

**Board of Vocational Rehabilitation (BVR)
December 1, 2022**

Meeting Held Via ZOOM and DHS Hillview Plaza/Conference Room

MEMBERS PRESENT: Vicki Stewart, Eric Weiss, Cole Uecker, Brad Konechne, Lisa Merchen, Jennifer Trenhaile, Jolleen Laverdure, Bill McEntaffer, and Kevin Barber.

MEMBERS ABSENT: Joe Vetch, Chris Olson, and Jonathan Englund. **OTHERS PRESENT:** Brooke Lusk, Bernie Grimme, Jordan Trumbo, Katie Gran, Kim Ludwig, and Colette Wagoner. Interpreters were Julie Paluch and Rick Norris.

OPENING ACTIONS: Cole Uecker, Chairperson called the meeting to order at 10:05 AM. He welcomed everyone and thanked them for attending. He explained that more time was allotted for the welcome and introductions thinking new members would be in attendance. This has not been the case so the agenda might move along a little faster this morning. Staff confirmed that a quorum was present as nine members were in attendance. Cole explained with meeting virtually, 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 to the agenda. **MOTION TO APPROVE THE AGENDA AS DISSEMINATED – MADE (M), SECONDED (S) AND CARRIED (C).** YEAS: Vicki, Jolleen, Lisa, Brad, Bill, and Kevin. NAYS: None.

Review/Approval of Meeting Minutes: Cole asked for changes/additions to the meeting minutes from September 7, 2022. There were none. **MOTION TO APPROVE THE SEPTEMBER MEETING MINUTES, MSC.** YEAS: Vicki, Jolleen, Lisa, Brad, Bill, and Kevin. NAYS: None. Cole moved onto the Executive Committee meeting minutes asking if there changes. **MOTION TO APPROVE THE NOVEMBER 2, 2022, MEETING MINUTES, MSC.** YEAS: Vicki, Jolleen, Lisa, Brad, Bill, and Kevin. NAYS: None.

ANNOUNCEMENTS: Cole invited announcements. He reminded members that at the last meeting, Mary Kay Budmayer (Disability Rights) talked about Partners in Policymaking. Disability Rights is exploring the option of extending invitations to partner agencies to have booths and disability related information during the April graduation session. This session typically has approximately 200 attendees.

Lisa reminded members of the young adult social group recently started in Rapid City. Meetings have been attended by young adults, ages 17-26, youth with autism and other disabilities. Agencies involved with getting the group started, i.e., SD Parent Connection, Black Hills Works, Autism Society of the Black Hills, VR, and Western Resources for Independent Living. The meetings are going well. She encouraged members to spread the word and let young adults with disabilities and families know,

as they are welcome to attend. Also, SD Parent Connection has been working on a Guardianship Guide which is almost finalized. The guide will be made available once finalized. Vicki stated she serves on SD Parent Connection's Board of Directors, and she has been involved with organizing a fundraising activity (Cookies and Cocoa fundraiser). The event will be held on December 3rd at the Museum of Visual Materials in Sioux Falls. Occupational and Physical Therapist students from USD will be available to provide sensory friendly craft activities for children with disabilities in a quieter atmosphere. She invited members to share information with others.

PUBLIC COMMENT: There was no public comment provided at this time.

DIVISION DIRECTOR'S REPORT: Eric thanked members for joining the meeting today. He noted the Board's role as an advisory unit to the Division and assists with evaluating the performance of VR services and programs. He spoke about appointments/reappointments and thanked everyone for their patience as we wait for word from the Governor's Office. Once appointments are made a new member orientation will be held and all members are welcome to participate.

Quarterly Data Report: Eric referred to the report disseminated on November 17th. The report shows several years' worth of data, and it allows the ability to compare information by quarter, i.e., total applications, total eligibilities, individuals served, and number of individuals' cases closed (unsuccessful and successful). He referenced the last row of information noting it should be identified as "2022 Quarter 1" (not 2023). Program Year runs the same as the State fiscal cycle, which starts July 1st and ends June 30th. We are in State Fiscal Year 2023, but in Program Year for 2022. He was hoping that the data would reflect a more positive trend with applications, however, the agency is closer to matching the 3rd quarter data from 2021. The Division is watching numbers, to move closer to numbers prior to COVID. Program initiatives and outreach efforts have been utilized to provide information across the state to reach people who need services. Outreach efforts will continue.

