

# ICBVI REGULAR BOARD MEETING (ICBVI)

## November 4, 2016

### Minutes

Board Members Present: Britt Raubenheimer, Chair; Mike Gibson, Vice Chair; Sue Payne; Al Schneider; and Sue Walker.

ICBVI Staff Present: Beth Cunningham, Nancy Wise, Mike Walsh, Greg Metsker, Raelene Thomas, Corey Bresina, Jeff Weeks, and Rocio Gil.

Guests Present: Jan Gawith, Dana Ard, Travis and Amber Beck, Theresia Hout, and Bill Hesselstine.

ICBVI Mission Statement was read by Raelene Thomas.

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

**MOTION** to approve the ICBVI Minutes from July 28, 2016 made by Commissioner Gibson, seconded by Commissioner Walker, all were in favor.

#### **Administrator's Report – Beth Cunningham:**

We have had a busy Fall. Mike, Trina and Beth attended an RSA meeting in Sacramento in September to learn more about the interpretation of the WIOA regulations. Sadly, we learned that they are not going to count assistive Technology or job coaching as part of the 15% expenditures. This changes our spending of the 15% allocation for pre-transition services in previous years. There were many other states complaining about this decision and with this change probably most agencies will not have met the 15% spending requirement. Mike and Trina are both touching on this more later in their reports.

In October, Mike and Lisa went to a resource Fair at Hewlett Packard and Lisa and I will be going back in November to present to some of the HP staff on our services and clients who could be employed with HP. Also, in October, Beth was asked to give a presentation to some Russian Delegates who were brought here by the Rotary Club to learn about Disability Services and employment for people with disabilities in the United States. They asked ICBVI, Idaho Division of Vocational Rehabilitation (IDVR) and the Veterans Administration VR to speak. Greg and Scott attended with Beth and we told them about our Assessment and Training Center (ATC), VR services and Scott shared his personal story. Most of the Russians who attended were either professors or medical doctors.

In our BEP program, Scott Lind was hired as the specialist and has been working hard on our inventory and getting rid of old machines for which we have been paying for storage. We had a meeting in September and staff also received a two day visit and training from the NFB BEP consultant, Terry Smith.

At the beginning of October, Beth completed her 150 hours in the ATC. The time in the ATC was very enjoyable to her and in the last month or so she spent most of her hours in shop and in mobility. In mobility, she was given an address and had to go find it. Beth also had to find Java and the Circle K with minimal help from Kevin. In shop class, she completed her name plate, a cutting board and an outdoor tiled patio table. Having never had any experience with saws and tools etc, she was most hesitant and intimidated by the shop class before she tried it. After experiencing how patient Justin is in providing the step by step instruction, she was never scared at all about safety in that class. Beth found it the most fun because you are actually making something usable or beautiful. Overall, she feels like the main thing that the ATC teaches is confidence. She believes that is what really enables students to overcome things

that may be holding them back in their lives or with training and employment. She believes it such an important part of the rehabilitation process. One of her favorite aspects was attending some of the weekly discussion classes. These are wonderful opportunities for students and teachers to learn from one another. She probably learned the most in these classes and was able to put herself in the shoes of others during these discussions. All of our teachers are so talented and good at what they do. Beth was impressed with the way Scott can read along with 3 different people at a time and how Larry can adapt to a student's needs while teaching computers. Lisa is patient and thorough with teaching students to cook and teaching them to clean up after themselves. Kevin and Mel are both phenomenal teachers with orientation and mobility. She never felt scared walking down the street or with stairs or crossing streets due to the instructions that Kevin gave her. Mel taught her how the addresses work which is a skill that she will use frequently. The ATC is a great team made up of committed individuals who are passionate about what they are teaching. They are lucky in that they get to actually see the impact that they have on people's lives. Greg does a wonderful job keeping things running smoothly and inspiring his team!

The week before last, Beth got to go out to visit two clients with Jason, one of our Rehab Teachers. She really enjoyed this and it was so nice to see how our staff are able to serve people in their homes with a number of skills training or other services as needed. The Rehab teachers have such a positive impact on their clients' independence. Last week she attended the Workforce Development Council Meeting in Coeur D'Alene. Beth gave a short presentation on ICBVI and how we are responding to WIOA and on our ATC and how we teach confidence, which is so vital prior to individuals getting out and beginning to train for or search for employment. She showed some slides of students in ATC and some of the projects that students have made in Shop class. She showed a photo of the Lt. Gov. using shades and his cane on white cane day. The Workforce Development Council is something that we have been participating in but we were not official members. Jane Donnellan has for the past year been advocating for people with Disabilities to be represented by a full member on the council. The council has agreed that Vocational Rehabilitation will be a member and IDVR and ICBVI will share this position on the council by alternating who is sitting at the table. Although, Beth has been attending these meetings, it is important to be recognized as a full, voting member with a place at the table.

