

**Board of Vocational Rehabilitation
June 22nd and 23rd, 2010
Best Western Ramkota Hotel, Pierre, South Dakota**

June 22, 2010: Joint meeting held involving Board of Vocational Rehabilitation (BVR), Board of Service to the Blind and Visually Impaired (BSBVI) and the Statewide Independent Living Council (SILC) members.

People present:

B/SBVI	BVR	SILC
Gaye Mattke (BSBVI & SILC)	Melissa Flor	Ann Fortin
Larry Wheeting	Elaine Roberts	Larry Puthoff
Dave Miller	Matt Cain (BVR & SILC)	Margot Burton
Karla Bucknall	Dan Rounds	Patrick Czerny
Rita Weber	Grady Kickul (BVR & SILC)	
Chuck Fullenkamp	Chris Olson	
Ed Pinkman	Craig Eschenbuam	
Marilyn Steffen		
Linda Biffert (BSBVI & SILC)		
Steve Kelsey		

Members Unable to Attend

<u>BVR</u>	<u>SILC</u>	<u>B/SBVI</u>
Beth Haug	Ryan Green	Deanne Curran
Joe Rehurek	Vona Johnson	Angie Boddicker
Robert Kean	Brad Konechne	Wes Scholl
Lyle Cook	Monte Tschetter	Lyle Cook
Mary I'atala	Jim Simbeck	Mike Klimisch
James Hayes	Jason Lorang	
Cindy Koupal	Philomine Moran	
	Marilyn Kinsman	

New Appointees who attended, but terms not effective until July 1, 2010: Brett Glirbas, BVR; Nikki Darland, BVR; Carol Kirchgesler, BVR; Bill Molseed, BSBVI.

Others in Attendance

Faith Ellis, BVR/SILC Staff; Shelly Pfaff, SILC Staff; Colette Wagoner, BVR Staff; Bernie Grimme, DRS; Ronda Williams, DRS; Sandy Neyhart, SBVI; Becky Blume, BSBVI Staff; Eric Weiss, SBVI; Nancy Hoyme, SBVI; Rich Eschenbuam, attendant; Mr. Kirchgesler, driver; Alicia Osburn, interpreter; Julie Paluch,

Approved Minutes (September 9, 2010)

interpreter; Ann Van Loan, Western Resources for disABLED Independence; Natasha Beierle, Western Resources for disABLED Independence; Tim Neyhart (representing Robert Kean, BVR & BSBVI Member), Bob Jahner, consultant on Statewide Needs Assessment, Joe Matthews, consultant on Statewide Needs Assessment.

JOINT BVR, BSBVI AND SILC MEETING TUESDAY, JUNE 22ND

Service Coordination Panel Members: Matt Cain, Independent Living Choices (ILC); Steve Kelsey, SBVI; Sandy Neyhart, DSBVI Older Blind IL Program; and Ann Fortin, DRS. The panel began by responding to questions about the similarities and differences between independent living (IL) and vocational rehabilitation (VR) programs/services.

- IL services, provided by DRS and DSBVI IL Programs, do not need an employment goal. Their goal is to assist people living as independently as possible in their own homes and communities.
- There are four centers for independent living (CIL) and each CIL runs their business and services differently.
- IL through DRS serves individuals from birth to death.
- The Older Blind IL program serves people 55 and older.
- VR serves individuals transition age (14) and older.
- VR has medical based eligibility, which identifies the individual's functional limitations, and it focuses on an employment outcome.
- IL and IL-B can start the process of training and providing devices immediately.
- VR services are time limited.
- Presently there are not many cases where IL and VR agencies work together. It often depends on the personalities of the consumer, VR counselor and IL staff.

Consensus of the panel members was VR and IL need to work together more often. They need to have a better understanding of each other's services and processes.

- VR consumers often need training in soft skills, and IL can provide this type of training.
- Need to provide training for new employees of both systems, and these trainings would benefit from involvement of Department of Education staff.

Dialogue on Common Tasks/Functions of the Three Boards/Councils

- Solicitation for board/council nominations was done jointly, and this resulted in positive feedback.
- Statewide Needs Assessment has been done jointly in the past.
- Public meetings have been done jointly.

The Board of SBVI chairperson announced that they have a particular interest in being more involved in:

- National Disability Employment Awareness Month (NDEAM) activities; they currently help fund these activities, and they would like more interaction throughout the process.
- Governor's Awards – They would like someone from BSBVI on the selection committee, in addition to assisting with funding of this event.
- Public meeting – They are interested in continuing joint meetings in rural areas and collaborating with other blind organizations in larger communities so the viewpoints of the blind community is not over shadowed by other disability interests.

