

Board of Vocational Rehabilitation (BVR)
June 16, 2022

Meeting Held Via ZOOM and DHS Hillview Plaza/Conference Room

MEMBERS PRESENT: Vicki Stewart, Eric Weiss, Cole Uecker, Beth Schiltz, Brad Konechne, Bill McEntaffer, Lisa Merchen, Joe Vetch, Jolleen Laverdure, Peter Bullene, Chris Olson, and Kevin Barber. **MEMBERS ABSENT:** Brooke Lusk, Jennifer Trenhaile, and Jonathan Englund. **OTHERS PRESENT:** Bernie Grimme, Jordan Trumbo, Katie Gran, Kim Ludwig, Matt Simet, Russell Thelin, Denise Reed, and Colette Wagoner. Interpreters were Naomi Miller, David Thompson, and Hannah Drexler.

OPENING ACTIONS: Cole Uecker, Chairperson called the meeting to order at 9:05 AM. Welcome and Introductions: Cole welcomed everyone and asked for introductions. Housekeeping items. Zoom features were reviewed and everyone was reminded to identify themselves by name when speaking because interpreters were being utilized. Voting will be conducted by roll call, each voting member will be asked for their reply of yes, no, or abstain.

Approval of Agenda: Cole asked if there were any changes/additions to the agenda.

MOTION TO APPROVE THE AGENDA AS DISSEMINATED – MADE (M), SECONDED (S) AND CARRIED (C). YEAS: Vicki, Beth, Jolleen, Lisa, Joe, Brad, Bill, Peter, Kevin, and Chris. NAYS: None. Review/Approval of Meeting Minutes: Cole asked for any changes/additions to the meeting minutes from March 22, 2022. There were none. **MOTION TO APPROVE THE MARCH 22, 2022, MEETING MINUTES, MSC.** YEAS: Vicki, Beth, Jolleen, Lisa, Joe, Brad, Bill, Peter, Kevin, and Chris. NAYS: None.

Cole moved onto the Executive Committee meeting minutes. He explained the Executive Committee met in April specifically to review an organizational funding request submitted by South Dakota Parent Connection. Funding was sought in support of the 2022 Lighting the Way Conference. It was explained that approving these minutes also endorsed the Boards support of the Executive Committee's action.

MOTION TO APPROVE THE APRIL 5TH AND May 26, 2022, MEETING MINUTES TO INCLUDE APPROVAL OF THE FINANCIAL COMMITMENT OF \$2,000 FOR THE 2022 LIGHTING THE WAY CONFERENCE, MSC. YEAS: Vicki, Beth, Jolleen, Joe, Brad, Bill, Peter, Kevin, and Chris. NAYS: None. ABSTAIN: Lisa.

ANNOUNCEMENTS: Cole invited announcements of any kind. He spoke to the cookout that Disability Rights hosted in Kyle to obtain input/feedback. DRS and SBVI staff were in attendance as well as the Pine Ridge Native American Vocational Rehabilitation Program staff. There were no other announcements; Cole asked

members to pass along any meeting announcements to staff which will be shared with the Board.

PUBLIC COMMENT: Cole thanked the Division for making the Hills View Plaza conference room available to individuals to attend this meeting in person if they so choose. There was no public comment provided at this time.

DIVISION DIRECTOR'S REPORT: Eric thanked members for joining the meeting today, recognizing the commitment of time and involvement of members. Quarterly Caseload Report: Eric referred to the report disseminated on June 6th. The most recent quarter's data is from January 1, 2022, through March 31, 2022. He spoke about comparing numbers for the past year, in terms of trends, there has been little change for applications, successful closures and total consumers served. The Division has focused on efforts to increase applications, i.e., working with referral sources, exploring use of social media, sharing success stories, highlighting events to draw applicants.

Eric shared several tables from Rehabilitation Services Administration's (RSA) Annual Report for Fiscal Years 2017, 2018, 2019 and 2020. This report and similar reports can be found on RSA's website under the "RSA Annual Reports to the President and Congress" tab.

