Board of Vocational Rehabilitation
Meeting held via Dakota Digital Network (DDN)
January 29, 2016

The December 14/15, 2015 meeting was rescheduled due to weather. The rescheduled meeting was held via DDN with the following sites and those noted were in attendance.

Aberdeen/Members: Kim Hoberg. Others: Laura Stoltenburg.

Huron/Members: Lisa Sanderson

Mitchell/Members: Darla McGuire

Pierre/Members: Tim Neyhart, Chuck Quinn and Eric Weiss. Others: Bernie Grimme, Jennifer Geuther, Cole Uecker, Beth Schiltz and Colette Wagoner

Rapid City/Members present: Thore Jenshus. Others: Catherine Greseth.

Sioux Falls/Members: Patty Kuglitsch, Colleen Moran, and Brett Glirbas. Others: Interpreters - Rick Norris and Pat Reiter.

Missing Members: Chad Maxon, Kendra Gottsleben, Jolleen Laverdure and Carol Kirchgesler. Melissa Flor submitted a letter of resignation to the Governor on December 28th due to a change in employment.

OPENING ACTIONS: Brett Glirbas, Chairperson, called the meeting to order and asked everyone to introduce themselves. Brett asked for a motion to approve the draft meeting agenda, **MOTION MADE (M) TO APPROVE THE AGENDA, SECONDED (S) AND CARRIED (C).** He moved to the September 21/22, 2015 meeting minutes and asked for edits. Tim brought forth several edits on page 3, which were noted and incorporated. **MOTION TO APPROVE THE BOARD'S SEPTEMBER MEETING MINUTES AS AMENDED, MSC.** Moving onto the Board's Executive Committee November 17th meeting minutes, the Chair asked staff to review a motion to approve funds contained within the minutes. Staff explained that the Board received a renewal notice for its organizational membership in the South Dakota Coalition of Citizens with Disabilities. It was explained the dues were raised from $35 to $100 this year, and the Executive Committee was recommending approval. **MOTION TO RENEW THE BOARD'S**

ORGANIZATIONAL DUES OF $100 AND ADD A $50 DONATION TO THE COALITION, MSC. MOTION MADE TO APPROVE THE BOARD'S EXECUTIVE COMMITTEE NOVEMBER MEETING MINUTES WITH THE NOTED AMENDED MOTION, MSC.

ANNOUNCEMENTS: Lisa Sanderson highlighted the Dare to Dream Conference being held on February 20th in Sioux Falls. The one day conference will host sessions on lifespan folders, Person Centered Training, employment, disability rights, behavioral issues and sexuality. She indicated that CEU's will be offered and the registration fee is $25 which includes lunch. Eric noted that members interested in attending these types of trainings they can do so and have their expenses covered. He encouraged interested members to be in touch with staff, if interested.

PUBLIC COMMENT: Tim brought up the subject of hosting public meetings/ conducting surveys (any means of gathering public comment/input) and offered to share information collected by South Dakota Advocacy Services with others. Tim mentioned the number of agencies/entities required to host public meetings as a means of obtaining input, encouraged others to view these as opportunities to jointly conduct these forums and share the gathered information. Brett inquired about the Board meeting with the Board of Service to the Blind and Visually Impaired, noting it has been a few years since doing so. Eric offered to follow-up on this for a future meeting (June or September).

DIVISION DIRECTOR'S REPORT: 1) Eric spoke about the State of South Dakota's Boards and Commissions Portal located on the internet. It hosts information about state boards, councils and commissions. If you look up the Board of Vocational Rehabilitation (identified under Vocational Rehabilitation Board), you'll find information about members, meeting dates, agendas, minutes and more. 2) He shared that the Board's Annual Report was submitted to the RSA Commissioner and Governor at the end of December. Final approval was going to be obtained at the December meeting, but when the meeting was canceled, the report was disseminated thru email for additional input or edits. 3) The Division is in the process of amending the Activities of Daily Living Services (ADLS) Waiver, which is is a Medicaid waiver for individuals with quadriplegia to receive services in order to remain living in their own home, community or workplace and avoid residing in a nursing facility. The Division has formed a workgroup to review the waiver to address specific needs. There have been two workgroup meetings (October 5th and January 12th) and workgroup members consist of ADLS

