

## Board of Vocational Rehabilitation

The Voice of Consumers & Stakeholders

- ❖ Advocates for Vocational Rehabilitation
- ❖ Works in partnership with the agency
- ❖ Common Goal – Maximize employment and independent living of eligible South Dakotans with disabilities

### Meeting Tips:

- Cell phones on vibrate
- One person talks at a time
- Be respectful
- Everyone listens
- Come prepared

Contact Board Staff at:  
605.494.3613 or [cwagoner@bhssc.org](mailto:cwagoner@bhssc.org)

## Quarterly Meeting

**Thursday – March 25, 2021**

**9:00 AM to 2:30 PM (Central Time)**

Zoom Meeting Invite was disseminated by email to members on January 12, 2021  
(see last page for full instructions)

Link To Join Zoom Meeting:

<https://zoom.us/j/91826819922?pwd=dzljVnovMlhOVmRmLytQaWEzQnZzd09>

Information needed to connect via Zoom, if prompted:

- Meeting ID: 918 2681 9922
- Passcode: rNXz2C

To call in for audio (telephone) to the meeting.

**Dial 1 312 626 6799**

Information needed to connect via phone, if prompted:

- Meeting ID: 918 2681 9922
- Passcode: 578124

**Please come prepared to: participate in dialogue, listen, learn, ask questions, provide feedback, and share ideas.**

Agenda Item	Lead Person	Information Item (I) or Action Item (A)	Approximate Time Needed
<b>9:00 AM</b> Opening Actions: <ul style="list-style-type: none"> <li>• Housekeeping Items</li> <li>• Welcome &amp; Introductions</li> <li>• Review of Voting Process</li> <li>• Review &amp; Approve Agenda</li> <li>• Review &amp; Approve Meeting Minutes               <ul style="list-style-type: none"> <li>○ December 17, 2020 Meeting Minutes</li> <li>○ Executive Committee February 24, 2021</li> </ul> </li> </ul>	Cole Uecker	Action	15 minutes
Announcements	Cole Uecker	Information	10 minutes
Public Comment	Cole Uecker	Information	5 minutes
<b>9:30 AM</b> Division Director's Comments	Eric Weiss	Information	10 minutes
<b>9:40 AM</b> Post-Secondary Outcomes	Beth Schlitz &	Information	50 minutes

Indicator 14 Survey Results Introduction/Background Information - Survey results	Dr. Faye LaDuke - Pelster -Black Hills State University		
<b>10:30 AM</b> Division Director's Report	Eric Weiss	Information	30 minutes
<b>11:00 AM</b> VR Program Initiatives	Bernie Grimme & Division Staff	Information	45 minutes
<b>11:45 AM LUNCH BREAK</b> Please mute microphone; turn camera off; if you log off, you can re-join by utilizing the same link	Break		30 Minutes
<b>12:15 PM Reconvene</b> Division Business Specialist Business Resource Network (BRN) Workforce Diversity Network of the Black Hills (WDN)	Kim Ludwig Vicki Stewart Catherine Greseth	Information	45 minutes
<b>1:00 PM</b> Vocational Rehabilitation Brookings District Office Overview	Sylvia Buboltz	Information	30 minutes
<b>1:30 PM</b> Service Rates Program Guide	Eric Weiss Bernie Grimme	Information	15 minutes
<b>1:45 PM</b> SILC Update	Eric Weiss	Information	10 minutes
<b>1:55 PM</b> BVR Staff Report <ul style="list-style-type: none"> <li>• BVR/SILC Nomination Process</li> <li>• National Disability Employment Awareness Month Update</li> <li>• Governors Awards</li> <li>• Budget Update</li> </ul>	Colette Wagoner	Information  NDEAM – Funding Related Action Item	20 minutes
<b>2:15 PM</b> Other Business	Cole Uecker	Information	5 minutes
<b>2:20 PM</b> Closing Actions Future Agenda Items Schedule Next Meeting Adjourn for the Day	Cole Uecker	Action	10 minutes

### **Need for Auxiliary Aids or Services**

Any individuals who will require auxiliary aids and services for a disability in order to participate in the meeting (e.g., sign language interpreters, assistive listening devices, materials in alternative format) should submit a request to BVR/SILC staff at 1.605.494.3613 or [cwagoner@bhssc.org](mailto:cwagoner@bhssc.org).

Please request these auxiliary aids and services no later than **10 days prior to the meeting** in order to ensure requested auxiliary aids and services are available.

