

ICBVI REGULAR BOARD MEETING

July 28, 2016

Minutes

Board Members Present: Britt Raubenheimer, Chair; Mike Gibson, Vice Chair; Sue Payne; Al Schneider; and Sue Walker (new board member).

ICBVI Staff Present: Beth Cunningham, Nancy Wise, Mike Walsh, Trina Ayres, Greg Metsker, Raelene Thomas, Corey Bresina, Laine Amoureux, Jeff Weeks, Rocio Gil and Melanie Hertling.

Guests Present: Jan Gawith, Ramona Walhof, Don Nepple, Dana Ard, and Craig Fredericksen.

ICBVI Mission Statement was read by Raelene Thomas.

MOTION to approve the ICBVI Agenda made by Commissioner Payne, seconded by Commissioner Gibson, all were in favor.

MOTION to approve the ICBVI Minutes from April 19, 2016 made by Commissioner Payne, seconded by Commissioner Walker, all were in favor.

Commissioner Raubenheimer reminded the audience to please refrain from making comments during program reports given by ICBVI Managers unless it is to have something repeated, and to make any other comments during the public comment time.

MOTION to approve the ICBVI Minutes from July 22, 2016 made by Commissioner Gibson, seconded by Commissioner Payne, all were in favor.

Fiscal Report – Trina Ayres

Status of SFY16 budget is as follows:	Appropriation:	Expended:	Percentage:	
Personnel -	General Fund	738,500	647,289.02	97.11%
	Federal Fund	1,886,500	1,774,020.87	99.91%
	Adaptive A & A	19,100	19,100.00	100%
Operating -	General Fund	51,900	83,949.00	100%
	Randolph-Sheppard	27,600	27,598.14	99.99%
	Rehab Revenue (SSA)	-0-	-0-	-0-%
	Miscellaneous	28,100	7,660.70	27.26%
	Adaptive A & A	97,900	87,945.41	89.83%
	Federal Fund	583,669	593,077.34	85.37%
Capital Outlay -	General Fund	21,951	21,951.00	100%
	Federal Fund	22,331	22,331.00	100%
Trustee/Benefit -	General Fund	599,200	590,318.78	98.51%
	Randolph-Sheppard	100,100	71,434.38	71.36%
	Rehab Revenue	89,700	89,520.93	99.80%
	Miscellaneous	56,300	27,454.16	48.76%
	Federal Fund	541,500	475,723.83	87.85%

Total - 4,842,400

Items to note on this report:

Due to significant salary savings in SFY16, 183,000 in spending authority (appropriation) was transferred to Operating and Capital Outlay. 161,049 (50,049 General Fund, 111,000 Federal Fund) to Operating and 21,951 (General Fund) to Capital Outlay. Personnel spending authority reverted for SFY16 is 19,210.98 in the General Fund and 1,479.13 in the Federal Fund.

In addition to the expended amounts in Operating, 18,000 were encumbered in the General Fund along with 67,000 in the Federal Fund for programming services. Salary savings allowed us to contract with a programmer to update the case management system in accordance with the new Workforce Innovation and Opportunities Act (WIOA) required data elements. Reversions in Operating were 1.86 in the Randolph-Sheppard Fund; 34,592.05 in Federal; 20,439.30 in Miscellaneous; and 9,954.59 in the A & A Fund.

RSA denied the use of Federal Funds to purchase a replacement vehicle because there is no way to identify the specific program receiving the benefit. Additionally, the purchase of a vehicle could not be used as match to any of the Federal grants. Not only is prior approval required to purchase any capital equipment or distorting item where the cost is \$5,000 or more, if the equipment or distorting item has a value of \$5,000 or more, Federal approval is required prior to disposing of the equipment/distorting item. Given these new guidelines, we opted to keep the vehicle we wanted to replace and used a portion of the General Fund salary savings to purchase a new minivan.

In Trustee/Benefits, 8,821 were encumbered in the General Fund; 60.22 were reverted. In the Randolph-Sheppard Fund 28,665.62 was reverted. For the Federal Fund, 37,602 were encumbered while 28,174.17 were reverted. In the Miscellaneous Fund, 125 were encumbered; 28,720.84 were reverted. The Older Individuals Who are Blind Program had the Social Security reimbursement to use in SFY16 so the donation dollars will roll forward to another fiscal year – this is the reason for the higher reversion amount in the Miscellaneous Fund. 179.07 were reverted in the Rehabilitation Revenue and Refund Fund (SSA reimbursements).

