

Board of Vocational Rehabilitation
June 6-7, 2013
Aberdeen, SD 57501

Members Present: Elaine Roberts, Craig Eschenbaum, Brett Glirbas, Melissa Flor, Lyle Cook, and Darla McGuire. **Members Absent:** Robert Kean, Matt Cain, Joe Rehurek, Nikki Darland, Carol Kirchgessler, and Leo Hallan. **Others Present:** Gaye Mattke, Bernie Grimme, Sylvia Buboltz, Colette Wagoner, Rich Eschenbaum and Melanie Erickson.

WELCOME AND INTRODUCTIONS: Elaine Roberts, Chairperson, called the meeting to order at 3:00 pm. She reminded members of the 'Meeting Protocol' attached to the agenda. She asked if there were any additions to the meeting agenda and Gaye asked that the "Promise Grant" be added under the Division Director's Report. She deferred the approved of minutes until later in the afternoon, hoping more members would arrive for a quorum. Elaine asked for introductions of those present. Next, Elaine moved to the agenda item "Announcements" allowing more time for others to arrive.

ANNOUNCEMENTS: Bernie had the "Mark Your Calendar" flyers available for the 2013 RehabACTION/Transition Fall Conference to be held October 15-17 in Pierre. Sessions will include: veteran's issues, transition, traumatic brain injury, provider issues, and state and federal programs. Members were reminded that if they are interested in attending, their costs would be covered by the Board. Registration materials will be available soon.

Bernie introduced Sylvia Buboltz to the group who was recently hired as the District Office Supervisor for the Brookings office and invited her to share some comments. Sylvia explained that she has been working with Division for two years and she recently received her Master' Degree in Vocational Rehabilitation, Mental Health and Guidance and Counseling from South Dakota State University. She is also an adjunct professor at SDSU, teaching part-time, and serves on the Brookings Mayor's Committee.

Staff shared that South Dakota Advocacy Services announced that applications for Partners in Policymaking are now available. Elaine announced that Deanne Curran, former SD Parent Connection employee was recently hired at the PACER Center in Minnesota. Deanne continues to work with family members as she did in South Dakota. Gaye shared that Deanne also served on the Board of

Service to the Blind and Visually Impaired. Elaine explained that SD Parent Connection in collaboration with Independent Living Choices, and PLANS 360 have compiled an adult record keeping file system and will have 500 copies made. Additional financial support is being sought to print more copies.

INTRODUCTION OF AND COMMENTS FROM INTERIM DIRECTOR:

Elaine introduced Gaye Mattke to members, as the appointed Interim Director of the Division of Rehabilitation Services. Gaye will also continue in her role as Director of Service to the Blind and Visually Impaired. Elaine explained they have worked closely over the years on a number of projects. Gaye shared that she started with the state agency about the time Bernie started and they have worked closely over the years. She has been appointed as Interim Director until the position is filled and is learning more about the agency, relying heavily on Bernie. The Department has announced the director's position nationally and it will remain open until filled. She explained the hiring process and who will be involved in each stage.

DIVISION DIRECTORS REPORT: Status of Department of Human Services (DHS) Strategic Plan Rollout: On behalf of the Department, Gaye thanked the Board for their input and feedback provided on the Department's Strategic Plan. Two handouts were provided. The first was the 2013 DHS Strategic Plan, with noted mission statement, goals and strategies. The second handout was the "2013 DHS Strategic Plan Rollout" which listed four meetings to be held in June. The meetings will be utilized for DHS leadership to meet with stakeholders and the public to talk about the strategic plan, issues relevant to the department, its programs and the people it serves.

