

Board of Vocational Rehabilitation Minutes

March 10-11, 2008
Best Western Ramkota Hotel
Pierre, South Dakota

BOARD MEMBERS PRESENT:

Tom Kober
Grady Kickul
Beth Haug
Elaine Roberts
Melissa Flor
Lyle Cook

Dan Rounds
Larry Tolzin
Monte
Tschetter
Dr. Jessie
Easton

Interpreters:
Christa Gunderson
Julie Paluch

OTHERS PRESENT:

Joe Rehurek
Shelly Pfaff
Hoby Abernathy
Cassie Stoesser

Bernie
Grimme
Denise White

Jennifer Trenhaile
Robert Kean
Colette Wagoner
Laura White

BOARD MEMBERS ABSENT:

Ron Ronshaugen

Mary l'atala
Shelly Shock

Kathy Hassebrook

CALL TO ORDER: Chairman Tom Kober called the Board of Vocational Rehabilitation meeting to order at 1:05 PM in the Lake Sharp Room at the Best Western Ramkota Hotel meeting room in Pierre.

OPENING ACTIONS

WELCOME:

- Tom welcomed the grouped and thanked them for traveling to attend the meeting.
- Attendees were asked to introduce themselves.
- Tom reminded the group of meeting Protocol.

AGENDA:

The agenda was approved - Motion Made (M), Seconded (S) and Carried (C).

MINUTES:

- **A motion to approve the November 26, 2007 meeting minutes as written – MSC.**
- **A motion to approve the February 21, 2008 Executive Committee Meeting minutes as written - MSC.**

- Grady stated that due to a timing issue the executive committee took action on behalf of the board and approved \$12,000 to support the 2008 NDEAM activities.

➤ **A motion was made to approve the executive committees' action – MSC.**

PUBLIC
COMMENTS:

DARE TO DREAM CONFERENCE - Elaine Roberts informed the Board that June 8-10th was the date set for the Dare to Dream Conference. She encouraged everyone to spread the word to anyone that may be interested. The Conference is for people with disabilities and their family to gain knowledge of available resources and services. It draws people of all ages and there is comprehensive care for children and adult children while parents attend sessions.

Shelly Pfaff added that there are between 15-20 different organizations involved.

- ❖ Grady shared that any Board Member that is interested in attending will be reimbursed for attending.

LIGHTING THE WAY - Autism Spectrum Disorder (ASD) in our Community will be held June 12-13th, 2008. There will be a group of entities covering the board scope of Autism. For more information about the presenters and topics on the two day conference go to

www.augie.edu/autism

DIVISION
DIRECTORS
REPORT:

Director's Comments:

- a.) Grady brought to the attention of the Board that almost all supervisory staff in the Division except for Bernie will be eligible for retirement within the next couple of years. According to Grady, "We are committed to preparing the next generation of leaders, thus we have begun an initiative to help seek and train our future leaders." (Futures Initiative)
- We have chosen select staff to step up and to take on various and higher level activities to demonstrate their commitment.

According to Bernie:

- There were approximately 9 applicants.
 - Six candidates were chosen and they are developing leadership plans which identify areas they wish to work on (e.g., leadership, training, specific interest areas).
- Two individuals who applied and were accepted are here today: They each provided brief introductory comments:
 - Joe Rehurek - a counselor in Yankton and worked in the DRS Office since 1993; earned Senior Counselor Status. He stated that he was excited to be a part of this new program and looks forward to working with a more structured system. He would like to focus on assistive technology.
 - Jennifer Trenhaile – is from the Yankton Office, has been with the Division for two years and is currently working on her Master's. According to Jennifer she has many interests but her passion is in the area of Traumatic Brain Injury. She has a strong background in the area of transitional services.
 - Other candidates are: Lori Linko/Spearfish office, Ann Fortin/Aberdeen office, Melanie Boetel/Sioux Falls Office, and Vicki Nelson/Sioux Falls Office.
- The Division will have representatives at meetings to report on progress of the “Futures Initiative”.
 - b.) Grady also commented that the Division was lucky to think of the idea and smart to follow through with it. This is a great opportunity to take advantage of people who want to get ahead in their fields. It takes a lot to step up and commit to make things better.
 - c.) Grady took a moment to note that Brady Kerkman had left his position with South Dakota Advocacy Services hence resigning from the Board. He then recognized Robert Kean who was in attendance and sitting in until an official appointment is made.
 - d.) Last year on March 22, 2007 the Senate passed a

