

BOARD OF VOCATIONAL REHABILITATION MEETING
December 13th and 14th, 2012
Cedar Shore, Oacoma, SD

Members Present: Elaine Roberts, Kathy Hassebrook, Craig Eschenbaum, Grady Kickul, Brett Glirbas, Darla McGuire, Melissa Flor, Lyle Cook, and Robert Kean. **Members Absent:** Leo Hallan, Carol Kirchgessler, Joe Rehurek, Barb Storbeck, Nikki Darland and Matt Cain. **Others Present:** Bernie Grimme, Colette Wagoner, Faith Korkow, Rich Eschenbaum, Jill Foster and Heather Schopp on Thursday, and Steve Resick, Friday.

WELCOME AND INTRODUCTIONS: Elaine Roberts, Chairperson, called the meeting to order, welcoming both members and guests to Oacoma. She had people introduce themselves briefly for our guests. Staff reported that she had been notified by Joe Rehurek, Matt Cain, Barb Storbeck, Carol Kirchgessler, Nikki Darland and Leo Hallan and they were all unable to attend. **OPENING ACTIONS:** It was pointed out, that a copy of our meeting protocol is included with every agenda. Elaine asked everyone to please adhere. Next, she moved to the draft agenda and called for any additions or changes. Kathy asked to move the ERN update to this afternoon, because she received a call from her office and had to return to Pierre this afternoon. Elaine noted that the Department of Human Services (DHS) had recently shared the draft DHS 2013 Strategic Plan. Under encouragement from Secretary Gill, the Board will have "Brainstorming" on the agenda. Elaine asked for permission to cover the draft Strategic Plan under this agenda item. Grady asked to add an update on the Program Guide for Due Process Procedures; which was added under Consumer Services Committee Updates. **MOTION (M) TO APPROVE THE AGENDA AS AMENDED, SECONDED (S) AND CARRIED (C).**

Elaine ensured members had received and reviewed the previous meeting minutes, and asked for any changes or additions on the September 27th and 28th, 2012 meeting minutes? Hearing none, **MOTION TO APPROVE THE SEPTEMBER 27-28, 2012 MEETING MINUTES AS PUBLISHED – MSC.**

Elaine moved to the Executive Committee Meeting Minutes from November 26, 2012, and asked for any changes or additions, and hearing none, **MOTION TO APPROVE THE NOVEMBER 26, 2012 EXECUTIVE COMMITTEE MEETING MINUTES AS PUBLISHED – MSC.**

PUBLIC COMMENT: There was none. The Chair noted the item of “Examination of the Public Comment Period” will be discussed under the Consumer Services Committee Updates” as a specific item, and “Announcements” will be added as a separate agenda item.

SD DISABILITY EMPLOYMENT INITIATIVE (SD DEI) – Bernie introduced Jill Foster, Disability Resource Coordinator (Department of Labor and Regulation) in the Rapid City Office; and Heather Schopp, Service Coordinator, through Black Hills Special Services Cooperative office in Rapid City. They were invited today to provide an overview of DEI grant and the progress to date.

Jill thanked the Board for their interest in having them share information about the Disability Employment Initiative (DEI). This is a federal grant aimed at improving education, training and employment opportunities and outcomes of young adults with disabilities (folders were shared, including the Power Point presentation, See Attachment A).

Jill explained that this was a federal pilot program started in 2010, as a joint effort between the federal Department of Labor’s two divisions: Employment and Training Administration (ETA) and their Office of Disability Employment Policy (ODEP). It began with nine states receiving \$22 million over three years. Another round of grantees was funded in 2011 for three years, including South Dakota (See Attachment B). Jill explained that this is about creating systems changes to improve the accessibility and accountability of the public workforce development system for individuals with disabilities; and, to continue promising practices implemented by disability program navigators, including staff development to better serve individuals with disabilities and improve employment outcomes.

A video clip was shown featuring Governor Dennis Daugaard providing a welcome used at trainings, discussing the benefits of this program. This reflects a strong commitment to disability employment issues in our state (www.sddei.org).