The latest update from the auditors is their work is still being reviewed and there is not an estimated timeframe of when a draft report might be received. Trina will be required by the feds to rewrite the agency cost allocation plan due to the way the feds are capitalizing items that are allowable to purchase with federal funds.

Commissioner Raubenheimer wanted to know what the agency is doing to avoid having so much salary savings this next year. Beth answered the question by indicating she is meeting with Managers monthly about budgets.

Summer Work Experience Program (SWEP) Visit from Students:

A few of the SWEP Students stopped at the ICBVI to visit with the ICBVI Board and tell them about their experiences with SWEP this summer.

Jimmy is working at Ada County Housing and this is his first year in SWEP and he is really enjoying it. Elizabeth is working at the Garden City Police Department scanning files, typing court schedules and will be attending Boise State University this fall. Abel is a 1st year student at SWEP and he is working at the Ada County Courthouse, he is very interested in getting a degree in Law, he lives in Hayburn and is a senior this fall. Faith lives in Idaho Falls and she is working for St. Vincent DePaul for SWEP, she likes her job and SWEP. Edgar is from Nampa and he is going to be a senior and this is his first time in SWEP and his first job, he is working with Faith at St. Vincent DePaul. Wasim is from Twin Falls and is working at the MK Center washing windows, and feels like the SWEP program should be longer. Elias is from Blackfoot and is working for Ada County Housing doing cleaning and landscaping, this is his first year at SWEP.

Larry Henrie indicated that this is one of the best groups of students he has had the privilege to work with, very outstanding men and women involved. It was nice this summer to have some of the SWEP staff that are school teachers. The SWEP ends on August 5th, the students will have a pizza party to celebrate the end of SWEP.

Administrator's Report – Beth Cunningham:

Raelene put together a nice certificate that Beth will be sending to Travis Beck thanking him for his years of service on the ICBVI Board.

The month of April was very busy; Mike and Beth attended the CSAVR (Council of State Administrators of Vocational Rehabilitation) Conference in Washington D.C. They met with Senators Crapo and Risch and met with aides for Simpson and Labrador. They were able to leave an informational fact sheet with them about our agency services.

The Management Team has been meeting every other week and we had a one day team building meeting back in April. We took a personality assessment and worked with Paul Dzedic from CCER (Center for Continuing Education in Rehabilitation). The team learned a little about our differences and how that impacts our way of working and how we work together. We discussed how to balance each other out and utilize each other's strengths. We felt that it was worthwhile and will help prevent us from misinterpreting each other's actions.

During the month of May we had staff traveling to Boise twice. During the 2nd week of May we had a two day conference sponsored by the Department of Labor on WIOA and how staff from different agencies can work together in their regions. Beth and Mike presented along with other agency's administrators and chiefs and a facilitator who did a nice job pulling it all together. ICBVI had rehab teachers, the IL coordinator and counselors in attendance. Other agencies that attended were Idaho Educational Services for the Deaf & Blind (IESDB), Idaho Division of Vocational Rehabilitation (IDVR), Idaho Department of Labor (IDOL) and Professional Technical Education (PTE).

Beth, Mike and Trina attended the Region X meeting in Vancouver, Washington. Beth felt it was really helpful to network and discuss Federal regulations with other agency directors, fiscal managers and VR chiefs.

Near the end of May we had our agency in service, which was more of a team building/networking meeting rather than a training. It was very well received by both staff and managers. We had a wonderful 2- 3 hour presentation on Friday by students/ clients who had either received or were still receiving services. On Thursday, we had a full day with Paul Dzedic who facilitated us through a process of evaluating our agency goals and priorities and examined our shared values for the agency. Finally, staff met in our individual programs to discuss goals and priorities for the upcoming year. The staff evaluations on the team building we received were extremely positive with a couple of comments about it being the best in-service some have attended. Some of the Boise staff finished off the month with participating in the NFB Bike ride, Beth said it was very fun!