A question was asked about applications and referrals. Eric spoke about serving more students/youth with disabilities and providing referrals to other services; this makes up a large number of applicants. Reaching youth at a younger age is great as it gets them thinking about the world of work or post-secondary education sooner. Bernie noted that applications are usually down during the summer months and increases in the fall when school starts. A question was asked whether the Division is seeing youth with disabilities served by VR, whether they return to VR for other/different services. The Division does not have this type of data. Bernie noted that the Division has been providing youth related services (Project Skills, Project SEARCH) with an emphasis on paid work experience for over 25 years, so this would be hard to track.

VR Budget: The Division receives a federal formula grant, termed as the basic 110 grant. These federal dollars are matched by state funds, a required match of 78.7% federal dollars to 21.3% state dollars. The Supported Employment grant is much smaller and is designated to serve those with the most significant disabilities. He explained that as long as the VR agency meets the requirements of the first year of the grant period, the Division can request a carryover of funds if it doesn't expend all the funds in a year's period. Federal funding runs on the federal year, which is October 1st through September 30th. Currently, the Division is on pace to expend all the federal funds within the allowable timeframe. The Division has been at a record low for expenditures compared to five or six years ago of high expenditures. This is a nationwide trend. The Division is making optimal use of available federal funds, i.e., increased provider training, program changes, emphasis on transition services.

Legislative Session. Department and Division staff are working with Bureau of Finance Management staff preparing budgets which will be included in the Governor's Budget Address on December 6. The Division has supported provider inflationary rate increases in the past for providers, employment service providers, Centers for Independent Living. He anticipates the Division will have an inflationary request in the budget, but does not know what this percentage is, as it will be determined during the upcoming legislative session. The Division will request an inflationary increase in state funds to match the federal grant, the first time in many years. Proposed Bills: The Division will have one bill, an act to expand qualifying certifications for deaf interpreters and to repeal redundant regulation. Currently, state law specifies for allowable sign language interpreters, certification, types of certifications by the registry of interpreters for the deaf, certification by the National Association of the Deaf, certification by the educational interpreter's proficiency assessment, or certification by DHS prior to 2006. The bill intends to permit interpreters with other certifications to be added to a list of qualified interpreters in the state. This will increase the number of qualified interpreters in the state. The Division has worked closely with advocacy groups and key stakeholders on drafting language to address the need for more qualified interpreters.

The Division was also involved with revising the administrative rules regarding the Telecommunication Equipment Distribution (TED) and the Telecommunication Adaptive Devices (TAD) Programs for individuals who are deaf-blind, hard of hearing or have a speech impediment. These programs provide specialized telecommunications equipment or devices to those eligible for services, and/or demonstrated a need for communication assistance services. The Department had other proposed amendments to rules which included: adding criteria for denial, suspension, or revocation of interpreter certification; updating shared living terminology and compliance requirements; amending definitions; adjusting provider enrollment requirements; and clean up language with other sections. The rule changes were introduced by the Department and the rules process was completed on November 1st

after hosting a public hearing the end of October. The rules became provisionally effective on November 20th. Changes in the rules were based upon feedback from stakeholders. A change that impacted the telecommunication equipment distribution program and the telecommunication adaptive devices programs had a financial need for any device over the cost of \$500. The financial need rate was 300% of the federal poverty guideline for both programs, this increased to 400% of federal poverty rate.

Eric explained that changes to the rules impacting interpreters concerning complaints and discipline for interpreters allows DHS staff the ability to follow up on complaints and the ability to hold interpreters accountable if complaints are substantiated. Kevin thanked Eric and other staff for their work involved and sharing information involving the proposed changes. Kevin asked that the Division continue to share information with the deaf community and interpreter community of proposed changes to ensure individuals are aware of what is happening, when, prior to and during session. Eric noted that this is the Division's intention once the draft bill is available. There will also be opportunity for individuals/stakeholders to provide testimony during session regarding proposed legislation. Eric stated he would share the draft bill once its available and encouraged feedback with decision makers.

