.	Brunk	Action: adjourn meeting

Acronyms

ACL = Administration for Community Living

FFY = Federal Fiscal Year (FFY23 is from October 1, 2022 – September 30, 2023)

PPR = Formerly the 704 Report, Program Performance Report

SPIL = State Plan for Independent Living

VACIL = Virginia Association of Centers for Independent Living



8004 Franklin Farms Drive • Richmond, Virginia 23229

Nominating Committee Agenda

Date: July 10, 2025

Time: 10:45 AM – 10:55 AM

Department for Aging and Rehabilitative Services – Central Office

8004 Franklin Farms Dr.

Henrico, VA 23229

<i>Item Name</i>		<i>Responsible Party</i>	<i>Information/Discussion/Action</i>
			<i>Attachment #, if any</i>
<u>Call to Order</u>	Welcome and Roll Call	Group to choose the Chair of subcommittee.	Information
<u>New Business</u>			
1.	Review officer positions and requirements – Look at Bylaws and Member Roster Note: All Officers are eligible to serve a 2 nd term (term: October 1, 2025 – September 30, 2026) Positions to be Filled: -Chair -Vice Chair -Treasurer -Secretary	All	Information/Discussion
2.	Develop slate of officers to present to Council during Business Meeting. Please choose one person to present.	All	Discussion/Action: approve slate of officers
3.	Adjournment	All	



Quarterly Business Meeting Agenda
July 10, 2025
Time: 11:00 AM – 2:00 PM

Dept. for Aging and Rehabilitative Services
 8004 Franklin Farms Dr.
 Henrico, VA 23229

		<i>Item Name</i>	<i>Responsible Party</i>	<i>Info/Discussion/Action Attachment #, if any</i>
11:00 AM	1.	Call to order		
		<ul style="list-style-type: none"> • Member and staff roundtable introductions • Welcome visitors • Review agenda; any additions or Revisions 	Brunk/All	Information
11:05	2.	Public Comment	Brunk	
11:08	3.	Approval of Minutes: April 2025 Meeting Minutes	Brunk	Action: No motion needed unless changes; accept as written or make motion for changes.
11:10	4.	Part B Report – 2nd Quarter	Maureen Hollowell	Information
11:40 AM	5.	Chairperson’s Report	Brunk	Information and discussion

11:50 AM	6.	Treasurer's Report FFY25 2nd Quarter Expenditures	Henderson	Information and discussion
12:00 PM	7.	Proposed Budget for FFY26	Henderson	Information
12:10 PM		Break & Setup for Working Lunch		
12:20 PM	8.	Working Lunch Presentation on VDDHH's Technical Assistance Program (TAP)	Brittany Howard, VDDHH	Information
12:55	9.	Member Recognition	Brunk	
1:10	10.	Nominating Committee Presents FFY26 Slate of Officers (to serve 10/1/25 - 9/30/26)	Brunk/Roche	Information
1:20	11.	Electronic Meeting Policy – Annual Adoption	All	Motion to approve, followed by vote.
1:20	12.	Special Reports and Agency Updates	(Reports should be limited to approx. 5 minutes)	
	a.	DARS	DuBois	Information
	b.	DBVI	Fuller	Information
	c.	VDDHH	Raff	Information
	d.	DBVI SRC	Talley	Information
	e.	DARS SRC	Brunk	Information
	f.	VACIL	Brunk	Information
1:50	13.	Achievements & Barriers – Information for the 2025 PPR/704 Report	All	
2:00 PM	14.	Adjourn by 2:00 p.m.	All	

Acronyms

ACL= Administration for Community Living

APRIL = Association of Programs for Rural Independent Living

CIL = Center for Independent Living

SPIL = State Plan for Independent Living

DARS = Department for Aging and Rehabilitative Services

DBVI = Department for the Blind and Vision Impaired

FFY = Federal Fiscal Year

HHS = Health and Human Services (federal)

NCIL = National Council on Independent Living

PPR = Program Performance Report (formerly known as 704 Report)

SRC = State Rehabilitation Council (DARS and DBVI both have SRCs)

VACIL = Virginia Association of Centers for Independent Living

VBPD = Virginia Board for People with Disabilities

VDDHH = Virginia Department for the Deaf and Hard of Hearing