Suggestions:

- People who need services - need to know how to get them; possibly creating a brochure, which outlines what each agency provides i.e., Road Map for Services under the Division of DD.
- The Boards/Council need to get together more often - continue the chairpersons' teleconferences.
- Collaborate on orientation of new board/council members.

Employment Initiatives Presenters – Grady Kickul, Ronda Williams and Dan Rounds presented on a variety of employment focused activities and programs.

- Project Search – a transition program for students with disabilities, which provides an opportunity to explore careers. Avera St. Luke's Hospital/Aberdeen and Avera McKennan Hospital/Sioux Falls are currently participating in the development of this program. A total of 15 students are interested in the program. Staff will be exploring the potential interest of Rapid City Regional Hospital in becoming involved in this program.
- National Disability Employment Awareness Month (NDEAM) – started in 1945; Congress changed the name in 1988; events are held in October of each year. Several communities throughout the state host events in recognition of employees with disabilities and employers who hire people

with disabilities. Information was shared on events that are scheduled for 2010. John Robinson will be a speaker at several locations. He is a motivational speaker who was born without arms and legs.

- Employer Resource Network (ERN) – a partnership between Society of Human Resource Management members and rehabilitation professionals established to address diversity and workforce needs. ERN creates opportunities for information and resource sharing, networking, education and collaboration.
- SDMYLIFE.com – a magazine developed by SD Department of Education that provides information on careers, earning potential and required levels of education/training.
- Career Cruising – a website available for all SD students beginning at 8th grade; a career exploration tool, which assists students in building a portfolio and planning for life after high school.
- Project Skills – a paid work experience through DRS and SBVI. There are currently 349 students in this program; last year \$375,000 was paid in wages and benefits. DRS and DSBVI work with schools and employers to match students with employers in their communities.
- National Career Readiness Certificate (NCRC) – a document to verify to prospective employers that an individual has basic skills in the target areas of reading for information, applied math, and locating information. There are four NCRC – Bronze, Silver, Gold, and Platinum. It is a Department of Labor (DOL) program.
- The Net – a service, which provides information on home-based jobs, supported by CSAVR and Home Based Jobs.
- Career Development Team (CDT) – community members make up the teams, which assist individuals in reaching their career goals. Teams can be formed around one particular individual or the community.
- Vocational Trade Program – an education and vocational training initiative for post high school students who are interested in trade skill development.
- Business Resource Network – an initiative being explored in the Sioux Falls area with an implementation date of Fall of 2010.
- Think Beyond the Label – a national media campaign promoting the hiring of people with disabilities in the workforce; to view videos, go to <http://www.thinkbeyondthelabel.com/video>

For a paper copy or CD of the handouts, please contact Becky Blume.

Comprehensive Statewide Needs Assessment (CSNA) Presenters Joe Matthews and Bob Jahner described the InfoUse model for needs assessment, and how it supports the development of two critical dimensions of the VR

agency's future - meeting regulatory/monitoring obligations and operational infrastructure.

The Administration will work collaboratively with the Boards/Council to determine the needs of:

1. People with disabilities;
2. People with most significant disabilities, including;
3. The need for supported employment services;
4. People with disabilities from minority populations;
5. People with disabilities currently unserved and/or underserved;
6. People with disabilities who are using other parts of the workforce investment system; and
7. The need to establish, expand or improve community rehabilitation programs (CRPs).

The CSNA lays the groundwork for the State/Strategic Plan; these plans contribute to VR agencies:

1. Regulatory/Monitoring Obligations – a series of attachments completed at least every three years in order to receive federal funding and required annual updates; and
2. Operational Infrastructure – an agency's public commitment to the future vision for services over time.

Three formal levels of need in VR practice:

1. Individual: the agreed upon goal and services needed to overcome current impediment(s) and achieve that goal.
2. Community: the community's agreed upon goals and what is needed to achieve those goals.
3. Public Agency: the VR agency's agreed upon goals and what is needed to achieve those goals.

Steps in CSNA process

- 1. Define and establish CSNA goals (*Timeframe: January-June 2010*);
- 2. Develop CSNA plan for information and dissemination (*Timeframe: March- June 2010*);
- 3. Gather information (*Timeframe: April 2010 through February 2011*)
- 4. Analyze results and develop findings (*Timeframe: October 2010 through March 2011*);
- 5. Develop conclusions and potential action strategies; and

6. Inform state plan goals, priorities, and strategies (*Timeframe: March 2011 through May 2011*).

Wednesday, June 23, 2010

Members Present: Elaine Roberts, Cindy Koupal, Dan Rounds, Chris Olson, Craig Eschenbuam, Melissa Flor, Grady Kickul and Matt Cain.