COMPREHENSIVE STATEWIDE NEEDS ASSESSMENT (CSNA): Bernie referenced a PowerPoint outlining information on the CSNA. The Division had hired Russel Thelin as a consultant to work on the CSNA. The CSNA is required to be conducted every three years. The CSNA involved a review of the agency's service history with an emphasis on the past three program years (2020-2022). Russel provided information on what is projected to be needed to serve individuals for program years 2023-2025. This information will be utilized to refresh the goals and strategies of the State Plan. The CSNA goals are:

- Identifying the rehabilitation needs of individuals with disabilities, particularly the VR service needs of:
 - Individuals with the most significant disabilities including their need for supported employment;
 - Minorities;
 - Individuals with disabilities who have been unserved or underserved by VR;
 - Individuals with disabilities served through other components of the statewide workforce investment system; and
 - Youth and students served through pre-employment, other transition or IDEA coordinated programs
- Identifying needs for establishing, developing or improving community rehabilitation programs within the state.

The Board's role was explained of working with the Division to jointly conduct the CSNA, providing input to the Division in conducting the CSNA; review, analyze and

advise the Division regarding the CSNA and utilizing the information from the CSNA in developing the goals and strategies incorporated in the State Plan. Bernie spoke to the timeline and how it changed with the passage of the Workforce Innovation Opportunity Act (WIOA). A proposed timeline spoke to having the goals and strategies drafted by July 2023, host public meetings by November 2023 with the submittal of the Unified State Plan by March 2024. Bernie spoke to the “Notables” that were drawn from the needs assessment. This information was sent to members prior to the meeting in addition to the current goals and strategies from the State Plan. The population notables included:

- The employment rate for South Dakotans with disability is more than one-third below the percentage rate for those without disability.
- The full-time year-round employment rate for people with disabilities is less than half that for people without disability.
- The percentage of people with disabilities at or below poverty is 2.5X higher than the population without disability at or below the poverty line.
- Less than a HS Diploma: The percentage of South Dakotans with disability is more than double that South Dakotans w/o disability.
- While people with disabilities have a higher percentage with a high school diploma, they fall below the percentage of those without disability in having some postsecondary education and significantly behind those with a postsecondary degree.
- The SSA Supplemental Security Income (SSI) percentage is slightly below but roughly the same as the national percentage (15%).
- The SSA Social Security Disability Insurance (SSDI) percentage is lower than the national percentage (4.7%)

Consumer Satisfaction was another data element that was reviewed which remained constant and relatively high. The CSNA findings and recommendations were reviewed. There was discussion of the Board’s involvement and the use of the Consumer Services Committee in the process of the developing the State Plan and related information. Staff reviewed the current makeup of the committee and stated it was probably a good time to review the committees with pending appointments. Staff agreed to forward information to members and have them identify which committee they would like to serve on. Cole, Vicki, and Lisa agreed to serve on the Consumer Services Committee as they wanted to assist with the State Plan development process. Next steps included the need to review/revise the goals and strategies and have this completed by summer.

BREAK FOR LUNCH

VOCATIONAL REHABILITATION PROGRAM INITIATIVES: Katie Gran provided an update on the 2022 Summer Pre-Employment Transition Services (Pre ETS)

Initiatives. All invoices and reports have been received from the 13 approved summer camps. A total of 96 students participated, of which 15 are now being served as Potentially Eligible. The total amount paid to the agencies hosting camps was \$58,387, which cost an average of \$531 per student. The Division recently disseminated the Request for Proposal (RFP) to conduct the 2023 Pre ETS summer camps with a due date in February. She explained that ‘Potentially Eligible’ includes students who meet VR’s definition of disability (Individualized Education Plan/IEP, 504 plan, or able to provide other documentation of a disability diagnosis), and between the ages of 14 and 21) and receiving services from an educational institution. The student/youth has not formally applied for VR services, but a VR Counselor can provide services to the youth in the five Pre ETS areas (job exploration, work-based learning, instruction in self advocacy, counseling on post-secondary education exploration, and workplace readiness training/experiences).