participants, family members, providers, and staff. Pending changes could make environmental adaptations and vehicle modifications available to waiver participants, and increase the attendant care hours per participant. Another change will include conflict free case management, where case management services will be provided by an entity other than the provider. The Division anticipates the formal comment period opening on February 8th, and it will be open for a month. DRS expects to finalize and submit the waiver amendment by April 1st to the Centers for Medicare and Medicaid Services (CMS) for approval with a hoped for date of July 1, 2016 to implement approved changes. A question was asked whether the Department of Social Services "Money Follows the Person" (MFP) program is considered when transitioning an individual out of a nursing home. The response was yes, the waiver includes reference to MFP. 4) Establishment grants have been awarded to Community Support Providers (CSPs) to build capacity of providers targeting specific supportive employment areas: seeking competitive employment for youth with developmental/intellectual disabilities under the age of 24, individuals with disabilities working in sheltered workshops, and individuals with disabilities that have limited work histories. Nine providers were funded the first year and five more in the second year. The second year of grants also included working with individuals with severe and persistent mental illness and increasing their competitive employment opportunities. The first year of grant awards reflected an increase of six FTE's with the CSP's and 2.5 FTEs with the Mental Health Centers in the second year. 5) Bernie shared that a fourth Project SEARCH site is being established with the Rapid City Regional Hospital with an expected start date of fall 2016 school year. An open house will be held on February 4th in the evening. 6) Division Budget. Eric noted there is a direct relationship between the economy and the number of applicants for vocational rehabilitation services (e.g., when the economy is poor, there are fewer jobs, the number of applications for VR services increases; vs. when the economy is good, it's easier to find employment, the number of applications are down). With applications down, VR counselors have had the opportunity to conduct increased outreach activities. As such, there has been a 12% increase in applications as compared to last year. Now the Division is seeing a significant increase in case service expenditures. 7) Governor's Awards Ceremony and National Disability Employment Awareness Month activities are done to promote the capabilities of people with disabilities and recognize employers who hire qualified individuals with disabilities. He encouraged members to attend these events, especially if offered in their home communities. 8) Legislative Session: The Department recently presented the budget to the Joint Appropriations Committee. The Division is asking for additional funds for enhancements proposed

within the ADLS program, otherwise there are no bills being brought forward that directly impact VR. There is one bill coming from the Department which impacts property management at the Developmental Center in Redfield and a Governor's bill that involves the Human Services Center and property. Eric stated that he hasn't seen anything at this time about the ABLE Act legislation (Achieving a Better Life Experience). This relates to federal legislation passed allowing eligible individuals with disabilities to establish an account, similar to a 529 educational account, while protecting eligibility for Medicaid, Supplemental Security Income and other federal benefits. (An eligible beneficiary would be a child who meets the SSI program's disability standard for children or an adult who meets SSI program disability standard for adults, provided the adult's disability occurred before reaching age 26).

REVIEW OF DIVISION'S YEAR END DATA: Eric introduced Jennifer Geuther, DRS Program Specialist. Jennifer utilized a PowerPoint to share information (see attached). She reviewed significant data elements and trends. She noted a number of required federal reports completed by the Division to include all closed cases, fiscal and client data on open and closed cases, client appeals, caseload quarterly reports and semi-annual fiscal reports. She reviewed application trends which follows the economy's rise and fall. Applications by district show that Rapid City and Sioux Falls have the highest rate of applications. The largest source of referrals for VR is self-referrals. The primary impairment of eligible individuals served are individuals with cognitive disabilities, which includes intellectual, borderline intellectual functioning, ADHD, specific learning impairments, autism and traumatic brain injury. Age group of applicants in the category of "under 20" saw the largest increase when comparing data from FFY 2013 and 2015. Data shows that a majority of students with disabilities served are on IEP (students with disabilities who are 21 or younger) and a few are on a 504 plan. Questions were asked about the transition age group, nature of disability, and the need to meet with students and teachers at a younger age. Education needs to continue with schools, teachers, and parents about VR services and other options. Discussion followed on IEP meetings, and creating something to ensure VR participation at these meetings (recordkeeping system). Tim offered the assistance of SDAS to help provide education on the role of VR, what services are available, etc. Information about closed cases included 38% were Social Security Recipients, 22% were students with disabilities at application, weekly earnings at application were $52.41 and weekly earnings for successful closures were $291.13. Information on successful closures included total cases of 769 individuals with average weekly hours worked 27.9 and average hourly wage