Heather Schopp explained the goals of the program are to improve coordination and collaboration among the numerous available employment and training programs; and to build effective community partnerships to better leverage resources, to better serve individuals with disabilities with positive employment outcomes.

Objectives in SD are to recruit and enroll 200 participants ages 18 – 24, over a 3 year period, in a seven county area (Fall River, Custer, Pennington, Meade,

Lawrence, Butte, and Harding counties). This is a “team” approach, identified as an “Integrated Resource Team” (IRT). The IRT will be highly individualized to meet each participant’s needs; examples of an IRT team may include family members, natural supports, teachers, case managers, VR counselors, benefits specialists, job coaches, Project Skills Coordinator, and/or a WIA representative. The team will evolve over time to provide support to the participant as well as their employer (See Attachments C—E).

Heather explained plans for trainings to be provided to DLR staff, grant partners, and other community members over the next two years. They provided an example of a young man who graduated with a degree in computers and the partners involved in finding him employment. This pilot program is creating a “How To” guide to allow for replication in other parts of the state. The Board could help support the continuation of this grant and its methodology offering targeted services. Comments indicated that the Board would like to see it continued and fine tune best practices. Heather and Jill offered their contact information and invited members to contact them with any questions or comments.

EMPLOYER RESOURCE NETWORK (ERN) – Kathy Hassebrook announced that she has moved to Pierre and is now employed with the State Bureau of Human Resources. She wants to become active with the Pierre Chapter of SHRM – Society of Human Resource Management. She’s volunteered to become their Diversity Chair and to continue supporting ERN efforts and working with Dan Rounds. As she helps the Pierre Chapter as Diversity Chair, the intent is to focus on diversity topics which will include the employment of persons with disabilities. Her long term goal will be to apply for a Pinnacle Award again, and to date, things are going well. She shared with members, that after talking with Grady about her role on the Board, she may have to resign her position because of the change in her employment and now working within state government. Her position on the Board is as a representative of Business, Industry and Labor. Thus, a new appointment might need to be identified. She thanked everyone for the opportunity to serve on the Board, and wished them all the best.

BREAK

REHABILITATION SERVICES ADMINISTRATION (RSA) REVIEW – Grady provided an overview of the RSA review process including timeline and structure. The DRS review was held May 14th – 17th and the DSBVI review was held June 26th – 28th. The final reports are available at the RSA website – www.rsa.ed.gov

The Division submitted a Corrective Action Plan to RSA in regard to the compliance findings. Grady turned to Bernie to review the Findings Report in more detail.

Bernie shared copies of the handout titled, "Fiscal Year 2012 Monitoring Report on the South Dakota Division of Rehabilitation Services" (See Attachment F). Bernie explained that the majority of the findings were found in both divisions. He outlined each of the following items: third-party arrangements, contract monitoring, program income, procurement for client services, submission of accurate fiscal reports, allowable match for VR program, cost allocation between DRS and SBVI, and agreement between the State VR agencies and the Office of Special Education. There were no "pay back" penalties issued and no services were interrupted. He explained that the Division's responses to the RSA findings have been detailed in the Corrective Action Plan. More information will be shared with Board, once the Division hears from RSA. All information is available on RSA's website, however if members have further questions they can be in touch with Bernie.

A question was raised about the interviews conducted with employers who are involved with Project Skills. Specifically, if employers are asked about the program, likes/dislikes and not limiting the questions to only statistical data? Bernie replied that the DOE Special Education will include questions to cover this area (Indicator 14). Other questions were raised regarding IEP's – the need for monitoring or technical assistance, for example if Project Skills is utilized, this should be noted in the students' IEP's requiring documentation for work experience.

Robert added that work experiences obtained by students with disabilities through Project Skills are the best success stories for this age category. Grady agreed, and said that we need to keep in mind that these should be "results" driven based on the student, and not simply driven by the overall numbers.