The Division is entering its 4th round to establish or expand the 18-21 Transition Programs. The RFP was disseminated which will assist with startup costs for establishing or expanding transition programs that serve students with disabilities between the ages of 18-21. South Dakota school districts and/or educational cooperatives are eligible to submit a proposal. Currently, the Division has six contracts started through a previous RFP process. The programs focus curriculum on Pre-Employment Transition Services (Pre ETS) for students who have finished their educational credits but need continual support for learning a variety of life skills (employment, independent living skills) that will lead to competitive, integrated community employment. Students must be eligible for services through an IEP plan. The Division paid \$518,127 during the 2021-22 school year to six establishment grants, two of which are Project SEARCH sites. These programs served approximately 30 students. The RFPs are due the end of December. It is up to the individual school district if they allow open enrollment for students from the surrounding area. In response to a question regarding funding, it was explained that the Division provides 100% funding for startup costs the first year, 75%/second year, 60%/third year and 45% the 4th year. The Division continues open dialogue with the grantee in case of extenuating circumstances i.e., sizable increase of incoming students/need for more staff.

Project SEARCH in Yankton: The Division is working with the Yankton VR district office, Yankton School District, Avera Sacred Heart Hospital, Mount Marty, and Ability Building Services to start a new Project SEARCH site in Yankton. This will be unique to SD since there will be two separate host businesses. The plan is for Mount Marty to house the classroom and some internships with Avera Sacred Heart hosting the majority of internships. The hope is that the new site will be ready in the fall of 2023. With this site, South Dakota will have a total of six Project SEARCH sites. The Division is currently waiting to hear from the Yankton School District to see if this is a go.

Katie turned it over to Bernie and he spoke about the 2022 Fall Conference and results of the evaluations. There was a total of 281 participants, with the employment specialists being the largest group represented (27%). DRS/SBVI Counselors made up the second largest group (13%) and Long-Term Services and Support staff making up 10%. Conference tracks included information pertaining to employment, VR, transition, and independent living. Bernie reviewed responses to the survey questions, overall, responses were positive. And the majority of ratings for presenters were high as well. Next year's conference will be held in Pierre, October 23-25. Comments from members who attended included great speakers/organization and appreciation of the various track options.

Jordan Trumbo addressed Provider Training. A copy of the Provider Training Schedule for 2023 was disseminated to members prior to the meeting. Jordan spoke to the Division constantly evaluating and evolving provider training based upon the feedback from staff and providers. Jordan noted that the calendar does not provide specific dates for some of the trainings, but it does show the month and topics to allow providers more notice to plan accordingly. This calendar was sent to providers to obtain additional input especially in terms of the trainings that have a larger time commitment, i.e., customized employment. The Division will also explore different marketing efforts for training. This will involve moving monthly trainings (anything virtual) to the learning management system in January. This is an on-demand system, which allows the attendee to manage certain aspects, i.e., print off certificate of completion. This removes some of the administrative burden of training efforts. Jordan will be providing a demonstration session in December. A question was asked about the Community of Practice meetings. It was explained that these meetings involve the trainer/facilitator meeting with the attendees; and the facilitator asks probing questions of the group to get a better idea of what the training needs are.

The Division has integrated Sara Digital Assistant with the case management system after several years of working on it. Sara Digital Assistant is an advanced computer program that will perform activities that an assistant was doing, i.e., appointment reminders, check-ins, client follow up, data entry and obtaining supporting documentation. The contract is in place and Division staff in the Rapid City will pilot it. Staff will identify things that they feel Sara can do, plus figure out best practices and procedures for using it. Other VR agencies across the nation are working with this program with success. Jordan will provide updates at future meetings and share examples of what Sara is doing for VR staff. Bernie stated that the Division is hoping that Sara can interact with consumers using texting. You can learn more about Sara at <https://saraworks.com/>. Jordan added that any contact between Sara with the client will also be added automatically as a case note.

Kim Ludwig, Division's Business Specialist explained that the Division continues to provide trainings to businesses. Training efforts have involved the Division, Business Resource Network (BRN), and the Workforce Diversity Network of the Black Hills (WDBNH). They have promoted and conducted WINDMILLS and other trainings. Recent trainings have included:

- Two employment specialist coordinators and Kim facilitated a virtual WINDMILLS training on October 5th (NDEAM event hosted by Aberdeen and Pierre). Training objectives included: examining stereotypes commonly associated with certain disabilities and emotional reactions to them; and exploring how an individual's prior perception of a disability may keep successful applicants with disabilities from being hired.
- Vicki Stewart, Lisa Winckler (employment specialist coordinator), and Kim conducted a training during the Southeast SHRM's Fall Conference utilizing a couple of the curriculums from WINDMILLS on October 18th in Yankton. Training objectives included demonstrating that employers are more effective at brainstorming reasonable accommodations for individuals with physical or sensory disabilities versus those with mental health disabilities and improving participants' awareness of the different roles of incorporating a successful diversity inclusion program within a company to employ people with disabilities. There were 11 human resource professionals that attended, and feedback was very positive. The smaller group size allowed for more discussion. Following the training, a human resources representative from L&M Radiator (a manufacturing company in Yankton) reached out requesting a training on mental health disabilities for their leadership team.
- On November 3rd, Kim presented to the SD Home Builders Association on the vocational rehabilitation (VR) program and services during their annual meeting held in Pierre (25 attendees). The SD Home Builders Association is a statewide non-profit trade association made up of professional builders, remodelers, and associate members. The purpose of the presentation was to introduce the VR program to the association in efforts of building a partnership to assist them with their workforce needs by recruiting and employing job seekers who are receiving VR services and are interested in seeking employment in the construction industry.

A question was asked how the Division identifies training needs, audiences, etc. Kim shared it was mostly through word of mouth and contacts that VR staff have with employers, businesses, and other groups. Discussion reinforced the need of partnering and building relationships which will increase exposure and linkages to entities that might need training.

Business Survey: Kim shared information with the Board previously about work on developing a business satisfaction survey. The purpose of the survey is to offer businesses the opportunity to provide additional feedback to VR. Businesses can provide feedback following a visit from VR staff or an employment specialist, or if

training was conducted. The surveys have been distributed to VR offices for staff to share with businesses following visits. The survey includes questions such as rating how the visit or training went, asking whether they'd like more information on resources, tax incentives, other training needs, and it allows them to leave contact information if they'd like to be contacted or need follow-up. To date, responses on the survey from businesses are limited and once more feedback is obtained this information will be shared with the BVR.

STATEWIDE INDEPENDENT LIVING COUNCIL (SILC): Eric reported that the SILC is a standing agenda item for the BVR. He explained that in order for a state to receive federal funding from the Administration for Community Living for independent living services, it must have a SILC. The SILC is responsible for developing and monitoring the State Plan for Independent Living (SPIL). Also, the SILC is called to coordinate activities with other entities such as the BVR. The BVR has specific composition requirements that includes a representative from the SILC. Eric is also an appointed SILC member. In the near future, members of the SILC will be asked to identify an individual to serve as the representative to the BVR.

The SILC's September 22nd meeting agenda included a presentation from DakotaLink, the state's assistive technology project. There is a contract in place between the Division and DakotaLink to carry out the functions of the Technology Act, as well as provide services and devices to VR recipients. The September meeting hosted the presentation of the Champion of Independent Living Services Award to Tracy Witte. She is an individual with a disability who was recognized for her commitment to living a full life in her community. The agenda included a report from the Division's IL specialist, and Centers for Independent Living (CILs) reports from both Independent Living Choices (ILC) and Western Resources for Independent Living (WRIL). The SILC's next meeting is December 15th, and it will be held utilizing the Zoom platform. Agenda items will include discussion and work on the current State Plan for Independent Living and continued work on the next SPIL in terms of goals and strategies. The December meeting will also include a presentation from South Dakota Housing Development Authority.

At this time, Eric shared his screen and displayed the Boards and Commissions website. He demonstrated how to maneuver through the site accessing the pages for the Statewide Independent Living Council and the Board of Vocational Rehabilitation. Various information is available for each board/council, i.e., meeting agendas, meeting related information, board membership, and more. The Boards and Commissions portal is <https://boardsandcommissions.sd.gov>.

STAFF UPDATE: Board's Annual Report: Members received a copy of the draft report on November 17th. The Rehabilitation Act outlines the need for the State Rehabilitation

Council to prepare and submit an annual report to the Governor and RSA Commissioner. The Act does not specify requirements regarding content or format, but it must provide information on the status of the VR program and made available to the public. The report contains a letter of introduction from the chairperson, information about the Board, highlights from the quarterly meetings, highlights of the Division's activities, Governor's Awards and contact information. Members were comfortable with giving final approval noting that minor edits would be taken through December 16th. Again, the report must be submitted prior to December 30th. Several positive comments were provided on the report. **MOTION TO APPROVE THE BOARD'S ANNUAL REPORT ACKNOWLEDGING THAT MINOR EDITS MAY BE SUBMITTED AND INCORPORATED THROUGH DECEMBER 16 ALLOWING FOR THE TIMELY SUBMISSION, MSC.** YEAS: Vicki, Jolleen, Lisa, Brad, Bill, and Kevin. NAYS: None.