In June, Beth took a 2 week vacation and also worked on the Strategic Plan with the Managers. In completing this plan we evaluated our current practices and decided to implement surveys for each department. We noticed in reviewing the previous ones that the BEP surveys are only focused on the BEP supervisor and staff. The managers all agreed that this should be broadened in order to evaluate the program. We suggest maybe 2 or 3 separate surveys for BEP. In addition, there have been some recent emails from some of the vendors regarding not feeling included in all of the dealings between the exec. Committee and the agency, so probably the vendors should be surveyed on their own structure or way in which IBMC operates- that is a recommendation to IBMC. Corey plans to discuss all of the survey issues and work with IBMC to broaden the scope and purpose of the surveys in upcoming meetings and conversations.

Commissioner Schneider asked if the Board could get copies of the College Days and Summer Work Experience Program survey results.

Beth and Trina have begun monthly budget meetings with Mike and Raelene, and Corey to go over the VR budget and the BEP budget to ensure that we are all on the same page with managing these.

Beth attended the Idaho Chapter National Rehab Association summer conference in Jerome. ICBVI staff had a huge role in putting together the conference and with attendance at the conference and even with presenting at the conference. She would like to credit Bruce Christopherson with encouraging a strong involvement among ICBVI staff and the NRA. Rocio Gil (President-elect) and Jackie Stallings-President put the whole thing together in terms of speakers, gifts, raffles, the social, and much more, they did an outstanding job. Jeff Weeks developed social media and helped with IT while at the conference, Linda Upton helped with registrations and payments, Matt Queen helped with IT and is the past president. Rocio also did all the shopping for the snacks and gift cards. Mike Walsh also presented at the conference. This was a well-attended conference with private agencies, community rehabilitation programs, industrial commission, ICBVI and the Idaho Division of Vocational Rehabilitation involved.

Beth has had the opportunity to observe Dr. Hansen in the clinic and some of the staff that work with him and assist him such as Lynn, Jason and Colleen. She was impressed with how quickly he builds rapport with clients and how charming and friendly he and all of the staff are in helping individuals find tools that will assist them in increasing their independence. Beth also completed her name sign in the ATC Wood Shop Class and will now begin her cutting board project and then will complete a special project. On Tuesday of this week, Nancy took Beth over to meet Sue Walker and take a tour of the Talking Book Services.

Some goals for Beth in August and going forward are to spend some additional time in the store and to get more familiar with all of the resources that we have for people there. In addition, she plans to continue her weekly time in ATC. She will continue the monthly budget meetings as well as weekly budget meetings between herself and Trina to continue learning the agency budget. We are looking at proposing a new position to the legislature for a "project coordinator" to implement some of the strategies that we have been brainstorming regarding ways to provide pre-employment transition services at the level required, which is 15% of our budget. This year we will also be required to provide a Comprehensive Needs Assessment to meet WIOA requirements, Mike can discuss that further as we also have upcoming data collection requirements that will be required.

Tom has transitioned from being supervised by Trina to now being supervised by Beth. In September there is training by RSA to go over the WIOA changes and we are hoping that Mike, Trina and Beth can go. She will be attending CSAVR and NCSAB in November. In October we will be meeting with Hewlett Packard to try to build relations on employing people who are blind or who have visual impairments and in August, Mike and Lisa Baker will present to this group, which she is sure will get their ideas rolling. Commissioner Raubenheimer asked Beth if she is staying in touch with regional staff by having all staff conference calls or through emails. Beth indicated she has not done an all staff call yet.

Commissioners Schneider and Raubenheimer asked why the mission statement had been changed, and expressed their opinion that the mission statement should continue to mention that part of the mission is to serve as a resource and to expand public awareness.

College Days – Laine Amoureux:

The purpose of College Days is to provide potential students with the tools, resources and skills they will need to be successful college students. A total of 14 participants, which included 10 high school/traditional age college students and 4 non-traditional age college students, five men and nine women.