**Board of Vocational Rehabilitation**  
(South Dakota's State Rehabilitation Council)

**Meeting Protocol**

- ❑ Be prompt in attending Board of Vocational Rehabilitation (Board) and committee meetings.
- ❑ Only one person speaks at a time. In order to obtain the floor and address the Board, all in attendance – members, staff and public – must be recognized by the Chairperson and given permission to do so.
- ❑ To gain recognition of the chairperson, raise your hand and/or address the Chairperson as appropriate i.e., Mr. Chairperson; Ms. Chairperson.
- ❑ If two or more members seek recognition of the chairperson at the same time, the chairperson will determine the order in which they will be invited to address the Board.
- ❑ If a person has already spoken to the issue, and wishes to speak to it again, others who have not yet spoken to it will first be given the opportunity to speak.
- ❑ Private conversations are not to be conducted during the meeting. The chairperson has the authority to ask others, who have not been given the floor, to refrain from talking while someone else has the floor (this is true for all in attendance – members; staff; public).
- ❑ Remind participants that this is the time to say something, if they have something to say. It will do little good for them to express their dissatisfaction with what was said or agreed upon after the meeting is over.
- ❑ People need to speak on the subject being discussed.
- ❑ Comments and discussions need to address issues.
- ❑ Listen alertly and with an open mind.

## **Public Comment Period**

Public comment and ideas are valuable to the Board of Vocational Rehabilitation (Board). At each meeting time is set aside for "Public Comment". Public comment may be in person, written, oral or electronic communication. Individuals may address the Board on any topic during this time using the following guidelines:

- If you wish to address the Board, it is recommended that you call Board staff at 605.494.3613 or email [cwagoner@bhssc.org](mailto:cwagoner@bhssc.org) at least 15 days prior to the day of the Board meeting. You will be asked to provide your name and home community, as well as the focus of your comments.
- Once the Chairperson has announced the Public Comment Period, persons wishing to comment must be recognized by the Chairperson prior to doing so.
- There is also the ability to make Public Comment via a conference call if the necessary arrangements are made with Board staff at least ten days prior to the meeting.
- If you appear in person and wish to provide a written copy of your comments please bring copies for distribution at your discretion.
- If you are not able to appear in person and wish to provide your comments in writing email or mail them to staff at least ten days prior to the meeting. Staff will provide copies to all Board members.
- Groups wishing to address the Board should do so through a single speaker.
- Personal attacks and personnel matters will not be permitted.
- The Board may respond to or ask questions of those making Public Comment.
- The Board agenda will allow a set amount of time for Public Comment. If you need more information, please contact Board staff at 605.494.3613.
- Individuals with a dispute regarding their application/eligibility and/or a service delivery should utilize the Division's Due Process Procedures. (Contact Bernie Grimme for further information 605.773.3195).

Your cooperation is appreciated. Thank you.

## **Tips for a Virtual Meeting**

- Prepare a quiet, distraction free location
- Keep your audio muted when not speaking
- State your name when you want to speak or be identified
- Speak at your normal conversational volume
- Position your camera properly – if you use a web camera, be sure it is in a stable position, focused at eye level. Doing so helps create a more direct sense of engagement with other participants.
- Join the presentation a few minutes early to ensure you can see the presenter/presentation and you can hear
- Limit distractions  
You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your phone.
- Avoid multi-tasking  
You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
- Prepare materials in advance  
If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

### **Additional. . . .**

1. Remember you are on camera whenever you have your video camera on. Even if you are not seeing yourself, everyone else is seeing you. If you need to do something during the meeting, turn your camera off. And do not do anything that will embarrass yourself.
2. Remember, unless you are muted, you are not muted. Stay muted unless you are talking. Also, remember, if you need to get up, get coffee, talk to someone in the room—turn both your camera and your microphone off.
3. If you are in a rocking chair during a virtual meeting, do not rock.
4. Stay focused on the meeting at hand.
5. Be camera ready!

**Instructions on how to join the Zoom meeting.**

**Topic: Board of Vocational Rehabilitation Quarterly Meeting**

**Time: March 25, 2021 09:00 AM Central Time (US and Canada)**

**Join Zoom Meeting**

**<https://zoom.us/j/91826819922?pwd=dzliVnovMlhOVmRmLytQaWEzQnZzdz09>**

**Meeting ID: 918 2681 9922**

**Passcode: rNXz2C**

**One tap mobile**

**+12532158782,,91826819922#,,,,\*578124# US (Tacoma)**

**+13462487799,,91826819922#,,,,\*578124# US (Houston)**

**Dial by your location**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 9128 US (San Jose)**

**+1 301 715 8592 US (Washington D.C)**

**+1 312 626 6799 US (Chicago)**

**+1 646 558 8656 US (New York)**

**Meeting ID: 918 2681 9922**

**Passcode: 578124**

**Find your local number: <https://zoom.us/u/alxApYODE>**