

**ACCESS INDEPENDENCE, INC.**  
**REGULAR BOARD OF DIRECTORS MEETING MINUTES**  
**TUESDAY, FEBRUARY 16, 2021, 5:30 PM**

Office of Access Independence, 324 Hope Drive, Winchester, VA

**Board Members Present**

Louise Garrett – President  
Trish Dick – Vice President  
Anne Brewster – Acting Secretary  
Lisa Boone – Treasurer  
Nancy Anderson  
Lynn Wiley

**Member Absent**

None

**AI Staff Members Present**

Karen Harris  
Diane Burnes

**Guests Present**

Faye Dutton  
Erin Truban Gramling  
Owen and Truban, PLC

Tim Knight, Emeritus Member

**Board meeting was held via Zoom due to COVID-19 State of Emergency. A quorum was present.**

**5:30 p.m. – Meeting was called to order by Louise Garrett.**

**1. Call to Order and Welcome Louise Garrett**

**2. Roll Call for Minutes**

**3. Board Member Nomination Louise Garrett**

Faye Dutton’s nomination was presented for Board approval

**Anne Brewster moved to approve Faye Dutton’s nomination to AI’s Board of Directors. Lisa Boone seconded. Motion carried.**

**4. Public Comments Louise Garrett**

Erin Gramling addressed the Board on the following educational items:

- Employee and consumer encounters with Board members in public. Keep boundaries clear, don’t discuss Board business with employees.
- Executive Director is responsible for the day-to-day running of the business.
- Encourage employees to follow Grievance Policy.

**5. Board Member Resignation**

**Louise Garrett**

- Michael Murrow submitted his letter of resignation to the Board of Directors.

**Trish Dick moved to approve Michael Murrow’s resignation.**  
**Lisa Boone seconded. Motion carried.**

The Board will send a response letter to address Mr. Murrow’s concerns and thank him for his service.

**Motion for closed session**

Trish Dick moved that the Board of Directors of Access Independence, Inc. convene in closed session to discuss related payroll matters pursuant to the personnel exemption at §2.2-3711(A)(1) of the Code of Virginia. Faye Dutton seconded. Motion carried.

**Motion out of closed session**

Trish Dick moved to certify that the content of the closed session meeting discussed only matters identified for the purpose of the closed session. Faye Dutton seconded. Motion carried.

Roll call vote was as follows:

Louise Garrett	Lisa Boone	Trish Dick
Anne Brewster	Nancy Anderson	Lynn Wiley
Faye Dutton		

**6. Minutes**

**Louise Garrett**

- The minutes from the January 19, 2021 Board meeting was distributed and reviewed. There were no corrections to the minutes. The minutes stand approved.

**7. Interim Executive Director’s Report**

**Karen Harris**

- Attended Warren County Funding Request meeting via Zoom on 1/26/21
- 4<sup>th</sup> Quarter and Annual returns submitted
- W-2s completed and distributed
- Employee resignation, we need to hire a new Service Facilitator
- Contacted Region House Representative to advocate for IL funding

## 8. Report of Officers

### Executive Committee Report

- Kim Shick is no longer available for consulting
- Discussed consulting fees/contract for Donald Price
- Discussed removal of Director from Personnel and Executive Search Committees due to conflict of interest
- Discussed ED search and recommends putting headhunter on hold until current list of candidates have been interviewed
- Discussed sending ED announcement to CILS in VA

## 9. New Business

- Reinstate Executive Search Committee

**Lisa Boone made a motion to reinstate the Executive Search Committee. Trish Dick seconded. Motion carried.**

Committee members are: Trish Dick, Chair, Faye Dutton, Nancy Anderson, Lynn Wiley and Anne Brewster.

- Board President's staff letter regarding appreciation and communication
- Board is still seeking additional members, preferably with disabilities

## 10. Adjournment

**Trish Dick made a motion to adjourn the meeting at 7:46 PM. Nancy Anderson seconded. Motion carried.**



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Acting Secretary

4/20/2021

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Date