$10.61. Jennifer noted that each district office has a benefit specialist, and of the clients closed in FFY 2015, 251 SSA recipients received benefits counseling. She reviewed the 'Standards and Indicators', which are federal standards the Division must meet. Social Security Reimbursements - Social Security has two programs that provide funds for employment services for SSI/SSDI beneficiaries - VR cost reimbursement or Ticket to Work program. She noted a few items will change once regulations are finalized: standards and indicators, increase in data collection, adding 89 data fields, and more focus on transition cases. The year-end report will be added to the Boards and Commissions website portal as an informational item.

FUTURE'S INITIATIVE: Bernie explained that the Future's Initiative is an internal leadership succession training program implemented in 2008. Division staff members apply to be accepted into this intense, three year commitment. Selected staff identify project development areas to focus on (i.e., employer initiatives, assistive technology, supported employment), and they participate in supervisor trainings, attend supervisor meetings, participate in interviews and more. A total of fifteen staff have participated to date. Five have moved into supervisory roles, two individuals have been promoted, one moved out of state, one accepted a position within Social Services. Kim Hoberg recently completed the three year commitment along with Ronda Lynch and Katie Gran. Two staff remain in the initiative, and another round of applications will be reviewed soon.

STATE PLAN DOCUMENT AND RELATED ATTACHMENTS: Bernie referenced a PowerPoint presentation (see attached) as he discussed the Division's State Plan and the SD Unified State Plan. He explained the changes in the submission process under the Workforce Innovation and Opportunity Act (WIOA) which requires a Unified State Plan. The Unified State Plan consists of six core programs, which include the two vocational rehabilitation programs as one portion. The Unified State Plan will be submitted by March 3, 2016. The Division's State Plan Attachments were drafted, and the Consumer Services Committee met on December 9th to review and provide input on these draft documents. Two subsequent public meetings were held by the Departments of Human Services and Labor and Regulation staff to solicit input on strategic planning and priorities for the core partners. These meetings took place on January 21 (Pierre) and 27th (DDN sites statewide). Some of the issues the Division had to address included: submittal date moved up from July 1st to March 3rd; limited guidance from federal agencies on requirements; all attachments needed to be updated; a few new attachments, minor changes in the three year

comprehensive statewide needs assessment; and the need to review goals and strategies of the Division and how they align with the Unified State Plan Goals. The Division's attachments are now termed "Sections". These have been updated and posted to the website for additional input. The PowerPoint identified the Division's State Plan Sections A through Q. Bernie spoke about Robert Jahner, a consultant who worked on the Statewide Needs Assessment. Robert reviewed a host of information (Governor's Employment Works Annual Report, Consumer Satisfaction Survey results, Board minutes, Office of Special Education's Indicator 14 Results, pre-employment transition survey results) and assisted the Consumer Services Committee with revising and identifying the goals and strategies for the agency. Bernie encouraged members to review the goals and strategies section in more detail prior to finalization. He also highlighted areas which will need further conversation (i.e., employer education, transition, public education, WIOA systems change, minority and hard to serve). It was noted that the Division's core program information can be located on pages 82-138 of the Unified State Plan (draft documents can be found on the Division and Department of Labor and Regulation's websites, in addition to the draft guidance materials). It was also noted that the previously required certifications and assurances are still required. Division staff was complimented for the work and effort needed to complete the State Plan and Unified State Plan.