The goals of College Days:

- Develop self advocacy/determination skills
- Develop/strengthen interpersonal communication/face-to-face networking & public speaking skills
- Identify personal strengths and limitations specific to coping with stress, fatigue, accommodation requests and accessing information

- Identify rights, responsibilities, tools and resources for personal success and overcoming any identified limitations
- Identify/understand the impact of the responsible use of social media
- Identify/understand how attending college, and building successful habits early in college, are connected to vocational goals and working with ICBVI

Thank you to the College Days Team

- All VRC's and Scott Pearl helped in planning
- Jeff, Rocio, Matt, Linda and Shane provided supervision/support/counseling/guidance and transportation as needed throughout the entire week in Boise. Each also facilitated at least 1 session on the agenda.
- Larry coordinated SWEP staff to provide support/guidance in the dorms in the evening hours.
- Scott provided support with assistive technology throughout the week, and organized a day in the ATC, which included meal preparations, informative/motivational panel discussions with current/former college students and working professionals and a tour.

Thank you to the Community Partners:

- Mike Gibson, and the Educational Access Center (EAC) (formerly Disability Resource Center) at Boise State
 - Donated meeting space in their offices
 - Sponsored the use of space in the Student Union building.
 - Coordinated the use of space in the Norco building on campus
 - Identified, and coordinated several campus office speakers
 - Provided Audio Visual support in multiple locations
 - Provided valuable support/guidance for staff and students throughout the week!
- Boise State University, Housing
 - 12 of the 14 participants stayed in the Clearwater Suites at Boise State (the same dorms that SWEP uses).
- Department of Labor
 - Lance Kaldor provided instruction in the use of the Career Information System, and helped students understand how it can be used as a tool in the college and vocational planning, and provided a session on interviewing prior to students informational interviews.
 - The Disability Employment initiative team provided an informational interview experience for students to speak to professionals working in the student's currently identified field of interest.
- Life's Kitchen & The Galley
 - Worked with us to provide lunch to 16 – 20 staff & participants!
- Toast Masters
 - Provided information about the organization and encouraged students to strengthen their public speaking skills in an evening activity

Special Thanks to:

- Mike Walsh for leading a Circle, and helping students identify their personal values and goals for the program.
- Bailey Welton & Joe Thompson from the Moscow area, for providing support to students and SWEP staff in the evenings, and for taking initiative to facilitate an evening activity in self-defense when we had unexpected schedule changes.
- Mike for all the support with EAC
- Britt for traveling in for the panel on 6/24
- Al for leading a session on writing essays for admissions and scholarships
- Greg, Trina and Rosana for providing guidance on budget/financial matters!
- Raelene and Kris for their support in preparing documents for participants and presenters.

Consumer Input:

Jan Gawith – made a comment about our change in the agency Mission Statement, and feels it should remain as it was in the past. Also wants to know if VR Counselors and Rehabilitation Teachers are helping consumers sign up for using the NFB Newslines. She is also requesting that we post the ICBVI Board Meeting Agendas to the NFB Newslines.

Ramona Walhof – The Braille Enrichment for Literacy and Learning (BELL) is going on right now here in Boise. There are eleven kids involved this year from the ages of 4 years to 12 years. Allison Stevens is the coordinator here in Boise and Becky Sherman is the coordinator for the North Idaho program, which had seven participants.

Dana Ard - The NFB State Convention will be in Boise on March 24 & 25, 2017 at the Wyndam Garden Hotel. They are going to put together some multiple tracks with parents and students. Dana and Ramona also attended the National Convention and was pleased to see a lot of kids that participated in this convention.

Corey Fredericksen – shared information with the Board about a report from the Idaho Blind Merchants Council (IBMC). One of the items the IBMC is working on is putting together a check list of steps on how to become a vendor and they request that this checklist is put on the BEP Page on the ICBVI's public website. They asked about revisions to the Allowable Cost Manual for contracts with high labor expenses. The next IBMC meeting is coming up in September in Boise at the ICBVI. One obstacle that vendors are considering is the required calorie disclosure on the outside of each vending machine. This is a requirement that has to be taken care of by December by vendors with more than 20 vending machines. A site survey could help find new sites for locations leading to new vendors. The IBMC also requested that the BEP program provide financial information in a way that is more easily accessible and beneficial. It is not the committee's goal to micromanage the BEP, it's their goal to work with the BEP as a team, to work on open communication, and to keep things positive.

MOTION: The ICBVI Board will conduct an Executive Session, as allowed by Idaho Code Section 74-206(b), to hear or discuss an evaluation, complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student. Made by Commissioner Schneider.