Resolution designating March 22, 2007 as National Rehabilitation Counselors Appreciation Day (see Handout Senate Resolution 120). Since the 22nd falls on a Saturday this year each of the local offices is coordinating their own celebration. More specific information will be disseminated, and members were invited to stop in if they would like to participate.

- e.) Grady stated Joel Niemeyer, Executive Director of North Central Chapter PVA, wrote a letter to the Division on behalf of his Board of Directors. The letter was encouraging the Youth Leadership Forum to consider renaming themselves to “The Richard L. Hicks Youth Leadership Forum.”
- Grady made a **motion seeking the Board’s support of renaming the Youth Leadership Forum to the Richard L. Hicks Youth Leadership Forum - MS.**
 - An in-depth discussion was held on the legalities of the National level of the name of the Youth Leadership Forum and the ramifications that may happen if it changed.
 - There may be more to the whole deal rather than changing the name. Question was raised of whether the name was trademarked or not.
 - A second motion was made to amend the first.
 - **ACTION: a substitute motion was made to support some kind of recognition for Dick Hicks associated with Youth Leadership Forum. Amended Motion was Seconded and Carried.**
- f.) A Case File Review will be conducted on April 9th and 10th. The Division will be reviewing hundreds of files. A Case File Review Specialist from Colorado has been invited to attend and he will provide technical assistance to Division staff. The review will also assist in fully meeting the statutory obligations and delivering effective services.
- g.) Discussion was held on the ‘change of guard’ that will be happening on both the Board and Statewide

Independent Living Council (SILC). There are a significant number of individuals who are terming off the Board. The Governor's Office has asked for nominations at a much earlier date this year. For the past six to eight years the following individuals have been a mainstay and backbone of the Board. Brady Kerkman has already left, and Dr. Jessie Easton has asked to resign after this year's term is up. Those who term off are: Ron Ronshaugen, Larry Tolzin, and Tom Kober.

- With these five individuals leaving it will change the make-up of the board immensely.
- It was asked to add this item to the June meeting and how to accommodate for the training needs.
- Grady wanted to make sure that each of these individuals realize how important they have been and that the Board truly appreciates their contributions and they would be greatly missed.

h.) Nomination calls have been sent out and are due by March 21st.

DRS BUDGET UPDATE:

Grady reported:

- On the last day of session the Division's FY09 budget was approved for 22 million 263 thousand dollars. An expansion was approved for the Assistive Daily Living Services (ADLS) Program. This is approximately \$900,000 more than last year. An additional 15 people will be served, which will help address the waiting list.
- Case services received an expansion of \$127,000.
- The FY 2008 Budget year is right on line, except for the ADLS program being overspent by \$500,000. This will be made up from other areas.

FFY 2007 YEAR END REPORT:

- Bernie reviewed the SD Department of Human Services Division of Rehabilitation Services FFY 2007 Year End Report. (See attached). He highlighted areas of interest.

- Copies of the Year End Report are available upon request to Bernie.
- After the brief synopsis the Board was asked to review it at their leisure and if there were any specific questions to contact Grady or Bernie.
- The Year End Report will be placed under the Division Director's Report for the next meeting.

ORDER OF SELECTION:

Grady commented on how this will be the last time we will see this on the agenda.

- He thanked the Board for their support, valuable input and advise. The Board's recommendation of sending a follow-up survey to those on the waiting list provided helpful feedback.
- Tracking the information, it was learned that fewer people were coming into the program.
- Three to five months was the maximum anyone remained on the waiting list. The new information can assist with providing services in a more timely fashion.
- The information learned from this experience will only help if the need arises for the Division to implement the Order of Selection again.