DIVISION BUDGET - Grady reported that the current Fiscal Year (FY) 2013 budget for the Telecommunications Relay Services, Assisted Daily Living Services (ADLS) program, IL, and VR totals \$21,269,875. As of Nov. 30th, 42% of the year, expenditures are at \$7,613,000; and the Division has projected expenses of \$16 million for the year. Expenditures are always slow at first and about halfway through the year it picks up speed.

The case services budget as of Nov. 30th, expenditures are just over \$2 million of the \$5.5 million. The Division is expected to be under budget but will get close to \$5 million this year, the monthly case budget expenditures are increasing.

FY 2014 Budget Request has been submitted by DHS to the Governor. DRS recommended only two increases: VR Cost of Living Allocation (COLA) increase of 2%, and Disability Determination Services (DDS) is asking to get an additional \$225,000 in additional budget authority. This program took a critical cut two years ago. Grady indicated that he expects both to be approved through the legislative process. As a reminder, the Governor's State of the State address will be given Tuesday, January 8th, 2013.

Grady reminded members that the Division will not have to enforce an Order of Selection, meaning waiting lists for persons to receive services. It's been seven or eight years ago that the Division implemented an Order of Selection, BSBVI tried to implement an Order of Selection two years ago and the state said, no - the resources would be found and not allow limitations.

LEGISLATIVE SESSION - Grady said he's hearing that the top issues for the 2013 Legislative Session will be increases in Medicaid and Education budgets. Historically, South Dakota has been conservative, building up reserves, and trying to balance budgets. As far as bills from DHS, it's too early to release them. Any bills must be reviewed and approved by the Governor's Legislative Task Force. The Division has no bills to propose. Grady added that there is the looming "fiscal cliff" and he's hoping and trusting that Congress will do the right thing and approve a solution prior to January 1st.

ANNOUNCEMENTS - Elaine explained this is a specific item added to the agenda resulting from the Consumer Services Committee's discussions. It will allow time for Board members to share any upcoming events. She opened the floor for announcements.

Melissa Flor explained how Dr. Greg Cooch, BHSU, who has presented to the Board on the Special Ed Indicator 14 surveys, used evidenced based data and practices which help prepare students with disabilities for success to create a graduate level course called, "College & Career Ready: Preparing Students with Disabilities Using Evidence Based Practices". This will be offered online through USD for special education teachers, running January 9th – May 3rd, 2013 (See Attached G).

Melissa was asked if she's privy to any legislative bills that the Department of Education (DOE) is proposing. She replied that she only knew of the one that has been in the media, House Bill 1234, which was the Governor's Education Reform bill,

which was repealed last year. Otherwise, as mentioned earlier, all proposed bills have to go through the Legislative Task Force process before announced to the public.

Elaine announced that SD Parent Connection (SDPC) is proud to welcome Beth Haug as a Rural Health Outreach Coordinator. Beth Haug served on this Board, her son, Dillon, a person with a disability is employed and living independently, in part thanks to the advocacy efforts of his mother. Beth will continue to live in the Southern Black Hills and will work with the Transition Services Liaison Project in coordinating special healthcare services and needs for students with disabilities in the West River area. Beth will be a wonderful addition to the SDPC team.

DIVISION DIRECTOR'S REPORT -

Director's Comments: Grady offered his congratulations to Robert Kean, who has been with SD Advocacy Services for 35 years. A celebration was held honoring Robert for his contributions and direction to the disability community at the local, state, and national levels. Thank you to Robert for his service and congratulations were extended with a round of applause for his 35 Year Anniversary.

On a similar note, Grady called Bernie Grimme to the front congratulating and presenting him with the official state pin for 25 Years of Service with the State. The Board offered a round of applause and congratulations to Bernie on this milestone.

Governor's Awards Ceremony & Reviewers for 2013: Staff reported that members from the Board served on the Governor's Awards Review Committee; they were Melissa, Craig, and Lyle. It was noted, that Lyle "wears several hats" while on this committee, representing membership on BVR, Board of Service to the Blind and Visually Impaired (BSBVI) and the Statewide Independent Living Council (SILC). It was noted that the Governor's Review Committee also has representatives from the SILC and BSBVI. Staff reported that Sarah Rush, SILC member, from Winner, agreed to serve this year as a reviewer.