#### **Discussion on Staff/Agency Survey:**

Commissioner Raubenheimer would like to survey staff, since it has been almost a year after Beth has been hired, to get feedback on the purpose, morale, and any future program goals about which staff may like to suggest ideas or inform the board. The survey will be distributed by email, and staff can remain anonymous or can send it back to Britt with their names. When results are released, those will all be anonymous.

#### **WIOA Reporting – Mike & Trina:**

For FFY 2016, the agency will report as they did last year for FFY 2015, to Rehabilitation Services Administration (RSA) on the VR Grant. Beginning FFY 2017, the reporting requirements are now quarterly, and the first one will be due in July 2017, to report on 3 quarters. Some of the elements required for FFY 2017 are not quite done yet in our new system, as we will be capturing such things as: wages at 1<sup>st</sup> quarter after they exit the VR Program, 2<sup>nd</sup> quarter after exit, credentials after 2<sup>nd</sup> quarter, etc. We will keep internal goal production numbers, even though RSA does not ask for agencies to utilize the rehabilitation rate any more. We are currently waiting on Department of Labor and Education for additional guidance on the negotiated target numbers with RSA after we have collected the base line information from our system. We will keep the board posted as more information is put together.

## Consumer Input:

Theresa Hout - who is a Business Enterprise vendor with ICBVI, indicated that she would like to see ICBVI staff do their day to day jobs while under shades.

Al Schneider - attended the National White Cane Day on October 17<sup>th</sup> along with other ICBVI staff at the Idaho Capitol. Lieutenant Governor Brad Little read the White Cane Day Proclamation and then he put on some shades and tried to use a white cane. Dana Ard gave a brief overview of how National White Cane Day came about.

Dana Ard - Dana expressed how very appreciative she is of the ICBVI financial assistance they have received for the BELL (Braille Enrichment for Literacy and Learning) Program. On August 5<sup>th</sup>, the senior division of the National Federation for the Blind of Idaho (NFBI) met for a picnic in Twin Falls. The NFBI also began a new chapter in the Pocatello area, they met on October 15<sup>th</sup>, Garren Johnson is the Chapter President. October is blindness awareness month, and chapters around the state do community events to spread the word and educate the public on blindness. The NFBI will provide a \$5,000 scholarship for this year, they will award 3 winners, please encourage VR Counselors to let their younger clients know it's available to apply for. Some upcoming dates, NFBI Braille Read-athon is January 4<sup>th</sup> – March 4<sup>th</sup>, NFBI Legislative Lunch is January 16<sup>th</sup>, the NFBI State Convention is going to be March 23<sup>rd</sup> to the 25<sup>th</sup>, 2017.

Jan Gawith – NFBI Treasure Valley Chapter will be holding their annual Christmas Party at the Good Shephard Lutheran Church on December 10<sup>th</sup> from 2 p.m. to 5 p.m., any staff or ATC students are invited to come.

Bill Hesseltine – Bill has been participating in the Business Enterprise Program (BEP) since 2008. He is concerned that we do not currently have any blind staff who hold management positions at the ICBVI. He feels like it is very important for managers to know what it is like to do training under shades, he would like to see staff be required to spend a month in the ATC doing shades training.

Allison Steven – wanted to let the Board know about the BELL Program, which is available in 43 states across the nation as a summer program for kids, where they learn activities of daily living, Braille, mobility and technology. The kids' age range is from 3 to 12 years old. The BELL Program here in Idaho runs for 2 weeks and last summer we had 25 kids involved in Boise, Idaho Falls, and Coeur d'Alene. She appreciates the funding from ICBVI and the people who are involved working with the kids each summer.