Bernie commented that we could now close the books with this information.

- Handout was provided "Expenditure of Federal Funds"
- The Division is back on track to serve all individuals who are eligible.
- The Division will be following up with a survey. One obstacle to overcome is that the easiest people to serve are the hardest to find to do follow-up.

FREEDOM TO WORK PROJECT UPDATE:

MEDICAL ASSISTANCE FOR WORKERS WITH DISABILITIES

Hoby Abernathy informed the Board on the finer points of Medical Assistance for Workers with Disabilities (MAWD).

- The project has been in place approximately fourteen months. The following items were reported:

- 279 applicants have been screened;
 - 147 applications have been received; 61 approved, but 11 closed, with 50 currently active;
 - of the 61 approved; 46 were new to Medicaid; and 3 were referred by Vocational Rehabilitation;
 - of the 43 applications that are pending, 15 were referred by Vocational Rehabilitation.
- The program started small, but has the potential to grow. Starting very conservative to track the fiscal implications, to ensure that the new program wasn't going to break the bank.
 - Current eligibility criteria will be reviewed and modified i.e., unearned income limit currently at \$657.00.

CAREER DEVELOPMENT TEAM (CDT):

Shelly Pfaff handed out a packet of information and touched on the highlights of the work they are doing in Sioux Falls. She explained that the Career Development Team is a unique approach of bringing together a team of a variety people/providers to one setting for the benefit of the consumer. Thus far:

- The team has worked with 10 different individuals
 - seven are now employed
 - three decided not to pursue employment at this time.

The team receives an application and begins the process with the client. They pick a time when everyone can meet together. This enables a more complete workup and brainstorming session for the client. Recommendations are made and the client has the opportunity to follow through or decline.

- At this time there is a group in Sioux Falls, and the project is looking to expand in other communities with the understanding that each community is different and may require different components.
- This approach is a little lower key and focuses entirely on individual.

- The people involved are seeing success and individuals are obtaining employment. There has been a great response.
- This program is open for everyone. If anyone knows somebody that this group would benefit please encourage them to be in touch with Shelly.
- When everybody works, everybody wins!

MIKE WALLING TRAININGS:

The first trainings have been set for:

- April 21- Spearfish
- April 22- Rapid City
- April 23- Watertown
- April 24- Brookings
- April 25- Sioux Falls

Sessions will include Basic, Advanced and Transition. Other training dates will be in August and October. Approximately 1,700 packets of information have been sent out to individuals from past trainings.

- Flyers for the types of training with dates and locations were passed around to the Board. If anyone would like more to distribute at other meetings please contact Shelly.

ACTIVITIES of DAILY LIVING SERVICES (ADLS)

Denise White reported:

- Currently the Division is working in the direction of eliminating the co-pay, which currently exists with this program. It is a disincentive to people who are on the program to seek employment because they might lose their healthcare benefits if they go to work.

In the Fall of 2007 ADLS program mailed 113 surveys to the programs current consumers. Fifty-seven surveys were returned. There were five questions that focused specifically on employment:

- 1) Are you employed?
- 2) If you are employed, do you need personal assistant services at work?
- 3) If you are employed, would you like to work more

hours then you currently are?

4) If you are not employed, would you like to be?

5) If you are not employed, would you like to be contacted by someone in the Division of Rehabilitation Services for assistance?

Results showed:

- 7 of the respondents were employed
- out of the 7 that were employed, 3 consumers required personal assistance in the workplace.
- Out of the 7 employed, 3 would like to work more hours
- 16 of the consumers surveyed would like to be working
- 7 consumers asked to be contacted by DRS

Action to be taken:

- DRS will continue to explore changes to the ADLS Waiver.
- DRS staff will contact consumers that requested contact and work with VR Counselors to assure that follow-up is being made.
- FTW program information such as Personal Assistant Services in the Workplace will be shared with ADLS and IL providers across the state.
- PAS-Workplace and FTW information will be mailed to ADLS consumers.
- Annual ADLS consumer surveys will continue to include employment inquiries.
- Currently there are 15 new individuals to the program.

