

Board of Vocational Rehabilitation
June 27 – 28, 2016
Governor's Inn, Pierre, South Dakota

Members present: Brett Glirbas, Eric Weiss, Chuck Quinn, Jolleen Laverdure, Lisa Sanderson, Darla McGuire, Kendra Gottsleben, Kim Hoberg, Chad Maxon, Patty Kuglitsch, and Tim Neyhart. Absent members: Thore Jenshus and Colleen Moran. Others present: Bernie Grimme, Jennifer Geuther, Colette Wagoner, Melissa Flor, and Beth Schlitz. Interpreters were Julie Paluch and Ann Munce.

WELCOME AND INTRODUCTIONS: Brett, Chairperson, called the meeting to order at 1:15 pm. He invited members and others to introduce themselves.

OPENING ACTIONS: He thanked everyone and moved onto approval of the agenda. A request was made to move the SILC update from Tuesday morning to Monday afternoon, time permitting. **MOTION MADE (M) TO APPROVE THE AGENDA AS CHANGED, SECONDED (S) AND CARRIED (C).** He moved to the April 7-8 meeting minutes and asked for edits. Hearing none, **MOTION TO APPROVE THE APRIL 7/8 MEETING MINUTES AS DRAFTED, MSC.** Next, Brett moved onto the Executive Committee meeting minutes from June 14th. He asked staff to outline the funding recommendations contained in the minutes:

- 2016 Lighting the Way Conference, submitted by SD Parent Connection for \$2,000.00 to support speaker fees/expenses.
 - Consensus of the committee to approve.
- 2016 Dare to Dream Watertown Conference, submitted by SD Parent Connection, planning committee member, seeking \$1,500.00 to support out of state speaker mileage/fees.
 - Consensus of the committee to approve.
- ADA Education and Celebration (July 26, 2016) submitted by Chad Kollars, Division of Rehabilitation Services (DRS), Yankton office. Seeking \$200 to support participation of individuals with disabilities by providing transit tickets.
 - Consensus of the committee to approve.

Lisa noted she would abstain from voting on the two funding recommendations submitted by SD Parent Connection. **MOTION TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FROM JUNE 14TH TO INCLUDE THE THREE FUNDING RECOMMENDATIONS, MSC.**

ANNOUNCEMENTS: Lisa reminded members of the Dare to Dream event scheduled for July 9th in Watertown. Steve Heidenreich, Watertown native and person with a disability, was added to the agenda. Registration is \$25 per person which includes lunch. Another Dare to Dream event will be held in Rapid City on October 15th. This will be the final year for Dare to Dream. Board staff shared a thank you note received from Shelly Pfaff, Executive Director of the SD Coalition, for the Board's membership renewal and donation. Tim referenced the "RevUp Program" being coordinated by SD Advocacy Services, SD Coalition of Citizens with Disabilities and the Center for Disabilities. This is a toolkit which speaks to when, where and how to vote, deadlines for voter registration and much more. Ms. Wheelchair will also be conducting public service announcements about voting. If anyone would like these materials, please contact Tim.

Public Comment: There was none.

DIVISION DIRECTOR'S REPORT: Eric thanked members for attending the meeting recognizing they volunteer their time. Workforce Innovation and Opportunity Act (WIOA): Federal legislation signed into law two years ago, it includes the vocational rehabilitation delivery system. The WIOA Unified State Plan was submitted prior to April 3rd. It contains the state plan for the Department of Labor and Regulation (DOL) and the two vocational rehabilitation agencies' state plans. As of July 1st 2016, the Division will collect and track new information and performance measures, all of which has been a work in progress (e.g., employment status in the 2nd quarter after exit; employment status in the 4th quarter after exit; measureable skill gains). Pre-employment transition services are also a new requirement under WIOA. DRS needs to track expenditures because at least 15% must go towards students with disabilities. Ongoing meetings have been held between DOL and DRS staff to continue ways to improve collaboration efforts (e.g., intake procedures, case management/case notes, authorization for services). Division Budget: July 1st is the start of the new state fiscal year. The last few years the Division has had sufficient state dollars to match the federal dollars. This next session there