DRS Budget: Gaye reported that after reviewing the minutes and what Grady reported at the last meeting, she had nothing else to add, unless there were any questions. The DRS FY 2014 Budget was approved by the legislature and the Governor, noting that Fiscal Year 2013 will end the last day of June and the Division will end well financially. She explained that sequestration may reduce the Division's budget by 4.6% which is approximately \$400,000 in federal funds; and it is felt that the Division can absorb this. The Division is approximately \$900,000 under budget this year due to an improved economy and higher number of consumers being placed into employment. The Division will request re-allotment funds again; funds were requested in FY 2012 and will be asked for again in FY 2013. During the next budget cycle, the Division is considering a request for a 2% increase for COLA (Cost of Living Allowance) in

the area of client services. Board Appointments: Gaye reported that the Department forwarded names of nominees to the Governor's office for Board vacancies. There are three vacancies needing to be filled and two members asked to be reappointed. Members were reminded that they serve at the pleasure of the Governor, thus they serve until a replacement has been appointed. Gaye complimented Board/Statewide Independent Living Council staff for their work with soliciting nominations for the Board, SILC and Board of Service to the Blind and Visually Impaired.

PROMISE Grant - Promoting Readiness of Minors in Supplemental Security Income (PROMISE) Program - is an interagency collaboration of the US Department of Education, Health and Human Services, and Labor and the Social Security Administration. Gaye explained that this is a competitive grant program that state agencies must partner to develop and implement. It would be a model demonstration project that provides coordinated services and supports designed to improve the education and career outcomes of children with disabilities receiving Supplemental Security Income, and services and supports to their families. The application package was made available May 21, deadline to submit notice of intent to apply is June 20, and applications are due August 19th. Multiple states may apply together as a consortium. South Dakota would be included in a consortium along with Arizona, Montana, Wyoming, Utah, North Dakota, and Colorado. Gaye provided a one page overview outlining the PROMISE Program details (see attached). Different state agencies need to determine the need, see if the infrastructure is in place to support this, or whatever else would be needed in order to apply. The grant period would be October 2013 to September 2018.

SD Division of Rehabilitation Continuous Quality Improvement Plan – 2012 Corrective Action Plan: Bernie provided the handout (see attached) which noted each area requiring a corrective action plan – items noted deficient by Rehabilitation Services Administration during the on-site review. Each finding had a descriptor, staff assigned, corrective actions taken by Division staff and timelines (state date, target date and completed date). It was noted that almost all items identified as deficient have been corrected. Some of the items require a program or policy change. Gaye offered that if any member(s) have questions or concerns to be in touch with her.

SLATE OF OFFICERS (DISCUSSION ITEM): Elaine reported that the item "Slate of Officers" would be delayed until the September meeting, after being

discussed with the Executive Committee. Several reasons prompted the delay - waiting for new appointments, and encouraging members to think about serving as an officer. Elaine and Craig are willing to serve again, but reminded members that they term off the board in a year. Brett stated he is willing to serve again, but not in the Chairperson's capacity. The duties and expectations of each position were discussed. Members were encouraged to consider serving in one of the positions, and action will be taken at the September meeting.

DEBRIEFING/CONVERSATION OF ATTENDING YOUTH LEADERSHIP FORUM (YLF) EVENTS: Several members have been involved with different activities this week of the YLF (i.e., Craig and Brett). Students involved in YLF are exposed to a wide variety of topics, and many of them who have attended in the past have moved onto other capacities i.e., serving on different boards/councils; attending post-secondary education, employment. Discussion continued on how to measure outcomes for students who have attended YLF – some things cannot be measured: students meeting others with disabilities from across the state, learning about their own disability, learning self-advocacy skills, meeting/learning about post-secondary education, assistive technology, etc. Perhaps conducting different follow-up activities (what did you learn, what have you done since attending, survey students). A question was asked of using the data from the Office of Special Education Indicator 14 Survey. Melissa indicated that questions have been added about the Transition Services Liaison Project and Project Skills, however at the time, this had only impacted a limited number of students. As time goes on, it should demonstrate the impact of students attending programs and receiving services, beyond YLF attendance, it should reflect the number of students working, attending post-secondary education, etc.