Travis Beck – Travis wanted to know when consumers come to the ICBVI Board with an issue or topic, how will it be handled? Commissioner Raubenheimer indicated that it won't be handled that day, but would be added to the agenda for the next ICBVI Board meeting. Travis also commented about the latest BEP Survey, he felt that it was a little rushed and that it was a last minute deal, and feels that the feedback the vendors provide is not listened to. Travis is hoping to bid on the 3 large and 1 medium sized cafeteria at INL, as he operates 2 small locations at INL and one of them has had a 118% increase within a year. Corey and Scott did a good job on the calorie count disclosures at the fall BEP Meeting. Travis thanked Corey for the financial report as it is in a nice usable format.

Amber Beck – feels that BEP is doing a much better job over the last 9 months than it has. She asked all the ICBVI Board why they become board members. Al Schneider wanted to give back to the Commission for the help he received. Britt Raubenheimer wanted to help improve services. Sue Payne has knowledge of the Rehabilitation Act and Laws, and likes to know what is going on at the ICBVI. Mike Gibson was talked into it by Angela Jones, but he also knows what it's like to have quality training for the Blind and how that can make an impact. Sue Walker wanted to learn more about the ICBVI as she has always had a connection to the agency through the Talking Book Library where she works. Amber feels like the ICBVI committed theft when it came to data on a kiosk machine (that ICBVI owns) in Idaho Falls that was operated by Travis Beck, she feels the SLA (ICBVI) stole this information and let a new vendor use it. She also feels like there are a couple of issues concerning the BEP program and Travis that she wants the ICBVI Board to address, the concerns they brought up last winter.

## Summer Work Experience Program (SWEP) – Larry Henrie:

This year we had a great program. It went smoothly and with very few issues. We had 22 applicants who were accepted to participate. 3 chose not to attend before the program started and one had a minor injury that prohibited him from continuing with the program. We had 7 women and 11 men in the program this year. They were from: Eastern Idaho – 3, Lewiston – 2, Boise – 4, Twin Falls – 7 and Coeur D Alene – 2.

We hired 19 staff. 8 of those were teachers. 3 were ESL teachers and work abroad.

Our employers were, Ada County Assessor, Drug Court, Housing, Boise Parks and Rec, Born to Succeed Child Care, Botanical, Gardens, Bridge Café, Computers for Kids, Garden City Police Dept., The Grove Hotel, Humane Society, Life's Kitchen, M-K Center, St. Vincent's, YMCA, West YMCA and Vintage Cycles. We have approximately 6 new employers interested in next year's program. They are Idaho Public Television, The Aquarium of Boise, City of Boise, The Residium of Boise, Albertsons and the Out of Doors department at BSU.

Our activities were a Dutch oven cooking, rafting the Payette River, tie-dying, ceramics, Beep Ball with the NFB, Goal Ball and a camping trip to Lake Cascade.

We had many success stories again this year but there are 4 that come to mind that had a big impact on the participant's life.

1. A young man from The Twin Falls region worked at the Ada County Courts. His father is a Probation officer. His VR goal is to be a lawyer. He worked with the courts and he excelled at his job. He now wants to attend the University of Idaho and become a defense lawyer.
2. A young man from the Lewiston region has multiple disabilities along with his blindness. He came to the program very quiet, withdrawn, low self-esteem, lacking confidence and withdrawn socially. He excelled at his job with the Boise Parks and Recreation and his employer was very impressed with his progress and hard work. His mother called at the end of the program and was very appreciative for what the program did for him. She started to cry while describing to me how much he had grown over the summer.
3. A young lady from Matt's region came to the program very uncertain of herself and her abilities. She was dependent on everyone to help her travel and to accomplish everyday tasks. The staff worked with her and when she went home she was determined to do things on her own. Larry visited her while on vacation and she was very independent at her home. She made a carrot cake on her own for her O/M instructor and Larry.
4. Last was a young man from Jackie's region who was placed at the Grove Hotel. A five star Chef was his mentor and he excelled at his position. He came to the program uncertain of his VR goal. He was very uncertain that he could even handle a job. The Chef was very impressed with his progress and work and recommended him to a friend who is a Chef at the Black Rock Resort in Coeur D Alene. He is now employed there and doing well.

The program this year was a big success and was one of the best programs that I have had the privilege to be a part of.

Larry is striving to make next year's program even more successful. To accomplish this we have already released the application for next year. This earlier notice will move our time line up by several weeks and give Larry more opportunity to visit the participants in all of the regions, which was a very important factor last year that allowed him to appropriately place some of our participants in better fitting jobs. We have also extended the length of the program by 1 week, which will allow the participants to have more job experience during the summer.

Thank you for the opportunity of being a part of the SWEP again.