WORK INCENTIVES PLANNING & ASSISTANCE UPDATE:

Cassie Stoesser stated:

- WIPA is work incentives assistance to the individual and their selected representatives.
- Currently there are 108 individuals involved at this time.
- The program provides advice and support in the areas of Social Security, Work Incentives, Medicaid, Food Stamps, TANF, Housing Assistance, and other disability related benefits.
- Referrals from all over the state are covered.

- Information about Social Security benefits is provided on an individual basis.
- Satisfaction surveys are being completed at this time.

VIDEO SERVICE DELIVERY:

Video claims appointments and virtual reception are now available in Pierre. Video technology provides additional options for personalized services.

Video Service Delivery is a direct connection with a Social Security Representative. Individuals and the representative can see each other and interact and complete paperwork needed to process a claim or other action.

Sites are set up at:

- St. Mary’s Healthcare Center Monday- Friday at 10:00 a.m. by appointment.
- Capital University Center Monday- Friday from 1:00 p.m. to 3:00 p.m.

Discussion was held on whether the service is accessible to persons who are deaf or hearing impaired and this will be looked into.

ACTION: Monte will follow-up and report back on this issue.

WORKFORCE DEVELOPMENT COUNCIL UPDATE:

Larry Tolzin stated the Council met on January 3rd.

- The Brookings Career Center had a manager change.
- The Job Corps is under new management.
- The Department of Labor is working with the Board of Regents to determine appropriate degree programs for the future workforce.
- There has been a significant increase in the apprenticeships in the following three areas: Construction, Transportation and Health.
- There will be staff coming from out-of-state to work on the Lead Mine.

STATEWIDE INDEPENDENT

Grady reported that currently the SILC is redefining their role and function.

- LIVING COUNCIL:
- SILC members will attend a training session with Bob Michaels the week of April 15th through the 18th at the Holiday Inn Express in Pierre. The training will focus on their role, responsibility and strategic planning.
 - Training will also be offered to the staff of the Centers for Independent Living on April 16th and 17th, concentrating on where Independent Living needs to go in the future.
 - There will be an abbreviated 1-hour SILC meeting at noon on April 16th at the Holiday Inn Express Conference Room.

NATIONAL
COALITION of
STATE
REHABILITATION
COUNCILS
(NCSRC)

Grady distributed a packet of information from the National Coalition of State Rehabilitation Councils (see attached). Five Rehabilitation Councils from Minnesota, Michigan, and three other eastern states are trying to form a Coalition. The five entities have established a Mission Statement, Vision Statement, Core Values and By Laws and are asking other Regional Rehabilitation Councils to join a Coalition. NCSRC is also seeking the Board's endorsement of their resolution.

- The Board was asked to review the information over night and bring back thoughts and comments for discussion the next morning.
- A decision will be made after everyone has a chance to read the information packet and further discussion is had.

ADJOURNMENT: **Motion was made to adjourn – MSC.** The meeting will convene in the morning at 8:30 AM. Meeting was adjourned at 4:15 PM.

WELCOME &
INTRODUCTIONS

The meeting was reconvened at 8:35 AM. Tom Kober, Chairperson, asked everyone to introduce him or herself. He reminded everyone of the meeting protocol and during a vote, to please do a show of hands.

BOARD
COMMITTEE

EXECUTIVE COMMITTEE: had nothing to report.

REPORTS

CONSUMER SERVICES COMMITTEE: Dan Rounds reported the committee met yesterday morning.

- Work was continued on the Goals/Strategies/Actions document, reviewing input provided by the field offices. This information will be utilized to develop related State Plan attachments.
- A draft policy was reviewed “Residency Requirement for VR Applicants and Individuals being Served by Multiple State Public VR Agencies”, see attached.
 - Background information regarding the language update was provided.
 - Members were asked to provide feedback to the Division within 30 days.
 - The draft policy will be posted on the Division’s website for an additional 30 days.