DEBRIEFING/CONVERSATION OF THE DISABILITY SUMMIT HELD IN MOBRIDGE: Elaine looked to members and staff who attended the event for comments. (Staff handed out draft comments gathered from the meeting, see attached). Gaye acknowledged that without Lyle's involvement in spearheading this event, we might not have been involved. Lyle has been the conduit with several programs to host this event. Lyle shared that he was happy with the turnout of people, students from Wakpala and Ft. Yates High Schools, teachers, and employees of the casino. A comment was made about the Casino security staff attending and asking questions of how to better serve individuals with disabilities. The topic of North Dakota purchasing services from South Dakota providers was raised. Bernie indicated that a more seamless service delivery

system is possible and conversations with the North Dakota's VR Director will be approached (i.e., benefit specialist services). Elaine echoed comments about the importance of Lyle's involvement and continued with her desire to see these types of events offered on other reservations that do not have a Native American Vocational Rehabilitation program. Lyle indicated that he wants to approach the Great Plains Tribal Chairman's Association or attend one of their meetings to find a contact person or other designee to work with on this. A question was asked about using the information gathered from this type of meeting. Bernie responded that when the three year needs assessment is developed this type of information is utilized in developing the goals, objectives, and strategies for the agency. There's has been follow-up with some individuals who were in attendance (i.e., provision of information, appointments made with staff of the Equipment Distribution Program, applications taken). Lyle shared that from hearing from individuals from the Eagle Butte area – 18 communities – they travel with a mobile office to meet with people at least once a month. Some communities don't have the office space, and some individuals are without phones, etc. They provide information regarding programs and services beyond the vocational rehabilitation program.

NATIONAL STATE REHABILITATION COUNCIL FORUM, JUNE 24-25, 2013: Elaine reported that she as the Board Chairperson will be attending the forum at the end of the month. Out of state travel has been approved and funds are available for one member of each council to attend. Gaye reported that Marilyn Steffen is also attending on behalf of the Board of Service to the Blind and Visually Impaired.

REVIEW OF THE BOARD'S DRAFT APPLICATIONS FOR FUNDING (INDIVIDUAL AND ORGANIZATIONAL APPLICATION REQUESTS FOR FUNDS): A committee met on April 23rd via video conference to re-draft the two funding applications. Email was also utilized to exchange additional comments and edits from individuals serving on the committee in addition to forwarding it to the full Board for comment. Additional edits were provided during the meeting and staff will make the edits and forward to the full Board again. All comments should be submitted to staff by August 15th, this will allow time to make final changes and forward to the full Board prior to the September meeting.

SCHEDULING NEXT MEETING: A suggestion was made to identify dates for the next meeting, with Elaine unable to attend in the morning. Those present

identified September 12th and 13th in Mitchell. A question was asked of Darla about a group/employers/consumers that the Board could visit with while in Mitchell. She asked for time to consider this and work it out with staff (agenda time frames, logistics).

MEETING WAS RECESSED FOR THE EVENING.

MEETING RECONVENED: 8:30 AM, Friday, June 7th 2013. Craig Eschenbaum, Vice Chairperson, reconvened the meeting and he invited everyone present to introduce themselves. Craig noted there wasn't a quorum, thus any action items would be delayed until the September meeting.

TIME FOR PUBLIC COMMENT: There was none.

ANNOUNCEMENTS: Melissa announced that a "Catch the Wave" event will be held in Eagle Butte on September 24th. Both public and tribal colleges will have staff present. Melissa and Transition Services Liaison Project Staff have been working with Lyle to organize this event. They also have FCLA members on the planning committee to help make it more 'student friendly'. Lyle shared that the tribal administration is excited about this since it's a collaborative event between state and tribal entities, and a win-win situation for students with disabilities. Darla shared that "Lead for Life" a weekend camp will be held in Mitchell June 14-16 for students entering 6th grade – 9th grade. It will teach youth about disabilities and break down stereotypes. Craig announced that Camp Dream Makers (offered through the YMCA) will have sessions available in Aberdeen in June and July, which is for children with disabilities 5 years old through seniors in high school.