[https://rsa.ed.gov/sites/default/files/publications/ARC%20to%20Congress/RSA%20Report%20for%20FFY%202017_2020%20\(May%2019%2C%202022\).pdf](https://rsa.ed.gov/sites/default/files/publications/ARC%20to%20Congress/RSA%20Report%20for%20FFY%202017_2020%20(May%2019%2C%202022).pdf).

Table 3 shows national trends for number of applications, eligible individuals, and eligible individuals receiving VR services under individualized plans for employment. He spoke to several reasons for decline in these areas nationwide. The Workforce Innovation and Opportunities Act (WIOA) called for a percentage of federal funds (15%) directed to serving youth with disabilities of transition age, some state agencies implemented an Order of Selection, impact of COVID 19, and national economic conditions.

National data reflects a 43% decline in application for services. Table 4 highlights employment outcomes at exit and employment rates for FY's 2017-2020. This table reflects a 34% decrease in employment outcomes nationally. A question was asked about the number of available job openings and whether the Division will explore options of better paying positions, higher level positions for individuals served. Eric spoke to the state of the economy, the high number of open positions, there is less competition, less applicants, and that staff are exploring options of how to better serve those that are seeking services. Bill spoke to the Department of Labor and Regulation's Upskill Program which offers opportunities for eligible South Dakotans to earn certificates available in high demand fields (marketing, health care, information technology) from the state's technical colleges at little or no cost. Credits from these

programs can integrate with Associate of Applied Science (AAS) or bachelor's degree programs at public institutions throughout the state. (Courses may be offered on-line, in-person and in hybrid formats). More information can be found at:

<https://www.sdupskill.com/>

Division Budget: Eric spoke to the basic 110 VR grant which is the primary grant from RSA in addition to the Supported Employment (SE) grant which serves those with the most significant disabilities and require ongoing supports. The Division must meet all federal requirements in year one of the grant in order to carry over funds for year two. All funds were managed well which allowed the Division to conduct different initiatives. The Division is on track to expend all the 110 funds. However, the Supported Employment funds were not fully expended, and some funds will be relinquished. These funds are much more difficult to expend due to the restrictive uses of the funds. Currently, Division and Budget and Finance staff have been busy closing out the end of the state fiscal year activities and issuing new contracts. State fiscal year 2024 (SFY 2024) begins July 1st. To date, the Division has had needed general funds to match the federal dollars, however this may change in the future.

COMPREHENSIVE STATEWIDE NEEDS ASSESSMENT (CSNA): Russell Thelin greeted everyone and noted his excitement to return and talk about work completed to date on the CSNA. Work has included gathering and reviewing agency reports, publications, and summaries. Secondary data has been gathered and reviewed as well to include convening a post-secondary Disability Resource Center (DRC) program focus group, disseminating a survey to DRS staff, providers, and businesses partners. He outlined other reviewed information, RSA reports, US Census Bureau, and ACS survey information to help identify areas to consider for the needs assessment analysis.

He spoke to the focus group held with the post-secondary disability resource center staff and questions posed in order to better serve youth with disabilities. Questions were asked about what was going well, challenges, and what can post secondary schools do to better prepare youth with disabilities for post-secondary success. A question was asked if there was any discussion about the graduation requirements with the focus group participants. Bernie indicated it was not brought up, but it will be a session offered during the Fall Conference. Russell will prepare a summary report from the focus group, and it will be submitted to the Division.

Russell talked briefly about the surveys disseminated to DRS staff, providers, and businesses. The surveys were disseminated on May 23rd and were available through June 10th. A report will be generated for the survey results as well. Survey questions align providers and staff surveys. Demographics (DRS and SBVI, areas/agency, tribal, rural, organization type), most critical rehabilitation needs of people with disabilities,

most underserved or unserved based on race/ethnicity, disability type, most significant disability classification, geographic area of the state, and age group. The surveys also posed questions about what services are limited or unprovided, biggest barriers preventing or limiting service provision, and what the Division can do better to serve persons with disabilities who are underserved or unserved. The business survey had a few questions, i.e., primary industry, and Likert scale questions of beneficial information being provided by the Division to meet business needs, information about supports/accommodations for current employees, information provided about qualified candidates for open positions, information available to assist employees gain supports/skills to keep/advance employment standing, and availability and timeliness of Division staff when contacted, in addition to how the Division could improve business engagement services.