WORKFORCE DIVERSITY NETWORK OF THE BLACK HILLS (WDN):
Catherine Greseth introduced herself as the Executive Director of Workforce Diversity Network of the Black Hills, being in the position now for a year. Her background is in the disability field, radio, television and marketing. Catherine, who is visually impaired, along with her daughter, also a person with a disability, are advocates for people with disabilities. The WDN Board of Directors includes nine members who have diverse backgrounds in human resources, disability, adult education, attorney/law, consulting and more. Similar to the Business Resource Network, WDN is a business led model, with a contract in place with the Division to provide education, consulting and technical assistance to businesses on the hiring, accommodations, supports and retention of employing people with disabilities. Catherine explained that she has worked with over 90 businesses to date, WDN is a Chamber member. She works with the BRN project staff and Kim Hoberg. Her focus is reaching out to smaller employers to offer assistance with writing job descriptions, conducting interviews, and providing information related to employees with disabilities. She mentioned some activities being worked on to include: working with Black Hills Tourism and helping them realize the large number of people with disabilities who are retired and have money to spend, and

providing disability etiquette training to better serve people with disabilities. She has worked with different hotels and casinos in the Black Hills and Crazy Horse Memorial in regard to hiring, staff training and other topics. She is also preparing to speak to the Black Hills & Badlands Tourism Association at their upcoming conference. WDN was also involved with the NDEAM 2015 event, partnering with VR, SHRM, and the Chamber's Leadership Rapid City Committee. Plans are progressing for the 2016 event which includes discussions on how to better reach employers and businesses in the Northern Black Hills region. WDN launched their website last week: http://workforcediversitynetworkbh.org/. She promotes vocational rehabilitation when speaking to businesses/employers and speaks to what services are available as well as what providers can offer. There were no further questions for Catherine at this time. She was thanked for attending and sharing information. A question was asked about the Business Resource Network and recruitment for the position of the Executive Director, due to Julie Briggs' resignation. Colleen Moran, who is also a BRN board member, spoke to the position being announced several weeks ago with it closing on February 9th. Jennifer Erickson is acting as interim director until the position is filled.

STATEWIDE INDEPENDENT LIVING COUNCIL UPDATE: Chuck explained that he also serves on the Council, and information is exchanged between the two groups at quarterly meetings. He shared that the SILC met early in December via conference call since their face-to-face meeting was cancelled due to weather. The SILC is working on the State Plan for Independent Living now which is due every three years. He identified the work groups and activities being worked on (Assistive Technology, Consumer Services, Housing, Outreach and Public Awareness). He spoke to the Statewide Independent Living Needs Assessment being conducted to identify unmet needs, which addressed areas including: housing, transportation, health care, attendant services, disability rights, independent living needs, assistive technology and access to services. A postcard was disseminated to over 7,000 individuals statewide inviting them to complete the survey electronically, over the phone, or they could ask about obtaining a hardcopy of the instrument. The Outreach and Public Awareness Committee created "Champion of Independent Living Services" award which recognizes an organization or individual who demonstrates a commitment to assisting participants to reach their goals of living independently in their home and community. To date, two individuals have been recognized. Other agenda items include reports from both divisions (DRS and SBVI) and SILC staff. A question was asked about outreach efforts to spread the word regarding available independent living services. The

response provided was that summer transition classes have been offered to students with disabilities and information regarding these types of training sessions is gaining momentum. IL staff are attending different types of meetings and gaining access to schools to provide further education.