AVERA ST. LUKE'S HOSPITAL – DRIVE SMART – DRIVER EVALUATION PROGRAM: Bernie introduced Melanie Erickson, Drive Smart Program, to members indicating this program is the only one in the state that is designed to meet the needs of individuals with diagnoses that could impair function necessary for driving. Melanie shared that she is a certified driver rehabilitation specialist; she is a licensed and certified Occupational Therapist with specialty training in this field. She had a PowerPoint presentation and brochure (see attached) and reviewed a brief history of driver rehabilitation and spoke to the vocational rehabilitation model. She explained the evaluation process (initial evaluation and behind the wheel evaluation), plan of care and vehicle prescription. She explained that individuals must think about this ahead of time,

because so many factors must be considered (funding needs, evaluations, assistive technology needs, and training time). She explained that under the vehicle prescription, the family or individual pays for the vehicle, but modifications or technology might be paid by other sources (vocational rehabilitation/ employment related or Medicaid/Medicare). Vehicle choices could include sedan, sport utility vehicle, minivan, full size van, pickup truck, or utility vehicles. Her presentation also included wheelchair management needs (i.e., lifts, hand controls, and accelerators); assistive technology needs and final fitting and training - everything based on the individual's unique needs. She shared that she is leaving her position, thus it will be vacant until filled, so if anyone knows of someone thinking about applying for the driver rehabilitation program, encourage them to apply now. One of the challenges in South Dakota is that we have limited driver rehabilitation programs in the state, again this one being the only one of its kind working with older drivers, people with disabilities and those with visual impairments (bioptics). She shared two case scenarios – outlining the person's disability, abilities and what was needed. She talked about encouraging individuals to consider this field of work; staff working in this area are in short supply on a national level. Everyone thanked her for the information and the materials.

Craig called for a break allowing people to ask questions of Melanie before she left.

STATEWIDE INDEPENDENT LIVING COUNCIL (SILC): Bernie reported that he serves on the SILC as a representative of the Division; Sandy Neyhart serves as the representative of the Division of Service to the Blind and Visually Impaired. Lyle Cook and Matt Cain also serve on the SILC. The last meeting was held April 30th. One of the discussion items was the consumer satisfaction survey of which the SILC is preparing a survey, independent of what each Center for Independent Living (CIL) is conducting. A committee developed a 6 question instrument which included two narrative questions, so now a report will be provided on a quarterly basis on the survey results. There is also a workgroup developing the goals and strategies for the State Plan for Independent Living which will be submitted the end of June. Bernie also shared that the SILC provided financial support to the Youth Leadership Forum as well as National Disability Employment Awareness Month. Bernie spoke about the annual CIL staff training event which had to be rescheduled due to weather. The SILC also was a partner with the Mobridge public meeting. The election of officers was held and Margot Burton was elected as Chairperson and Dave

Miller as Vice Chairperson, the Member-At-Large position will remain open until the Chairperson has time to visit with members about serving in this role.

STATE WORKFORCE DEVELOPMENT COUNCIL (Council): Gaye reported that she is not an official member of Council, but Secretary Gill is. Gaye did attend one meeting on her behalf since being appointed interim director. The meeting was a very brief conference call designed to address one topic. The next meeting will focus on the Unified State Plan which the two division's State Plans are a part of.

STATE PLAN SUBMISSION: Bernie initiated the discussion on the State Plan document explaining what it is, the two parts (pre-print and related attachments). He reported that the Consumer Services Committee met May 23rd to review the attachments requiring updates. He explained that some attachments report on past activities and some report on future activities. There are six attachments requiring updates and a new attachment that needs to be submitted to Rehabilitation Services Administration (RSA). He highlighted the following:

- Attachment 4.2(c): Highlights the summary of input and recommendations of the Board and the Division's responses to the recommendations.
- Attachment 4.10: Comprehensive System of Personnel Development: highlights staff qualifications, training needs, development and recruitment/retention of qualified counselors.
- Attachment 4.11(b): Assessments; Estimates; Goals and Priorities; Strategies; and Progress Reports – Annual Estimates of Individuals to be Served and Costs of Services.
- Attachment 4.11(c)(3): Order of Selection: Bernie explained that the agency is still considered to be on an Order of Selection. This attachment remains in place, in case the state had to implement an Order if it didn't have the resources to serve all consumers eligible for services.
- Attachment 4.11(c)(4): Assessments; Estimates; Goals and Priorities; Strategies; and Progress Reports – Goals and Plans for Distribution of

Title VI Part B Funds. This attachment indicates that agency is required to spend over 95% of the Title VI Part B funds on consumer services.