National Disability Employment Awareness Month (NDEAM): Activities were conducted in 10 communities, which were financially supported by the Boards of Vocational Rehabilitation and Service to the Blind and Visually Impaired (B/SBVI) and the Statewide Independent Living Council. There was also an event conducted in Vermillion which was financially supported by the Division because of late submission. The events included in person meetings, virtual trainings, use of national speakers in two schools, and the Sioux Falls event was held in conjunction with the Fall Conference. Evaluations received from each community show that over 1,534 people attended the events. Total expenditures to date are at \$17,465 with a few outstanding bills to pay. A debriefing meeting will be held on December 8th with all the community planners. Time will be utilized to talk about the events, share what went well, what could be improved upon or changed, challenges, how to better engage employers and what each community feels is the best medium for hosting an event. Members were invited to participate in the debriefing if they are able to do so, by letting staff know.

Volunteers are being sought to serve on the National Disability Employment Awareness Month Review Committee for 2023. The committee reviews all funding requests and makes funding recommendations to the full board. The committee makeup for 2022 included three board members (Lisa, Joe, and Beth), two B/SBVI members (Nichole Nelson and Chelle Hart) and three SILC members (Patty Kuglitsch, Catherine Greseth, and Mark Sternhagen). Information has been or will be shared with both the B/SBVI and SILC as well as asking for members to serve on the committee. Members were invited to contact staff about serving on the review committee. The RFP to conduct 2023 NDEAM events will be disseminated prior to the end of December with a due date of early February.

Governors Awards Ceremony: The ceremony was held on October 26 in Pierre at the Capital with seven recipients recognized by Governor Noem. A reception was held at the Drifters Event Center following the ceremony. There were approximately 60

attendees at the reception with more who attended the ceremony. Total cost for the Governor's Award Ceremony was \$2,715.11 which included costs for plaques, photographer, photos, and the reception. The solicitation for nominations for 2023 will be disseminated the middle of March with a due date of early May. The 2022 Governors Awards Review Committee included: BVR/Jolleen Laverdure and Joe Vetch; B/SBVI/Cole Uecker and Ryan Groeneweg; SILC/CJ Moit, Patty Kuglitsch, Mark Sternhagen and Catherine Greseth. Volunteers are needed to serve on the 2023 Governor's Awards Review Committee. This committee is responsible for reviewing all nominations and providing a recommendation for each award category. Jolleen volunteered to serve on the review committee. Members were invited to contact staff about serving on the review committee following the meeting.

Budget Update: A copy of the BVR/SILC budget was sent to members on November 17th. Members were reminded that the staff support agreement is a one-year contract, which runs on a calendar year. The report reflects expenditures through October. Staff reviewed expenditures in the following areas: BVR/SILC staff travel and training; BVR member travel, SILC member travel, CIL staff training, BVR Strategic Planning, SILC meeting expenses and SILC Strategic planning. A few more NDEAM expenses are expected and will be processed. Expenditures for Board members and staff were from attending the Fall Conference in Sioux Falls. The same is true for the SILC member travel. The CIL staff training expenditure supported the registration fees for 24 CIL staff to attend the Fall Conference. Expenses for the CIL staff in terms of lodging, meals and milage will be reflected on the budget in November. There were no questions. A new contract and budget figures will start January 1st.

OTHER BUSINESS: There was none at this time.

CLOSING ACTIONS: Future Agenda Items: Eric asked to have time to provide information on the Performance Measures. WIOA established requirements to assess the effectiveness of the VR agency in achieving positive outcomes for individuals served. Cole noted this would be good timing to coincide with the CSNA and the development of State Plan related information. Eric also asked whether there would be an interest in having Kim demonstrate the use of WINDMILLS training, utilizing a module to provide members a better understanding of what WINDMILLS offers. Cole reminded members that if they have an interest in a topic or an idea for an 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: The Chair asked for a motion to adjourn – **MOTION TO ADJOURN THE MEETING AT 1:38 PM, MSC.** YEAS: Vicki, Lisa, Brad, Bill, and Kevin. NAYS: None.