Next steps will include a focus group for Division staff, providers, and partner agencies. In addition to conducting one-on-one interviews with staff, providers, and partner agency staff. Vicki asked about the surveys sent to businesses (how many, rural/urban). Russell noted that the survey recently closed, and he has not had the time to review the responses. Russell will be asked to provide additional updates at the next meeting (September) and this information will be included. Cole thanked Russell for his work on the needs assessment so far and he is looking forward to hearing more about the results. Members were reminded that they are part of this process and if they have any questions, to please forward these to Russell.

VR PROGRAM INITIATIVES: Bernie started with the Section 511 Reviews. He explained that WIOA added section 511 to the Rehabilitation Act in 2014, which limits the ability of employers to pay subminimal wages to workers with disabilities. Section 511 requires that workers with disabilities who are age 24 or younger (youth) complete various requirements designed to improve their access to competitive, integrated employment including transition services, VR, and career counseling, before they are employed at subminimal wage. Section 511 also requires that all workers with disabilities who are paid subminimal wage, regardless of age, receive regular career counseling, and information every six months during the first year of employment and annually thereafter. Bernie displayed a handout displaying the number of individuals requiring Section 511 reviews for SFY 2017 through SFY 22. There was a total of 916 individuals in 2017 and this dropped to 104 in 2022. The 812 individuals who were working for subminimal wages, some are now working competitively in the community, and some are attending day service programs served by a Community Support Provider. The next round of reviews will be conducted soon.

State Plan Updates: Bernie provided two handouts to members prior to the meeting outlining comments received from RSA requiring needed revisions to specific State Plan sections. Bernie spoke to the revisions the Division incorporated and how the

language currently reads. The Division's State Plan has been approved and is available for another two years. The Division will make updates based upon the Comprehensive Statewide Needs Assessment findings, i.e., state goals and estimates.

A question was asked about the Section 511 and those no longer working, attending day program services, and if this will be considered an underserved group/population. Bernie replied that if this is identified as a need in the statewide needs assessment, it can be looked at when addressing overall results (goals, strategies, action steps).

Transition Related Items: Katie Gran spoke of the Youth Leadership Forum held the week of June 5th in Aberdeen on Northern State University's Campus. There were 42 student delegates selected to attend along with 14 other individuals in the roles of team leaders, assistant team leaders, MC and videographer. She spoke to some of the speakers/presenters and topics addressed, volunteer activities, and the annual awards luncheon. Various service providers were in attendance and talked about services throughout the state. She shared that a lot of staff from various agencies stepped in to help out after hearing of Cindy Kirschmann's passing. Cindy was a primary organizer of the YLF event.

Minimum age for providing Pre-Employment Skills Training: Katie attended a meeting and heard from other states that are providing Pre-ETS services to students who are 14/15 years of age. These services/costs can go towards the 15% that states are required to direct to serving youth. Typically, states follow the transition age required by the Department of Education, but there may be a way that VR can lower the age to start working with students younger than 16. The only way to get them into the VR system is by taking an official application. Counselors would be required to maintain monthly contact with the students and provide limited services. The hope is that the student will better understand the benefits of VR services so they will eventually apply for more extensive services, i.e., Project Skills. Division staff is communicating with RSA regional staff to determine if this is possible and if so, what steps are needed to proceed.

VR and School District collaboration survey: In April, a survey was sent to all VR counselors and Local Education Agencies (LEAs) to learn more about collaboration efforts. There were 223 responses which were about 50% LEA staff and 50% VR staff. The survey shows that there is great collaboration and Pre-Employment Transition Services (Pre-ETS) are being provided. Some things that are working for both VR and LEAs are convening regularly scheduled meetings for staff. VR counselors coordinate with schools to do group lessons using eTrac, Virtual Job Shadow, or curriculums they've developed themselves. VR counselors are being invited and attending parent-teacher conferences, agency meet and greets, and similar events to connect with parents and students. VR counselors will be encouraged to continue scheduling

collaboration meetings at the beginning of the school year to meet new staff, explain VR services, and to discuss developing a referral process so teachers are aware of the students VR application status. Brainstorming will continue to include family outreach. VR counselors are mailing the monthly transition newsletters instead of forwarding it through the student's email, as the likelihood of the parent seeing it through the student's email, is minimal. This is working well, as she has received comments from VR staff that parents enjoy receiving and reading it with the student.

