



Virginia Department for the Deaf and Hard of Hearing
1602 Rolling Hills Drive, Suite 203
Henrico, VA 23229-5012

**Advisory Board Minutes of the
SPECIAL Meeting
December 15, 2021
12:30-1:30 p.m.**

Members Present:

Traci Branch, Chairperson
Karen Engelhardt
Carrie Humphrey
Roy Martin, IV
Timothy Patterson
Colin Wells
Susanne Wilbur

Members Absent:

Jason Zuccari
Shantell Lewis, Au.D.

Staff Present:

Eric Raff, Director

ASL Interpreters:

Elizabeth Leitch, Interpreter

On November 3, 2021, three Advisory Board members submitted a written request to Traci Branch, Chairperson, to convene for a Special Meeting in December. On Wednesday, December 15, 2021 at 12:37 pm, the members of the Advisory Board of the Virginia Department for the Deaf and Hard of Hearing (VDDHH) convened for a Special meeting.

At 12:37 p.m., Chairperson Traci D. Branch called the meeting to order. A quorum was established with seven members present and the meeting proceeded to focus on two agenda items for new business.

1. Adoption of the “Electronic Participation and Meeting Policy”
2. Election of the Chairperson and Vice-Chairperson

After reviewing and discussing the Electronic Participation and Meeting Policy, there was one minor change. A motion was made by Carrie Humphrey to accept the policy as presented with the understanding that further research will be done and it can be amended anytime moving forward. The motion was seconded by Roy Martin. Motion passed by consensus.

Carrie Humphrey nominated Roy Martin as Chairperson. The motion was seconded by Tim Patterson. Motion passed by unanimous consensus.

Roy Martin nominated Carrie Humphrey as Vice-Chairperson. The motion was seconded by Tim Paterson. Motion passed by unanimous consensus.

Since there was no further business before the Board, a motion was made to adjourn the meeting. Motioned passed.

The meeting adjourned at 1:25 p.m.