might be a need to request an increase in state dollars for Federal Fiscal Year (FFY)18. Upcoming Training: Person Centered Training with an employment focus – specifically designed for VR staff and providers is scheduled in Sioux Falls/August 30/31 and Rapid City/ September 13/14. Brenda Smith is one of the trainers. The Fall Conference will be in Deadwood, October 18-20th. Topics will include: Traumatic Brain Injury, WIOA, motivational interviewing, and transition services for Native Americans. A “Mark Your Calendar” was handed out. Dr. Lester will provide training in Rapid City, Aberdeen and Sioux Falls in July (focus is mental illness and personality disorders). Members were encouraged to attend various training events and to contact Board staff for assistance if needed. BVR Nominations: A statewide solicitation was disseminated a few months ago. The nominations were forwarded to the Governor’s office for review, consideration and appointment. Appointments are typically made in July. Workforce Development Council: Their last meeting was March 23rd in Pierre. The majority of time was spent reviewing and approving the Unified State Plan. The next meeting will be held July 20th in Aberdeen. March 23rd agenda items included the migrant seasonal worker program, apprenticeship program and labor market information. Activities of Daily Living Services Program: The Division received word that the waiver was approved and amendments will become effective on July 1st. Case management services will now be offered through DRS with one FTE filled and one remaining to be filled. A letter is being disseminated to current ADLS recipients and other Medicaid recipients to let them know of program changes. Other: Eric offered more information regarding WIOA, including RSA offering three one day regional information sessions to be held in September offering further guidance on the final regulations.

DIVISION CASE FILE REVIEW: Eric introduced Jennifer Geuther, DRS Program Specialist. Jennifer addressed the case file review conducted in April to assure compliance with federal and state policies (see attached PowerPoint presentation). The review seeks to improve consistency among offices as well as identify areas in need of improvement, training needs and strengths/weaknesses. A total of 336 FY 2015 cases were reviewed. The review instrument is in VR Faces. A videoconference was held with reviewers to work on practices cases prior to the actual review. Results pinpoint needed corrections and can generate individual counselor reports, district office reports and an agency report. Areas of focus included eligibility, Individual Plan for Employment (IPE) development, services provided, and case closures. The

summary and recommendations noted need for improvement in the areas of benefit analysis, plans for sustaining employment, movement from eligibility to plan development within 90 days and revision of the case file review instrument. Training needs were noted around appropriate use of trial work/extended evaluation, clarification for coding impairment and information on supported employment. A question was asked about the “Unsuccessful” group and if there were noted commonalities. The response was the majority of these individuals were “unable to locate”, meaning they have moved with no forwarding contact information. More information about this group can be obtained with the year-end report.

SOUTH DAKOTA RETAILERS ASSOCIATION (SDRA): Kim introduced Shawn Lyons, Executive Director of SDRA. Shawn explained that he had over 23+ years of experience with economic development before coming to SDRA. He explained his personal experience of having family members with disabilities. Shawn spoke to the partnership between the Division and SDRA. The mission of SDRA is to help businesses succeed by being a conduit to information. They have a membership of over 3,900 large and small businesses. Shawn spoke of the Division approaching SDRA to apply for a federal pilot project aimed at increasing workplace inclusion of people with disabilities. SDRA was one of three organizations selected in the nation. He shared a handout “Getting Down to Business Pilot Project”, which addressed the project’s team membership and activities. One activity includes Hy-Vee in Brookings agreeing to serve as a pilot internship program for adults with disabilities partnering with the Division and DOL. The goal is to test drive the internship this year. If successful, plans are to add another location next year and keep growing the program. Workshops and webinars have been held on topics such as employment laws and services available to employers. SDRA’s *Retail Prophet Newsletter* will feature monthly articles about employers who employ people with disabilities and other related information. SDRA is also regularly posting disability related information on their website and social media site. SDRA is partnering with DRS on the NDEAM event being planned for October 13th in Pierre. Again, he spoke highly of the collaborative partnership, and his expectations that efforts will continue beyond the one year period. Eric also spoke of SDRA as a strong link to the business community and utilizing their connections to businesses. He drew attention to the employer resource guide that was recently completed. In regard to questions about how to take this to the next level, the activities are being rolled

out and utilized as a “learn as we go” effort, before expanding on other ideas. Members thanked Shawn for attending and sharing information with them.