Revising the monthly Project Skills report template: Katie meets with the transition committee regularly. One project they will be working on this summer is revamping the monthly Project Skills report that schools are required to complete and return to counselors. VR counselors utilize these reports to identify progress and/or activities that happened that month. These reports can be shared with future employment specialists and the information outlines the students likes/dislikes, what worked/didn't work. If there are any concerns, teachers are asked to contact the counselor immediately so it can be addressed quickly and not wait until the monthly report is due. Currently, the report requires a lot of writing and at times the form is not always completed in a way that is helpful for counselors. The hope is to make the report easier for teachers to complete and provide valuable information to counselors.

Katie turned the meeting over to Kim Ludwig to speak to other initiatives. Kim noted that she partners with the Vicki Stewart, Business Resource Network (BRN), and Catherine Greseth, Workforce Diversity Network of the Black Hills (WDBNH) to promote WINDMILLS and other training opportunities to businesses.

Business Trainings: Kim forwarded the WINDMILLS training flyer to members prior to the meeting. This flyer will be utilized to discuss the WINDMILLS training program when visiting/meeting with businesses. Hopefully, this will lead to more opportunities to schedule and conduct more trainings with businesses. Kim is working with the State's Bureau of Human Resources on efforts to expand the WINDMILLS training program within state government. On March 14th, Vicki Stewart, Catherine Greseth, and Kim co-facilitated a curriculum on reasonable accommodations for HR managers. In the Fall, Vicki, Catherine, and Kim will be conducting a series of trainings for state employees in the coming months.

Vicki, Lisa Winckler (employment specialists coordinator), and Kim will be conducting a two-hour training during the Southeast SHRM's Fall Conference utilizing a couple of the curriculums from WINDMILLS, which will be held on October 18th in Yankton.

Business Outreach: Division staff provides technical assistance and support to businesses throughout the state which is essential in promoting recruitment, hiring, and retention opportunities for individuals with disabilities. Kim spoke to a few recent

contacts: Kim, a VR counselor, and an employment specialist coordinator had the opportunity to go onsite to Horton, Inc., a manufacturing company located in Britton. They met with the HR manager and a few department managers to learn about their company, workforce needs, hiring and training practices, and tour the facility. During the visit, a department manager shared information about a communication barrier between a current employee and his coworkers. Information was provided in addition to the discussion of providing training. Amazon Fulfillment Center/Sioux Falls. Amazon hosted a virtual informational session allowing vocational rehabilitation (VR) agencies in SD, ND, and WI to learn more about career opportunities at recently built centers. There were several VR staff that participated. Amazon shared that the Sioux Falls location opened up in March of this year; however, an article that was released earlier this week indicated that it won't open until a later date. Kim will be following up with the Amazon team to clarify a few things.

Business Survey: Kim shared a copy of the business survey which was developed after working with Russell Thelin. The purpose of it is to help VR to improve services that businesses receive from VR staff when receiving assistance on hiring people with disabilities. Businesses will have an opportunity to provide feedback following visits from Kim, VR counselors, and employment specialist coordinators.

Vocational Rehabilitation's (VR) Work Experience Surveys: Division of Rehabilitation Services (DRS) recently developed and disseminated surveys to businesses and VR clients to obtain feedback on VR's work experience programs, especially for the Project Skills program. The surveys will collect information to help improve work experiences for future participants. As the responses come in, the results will be shared with the Board.

Provider Training Initiatives: Jordan Trumbo spoke to the provider trainings that were started in 2020. Recently, work has been done to add a provider ethics training component which will start this summer. VR staff are working with Griffin-Hammis and new trainers to create this component (specific to the role of an employment specialist) There are plenty of opportunities for VR staff to participate in ethics training through continuing educational credits and maintaining their CRC certification, but not much available for providers. A six-part series will start in July and will be recorded for later viewing, once started the provider will have 6 months to complete. All current and any future employment specialists will be required to take these trainings. The Division will also offer a provider manager course in the future.

