

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

Quarterly Meeting

Tuesday – September 29, 2020
9:00 AM to 1:30 PM (Central Time)

Zoom Meeting Invite was disseminated by email on July 20, 2020
(see last page for full instructions)

Join Zoom Meeting:

<https://zoom.us/j/93127106096?pwd=WEEd6TWhGVUfNFazFOVFMwUkZWRWFhUT09>

Information needed to connect via Zoom, if prompted:

- Meeting ID: 931 2710 6096
- Passcode: 0jrxX7

To call in for audio (phone) to meeting

- Dial 1 312 626 6799

Information needed for phone, if prompted:

- Meeting ID: 931 2710 6096
- Passcode: 446703

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 |
|--|--------------------------------------|---|-------------------------|
| 9:00 AM Opening Actions: <ul style="list-style-type: none"> • Welcome & Introductions • Review of Voting Process • Review & Approve Agenda • Review & Approve Meeting Minutes <ul style="list-style-type: none"> ○ June 25 Mtg Minutes ○ Executive Committee <ul style="list-style-type: none"> ▪ August 20, 2020 | Cole Uecker | Action | 20 minutes |
| Announcements | Cole Uecker | Information | 10 minutes |
| Public Comment | Cole Uecker | Information | 5 minutes |
| DRS Director's Report | Eric Weiss | Information | 25 minutes |
| VR Program Initiatives | Bernie Grimme & other Division Staff | Information | 45 minutes |

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|---|---|-------------|------------|
| Consumer Satisfaction Survey | Bernie Grimme | Information | 15 minutes |
| Break | | | 10 minutes |
| Transition Services Liaison Project (TSLP) | Dan Rounds | Information | 30 minutes |
| Comprehensive Transition Program Discussion/Augie Access - Update | Cole Uecker & Consumer Services Committee | Information | 15 minutes |
| Business Specialist Update 2020 Pre-ETS Initiatives Indicator 6 Performance Measures Ability for Hire Initiative | Kim Ludwig | Information | 20 minutes |
| Case File Review Update | Division Staff | Information | 15 minutes |
| SILC Update | Eric Weiss | Information | 10 minutes |
| Governor's Awards | Eric Weiss Colette Wagoner | Information | 10 minutes |
| National Disability Employment Awareness Month Activities Update | Colette Wagoner | Information | 10 minutes |
| Other Business | Cole Uecker | Information | 5 minutes |
| 1:15 pm 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 SILC staff at 1.605.494.3613 or 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 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 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 smartphone.
- 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, 😊

Board of Vocational Rehabilitation Quarterly Meeting

Time: Sep 29, 2020 09:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93127106096?pwd=WEEd6TWhGVUNFazFOVFMwUkZWRWFhUT09>

Meeting ID: 931 2710 6096

Passcode: 0jrxX7

One tap mobile

+13462487799,,93127106096#,,,,,0#,,446703# US (Houston)

+16699009128,,93127106096#,,,,,0#,,446703# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 931 2710 6096

Passcode: 446703

Find your local number: <https://zoom.us/u/aK5zZCTqe>