Members Absent: Lyle Cook, Beth Haug, Joe Rehurek, Robert Kean, and Kathy Hassebrook. James Hayes submitted his letter of resignation, effective April 21, 2010.

Newly Appointed Members in attendance (terms effective July 1, 2010): Carol Kirchengesler, Brett Glirbas, and Nikki Darland. Leo Hallan was unable to attend.

Others present: Tim Neyhart, Bernie Grimme, Faith Ellis, Colette Wagoner, Joe Matthews, and Bob Jahner. Interpreters were Ann Munce and Stephanie Kurtzweil.

WELCOME AND INTRODUCTIONS: Dan Rounds, Vice Chairperson, called the meeting to order and welcomed everyone. Missing members were noted and new members were thanked for attending on such short notice of receiving their appointments. The meeting protocol was reviewed (attached to meeting agenda).

At this time the agenda was adjusted due to the lack of a quorum.

YOUTH LEADERSHIP FORUM (YLF): Dan provided an overview of YLF. Students must apply, be interviewed and selected. Forty students attended this year. Students learned about their disability, self-advocacy skills, and leadership roles; had an opportunity to do community service; met with employers and talked about interviewing skills and resume writing; and learned about disability related laws. Legislators attended and talked to the participants about the legislative process. Students resided on campus to provide them with a 'dorm life experience' (Northern State University/Aberdeen). The Richard L. Hicks memorial awards luncheon was held and this year's recipient was Chelsea Tobin Paulson, former YLF student delegate, assistant team leader and team leader. A question was asked about follow-up with students. The response was that a follow-up event is held in Pierre and Transition Liaison Project Staff meet with them regarding their Individualized Leadership Plans as well as Individualized Education Plans. Students are also involved with events such as Catch the Wave. Elaine commented about activities for the family and how to coordinate something with South Dakota Parent Connection (SDPC), in

addition to the role of schools with this project. It was explained that the Transition Liaison Project is funded by vocational rehabilitation services and special education and staff of both are involved. It was explained that on the first day of YLF, a session was offered to parents and involvement of SDPC in the future was a great idea. A comment was made that YLF and a transition course offered through Independent Living Choices are costly. There is a need to have other activities (services and supports) available across the state to students. Melissa commented that some schools offer credit for curriculum i.e., independent living skills training, self-advocacy course (i.e., what is being offered in Webster), and it would be wonderful if more schools were open to this approach. Tim added a comment about targeting students as young as 8th grade.

STATE PLAN DOCUMENT AND SUBMISSION: Bernie handed out the 'State Plan Public Meeting' document (see attached). He explained what the State Plan requires - the pre-print and draft attachments. He reviewed the timelines for several attachments and submittal date. He also explained that the State Plan is a part of the Workforce Improvement Act (Department of Labor's state plan), which requires the Division to present it to the State Workforce Development Council for review and approval and then it can be submitted. The draft attachments have been posted on the Division's website for public review and comment, as well as reviewed by the Consumer Services Committee. Bernie reviewed each draft attachment. Members were encouraged to submit further comments or edits to Bernie by the end of the week. (Grady joined the meeting at this time).

A basic outline of the Board's committee structure was explained for the new members. (Staff was asked to send an outline of the committees to members.) A new member orientation will be scheduled which will include discussion on the Board's committees, role and functions, terms, etc. At this time, Dan asked Grady to provide comments about the Board for new members.

TIME FOR PUBLIC COMMENT: Elaine shared information about the Dare to Dream Conference held on June 13-15 in Sioux Falls. She explained that this conference is hosted through a collaborative effort of many partners. Over 250 adults were in attendance, of which almost ½ were self-advocates. Parents shared positive comments about being "hopeful" for their children with disabilities as a result of attending the sessions and hearing success stories from other attendees with disabilities. Bernie disseminated a flyer announcing the 2010 RehabACTion Fall Conference on October 12-14 in Deadwood. If members are interested in attending, as a representative of the Board, their costs would be reimbursed.

BREAK

(Matt Cain joined the meeting at this time and a quorum was present).