DIVISION CASE FILE REVIEW: Jordan stated this year's review went very well. She explained the scoring process when reviewing cases and any area showing a score of less than 90% is identified as an area needing improvement, i.e., additional training needs, discuss policy in more detail. She explained that in reviewing last year's results

there were 6 areas that received lower scores (areas needing improvement) and in comparing the results of this year, these areas improved. These areas are no longer considered as concerns. Only one new area appeared as a concern, but the sample size was exceptionally low which skewed the results. The Division has scheduled trainings this summer on two topics along with additional training to come this fall. Smaller, more targeted reviews are being conducted on a quarterly basis in addition to the annual review. This allows guidance to be provided on training needs in a more timely basis. Jordan added that this process provides additional feedback to the VR staff involved as it allows them to see what is being done in other district offices and how other counselors are working with consumers across the state.

LUNCH BREAK UNTIL 12:45 PM.

TRANSITION SUMMER CAMPS: A CLOSER LOOK - WHAT IS OFFERED THROUGH INDEPENDENT LIVING CHOICES: Katie initiated this item with reminding members that WIOA amended the Rehabilitation Act requiring VR agencies to set aside 15% of federal funds to provide pre-employment transition services to students with disabilities who are eligible or potentially eligible for services. The Division has made funding available to school districts, educational cooperatives, and adult service agencies since 2016 to support transition camps for youth. These camps focus on job exploration activities, workplace readiness, self-advocacy and information about VR and other programs. Fifty-one camps have been funded to date, not including the 2022 summer camps. ILC has hosted 12 of these camps and has expanded the locations. The 2022 summer camps are being offered by BHSSC, Center for Disabilities, CSD, Groton High School, ILC, LifeQuest, Oyate Circle and Teachwell Solutions. Camps are available to students with disabilities ages 16 to 21. An update will be provided once the camps are finished.

Katie introduced Denise Reed, Independent Living Choices (ILC). Denise explained that ILC was awarded funds to conduct 6 transition camps this summer. ILC utilizes a one-page application which asks for basic demographic and disability related information. Each office decides what the agenda will include based upon the demographics of the students/community. Class size is typically between 8-20 students. Activities include guest speakers, community field trips, independent living skill development, career exploration and self-advocacy. Speakers may address hygiene, health, safety, banking/finance, dietary needs, managers/landlords (completing an application, tenant responsibilities). Persons with disabilities are invited to speak about employment, IL, post-secondary school, housing, and supports they have utilized. VR staff participate in discussions with students about skills, experience, previous jobs, hobbies, transferable skills, dreams/goals for employment. The field trips build upon the other components, for example riding transit, students learn how to schedule a ride, learn when to get on/off the bus, and identify hours of operation. The

self-advocacy skills section includes discussion of what it is/what it looks like and role playing. Last year gathered comments from students where positive; they liked the role playing/what not to say in a job interview, meeting new people, participating in mock job interviews, and meeting the VR staff. All participants would recommend this training to others. She noted that the camps are very important to the students, as it introduces them to others with disabilities, creates friendships, and they learn about services. ILC staff are planning year-round, tweaking the agenda based upon changing needs and what they hear from students/family members.

The Division is obligating up to \$123,000 to support the 2022 summer youth camps. Each year the number of camps is growing. Oyate' Circle will be hosting its first round of camps (Tiospa Zina High School/Agency Village and Lakota Tech High School/Pine Ridge and Wounded Knee High School/Pine Ridge). Vicki commended ILC for offering these kinds of opportunities for students, allowing them to meet others of similar age with various disabilities and learning of available services at a younger age. Vicki shared that she was invited to attend, shared her story with the students, and participated in conducting mock interviews. She recognized that learning is taking place from the comments/questions they had for her. A total of 106 students attended camps last year; 74 students were VR eligible and 32 were VR recipients.