EMPLOYMENT WORKS INITIATIVE: Kim Hoberg spoke to her role as the Business Specialist and activities she is involved with. She has had fifty-four employer contacts which consist of new and ongoing contacts. She is involved with the three new business led groups which have been started in addition to the two formed in Sioux Falls and Rapid City. The Division has contracts in place with the Aberdeen Area Chamber of Commerce, Brookings Area Human Resource Association, and the Yankton Area Chamber of Commerce to provide education, consulting, and technical assistance to businesses in those communities. Kim's role is to support these efforts and also to disseminate materials, conduct trainings and serve as a resource to employers, providers and people with disabilities. Another activity included expanding Project Skills worksites for students with disabilities into state government. The first year's goal was to expand by creating five new positions, and 10 positions were created. The second year will attempt to increase Project Skills worksites by eight. Worksites created have included: Aramark (Northern State University and School of Mines and Technology), maintenance department with Lake Area Vocational Technical Institute, central mail service in Pierre, and two sites at the Developmental Center in Redfield (laundry and small engine repair). The Division has a working partnership with South Dakota Retailers Association. A webinar was conducted this past year with a focus on reasonable accommodations and the Americans with Disabilities Act. There are discussions of offering another webinar and working in conjunction with Department of Labor and Regulation on content. SDRA was awarded a pilot study through the US Office of Disability Employment Policy which will provide technical assistance to businesses to develop inclusive policies. The only other two awards were Ohio and Washington DC. Eric added that the 2015 Employment Task Force Annual Report was finalized and is now available at: http://dhs.sd.gov/EWTF/2015_EWTF_Annual_Report.pdf. He noted that work continues with Epicosity, the media firm working on the "Ability for Hire" website. Focus continues on employers who have hired individuals with disabilities and people with disabilities who are employed. Members can help identify businesses or other employers who have hired people with disabilities, so please pass this information onto the Division. Colleen congratulated the Division on the success of the website and relayed that she has heard positive comments from people in the Sioux Falls area.

NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH: Board staff reported that a debriefing meeting was held on December 22nd for the community planning partners. Each provided an overview of the activity conducted in their community (i.e., employer breakfast, training sessions, school speaker, and mixer). They spoke about the challenges -how to advertise to recruit the participation and attendance of employers; and successes – first time an activity was offered in a middle/high school and first time offered activities in Mobridge. Other participants in the debriefing meeting included: BVR/SBVI board members as well as division staff from DRS and SBVI. Some community planners spoke to evaluation results and sharing this information with other planners. Staff reported that the Request for Funding Proposals was disseminated mid-January with a due date of February 26th. A review committee, consisting of BVR/SILC/BSBVI members, reviews the proposals and provides funding recommendations to the full Board. Last year's reviewers were: BVR: Patty, Darla, and Tim; SILC/Margot Burton and BSBVI/Julie Briggs. Three members agreed to assist with reviewing the 2016 proposals (Colleen, Lisa and Patty). Kim, Bernie and Colette are available to provide technical assistance. The B/SBVI and SILC will be invited to have a representative on the review committee as well.

CLOSING/WRAP UP: Brett reminded members that he terms off the Board come July 1st, and Board elections will take place during the June meeting. He encouraged members to think about serving as an officer. There are three positions: Chairperson, Vice Chairperson and Member-At-Large. Solicitations for BVR/SILC/BSBVI nominations will be disseminated in a month or so. Please consider individuals that would be interested in serving and encourage their nomination. Future Agenda Items: Eric will approach Gaye Mattke and the Board of SBVI about the possibility of conducting a joint meeting. Consider hosting the new member orientation once new members are appointed. Date/Meeting Location: first choice is April 7th/8th in Oacoma, second choice in Pierre. Brett spoke to receiving a picture of legislator Isaac Latterell holding up a copy of the South Dakota Possibilities Employment Magazine – which had a picture on the cover and story including Brett in it. A question was asked if anything could be done to assist small non-profit businesses with fewer than 15 employees to access tax credits, or deductions with making changes, barrier removal, providing reasonable accommodations, etc. Discussion followed on what type of assistance is available to assist small non- profits or smaller employers in terms of providing barrier removal or reasonable accommodations. Patty stated that providing interpreters is also an ongoing

need and expense for small businesses and perhaps this needs to be revisited at the federal issue. **MOTION TO ADJOURN AT 12:40 PM, MSC.**