RECOGNITION OF OUTGOING MEMBERS: Grady acknowledged the contributions of outgoing members: Beth Haug, Current Chairperson, Mary l'atala; James Hayes and Chris Olson. Grady explained it's difficult to lose members due to 'employment' factors, this being the case for Chris with increased work load and his dissertation. Chris thanked members, apologized for his time commitment to the Board going down as his teaching commitments increased.

PROPOSED SLATE OF OFFICERS: On behalf of the Executive Committee, Grady brought forth the following proposed slate of officers for the Board's consideration: Dan Rounds/Chairperson; Elaine Roberts/Vice Chairperson and Craig Eschenbaum/Member-At-Large. He explained he would bring each name forward with corresponding position and seek other nominations from the floor.

MOTION MADE (M) TO NOMINATE DAN ROUNDS AS CHAIRPERSON, SECONDED (S). Per Roberts Rules of Order, Grady called for additional nominations from the floor a second and third time. Upon hearing no other nominations, nominations were closed and a vote was taken. **MOTION CARRIED (C).**

MOTION MADE (M) TO NOMINATE ELAINE ROBERTS AS VICE CHAIRPERSON, SECONDED (S). Per Roberts Rules of Order, Grady called for additional nominations from the floor a second time and third time. Upon hearing no other nominations, nominations were closed and a vote was taken. **MOTION CARRIED (C).**

MOTION MADE (M) TO NOMINATE CRAIG ESCHENBAUM AS MEMBER-AT-LARGE, SECONDED (S). Per Roberts Rules of Order, Grady called for additional nominations from the floor a second time and third time. Upon hearing no other nominations, nominations were closed and a vote was taken. **MOTION CARRIED (C).**

APPROVAL OF BVR MARCH 9/10, 2010 MEETING MINUTES. The Vice Chairperson resumed with meeting action items. He reminded members that the Board's meeting minutes were mailed earlier and asked for a motion to approve, unless there were any edits. **MOTION TO APPROVE THE BVR MARCH 9/10 MEETING MINUTES – MSC.** He asked for a motion to approve the executive committee minutes. **MOTION TO APPROVE THE JUNE 1, 2010 EXECUTIVE COMMITTEE MEETING MINUTES – MSC.**

DIVISION DIRECTOR'S REPORT: Division of Rehabilitation Services (DRS)
Budget Update: Grady reported that the Division is closing out the 2010 budget, with a zero balance. He explained it was a good year, because of the economic stimulus funds (American Recovery and Reinvestment Act/ARRA funds). All the remaining ARRA funds will be authorized early in the 2011 budget cycle. He reported that the 2011 budget saw a very difficult session with possible budget and program cuts, and no cost of living increases for salaries. The Division had an approved budget, which reflected inflation in case services increase in general funds to match the federal increase, and an expansion for the Activities of Daily Living Services program. He reported that the next budget cycle would also be difficult with talk of projected deficits of \$100 million.
American Recovery and Reinvestment Act Update: Authorizations have been made for approximately 60% of these funds. The next report is due on July 12th and to review these reports you can visit www.recovery.gov. Approximately 438 consumers have been served utilizing ARRA funds, of these, 133 are successfully employed.
Governor's Awards Ceremony: Grady explained that after many years of scheduling the awards ceremony with the Mid-Winter Conference, it was easier to schedule it as a stand-alone event to coincide with the Governor's schedule. The ceremony was held in the Capitol Rotunda on May 13th with a luncheon following at the SD Casey Tibbs Rodeo Center. Several members able to attend agreed that it was a very nice event for the recipients.
Board Appointments: Grady acknowledged the outgoing members as well as welcomed new members. He reiterated that training would be held for the new members. He thanked the outgoing officers for their time and work and congratulated the new officers on behalf of the Division and Board.

At this time the Vice Chairperson invited Grady's comment about the following items, knowing he had to return to the Statewide Independent Living Council meeting.
Debriefing/Feedback of Joint Meeting: Grady heard it was a very long day for the Board of Service to the Blind and Visually Impaired, who met in the morning prior to the joint meeting. He heard comments that reinforced the desire to meet periodically.
Business Research Network (BRN): The Division will be issuing a Request for Proposal by July 1st. The request will continue to seek speakers, hosting job fairs, working with human resource managers. It will offer up to \$75,000, and who ever applies for it has to outline what they can do for this amount. The request will be listed on the Bureau of Personnel's website as an employment consultant and is due August 2nd. Elaine asked about the ability of having initiatives replicated in other areas of the state. This aspect is contained in the request.