CUSTOMIZED EMPLOYMENT: Bernie introduced Matt Simet, Director of Career Advantage with Advance (one of the community support provider agencies in the state). Bernie noted that Advance is one of the providers that is further along with providing customized employment. Matt shared several documents, including the "Discovering Personal Genius Staging Record." Matt shared the document that was created for one person he worked with (permission was granted). The individual was observed in the home, neighborhood, and people who are closest to the participant were interviewed. In the home, the individual is observed performing their daily routine, i.e., chores/tasks, making meals, laundry. Family/friends/community activities are closely looked at. It includes neighborhood mapping, observable talents, interests, and skills. Stage 2 involves interviewing people that know the individual and learning more about the individual. Patterns/themes emerge through the discovery process. The individual is observed at several site locations where the individual is familiar and unfamiliar. Information is gathered through observation to include the individuals' interest, talents, and skills to identify other strengths, characteristics, or transferable skills. The summary narrative includes emerging themes, needed supports, what environments and activities to be avoided and why. Stage 4 includes identifying 3 themes and the locations/environments. The individual should complete visits to each of the environments identified. Stage 6 includes the job/business development plan. Three themes are identified and at least 20 worksite locations are identified for each theme. Brainstorming the vocational worksite locations involve the individual, family, friends, and others who are important to the person. Then each business is

researched. Again, this is a lengthy process (this participants report was a 40-page document). This process is time intensive which results in achieving competitive integrated employment or self-employment for the individual with a disability.

A very short video was shared of the person that Matt worked with and the link to the video is: (<https://animoto.com/play/218ki7NNLA1vYZEk6TuMsA>). Cole thanked Matt for the overview, and he indicated that he had a much better understanding of the process. Members acknowledged being thankful to hear what the process entailed. Discussion continued on the Division's Request for Proposals (RFP) to provide customized employment and the difficulties of agencies to apply. Matt indicated that an agency needs a dedicated person assigned to making this service successful, as well as being knowledgeable and experienced working with persons with disabilities. Agencies have not been responding to the RFP due to the staff shortages across the state. And the need to identify individuals with disabilities interested in exploring customized employment.

STATEWIDE INDEPENDENT LIVING COUNCIL (SILC) UPDATE: Eric provided an update on the SILC, noting this is a standing agenda item for each BVR meeting. The Rehabilitation Act requires each state to have a SILC in order to receive federal funds. The Act outlines the need for the SILC to develop a State Plan for Independent Living in addition to language of coordinating activities with other entities such as the BVR. The SILC met in April and a few highlights from that meeting included: Centers for Independent Living (CILs) reports, Department of Transportation presentation on public transportation, SILC committee updates, and the Election of Officers. The next meeting will be held July 14th and it will be held via Zoom. All the documents, membership or other information can be found on the State's boards and commissions portal located at: <https://boardsandcommissions.sd.gov/>.

STAFF UPDATE: The BVR/SILC Solicitation was disseminated the end of January and nominations were due April 1st. Information was collected and submitted to the Division/Department and then forwarded to the Governor Office. Three appointments will be needed for the BVR to meet the 15-member minimal requirement. Both Pete and Beth term off and Brooke is interested in serving a second term, if appointed. A total of 11 nominations were received for the BVR as a result of the solicitation. The SILC will need four appointments at the end of June. Alan Adel and Catherine Greseth term off and Patty Kuglitsch and Mark Sternhagen's terms expire but both are interested in serving a second term (if appointed). The SILC received 6 nominations from the statewide solicitation.

National Disability Employment Awareness Month (NDEAM): Plans are progressing in the communities that were awarded funding. Some communities have finalized dates, locations and speakers and other communities are progressing with plans. A list is

being compiled of events which will include the date, time, and speaker as well as registration information. This list will be forwarded to members once plans are finalized. Members are encouraged to attend events in their communities. The theme has not been announced yet on the US Department of Labor/Office of Disability Employment Policy's (ODEP) website.

Governor's Awards: There were a total of 38 nominations received this year, which is a few more than last year. There is a Review Committee with representatives from the BVR, SILC and BSBVI. This committee met in May and reviewed the nominations. All nominations were reviewed and ranked. Consideration was given to completion of the nomination, letters of support, contributions made by the nominee and appropriateness of the nominee with the given award category. This was a difficult process for the review committee, as they spoke to number of quality nominations received along with all the supporting documents that needed to be reviewed. The reviewers' selections were forwarded to the Division, and then forwarded to the Governor's Office. We are waiting for final word from the Governor and once we hear about the selected recipients, plans will move forward to schedule the ceremony.