**ICBVI Program Reports:**

**Fiscal Report – Trina Ayres:**

As of October 19, 2016 status of SFY17 budget is as follows:

		Appropriation:	Expended:	Percentage:	
Personnel	-	General Fund	790,600	230,016.76	29.09%
		Federal Fund	2,020,000	570,486.95	28.24%
		Adaptive A & A	20,400	6,041.86	29.61%
Operating	-	General Fund	65,700	26,435.97	40.23%
		Randolph-Sheppard	27,600	206.31	0.75%
		Rehab Revenue (SSA)	3,718*	2,995.00	80.55 %
		Miscellaneous	28,100	4,962.90	17.66%
		Adaptive A & A	47,900	20,904.31	43.64%
		Federal Fund	619,800	224,813.20	36.27%
Trustee/Benefit -		General Fund	599,200	99,570.90	16.61%
		Randolph-Sheppard	100,100	14,345.00	14.33%
		Rehab Revenue	43,582*	36,779.22	84.39%
		Miscellaneous	56,300	3,690.78	6.55%
		Federal Fund	541,500	268,318.33	49.55%
Total	-		4,964,500		

Items to note on this report:

\*An object transfer was made from Operating to Trustee/Benefit in the Rehabilitation Revenue (SSA) Fund to accommodate spending on client expenditures. SFY17 began with a cash balance of \$43,582 being expended mostly on the Older Blind program; an amount up to \$15,000 was used to supplement the Idaho Falls VR caseload.

Regarding the SFY18 request:

There is one line item request for a Project Coordinator. This person’s function will be to coordinate pre-employment transition services around the state. It is anticipated most of the cost of employing this individual can be used against the 15% reserve.

The remainder of the SFY18 request is maintenance of current operations.

Regarding the 15% reserve requirement for pre-employment transition services:

Beth, Mike, and Trina attended a regional conference held in Sacramento on September 27<sup>th</sup> where we learned definitively many of the expenditures made under the presumption of being allowable as pre-employment transition services, are not – for example, assistive technology and job coaching. For the past two years agencies have been told to be “innovative and creative” without any guidance in any manner from the Rehab Services Administration (RSA) only to discover differing definitions of innovative and creative between RSA and VR agencies. During the Sacramento meeting many blind agencies expressed deep concern about excluding assistive technology as an allowable expenditure against the 15% reserve. Nearly all agencies were taken aback that job coaching was excluded as an allowable expenditure against the 15% reserve.

Prior to the Sacramento meeting we had expended all of the FFY15 15% reserve and had nearly completed the FFY16 obligation as well. Based on the changes communicated to agencies in Sacramento it is unclear where we stand meeting the 15% reserve requirement for either federal fiscal year. I contacted our fiscal liaison at RSA, Craig McManus, to ask for answers to specific questions in an attempt to get a better handle on the current status of meeting the 15% reserve requirement. Craig responded that many states are asking the same questions I asked of him and it is RSA's intent to provide specific answers at CSAVR in November. He also indicated he will share my questions with the Idaho representative, Beth Settles, and they will work on them internally. Beth, Mike, and I will be attending CSAVR.

RSA is requiring all VR agencies to re-open past SF-425s (Federal Financial Reports) to accurately reflect 15% reserve requirement spending; these reports need to be updated and filed by November 15, 2016.

Cross training is happening with Rosana and Nancy, Rosana is learning the Cost Allocation Process and Nancy has been learning how to process payroll.

### **Independent Living & Sight Restoration Reports – Nancy Wise:**

The Rehab Teachers and all those staff who assist, (Jack, Jackie, and Kris), the Low Vision Clinic/Store Dr. Hansen, Lynn, Carol, and Collene had another outstanding year providing exceptional customer/client service, efficient case load management, and great team work to get the job done!

FFY 2016

ILOB Clients served	=	701
IL Clients served	=	96
LV Clinic patients	=	496

The number of consumers who participate in peer support groups = 1,420.