A question was asked if a person is applying for work status in the United States, could they apply for vocational rehabilitation services. The response provided was that the individual must have their I-9 in hand when they apply, but this must be verified.

- The committee will meet at the end of April to review the draft State Plan attachments.

PUBLIC AWARENESS COMMITTEE: Larry reported the committee met last evening

- The Committee reviewed the 2008 National Disability Employment Awareness Month funding requests. The Committees’ funding recommendations are as follows:

○ Aberdeen	\$1,300.00
○ Brookings	\$1,700.00
○ Eagle Butte	\$ 650.00
○ Madison	\$1,300.00
○ Milbank	\$ 749.00
○ Mitchell	\$1,375.00
○ Rapid City	\$3,625.00
○ Sioux Falls	\$1,950.00
○ Sisseton	\$ 570.00

- Vermillion \$ 0.00
- Watertown \$1,210.00
- Yankton \$2,475.00

- The total funding recommendation is \$16,904.00.
- The committee turned down Vermillion's request because it lacked collaboration - planning and implementing events (previous and proposed event).
- The Board concurred with the committee's recommendations.
- A letter will be sent to Vermillion explaining the Board's decision and expectations for future funding requests.

Governor's Awards Luncheon: Board staff reported the following:

- ✓ Ticket sales were down a bit from last year;
- ✓ Board of Service to the Blind and Visually Impaired committed \$500 to the luncheon;
- ✓ Expenses are still to be determined;
- ✓ A thank you was sent to Jerry Hofer for making the presentations to the recipients;
- ✓ Final things to wrap up - sending letters to the recipients with the pictures and writing to their hometown newspapers asking that they incorporate a story about the recipient.

Discussion continued on the luncheon (i.e., obtaining the Governor's commitment of attending the event, changing the date of the event and the possibility of renaming the event, sending the recipients a congratulatory letter from the Governor if unable to attend). Nothing was finalized or changed at this point.

NATIONAL
COALITION OF
STATE
REHABILITATION
COUNCILS
(NCSRC)

ACTION ITEM: NCSRC information was handed yesterday for review. Comments made included:

- Template, purpose, construct utilized similar to other councils;
- The bylaws are unclear regarding the issues of staffing

levels and the dues structures;

- It would be an avenue of providing a voice at the national level.
- It was explained that this group meets in conjunction with the Council of State Administrators of Vocational Rehabilitation (CSAVR) and has periodic conference calls with the support of Rehabilitation Services Administration (RSA).
- RSA is planning upcoming regional meetings to conduct training for members of the State Rehabilitation Councils and more information should be shared regarding the National Council.
- **Motion made at this time that the Board supports the National Coalition's concept, but does not have enough information at this time to endorse the resolution. MS**
- Further discussion: if the National CSAVR coordinates the annual meeting, why is there a need for another national council, if members are already attending this meeting? This steering committee of the NCSRC requires an additional time commitment to volunteer members of State Councils, not even considering their term limits and turnover.
- **Motion Carried (MC).** Board staff was instructed to send Marlene Malloy, NCSRC Secretary, an email regarding the Board's response before the end of March.

Grady reported that RSA will be hosting SRC's regional training event on June 25/27th in St. Louis. If any member is interested in attending they can be in touch with Grady or staff.

STATE PLAN SUBMISSION PROCESS

Bernie provided the "2009 State Plan Public Meetings" handout. Bernie highlighted items in the handout:

- Public meeting dates
- What is the State Plan?
- List of attachments required to be updated
- List of attachments not required to be updated annually.

- Timelines and activities laid out regarding the State Plan document now through the submittal date.

Grady reported that he would present the State Plan to the Workforce Development Council for approval prior to submitting it to RSA. He stated the Board's approach to obtaining public comment and their work with the State Plan document over the last four or five years, has been extremely valuable and the approach utilized has been very effective.