DEBRIEFING/FEEDBACK OF JOINT MEETING: The Vice Chairperson invited comment/input regarding the meeting held yesterday with the Board of Service

to the Blind and Visually Impaired and Statewide Independent Living Council. Brett raised the question of what do we do now – what action will be taken? One response was that regular meetings of the Chairpersons of the three entities would continue. One member expressed appreciation for the information, however they were disappointed because there was little time for feedback. They encouraged the need to build in time for comment and feedback. Another person shared they liked how the Board has met with different groups, and sat at tables with smaller numbers of individuals – this provides the ability to talk/share information in that format vs. the large group format. A concern was raised regarding ‘sustainability’ in terms of the Freedom to Work Project and having only one and half years left and what will become of these projects. One individual commented on identifying projects or areas that cross over – that involves each entity (BVR, SILC, BSBVI). Identify “how does it apply to us”. Tim suggested utilizing person-centered planning tools to assist with identifying and planning efforts. Comments were suggested to have the three chairpersons initiate this and then bring the information back to the full boards/council. Nikki reiterated that the large group held yesterday was difficult, and smaller groups would be more effective. A question was raised regarding working together, and if we, the BVR, BSBVI and SILC, do we have a common audience? For example, the vocational rehabilitation program(s) work with people who are interested in obtaining employment, and yesterday one program, the Older Blind Program, serves people at the average age of 72, employment not being the primary goal - rather living as independently as possible. Perhaps identifying the common audience is the starting point and then move forward. Dan will share all the comments with the Chairpersons of the other two entities. Tim commented that the section on the Statewide Needs Assessment was very well done, made it easy to understand. A comment was made about having consultants look at all the data and identify the needs of state; better to have outsiders do this than people within South Dakota.

EMPLOYMENT RESOURCE NETWORK: Dan provided this update. Following yesterday’s meeting, the only item left to report was on a meeting that he had with Dan Simmons, State Diversity Chairperson of SHRM. Dan Simmons is working with the Sioux Falls Business Resource Network, and he wants to develop something that other SHRM Chapters can replicate in terms of the Employment Resource Network. Comments were made about the packets handed out at yesterday’s meeting, and staff was asked to make sure each member received one.

FUTURE’S INITIATIVE UPDATE: Bernie provided this update and disseminated a handout (see attached). The handout spoke to the vision of the Future’s Initiative, which assists the Division with succession planning for the large number of staff that is eligible or very near eligibility for retirement.

Interested staff are given the opportunity to expand their knowledge, skills and abilities by taking leadership roles in project development and participating in training. Staff apply, if interested, and if selected, they choose a project to work on which coincides with the goals and objectives outlined in the State Plan. Future efforts include: mental health training, learning disabilities, and disability service coordinators' training. Possible trainings will include spinal cord injury and soft skills training. A joint meeting is being planned to involve staff of both South Dakota and North Dakota's Future's Initiative. Compliments were made regarding the Division's foresight in implementing this initiative and the benefit for the Division, staff and consumers. A question was raised about the possibility of Board members taking the personal skills assessment (WorkKeys). Bernie responded that it could be possible. Discussion continued on the training on college financial aid targeting counselors. A question was asked if this training would involve parents. Bernie responded that it would target vocational rehabilitation counselors and disability service coordinators, which in turn would help them with providing assistance to consumers and family members.

OTHER BUSINESS: Staff reported that an individual submitted a request for training funds to cover the registration fee for Annual Brain Injury Conference. The Executive Committee reviewed and approved the request of \$55.00. Subsequently, the individual completed and returned the evaluation form. Staff explained that the Board has the ability to fund consumer and organizational requests for financial support for employment related endeavors. The timing of this consumers' request arrived shortly before the registration deadline, thus the Executive Committee needed to act upon it. Staff shared information regarding the SD Department of Transportation Fiscal Year End Report. Hard copies were made available to those interested, and the website was noted for electronic access. Dan reminded members that if there is an interest in attending various employment related conferences, their expenses can be reimbursed.

CLOSING ACTIONS: Future Agenda Items: Dan reminded members that he would report on any meetings involving the 3 chairpersons of the BVR, B/SBVI and SILC. Next Meeting: Members were reminded that the next meeting was scheduled to coincide with the South Dakota Council of Mental Health Directors on September 9th and 10th in Ft. Pierre. The Board's meeting will be arranged the afternoon on September 9th and morning of September 10th. The reception with the Council will be held the evening on September 9th. Adjournment: The Chair called for a **MOTION TO ADJOURN, MADE AND SECONDED – MC.**