STATEWIDE INDEPENDENT LIVING COUNCIL UPDATE: Chuck shared that he missed the June 1st meeting due to vacation. The majority of time was spent reviewing the draft State Plan for Independent Living. This is due the end of June, and a draft copy is available via the Division’s website. Like the BVR, the SILC also has a Consumer Services Committee and a majority of its time was spent reviewing the State Plan, e.g., identifying areas of the state considered underserved or unserved. A change in the SILC bylaws was approved that would add a second Member-At-Large to the Executive Committee. The IL specialist reported on the reviews of the Centers for Independent Living. The Division also shared the budget and contract description for the SILC (contract year is June 1, 2016 – May 31, 2017). Recommendations for the 2016 Champions of Independent Living Services Awards were approved. SILC staff support reported on the CIL staff training that was held in May. Two members termed off the SILC. Staff is waiting for word from the Governor’s office regarding appointments. The next meeting will be September 21st in Rapid City.

SLATE OF OFFICERS: Brett reminded members that this was only a precursory item and the election of officers will take place in the morning. The proposed slate includes Patty Kuglitsch/Chairperson; Darla McGuire/Vice Chairperson and Lisa Sanderson/Member-At-Large. The proposed slate doesn’t preclude nominations from the floor. This item was brought forward to prompt members to think about serving on the Executive Committee and if interested, nominations will be taken from the floor. Executive Committee members spoke to their involvement with: draft agenda, annual report, and review of funding requests.

MOTION TO ADJOURN AT 4:25 PM – MSC.

MEETING RECONVENED AT 8:15 AM. Brett called the meeting to order and invited everyone to re-introduce themselves.

EMPLOYMENT WORKS INITIATIVE: Kim reported she has been in her position for almost two years. She is connecting with businesses via phone and email. She is working with the local VR offices statewide. She has been

working with SDRA and DOL staff in different capacities (webinars, training events). Work continues promoting State Government to become a model employer i.e., developing Project Skills worksites for students with disabilities. Plans are progressing for staff training in December with a focus on labor market information. Ability for Hire website work continues. Epicosity will be working on two new videos. The website is being continuously updated to include Facebook with the number of likes growing. A question was asked about website user demographics. The response was that this information can be requested and shared. Kim explained the use of “disruptive” ads on Facebook, e.g., “People with Disabilities Can’t Work” to obtain people’s attention. Comments were made about whether the Division is seeing a rise in applications and if this is due to Facebook, internet, etc. Bernie responded that something could be added under “tracking of referral source” to attempt to track this data. Questions were asked about inquiries coming thru Facebook or website. DRS responded that additional information will be shared at the next meeting, perhaps inviting Epicosity to attend and respond to some of these questions. Kendra spoke to the awareness that the Ability for Hire campaign has built (attitudinal awareness, breaking down stereotypes). Another comment was about utilizing family members to help spread the word, debunk stereotypes and myths. A comment was made about television ads and running these during prime time to get the biggest bang for the buck. Eric replied that they rely on Epicosity as the advertising experts and their recommendations.

PROGRAM INITIATIVES: Bernie explained that with Reauthorization of the Workforce Innovation Opportunity Act (WIOA), three new requirements for individuals who are working less than minimum wage (Section 511) go into effect July 22nd.

1. Individuals who are currently working at less than minimum wage will need to receive periodic reviews from the State VR agencies. These reviews will provide employment counseling and Information/Referral of Services.
2. Youth (under 24) cannot begin subminimum wage until they have received the 5 Pre-Employment Transition Services.
3. Schools can no longer contract for subminimum wage employment.

He spoke to what the Division has done so far:

- Surveyed the 21 agencies with subminimum wage certificates. There were 1284 individuals reported at working less than minimum wage;
- Provided training for the past 2 years: Video conferences, webinars, Special Education Conference, Fall Conferences, local trainings;
- Contracted with 3 past VR Counselors to conduct the periodic reviews;
- Developed a form for schools/subminimum wage agencies to use in documenting Pre-Employment Transition services (PETS) for Students/Youth;
- Asked agencies to submit data prior to the review - reviews will start in July;
- Data so far:
 - Two agencies were not doing subminimum wage; two more agencies will be discontinuing subminimum wage;
 - Data on 527 individuals has been submitted by 10 agencies. Waiting for data from 7 agencies
 - 64% of all individuals are current or previous VR clients
 - 9.5% are youth and 88% of the youth are/were VR clients
 - 73% of the individuals have guardians.