Roll Call Vote to move into Executive Session 74-206(b) at 12:30 p.m.:

Commissioner Raubenheimer: Yes

Commissioner Payne: Yes

Commissioner Gibson: Yes

Commissioner Schneider: Yes

Commissioner Walker: Yes

Board came back into regular session at 1:30 p.m. with the following motions:

MOTION:

The ICBVI Board recommends that Beth Cunningham receive a 4% increase to her salary effective immediately. Made by Commissioner Schneider and seconded by Commissioner Payne, all were favor.

Work Readiness Transition Camp with IESDB – Greg Metsker:

Larry Henrie, Lisa Baker, Scott Pearl and Greg Metsker travelled to Gooding on June 9th and 10th to assist the Idaho Educational Services for the Deaf and Blind (IESDB) staff with their Work Readiness Camp. IESDB staff and Greg had been meeting regularly since early spring to plan the agenda and secure speakers and supplies. The camp was for blind and visually impaired kids ages 14 to 16 and was funded in large part by a grant from the Gibney Foundation. The primary purpose of the camp was to get the kids some exposure to the demands of and the process for becoming employed. Participants had the opportunity to attend sessions on interviewing skills, social skills and relationships as they pertain to employment, panel discussions with blind youth who were employed or attending a university, Assistive Technology assessments, team building and challenge courses. The four ICBVI staff teamed up the first day to do AT assessments for all the participants, 8 in all. After lunch, Greg facilitated a panel discussion with three young

visually impaired people who shared their experiences and answered questions about going to college and becoming employed. All three of the panelists were ICBVI clients who spent the week working, mentoring and living on campus with the kids. On the second day, Lisa and Greg went back down to IESDB and Lisa facilitated a session about relationships at work and how they differ from being around friends and family. They stayed and had lunch with the kids and helped wrap up the program. Greg said the camp was a rousing success and should definitely be continued in the coming years. It filled a niche that was lacking for the younger end of the VR client spectrum, and was a nice introduction to the kinds of things they need to be thinking about in the near future. One goal is to ensure that the IESDB camp, SWEP, and College Days remain unique and provide new information and experiences. Paula Mason, Jeanne-Marie Kopecky, Ann Flannery, Susan McCoy and several other IESDB staff, as well as staff from the Department of Labor did an excellent job of planning and implementing the program.

ICBVI Program Reports:

BEP Report – Corey Bresina:

BEP Supervisor - Corey Bresina accepted the offer for the BEP Supervisor position. He had been the BEP Specialist since his hiring in July of 2015. Corey has been leading all aspects of the BEP program and was involved in the hiring process for the new BEP Specialist.

BEP Specialist - Six candidates were interviewed the week of the 18th -22nd. Thank you to Raelene Thomas, Mike Walsh and Theresia Hout for their help with these interviews. A final decision and an offer will be made very soon.

BLAST and NAMA Fly-In - Corey and BEP vendors Travis Beck and Craig Fredericksen attended the BLAST Conference in Chicago in May. This conference proved to be very educational and informative. Corey and BEP vendor Theresia Hout attended the NAMA Fly-In event in Washington, DC in July. This event was also a good one. They were able to speak with Senator Jim Risch and also met with a staff member of Mike Crapo, Mike Simpson and Raul Labrador.

New Vendor Training - BEP Vendor hopeful Martha V. did her cafeteria training and mentoring with BEP vendor Daniel Solis. She also did her vending training with BEP vendor Theresia Hout. Both of the trainers had nice things to say about Martha and they believe Martha can become an excellent vendor. She will begin bookkeeping training with Lynda Mott in the next few weeks. Martha will also need to finish her business plan packet before she can be certified and obtain her BEP license.

Primary Location X008 - Lynn Kneip transitioned back into his former snack bar at the INL TSA building in Idaho Falls on July 1st. The facility, equipment and vending machines were left very organized for his return. Travis and Amber Beck went out of their way to make sure Lynn was coming back to a very clean location. He currently has a job coach to help with this transition. Corey will be checking in on a weekly basis with Lynn and his job coach and will do monthly visits to the location for the first few months.

