

# State Rehabilitation Council

## Meeting Minutes

### April 18<sup>th</sup>, 2017

**Title:** State Rehabilitation Council Meeting

**Location:** Conference call, Cheyenne WY

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#### Members

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|---|---|--|
| <input checked="" type="checkbox"/> Cheryl Junge, Chair                     | <input checked="" type="checkbox"/> Tammy Noel, Chair Elect                 | <input type="checkbox"/> Tobi Cates, DWS Administrator |
| <input checked="" type="checkbox"/> Kelly Zink                              | <input checked="" type="checkbox"/> Jim McIntosh, DVR Administrator         | <input type="checkbox"/> Amy Burns                     |
| <input type="checkbox"/> Elizabeth Jude Hass Tribal DVR                     | <input checked="" type="checkbox"/> Carolyn Coleman Burke Consumer/Advocate |  |
| <input type="checkbox"/> Michael Bailey                                     | <input type="checkbox"/> Aleyta Coffey                                      |  |
| <input type="checkbox"/> Lee Beidleman, CAP                                 | <input checked="" type="checkbox"/> Rhonda Tanner, Liaison                  |  |
| <input checked="" type="checkbox"/> Terri Dawson, Parent Information Center |   |  |
| <input type="checkbox"/> Lee Grossman                                       |   |  |
| <input checked="" type="checkbox"/> Kris Bachert, DVR Area Manager          |   |  |
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Tuesday April 18<sup>th</sup>, 2017

**March Minutes review:** The March minutes were reviewed. One change noted in clarifying Terri Dawson's role on the council. Minutes were approved with no further changes.

#### **Changes in May Meeting Schedule:**

Due to some schedule conflicts we will not be meeting in Lander in May we will meet in Casper August 15<sup>th</sup>-17<sup>th</sup>, 2017. We will meet a half day on the first day, a full day on the second and travel on the third day if need be we can still meet the morning of August 17<sup>th</sup> 2017. Cheryl will be working on an agenda for our August meeting.

#### **Status update from Jim:**

The RSA completed a review of the program last summer.

They stated that the DVR policy manual was Federal law and needed to be expanded to include procedures. The DVR Future's Group was asked to take the lead in redeveloping the manual they have done a remarkable job. They connected with states in the region including South Dakota, North Dakota, Montana, Utah and Colorado and looked at their policy manuals to see if some of their information could be included in an updated manual. They have completed a draft a compressive policy manual. The completed draft will be available to the management team by the end of April. The managers will review the draft and provide input to the Futures group. Jim will send out the draft to the SRC so they will have the opportunity to comment on the manual. There is a short turn around due to the timeline before it is sent to RSA for approval.

The final product will be used as a policy, procedural and training manual.

Kelly Zink gave us an update on the MOU with Department of Ed. She met with Nicky and Ann a few weeks ago and right now they are currently going through RSA edits. The team was given six separate headings that were previously not known to address. They have to rearrange and regroup. A call is scheduled for the end of May to give them all the final changes. Once this work is done it will go to the AG's office for final review. Required changes reflect formatting and pre-employment transition services language. They also had to work on the 511 section (limitation on sub minimum wage).

Jim gave an update on Pre-ets. As of April 19<sup>th</sup>, 2017 VR counselors have doubled our Pre-ets caseloads. Greater involvement is being seen statewide. In October VR administrative and fiscal staff will meet to structure a better tracking system so that funds will be managed from the Central office to ensure that we stay consistent with fiscal requirements. VR is getting proposals from various school districts. One out of Lander Wyoming is putting kids into work experience programs that run two weeks in a variety of different jobs to give them exposure to the kinds of jobs available in the community. The kids are very excited about this. Counselor caseloads have increased as a result of the Pre-ets activity. So far we are managing but we have to watch carefully to ensure that we continue to meet the needs of all as we don't have any additional staff to help out.

Jim reported that there has been a high level of turnover in counselors seen recently. Exit interviews show that people are leaving due to personal opportunities or advancements in position and not job dissatisfaction. So far, all positions have been able to be filled and the process for replacing is working well.

. In-state travel has not been restricted so that connections with new staff can be made as needed.