Staff Agreement/Budget Update: Members were reminded that the staff support agreement runs on the calendar year. A budget report was disseminated to members earlier in the week which identified expenditures through the end of May. The report reflected expenditures for both the BVR and SILC. To date, expenses have been made in the categories of BVR Strategic Planning, CIL staff training and SILC Strategic Planning.

2022 Fall Conference/Today's Vision – Tomorrow's Reality: Staff reminded members of the Fall Conference which is scheduled for October 11-13th in Sioux Falls. The conference will be held at the Best Western Ramkota. If members are interested in attending, please let staff know. Staff will assist with making hotel accommodations and registration. Member's expenses are reimbursed through the staff support agreement.

ELECTION OF OFFICERS: Cole passed the gavel to Eric, asking him to speak on behalf of the Executive Committee. Eric explained that the Executive Committee was bringing forth a proposed slate of officers for three positions – Kevin for Member-At-Large: Brad for Vice Chairperson and Cole for Chairperson. Each member has expressed interest in serving again, if elected. Eric stated nominations would be taken from the floor as each position is addressed.

The process began with Eric calling for further nominations for BVR Chairperson, two times. Hearing none – **MOTION TO CEASE NOMINATIONS AND ELECT COLE AS CHAIR – MSC.** YEAS: Vicki, Beth, Jolleen, Lisa, Joe, Brad, Bill, Peter, and Kevin.

NAYS: None. Eric thanked Cole for his work as chairperson and his willingness to continue in this position. Cole thanked fellow members for their support.

Eric then moved to calling for further nominations for Vice Chair, two times. Hearing none – **MOTION TO CEASE NOMINATIONS AND ELECT BRAD AS VICE CHAIRPERSON – MSC.** YEAS: Vicki, Beth, Jolleen, Lisa, Joe, Brad, Bill, Peter, and Kevin. NAYS: None.

Eric congratulated Brad in this role and thanked him for his service. Brad thanked members for their confidence in him serving in this role.

Next, Eric moved to calling for further nominations for Member-At-Large, two times. **MOTION TO CEASE NOMINATIONS AND ELECT KEVIN AS MEMBER AT LARGE – MSC.** YEAS: Vicki, Beth, Jolleen, Lisa, Joe, Brad, Bill, Peter, and Kevin. NAYS: None.

Eric thanked Kevin for his service and willingness to serve again as an officer. Eric encouraged members to think about serving in the capacity of an officer as elections are held every year. If anyone has questions about serving as an officer, they were encouraged to reach out to him or one of the officers to talk about the work involved.

HONORING OUTGOING MEMBERS: Cole initiated this conversation thanking Beth for her time in addition to sharing her knowledge about special education and serving youth with disabilities. He thanked Pete for his guidance, mentoring and for his willingness to serve. Pete thanked his fellow members and wished the Board well with future endeavors. Eric spoke to Peter and Beth's terms of service on the board and thanked them for their service/commitment serving in this advisory capacity. Beth thanked the Board as well, indicating she has learned from fellow members as well as learning more about the vocational rehabilitation service delivery system. (Gifts were purchased for Peter and Beth from the Suzie Cappa Art Center to demonstrate the Board's appreciation.)

OTHER BUSINESS: There was none at this time.

CLOSING ACTIONS: Future Agenda Items: Cole reminded members that if they have an interest in a topic or an idea for agenda item to please let him or staff know. Scheduling next meeting: Staff will disseminate a doodle poll to identify a meeting date that works for the majority of members. Adjourn for the day: Cole asked the outgoing members if they wanted to provide the final action. **BETH MADE A MOTION TO ADJOURN THE MEETING AT 2:39 PM, MOTION SECONDED BY PETER, MSC.** YEAS: Vicki, Beth, Jolleen, Lisa, Joe, Brad, Bill, Peter, Kevin, and Chris. NAYS: None.