Retired Vendor - Longtime BEP vendor Terry Harris passed away on May 14th. He had retired from the Program in late March.

Assessment and Training Center Report – Greg Metsker:

In the ATC it has been an interesting summer so far. Although the spring term ended on June 1st and the summer term began on July 12th, we stayed busy during that time assisting with the IESDB camp, conducting the annual SWEP Staff training week, doing some skills training with the SWEP kids and even doing some job coaching for a handful of the SWEP participants when they started work on July 5th. Those programs are a nice change from the normal ATC training routine the other 11 months of the year. This year, in addition to the SWEP staff and Job Coaches from CPI, we had three staff from Life's Kitchen attend part of the SWEP staff training so they could learn a little more about blindness and the techniques that can be used on the job by people who are blind or visually impaired. We always survey the people who attend the SWEP staff training every year, and this year the surveys indicated that the staff really appreciated the training. Many of the responses to the question about what we could improve on next year were

related to wanting more of something, like more O&M, more time with Dr. Hansen to learn about eye conditions and more opportunities to practice giving instructions to someone who is visually impaired or blind. Staff loved the hands on training, the shop and ADL classes, the blindness discussions and even the opportunity to wear shades. The overall rating for the training was a 1.8, with 1 being the best rating and 5 being the lowest rating.

We started the regular ATC summer term on July 12th, and we currently have 8 students, with another student scheduled to come in for a week of intensive training on August 15th. The summer term ends on September 16th. The students have planned their activities for the first activity day tomorrow, which includes a trip to the Birds of Prey Interpretive Center, lunch and a descriptive movie at Edward's cinemas in the afternoon. Last Friday the students turned in their personal training goals for the term. Mel is in charge of gathering the goals and she reviews them with the participants on each activity day (about every 3 weeks) and again at the end of the term. We review the goals as a group, and it has turned out to be a nice way for everybody to support one another as they progress towards their goals. Sometimes students will realize that their goals may have been too easy, or that they may have bitten off more than they can chew, so we often modify the goals as we go along so they remain challenging but realistic. The practice of establishing goals every term has been going on for 6 or 7 years now, and it has proven to be a very positive way for students and staff to be reminded of just how much progress students have made. Some examples of goals that students have established are things like learning to write grade 1 Braille by the end of the term, or to make it to the Jackson's food store at Fort and 8th in Mobility class by the middle of a term, or to finish their name board in shop by a certain date, or to type 30 words per minute with no mistakes in computer class and so forth. When a student is here for any length of time, it can be very easy to forget just how much they have learned, and the goal setting process is a great way to chart their growth and celebrate progress.

Independent Living & Sight Restoration Reports – Nancy Wise:

The Rehab Teachers continue to be busy and have served over 600 Older Blind and 90 Independent Living clients this federal fiscal year. They ended the state fiscal year by expending all federal case file dollars in both programs. The additional \$40,000 funds were spent as well providing low vision aids to those needing financial assistance. A few of the aids provided were magnifiers, polarized glasses, canes, talking products (watches, talking glucometers, talking scales, large button-braille phones, portable and desktop CCTV's.) The teachers also spent 40% of their time this past quarter assessing and training VR clients.

The Sight Restoration Program's budget of \$162,774 had a remaining balance of \$40.03. The VRA's successfully served 60 individuals this SFY and they all work very hard seeking similar benefits to reduce costs to the individual and agency. Guyla Tiede fielded many SR questions and helped me with transferring funds to serve as many referrals as possible.

Both RT's and VRA's have participated in health fairs and presentations.

Deeann Bauer our new OB Rehabilitation Teacher will be speaking at the Twin Falls Senior Center at noon on the topic of "Living with Low Vision and Blindness." Brenda sent out flyers to open OB, IL and new referrals to encourage new members to the group. Bridgestone Estates is providing transportation for their visually impaired residents to attend as well. Deeann is currently working with 48 older blind clients and travels once a week to the Twin Falls area to assist Brenda with new referrals.

In CDA, Jodi and Merrilee participated in the Benewah Wellness Center Health Fair with the Tribe. Their involvement has generated several inquiries regarding ICBVI services, and the hope that this will continue to build a relationship with the Tribe.