- Attachment 4.11(e)(2): Assessments; Estimates; Goals and Priorities; Strategies; and Progress Reports – Evaluation and Report of Progress in Achieving Identified Goals and Priorities and Use of Title I Funds for Innovation and Expansion Activities. This summarizes work that has been done in the areas of accomplishing goals and strategies, utilizing measured outcomes.
- Attachment 4.7(b)(3): Request for Waiver of Statewideness. This was completed at RSA's suggestion – the Division provides work opportunities to students with disabilities (Project Skills). This is a cooperative arrangement with the local school districts and the Division. There are 151 school districts statewide; however only 132 school districts participate. Some schools districts have chosen not to complete a contract with the Division (i.e., some may not have students that this may apply to).

Brett reviewed the suggestions the committee brought forward, which Bernie had incorporated. A question surfaced during the committee meeting regarding the need for the Order of Selection attachment, if the Division is doing better financially. It was explained that if need arises to move onto an Order of Selection, the agency can do so, without any delays from RSA, since the priority categories (the Order) of those being served have already been developed by the Board and Division as outlined in the attachment.

The other item discussed during the committee meeting was the Statewide Needs Assessment which needs to be completed again. The Division will contract with Bob Jahner to conduct the study. Bob was one of the consultants utilized last time, and is familiar with South Dakota circumstances (needs, ruralness, etc.). Last time various pieces of data were reviewed and utilized to complete the needs assessment including comments gathered at public meetings, counselor input, and case file review results. The two divisions will contract with Bob Jahner, as well as involve the Boards of Vocational Rehabilitation and Service to the Blind and Visually Impaired. Bernie didn't know if the Statewide Independent Living Council would be involved at this point. Members were asked to provide any other edits/comments or suggestions on the attachments to Bernie by the middle of June.

TIME FOR BRAINSTORMING: Discussion was on hosting other public gathering/listening sessions or disability summits. Lyle shared that he thought Marla Bull Bear would be a good contact to work with to host a disability summit. He emphasized that hosting these types of forums helps build relationships among state and tribal partners and community members. The gatherings help one another learn about available services and resources. He also shared that he felt it was important to host an event more than once in a given community or area which allows people to become comfortable with faces, names, and titles of programs, and helps build trust. Gaye offered to initiate discussions with Marla about hosting something of this nature and bring information back to the Boards and SILC. A question was asked about the status of Sisseton applying for a Native American Vocational Rehabilitation Program grant. The response was that the sequestration had an effect on the level of funding and that it was unknown at this time if new grant applications would be available, or if the funding would be limited to existing programs. There was also a comment that Rosebud has an application prepared, but again, if funding is not available to new applicants, they will not be able to submit it. Lyle reiterated that there are five small reservations without a vocational rehabilitation program and there is a need to share disability related information with people residing there. Some reservations have casinos which have limited resources to assist people, but not all of them.

Gaye reminded members that when the statewide needs assessment was conducted three years ago, the three chairpersons were involved in the planning process along with the two division directors and staff. She suggested that this be started again. A suggestion was made to have the next Board meeting held jointly with the Board of Service to the Blind and Visually Impaired. If September cannot be worked out, host it jointly in December.

OTHER BUSINESS: There was none.

CLOSING ACTIONS: Future Agenda Items: Items included: follow up on the Department of Human Services' Strategic Plan and the rollout meetings; slate of officers, and statewide needs assessment. Scheduling Next Meeting: Members identified September 12/13 in Mitchell. A question was asked about coordinating the September meeting to meet with consumers served by Darla's program (LifeQuest). After further conversation, Darla asked permission to brainstorm this idea: meet with a group of consumers, employers, and job

specialists, learn more about the program that Darla works with, or tour the facility. Adjournment: The meeting concluded at 11:00 AM.