Establishment Grants were utilized to establish or expand Supported Employment Programs to serve individuals in segregated employment, which included:

- RFP 48: began January 1, 2015 with 9 Community Support Providers (CSP) to expand their Supported Employment programs. These grants fund 11.6 FTE new employment specialists/job coaches. First year, 131 individuals were served with 64 individuals obtaining employment. The goal is to assist 216 individuals to obtain community employment.
- RFP 375: began January 1, 2016 and funded 5 Community Support Providers (CSP) to expand their Supported Employment programs. These grants fund 6 FTE employment specialists/job coaches. The goal is to assist 25 individuals to obtain employment in the first year and 95 by the end of 4 years.
- RFP 392: began January 1, 2016 to fund three Community Mental Health Centers to expand their Supported Employment programs. These grants fund 2.5 FTE new employment specialists/job coaches. The goal is to assist 58 individuals to obtain employment in the first year and 256 by the end of 4 years.

Service Provider Initiatives: The Division has implemented an initiative to reimburse service providers at a higher rate if they are certified by the Association of People Supporting Employment First (APSE), and they attend a two-day training on Person Centered Planning. The Division has sponsored five examinations with approximately 92 providers taking the exam. The Division held an examination on June 2nd in Sioux Falls where 12 individuals took it. The next exam is scheduled for October 18 in Deadwood. Sixty individuals in South Dakota have passed the APSE examination. The Division has reimbursed 52 providers for the costs of the examination. To date, fifty-four providers have been approved to be reimbursed at the 25% higher reimbursement rate. In addition, VR is providing a number of trainings for providers including: Overview of State/Federal programs; Employment Specialists Training conducted by Center for Disabilities; Advanced Employment Specialists Trainings; Dr. Lester Training; Kendall Webinar Training; SSA Work Incentive Training; and Fall Conference.

Kim spoke of the Sioux Falls Business Resource Network (BRN) and Workforce Diversity Network of the Black Hills, two business led organizations. She meets with them on a monthly basis. Vicki Kerkvliet accepted the position of Executive Director with BRN. The Division provided one year grant funds Yankton, Brookings and Aberdeen communities to start a business led entity. These organizations meet regularly with the local VR office staff, employers and businesses. 2016 Summer Initiatives: DRS and SBVI are funding two initiatives. The first will provide information on vocational rehabilitation to students with disabilities. It is using Project SEARCH as a model, offering pre-employment transition services i.e., soft skills, independent living skills, two hours a day for four weeks. The second is partnering with businesses to teach students with disabilities needed skills through on-site training and job shadowing. Darla spoke to the initiative being offered in Mitchell. She worked with the school district to write the application. This helped identify potential student participants. A question was asked if assistance was needed with getting the word out to families or students regarding these opportunities. It was suggested that announcements be shared via websites, newsletters, and Facebook.

STATUS OF GOVERNOR'S AWARDS: Colette reported that the committee met on June 21st to review the nominees. The reviewers were: Kendra, Jolleen

and Chad from the Board of Vocational Rehabilitation; Sarah Rush/Statewide Independent Living Council and Eric Rippentrop/Board of Service to the Blind and Visually Impaired. A letter has been drafted outlining the review committee's recommendations. It will be forwarded to the Governor for review and action. Members who assisted with the review shared a few thoughts regarding the review process, e.g., some individuals were submitted in the wrong category, there may be a need to update the nomination forms. One example - Employee with a Disability nomination form: is there a need to ask for additional information, e.g., duties, years of employment. A suggestion was made to reconvene the reviewers to obtain feedback soon, while things are still fresh. A comment was raised about recognizing all nominees. Some felt this might take away from the objectivity of the process. It might lessen the number of submitted nominations in the future. Eric asked if he could be included in the reviewer feedback meeting. In addition, it was noted that nomination forms are now available on the Division's website year round. If someone wants to complete and submit a nomination they may do so.