Cheryl asked how the field stays in touch with updates to providers that are new or no longer practicing in the community and how do counselors know what is available for services when providing information to make choice selections. Jim's responded that area managers and counselors are out in the community speaking to community resources and other professionals that are available. In addition, the vendors themselves sometimes come into the office to introduce the new services.

The Transition consultants completed a statewide survey. They contact most of the schools in the state to get feedback on DVR involvement. 75% of respondents stated they have continuous contact with the VR counselors. In some cases, districts reported that they didn't even know DVR was still an option because they haven't seen anyone in years. These tend to be very small communities. The results of the survey will be made available to the SRC committee.

#### **Presentation or Vendor presence at WY Developmental Disabilities in Casper:**

Tammy surveyed the SRC to see who might be available to man a vendor table or do a presentation on the SRC at the conference. Carolyn was the only member to reply that she was available both days from 8-10. As a result, we do not have sufficient manpower to do a vendor booth. Cheryl will check with Aleyta to see if a presentation slot matches Carolyn's availability and will try to be a second person if a presentation is possible. Terri, Aleyta, and Lee Beidleman will all be at the conference but will be busy fulfilling other roles. All offered to help as they are able to. Cheryl will contact Aleyta to let her know we will not be doing a vendor booth. We have until April 28 to submit a presenter's proposal if the time matches.

#### **Update on membership changes:**

Lee Grossman will be replacing Shirley Pratt from the BHD/DD Waiver program. He was ill today but will be introduced to the council on our next call. Amy Burns will also not be continuing on the council. She has requested Amber Alexander from Wyoming Independent Living replace her. This topic is on the May SILC agenda for discussion. Once SILC approves this change, we will put her officially on the roster.

#### **Identification of a New Chair for the Outreach Committee:**

With Amy's change, we are looking for someone to chair the Outreach Committee. The Outreach Committee works in corporative effort with WIOA partner organizations to gather/share information and bring this voice back to this council. It also gives us access to additional voices in our state regarding DVR services and needs. No council members

volunteered to take the lead on today's call. Cheryl asked that everyone think this over and it will be addressed on our next call.

In the meantime, last month Tobi talked about making a connection with our WAGS in the state. Cheryl has reached out to Carrie in Casper and is waiting for a call back to see what the formats are and when the next meeting is to see if she can come and participate or be an observer. Cheryl will also participate in the May conference call with SILC and should have some information by our next call to share from their group.

**Call for input on future agenda items for August meeting:**

Cheryl shared that things she would like to have on the agenda in August include: Training for new members on role/responsibilities of the SRC and the Blue Book, SRC by-laws, the Needs Assessment and the new Guidance document from RSA, purpose and timelines, Review of the current State Unified Plan document with Q&A for members, RSA website resources, a review/discussion of the new Post Secondary Transition guide from RSA, and Performance Indicators document from RSA. We also will have a more focused agenda for our joint time with the SILC to talk about ways to better coordinate our roles to provide input on state mandated documents and collaborative opportunities. We will also have a discussion/vote on new council officers. Members were asked to add any additional thoughts. While this is a pretty full agenda, we will prioritize the work and try to get everything done. If needed, we can expand to an additional half day before travel home.

**The next in person meeting will be held in Casper August 15<sup>th</sup>-17<sup>th</sup>. Rooms have been held for members at the Quality Inn. Contact Rhonda if questions.**

**Action Items**

- Rhonda will have updated dashboard uploaded to SRC site (with addition of Pre-ets information as soon as available). Future updates provided by Brian will be uploaded when received.
- Rhonda will send a PDF copy of the Policies and Procedures manual to SRC review/input
- Rhonda will send out a copy of the Transition Survey results with April minutes
- Jim will reach out to Andrea to see if she can give report on the activities of the VI-B panel.
- Jim will check into the RSA state training website access that is available online.
- Jim will provide a calendar of time lines for when reports are due to the Rehabilitation Services Administration (RSA) from VR so that the SRC can create a calendar of work to be done.

<b>Meeting Dates:</b>	<b>City</b>
August 15 <sup>th</sup> -17 <sup>th</sup> , 2017	Casper

RSA website: [www.rsa.ed.gov](http://www.rsa.ed.gov)

WIOA webinars: [www.ion.workforcegps.org](http://www.ion.workforcegps.org)

WY RSA Liaison, [Jannette.shell@ed.gov](mailto:Jannette.shell@ed.gov) (202) 245-7257