Pocatello RT, April Mills will be traveling to the CDA region August 15-20 to train one of the newest members of the IL Program, Jodi Powell. April's training topics include: identifying client barriers during casual conversation, regaining independence using assessments, low vision tips and tricks, kick starter Assistive Technology basics and case file management. Jodi has worked hard to get caught up on the many referrals in the CDA area and has served over 100 clients.

Low Vision Clinic – As of right now, new patient evaluations are scheduled out to September 20th. There are several reasons for the increase in patient demand. In the past, clinic patients came mostly from internal referrals from VR counselors, ATC and RT. The clinic was known more as a service within the blind and low vision community who already access the services of ICBVI. However, over time, outside referrals have increased. These referrals originate from both local area eye specialists as well as out-of-state vision centers. We are also getting a lot of word-of-mouth referrals. Because we see so many patients with age-related eye conditions, we see many patients who reside in assisted living facilities. News spreads quickly in these communities so we are seeing many patients from the same facilities who heard about us from another resident of that facility.

We are always looking for ways to improve our services to the patients of the LV clinic. One of the ways is to facilitate a smoother insurance billing process. We have been working to become credentialed with the major insurance providers. Becoming credentialed changes our status from “out of network” to “in network.” This is a huge administrative undertaking requiring navigating the massive paperwork and background checks of each of the respective insurance providers. To date, we have become credentialed with True Blue and Medicare. Kudos to Lynn who started the whole process! We will continue the process and contract with a Medical Billing Specialist.

The CDA/Lewiston regional clinic is scheduled the week of October 17th.

Our Storekeeper, Collene continues to provide outstanding customer service! The customers and staff are so glad to have her back after a two-week medical absence. Thanks to Melanie, Lynn, Jack and Laurie assisting Nancy with store coverage.

We will soon be testing a new A & A system. Tom will work with Collene soon and then we will determine the next step in training those staff accessing the system, which should go live in August.

Vocational Rehabilitation Report – Mike Walsh:

Federal Reporting: RSA-113 was completed and submitted on July 12th.

WIOA Update: The final regulations were released June 30th (over 2,000 pages for the VR program alone!) There is a regional RSA training on the regulations scheduled for September 27th in Sacramento CA. Trina, Beth and Mike plan on attending. CSAVR fall conference is supposed to focus on the regulations as well. It will take some time to get through these; there still remains clarification and guidance on several of the regulations.

Some key things to note in the final regulations:

- 1) Students with disabilities – The final guidance on this definition was expanded. This will be explained later in this report.
- 2) State wide comprehensive needs assessment for pre-employment transition services - This is required per the final guidance. We are beginning some preliminary talks with IDVR to work on this project together.

Update on the Combined State Plan: This has been “substantially” approved. There are some things that need to be clarified etc. (Note: this is not our program specific part of the combined state plan. This was approved several months ago by RSA). This is not to be considered alarming; all states have to do some edits on the combined / unified parts of plan. Our WIOA core group partners (BFF’s) are working on these corrections, and will have them completed and submitted by the deadline later this summer.

Common Performance Measures: We are expected to start collecting data on the common performance measures July 1, 2016. We do not have to start reporting for 2 years. We are to use the data we are collecting over the next two years to come up with a performance target that we are required to “negotiate” with RSA. To review, these common performance measures across the core programs are:

- 1) Percent employed two quarters (Q2) after exit;
- 2) Percent employed Q4 after exit;
- 3) Median earnings Q2 after exit;
- 4) Credential attainment during program or 1 year after exit;
- 5) Effectiveness in serving employers.

At this point, neither IDVR nor ICBVI are able to get any data for the first four measures. Mike is currently working with IDVR to update our “3-way” MOU’s with IDOL and the State Department of Education. There has been no guidance from RSA on measuring #5 (Effectiveness in Serving Employers).

Policy Manual: The VR policy manual is being updated to meet the requirements of WIOA. The most significant change in our policy manual was our Order of Selection policy. Secondly, a more detailed description on who is qualified to make a disability diagnosis, for the purposes of program eligibility was added. There were no changes in our payment policies, other than some changes in the tuition description. Our section on Transition Students was also updated to meet the requirements of WIOA. Things that were out with WIOA are: Extended Evaluations, Homemaker / Unpaid Family Worker Rehabilitations. These were all removed from the manual.