YOUTH LEADERSHIP FORUM: Brett welcomed Melissa Flor back, explaining she had previously served on the board. He invited her to introduce her guests. Three YLF student delegates were in attendance along with several parents (Connor/Ft. Pierre; Colleen/Murdo; and Angela/Pierre). Melissa showed a video of 2016 YLF highlights. She explained that applications are available in the fall and due in December. Every student applicant is interviewed and then selections are made. She spoke to the number of people required to make this week long event happen: master of ceremonies, assistant team leaders, team leaders, mentors, speakers, nurses, personal attendants, and technical assistance support. She provided detail about some sections: social media and safety, meet the agencies poker run, career and technical education, setting/writing out goals, flushing ceremony, and assistive technology. Also included during the week were karaoke, drawing, and a dance in which students learned different stress relief models. South Dakota Advocacy Services staff taught students how to create an "elevator speech"; 15/20 second speech on an issue the student cares about. A question was asked to the parents, if they noticed any differences with their youth following YLF. Some responses were: individual was more self-confident, talking more, much more motivated. The students were thanked for coming and talking about their experiences. Brett asked Melissa and the students for a few more minutes. Brett explained that the Board wanted to thank her for her time and commitment on the Board

and presented her with a plaque. Melissa thanked the Board, for being an active group, and for the opportunity to learn from fellow members. She expressed her thankfulness to return in a different capacity and the opportunity to continue working with youth.

PROPOSED SLATE OF OFFICERS: Brett turned the meeting over to Eric at this time. Eric explained that he would bring forth the proposed slate. Nominations would be taken from the floor, one position at time. The proposed slated included Patty Kuglitsch for Chairperson, Darla McGuire for Vice Chairperson and Lisa Sanderson for Member-At-Large.

Eric asked for a motion to nominate Patty Kuglitsch for Chairperson. He called for further nominations. Eric called for further nominations a second and third time, per Robert's Rules of Order, hearing none, **MOTION THAT NOMINATIONS CEASE AND PATTY KUGLITSCH BE ELECTED TO SERVE AS CHAIRPERSON, – MSC.** Eric moved **(M)** to nominate Darla McGuire for Vice-Chair; seconded **(S)**. Eric called for further nominations. He called a second and third time, per Roberts Rules of Order. Upon hearing none, **MOTION THAT NOMINATIONS CEASE AND A UNANIMOUS BALLOT BE CAST IN FAVOR OF DARLA MCGUIRE BE ELECTED TO SERVE AS VICE CHAIRPERSON – C.** Lastly, Eric moved **(M)** to nominate Lisa Sanderson for Member at Large; seconded **(S)**. Eric called for any further nominations a second and third time, per Robert's Rules of Order. Hearing none, **MOTION THAT NOMINATIONS CEASE AND AN UNANIMOUS BALLOT BE CAST IN FAVOR OF LISA SANDERSON TO SERVE AS MEMBER-AT-LARGE – C.**

Eric thanked members for agreeing to serve in different capacities, i.e., officers, committee members. Eric passed the gavel to Patty.

FAREWELL TO OUTGOING MEMBERS: Patty, Chairperson, thanked Brett and Tim for their service to the Board. She invited both up and presented each a plaque on behalf of the Board. Both shared departing thoughts. Members were reminded that Carol Kirchgessler is also an outgoing member. A plaque and thank you letter will be sent to her.

BRAINSTORMING: Future meeting formats was a discussion item which was carried over from the last meeting. There was consensus to host the December meeting via video conference due to weather. Hosting the March meeting via

video conference could be looked at once agenda items are considered. The ideal meeting style would be face to face, but knowing how weather can play out, this might enhance participation during the winter meeting months. Schedule Next Meeting: Members were in favor of meeting in conjunction with the Board of Service to the Blind and Visually Impaired in September. The BSBVI presented two date options of September 22/23 or September 29/30 in Pierre. The first day would allow for new member orientation later in the afternoon, otherwise, the joint meeting would start early Friday morning. Members chose September 22/23 as the better choice. Staff will communicate this to Gaye Mattke, Director, SBVI. Staff was also asked to send the full Board a doodle poll to identify a date for the December meeting (to be held via videoconference).

MOTION TO ADJOURN, MSC.