As Chair, Elaine asked the three members – Melissa, Craig and Lyle if they would agree to continue serving on the Governor's Awards Review Committee for 2013, and all agreed. Elaine thanked them again.

Fall Conference Update: Grady turned it over to Bernie for this report. Bernie shared a conference program (See Attachment H) which highlighted all the sessions and speakers. This year's conference had a Native American theme, and it went very

well. This conference was held in conjunction with the Transition Conference and attendees had a choice of attending different sessions. All the speakers were well-received. Bernie added that they had about 200 people attend the conference. There were 36 transitional age students with disabilities in attendance, in addition to the following breakdown of other participants: 30%/providers; 28%/VR Staff; 18%/from Special Education; 6%/Tribal VR personnel; 6%/Board or Council members; and 12%/“Others”.

Bernie added that for the first time, they offered online evaluations after the conference, which had a high rate of people completing it. The evaluations were all very complimentary of the conference. On a scale of 1 – 5, 5 being the highest, online evaluations received were either 5’s or 4’s, with nothing lower than a 4. Bernie announced that plans are being made for next year’s Fall Conference which will be held October 15th – 17th, 2013, in Pierre at the Best Western Ramkota Convention Center. Session topics being explored are veteran’s issues, transition, homelessness and substance abuse.

Survey of Parents of Children with Hearing Loss Update: Grady provided the history of how this survey was requested by the Governor’s office, and was released in early June. It was a collaborative effort between the Board of Regents, SD School for the Blind and Visually Impaired, SD School for the Deaf and the Department. It was mailed to 400+ parents of children who are deaf or hard of hearing. The survey is modeled after the Special Education Indicator 14 survey Melissa mentioned earlier. By October’s end, 358 total respondents had replied, a phenomenal 47% return rate – the average is closer to 10% or less. Grady explained that Dr. Calhoun and Dr. Cooch (Black Hills State University) have been contracted to conduct the survey and compile the results. They are going to start by phoning participants who’ve not responded in hopes of a higher return rate. Expectations are to have a preliminary report before the end of the year. When the survey results are ready, they will go to the Governor’s Office initially and then shared more broadly. The collaborating partners will meet sometime in the early spring to review the results.

Liz Fabiano Training Update – Bernie explained that the Board met Liz briefly at the September meeting. The training she’s providing to VR counselors utilizes cognitive motivational tools to better negotiate behavior change from consumers. VR Counselors are learning they can help create internal change within a client and create a readiness from within - that in turns helps them get a job. The focus is on teaching counselors the skills to help identify the hidden or outside motivators affecting the consumer’s reluctance for change. Bernie reported that Division staff

are creating modification assessment forms to assess the consumer's willingness to change and where they are in that process. Bernie added these will be implemented in January. Change is hard, even for VR counselors. Fabiano stresses that we need to think of it as a "dance" with - some give and take, small steps forward; and not like a "wrestling" process.

Chair asked permission to modify the agenda to move forward Staff Updates to Friday, and jump to Grady's last two items - all agreed.

STATEWIDE INDEPENDENT LIVING COUNCIL (SILC) – Grady reported that the SILC met November 27th and 28th, at the Governor's Inn, Pierre. It was Bernie Grimme's first SILC meeting as the DRS representative. Due to term limits and federal guidance, Grady termed off the SILC as well as Gaye Mattke, SBVI Division Director. Grady will remain as the signatory on the State Plan for Independent Living as Division Director, as well as SBVI's Division Director and the SILC Chairperson. The SILC discussed similar topics as the BVR – Governor's Awards, NDEAM events, and the Fall Conference, etc. Bernie has now been appointed to serve on the SILC's Consumer Satisfaction Survey Committee. The committee is reviewing the survey instrument disseminated by the Centers for Independent Living. The next SILC meeting will be Wednesday, February 27th, 2013, in Pierre.