RSA currently is reviewing the changes, and will get it back to me August 5th with their comments. We need to have this completed by Sept 1 so we can get it submitted on time for legislative review.

Staff Training:

All VR staff attended a two day agency wide training May 18-19.

Matt Queen and Linda Upton are participating in Emerging Leaders Training. This is a three part training. Phase 1 was June 13-17. The next training dates are August 1-5. The final phase of the training is October 31-Nov 4.

Mike will be attending the 2016 Annual Summit on Performance Management in Vocational Rehabilitation September 7-8 in Richmond, VA.

Workforce Development Council Meeting – Both Mike and Beth attended the WDC meeting on July 14th. Mike presented on ICBVI at this meeting, and shared a video made by one of our graduating high school students (Cheyenne Shultz). Matt Queen is her counselor.

Assistive Technology and Social Media by Laine Amoureux:

Social Media

April 6 – July 11 2016

Type	Description	Number	Other
Total number of fans	Number of people who have “liked” our page	277 (+22 since 4/5)	3 people “unliked” the page, for a total gain of 19
Average Daily Reach	The # of people, each day, who see content from ICBVI	Average of 37 people per day, over a period of 97 days, saw content on our page each day.	
Negative comments	Meaning that a viewer hid a post, or marked it as spam	0.010309278 over 97 days	Decrease from 0.021739
Average daily Engagement	On average, the number of people who engage with the page daily.	3 people, on average, over 97 days	Decrease of aprox. 1.7

Total video views		16	Decrease of 11
Number of people talking about ICBVI on Facebook	“Talking about” includes people liking the Page, posting to the Page's timeline, liking, commenting on, or sharing one of the Page posts, answering a question posted, responding to an events, mentioning the Page, tagging the Page in a photo, or checking in at our location.	192	Decrease of 27

AT Report

Since the month of April, Laine has:

- Met with 4 clients on 4 different job sites and initiated the accommodation process with them
- Consulted with 4 additional clients on 4 different job site accommodation needs
- Consulted with 1 community member regarding additional job site accommodations, and possibly working with employer to improve access to phone systems.
- Conducted 8 assessments/consultations for AT needs for high school, college and graduate students (1 qualified as PETS)
- Conducted approximately 45 hours of AT training/technical assistance for PETS clients statewide
- Provided approximately 40 hours of training and/or technical assistance to clients attending college or working.
- Attended the Idaho Assistive Technology Project Quarterly Advisory Council meetings (April and July 20)
- Conducted 2 professional development trainings for IESDB outreach staff.
- Conducted a professional development training/demonstration of web accessibility for Access Idaho and the Idaho Dept. of Education
- Presented on GPS technology for the Boise Schools Summer STEM Program (with help from Mike Gibson, Deborah Allen and Dana Ard)
- Coordinated two Assistive Technology Vender Showcases: Karl Smith (Axis Technology) at the Hampton Inn Boise spectrum in April and Freedom Scientific at ICBVI on 6/17.
- Completed 6 hours of Duxberry Braille Transcription Software and Juliet Pro Embosser training with Kris Grant, provided by Boundless Assistive Technology.

Transition Students (PETS):

The regulations have broadened the definition of “students with disabilities” to include those youth who are home schooled or are enrolled in GED programs. Also, we can continue providing and capturing pre-employment transition services and expenditures up to their 22nd birthday as long as they are enrolled in a post-secondary institution. Projected PETS eligible students for Fall 2016 are about 67 statewide (April 2016 we had 50 PETS eligible clients).

VR Program Statistics:

We have completed our 3rd quarter of FFY2016. We are on track for our annual production goals.

Listed below are the VR Statistics as of June 30th for ICBVI:

- New Applications – 72% (Annual goal is 183. Year to date we are at 131).
- Eligibilities – 82% (Annual goal is 146. Year to date we are at 120).
- New Individual Plans for Employment – 82% (Annual goal is 118. Year to date we are at 97)
- Successful Closures – 73% (Annual goal is 78. Year to date we are at 57).

New Business:

The ICBVI Board Meeting date has been set for here in Boise on Thursday, November 3rd. The ICBVI Board Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Raelene Thomas on August 18, 2016.