EXECUTIVE SECRETARY

PARTNERS IN POLICYMAKING: Staff reported that the Partners in Policymaking listening session will be held on April 12th at the Ramada Inn in Sioux Falls. This was identified at a previous Board meeting as a means of obtaining feedback regarding topics raised by people with disabilities and their family members.

- Members were asked to contact staff if they were interested in attending.
- Staff will let South Dakota Advocacy Services staff know about members' attendance.
- Robert Kean offered that if the Board had specific questions to pose during the listening session, to get them to him. He could incorporate them into the session, if time allowed.

SOUTH DAKOTA ASSOCIATION OF COMMUNITY BASED SERVICES (SDaCBS): Staff reported that she had a discussion with Thomas Scheinost, Executive Director, South Dakota Association of Community Based Services about the possibility of both groups meeting, similar to what the Board hosted with PLANS. Mr. Scheinost responded positively and provided staff with dates of the four upcoming meetings.

In response to a question, a representative of the Consumer Services Committee reminded members that a list of different groups was proposed that the Board might

consider meeting with, which included the Association. The list also identified the Business Leadership Network leadership roundtables and other avenues of obtaining input from a variety of individuals. Other comments included that this is a good time to sit down with the directors to have conversation because the whole system is changing and a number of new directors are coming on board.

During this discussion, the Board also agreed to try to coordinate its' June meeting with the Youth Leadership Forum being held in Aberdeen. The legislative panel and luncheon will be held June 19th.

A motion was made to coordinate the June Board meeting around the June 17th date to coincide with the Youth Leadership Forum (Aberdeen) and coordinate the following meeting around November 13th to coincide with the SDaCBS's meeting - MSC.

NOMINATIONS PROCESS: Staff reported on the Board's nominations process as of July 1st, 2008:

- Four members' terms are due to expire;
- One members' term expires and they are not interested in serving another term;
- Three members terms are due to expire and they are not eligible for reappointment;
- One member submitted their letter of resignation effective in February.

This year the Governor's Office is seeking nominations by the beginning of April. Solicitation for nominations was sent out statewide on February 29th and nominations are due on March 14th. Briefing documents will be prepared and forwarded to the Department and then to the Governor for his review, consideration and action.

Noted Item: Due to the timing of the next meeting (in June) the Consumer Services Committee was asked to bring forth their recommendations regarding the State Plan to the Executive Committee for review and action.

The committee will meet in April and comments can then be forwarded to the Executive Committee for review and consideration prior to the submittal date of the State Plan.

EMPLOYER
RESOURCE
NETWORK (ERN)
UPDATE

Kathy Hassebrook had asked Dan to provide this update due to her absence. Kathy was unable to attend, due to her time off last week to assist with “Emerging Leaders”.

- Relationships are being strengthened with the State SHRM Diversity Director. He is on board with ERN and will be presenting the concept to the Sioux Falls SHRM Chapter.
- Following the presentation of ERN to the SD State SHRM meeting in December, the State SHRM Diversity Director added taking ERN to other communities as one of the SD State Diversity Goals – specifically starting with Sioux Falls.
- This makes it easier to incorporate ERN on a national level.
- Next steps include: website completion, power point presentations, best practices documentation and award submission to SHRM.
- Kathy met with the State SHRM Diversity Director last week to discuss moving forward with ERN to SHRM on a national level.
- Kathy also contacted the Executive Director of the Terry Redlin Center and she sent a formal request to have Mr. Redlin endorse the ERN project.
- She also attended the David Hammis’ presentation, which allowed her to meet and discuss the ERN project with providers and obtain their feedback.
- Future items to consider: funding ERN for longevity; available funding for seminars and other training events.
- The ERN project continues to evolve, more and more people getting involved, the momentum is growing.

OTHER
BUSINESS

There was none

CLOSING
ACTIONS

Future agenda items

- Election of officers will be held during the June meeting, if anyone is interested in serving please be in touch with a member of the Executive Committee or staff
- Acknowledgement of outgoing members
- Director's Comments – add Year End Report for follow-up

Motion to adjourn – MSC.