STATE WORKFORCE DEVELOPMENT COUNCIL – Grady said when this group last met the entire discussion was the sequestration or the "fiscal cliff", Congress and the impact it could have on the state. Grady commented that he hopes both sides can come together for a timely solution or it may cause many changes that could adversely affect budgets. The Council will meet via the state's Digital Dakota Network (DDN) video-conferencing system sometime in January. He added that Secretary Gill and he take turns attending the Council's meetings.

5:05 pm, the Chair recessed for the day, wishing members a restful evening.

8:30 AM, Friday, December 14th, 2012. The meeting was reconvened by Elaine Roberts, Chairperson. She welcomed everyone to Oacoma and called for introductions, asking members to state what capacity they represent on the Board for Steve Resick, a visiting guest, from the Chamberlain VR Office.

BRAINSTORMING TIME – Elaine noted this time was going to be utilized to discuss the draft DHS Strategic Plan as agreed upon by everyone yesterday. There is a double-sided, colored chart (See Attachment I) and a text version of the

document (See Attachment J). Grady explained how Secretary Gill stressed the importance of a plan, both for short-term and long-term goals. This had been sparked by the Legislative Sunset Review conducted with the Department last year. Another factor prompting the development of a new strategic plan was the changes within the Department's structure last year. The Department of Social Services (DSS) received the two divisions heavily funded by Medicaid (Divisions of Mental Health and Drug and Alcohol) and the remaining divisions (SBVI, DRS, DD and the Redfield Developmental Center) were kept under Department of Human Services. All these factors led to the need for a new strategic plan.

So with advice, Gill contracted with a business consultant, T.J. Reardon from Sioux Falls, who began gathering input from many sources. So with Gill and Reardon, an executive committee team was formed and they have put much time and energy into creating this document, which was considerably larger. It has been significantly reduced to get it to this stage. Gill is asking that the Board review it and provide feedback by Dec. 21st, which is next Friday. The Chair stated that the Board would use this time to review the plan and provide feedback to Gill on time.

Much time was carefully spent reading and discussing the Strategic Plan, many suggestions were considered - both pros and cons of some things. In the end, changes were prepared for Secretary Gill in one, attached document with changes tracked with strikethroughs and new words in blue (See Attachment K, which was submitted on December 19th).

BREAK

The Chair reconvened and asked the group's permission to move to the Future's Initiative agenda item, all agreed.

FUTURE'S INITIATIVE UPDATE - Bernie reminded members briefly that this is an internal leadership training program that the Division implemented 4 or 5 years ago. Employees have to apply and be accepted into the program. Future's is an intense, three year commitment, in which each individual identifies a special project area to work on, plus other activities assigned to them. Bernie explained that the first group, Round One of Future's Initiative trainees had five DRS employees from around the state. Fellow BVR member, Joe Rehurek, was one of the initial members, and his project area had included revising DRS brochures, assessments and reviewing Memorandums of Understanding with specific providers. There were three other people that finished Round Two. All who have participated in the

program are still with the Division. Round Three began two years ago, and includes Ronda Williams, from the Pierre DRS State Office, and Steve Resick, Chamberlain Office. Several staff recently joined the program to include: Katie Gran/Sioux Falls office; Ronda Lynch/Rapid City office and Kim Hoberg/Aberdeen office.

Bernie explained with the Board meeting in Chamberlain, he wanted Steve Resick to attend, meet members, and listen to board discussion. Steve is a Senior Rehabilitation Counselor, has an office in Chamberlain, and serves the surrounding five counties. Steve thanked members for having him present on the Future's program and projects that he is working on. He began by complimenting the Board on their engaging discussion on the draft DHS Strategic Plan.

Steve explained that he has been a VR Counselor in Chamberlain for 12 years. He has a unique territory because it not only covers five counties, but also extends to three different Native American Reservations. He covers the area north as far as Hughes County near Pierre, and all the way to the Nebraska border. He has ten schools he visits regularly, which includes Project Skills and IEP meetings.

Steve noted that he came from a corrections background, and in his work as a VR Counselor, he noticed that felons or persons with criminal backgrounds, had less of a chance for a successful case closure. This led him to his project area. Steve has helped coordinate with Intellicorp, a national leader in online criminal background checks, and now SD has an agreement to conduct national background checks in a matter of minutes vs. waiting days or even weeks for the information. This speeds up the process immensely and helps determine employment options. Each VR office has one person in charge of requesting background checks and it appears to be going very well. Before, all background checks had to be funneled through Bernie in the state office and he was the only point of contact. Now that each office has a point of contact to request the needed background checks, it has eased Bernie's workload.

Steve explained that he has conducted training for Department of Corrections (DOC) personnel via the state's video conferencing system, as well as training for VR staff on Levels of Services Inventory (LSI). The LSI is commonly done with inmates to assess past services received, when and where, and results or not, etc. The LSI provides a snapshot of the individual identifying their likes and dislikes, and information about their family life. Steve has helped make these available to the VR counselors and trained them on how to better understand the results, what to look for, where, and how it applies to each individual.

Steve noted that he has also attended several supervisor module trainings offered by the Bureau of Human Resources. Another training opportunity he experienced was offered through Region VIII RCEP under the University of Colorado. It was a very intense, online course that met every two weeks from February through May 2012, and covered a wide variety of leadership topics. Steve noted that Ann Fortin, a fellow VR counselor from Aberdeen also took this course.

Steve added that he has been very proud to have been accepted into the Future's Initiative program and feels he has gained a lot of valuable experience. He's proud to see how the other project areas past Future's graduates completed are being utilized – that their work is taken seriously and it is a worthy program.

Steve thanked members again for their involvement, no matter how small – in encouraging the Division to move forward with the Future's Initiative. He appreciated this opportunity to share his experiences. Melissa Flor offered a "congratulations" and a thank you to Steve for the numerous compliments she hears from Special Education teachers regarding what a great job he does for them and the students.

FEDERAL FISCAL YEAR (FFY) 2012 YEAR END BUDGET – Bernie shared several handouts; the first being the FFY 12 Year End Results of All Cases Report (See Attachments L). There are a lot of details in this report, and noted the standards and indicators which are the federal program evaluation standards. There are a total of six performance indicators which measure minimum compliance. He reviewed the charts briefly members.

The next handout was "FFY 2012 Year End Data" (See Attachment M). A member inquired about consumers becoming too dependent on their VR counselor, Bernie agreed this can happen, and needs handled gently. Bernie continued reviewing the report with members. Bernie stressed the quantity of charts and graphs can be daunting, but if members have any questions about something, or would like something clarified, or if there is an interest in reworking any data, it's ok to call him directly.

Next Bernie shared a copy of an article from the ECCO Winter Newsletter, (See Attachment O) and a story written about a young consumer named David Tonga, who wrote what it means to him to be in Project Skills. Bernie said it gets to the meat of what vocational rehabilitation services are about - these early job experiences are invaluable especially to students with disabilities.

STAFF UPDATES – Staff shared the Draft Annual Report which was also emailed to members prior to the meeting. It's a year in review, everything the Board worked on, a compilation of meeting minutes and activities. The Board is required to submit an annual report to the Governor and the RSA Commissioner, and then made public. Staff received feedback from the Executive Committee, which was already incorporated in the document shared. If anyone has additional changes or edits, these need to be submitted by December 26th. The report will be finalized and submitted on December 28, 2012. The report also includes the fiscal year end data that Bernie has provided. Staff reviewed the detailed areas with members, and a minor request was made to adjust the layout of page 4 and add a dividing line to page 5. Noting these changes, it was informally approved by all.

NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH (NDEAM): Staff shared the final Summary of the 2012 NDEAM Activities (See Attachment N). Twelve communities held events around the state with over 2,200 attendees. Staff explained that most NDEAM bills have been paid, with one or two still pending, but otherwise done for 2012. This leads to 2013; there is a need to confirm which BVR members would like to serve on the NDEAM Review Committee. The Board receives communities "proposed" plans and budgets; the review committee reviews them, makes adjustments or cuts, and brings forth their recommendations to the full Board for approval. Communities are notified of approval/disapproval with any noted changes following the March meeting.

Staff reminded members that last year, Craig Eschenbaum, Lyle Cook, and Melissa Flor served as reviewers. Staff added that the Annette Gamber, Statewide Independent Living Council (SILC) representative agreed to serve on the Review Committee. Annette is a family member of a person with a disability, a business owner and employer of people with disabilities. A question was asked of members who would be willing to serve on this committee. Melissa Flor expressed her wish to serve on only one, and would prefer to stay on the Governor's Awards. Darla McGuire volunteered to fill Melissa's slot; and Craig and Lyle both said they were willing to remain on this committee. They extended their positions to others, but no one else volunteered. Grady referred to the list of communities hosting events and specifically mentioned the event in Eagle Butte. He spoke of the turnout, community participation and those from Pierre who attended. Congratulations were extended to Lyle and the Eagle Butte Community for hosting a successful event; it seems to bring a strong camaraderie to all in that area.

CONSUMER SERVICES COMMITTEE UPDATE – Bernie turned to Darla to give this report. Darla explained that Robert, Brett, Bernie, herself and staff met via video conferencing and reviewed the provider survey instrument. This is the survey designed to identify the training needs of providers that the Division works with. It will be ready in January, hoping for a minimum of at least 100 or more responses. Members were asked to help promote this survey to others. At the provider level, the Division wants each staff person to fill out their own survey, not just one person in management. It was also suggested to help with responses, for every 50th survey received, a person gets a \$50 gift card. The Division is also hoping to learn more about barriers to trainings at the provider level, and what can be done to increase provider participation. Bernie added that he’s working with Julie Hand, Division of Developmental Disabilities, to collaborate on training topics to mutually benefit more individuals in the future. Once compiled, the survey results will be shared widely.

EXAMINATION OF PUBLIC COMMENT PERIOD DURING BOARD MEETINGS

– Staff shared a draft copy outlining the Public Comment period during Board meetings (See Attachment P). It was stressed that most governing bodies must have time built into meetings to hear public comment or testimony. After much review and several changes, it was agreed to utilize this document. Grady stressed that in many years of service on various Boards, he has rarely seen someone abuse a public comment time and feels we must stay flexible. It was noted, that the Chair will always have the direction to modify, suspend, or extend a public comment timeframe if need be. It was suggested to incorporate the recommended changes and share it with members. Plus, this will be included with meeting agendas the same as the meeting protocol section is.

DUE PROCESS GUIDE – As the Board has heard before, the guidelines for the due process procedures have been reworked. It provides better clarification on instructions and implementation of due process. This document shows exactly the strike-through language that was changed and the language that replaced it. Another new feature is that a sample template letter is included for consumers to use. There are instances when folks may know they want to proceed with this, but cannot get started, hopefully the template will help simplify it for them. Bernie explained that this draft has been shared with the Board of SBVI and the public, and time was allowed for their feedback.

OTHER BUSINESS – Elaine called for any other business, none heard.

CLOSING ACTIONS: Future Agenda Items: It was noted that Secretary Gill encouraged the Board to have a Brainstorming time set aside at meetings which will be added in the future. Brett wanted to add the Technology Updates again, and Bernie suggested the State Plan Review. Reminder, if members have anything they would like added on the agenda, please contact staff.

Schedule Next Meeting: After checking calendars, it was suggested that the next BVR meeting be held in Sioux Falls, preferably at the Ramada Inn, on the two half days again, Wednesday, March 27th, and Thursday morning, March 28th, 2013. Staff will work arrangements and forward details.

Elaine wished everyone Happy and Peaceful Holidays, **MOTION TO ADJOURN, M-S-C. MEETING ADJOURNED AT 12:05 PM.**