### **Independent Living (OB) Survey Results FFY 2016 Surveys Completed: 50**

Question 1: On a scale of 1 to 5, with one being poor and 5 being excellent, please rate how well the Rehabilitation Teacher explained the services available to you through the independent living program? Average score: 4.9

Question 2: On a scale of 1 to 5, with 1 being none and 5 being all, did you receive the services you requested? Average score: 5

Question 3: On a scale of 1 to 5, with 1 being poor and 5 being excellent, please rate your satisfaction with the services you did receive. Average score: 4.95

Question 4: On a scale of 1 to 5, with 1 being poor and 5 being excellent, please rate the timeliness of the services you did receive. Average score: 4.95

Question 5: Would you recommend this program to a family member or friend with vision loss? Yes: 50 No: 0

Question 6: Did you have an appointment at our Low Vision Clinic in Boise? Yes: 21 No: 29

\*If so, were you satisfied with the services you received here? Yes: 21 No: 0

## Independent Living Survey Results (IL)-Surveys Completed: 25

**Question 1:** On a scale of 1 to 5, with one being poor and 5 being excellent, please rate how well the Rehabilitation Teacher explained the services available to you through the independent living program? **Average score: 5**

**Question 2:** On a scale of 1 to 5, with 1 being none and 5 being all, did you receive the services you requested?  
**Average score: 5**

**Question 3:** On a scale of 1 to 5, with 1 being poor and 5 being excellent, please rate your satisfaction with the services you did receive. **Average score: 5**

**Question 4:** On a scale of 1 to 5, with 1 being poor and 5 being excellent, please rate the timeliness of the services you did receive. **Average score: 5**

**Question 5:** Would you recommend this program to a family member or friend with vision loss? **Yes: 25 No: 0**

**Question 6:** Did you have an appointment at our Low Vision Clinic in Boise? **Yes: 8 No: 17**

\*If so, were you satisfied with the services you received here? **Yes: 8**

### **Sight Restoration Client Satisfaction Survey**

Nancy mailed a client satisfaction survey to (61) 2016 closed clients and received 20 responses, which indicates the VRA's in all regions provide outstanding customer/client service as well!



September 2016

**Our records indicate you have received services in the Sight Restoration Program from the Idaho Commission for the Blind and Visually Impaired.**

**Could you take a few minutes to answer the questions below and return in the enclosed self-addressed envelope to Nancy Wise. Thank you.**

Question 1: On a scale of 1 to 5, with 1 being poor and 5 being excellent, please rate how well the Assistant explained the services available to you through the Idaho Commission for the Blind and Visually Impaired Sight Restoration Program.

Question 2: On a scale of 1 to 5, with 1 being none and 5 being all, did you receive the services you requested?

Question 3: On a scale of 1 to 5, with 1 being poor and 5 being excellent, please rate your satisfaction with the services you did receive.

Question 4: On a scale of 1 to 5, with 1 being poor and 5 being excellent, please rate the timeliness of the services you received.

Question 5: Would you recommend this program to a family member or friend with vision loss? Yes \_\_\_ No \_\_\_

Question 6: Are there any additional comments you would like to make regarding the Sight Restoration Program and the Assistant who worked with you, or the services you received?

The overall rating – on each question was “5”, and a few comments were:

Very friendly, helpful and attentive.

So very thankful for these services I could not have financially survived had I not had their assistance.

She did her best to get me in and get my surgery done. I’m thankful Guyla was there to help me.

So blessed to have my eye sight restored through assistance with cataract surgery - went from legally blind to seeing 20/10.

The Clinic treated me like a “Queen”.

Everything happened faster than I could have believed.

You did a great thing to me. My life quality improved so much!

You are all the nicest group of people I have ever experienced.

### **Twin Falls Region**

The new LV and Blind Support group leader at Twin Falls Center is Donalyn Jorgenson. She is looking forward to leading the group. Donalyn has attended the group for many years; she took her mom who had macular degeneration to the group many years before she acquired macular degeneration and most the group attendees know her. The Director advertises the group meeting by putting it in the local newspaper with the other senior events, announces the meeting time during lunch at the Center and puts an announcement on the Center bulletin board. Donalyn’s first meeting will be October 27 and Brenda will be present to introduce her and support her as she leads.

Deeann Bauer, Boise RT is leading the Bridgeview Support Group the first Thursday of the month. We are hoping for someone to become a facilitator of the group. Brenda really appreciates Deeann working with people in Magic Valley.

Brenda was able to get one of her IL clients committed to coming to an event Linda is hosting for the Northwest Association of Blind Athletes on October 27<sup>th</sup>. The Association is in the TF area for an event at Idaho School for the Deaf and Blind and agreed to come to Twin for Linda’s VR students. The Association will give the attendees an opportunity to learn basic fundamentals and skills for participating in Goalball, Beep Baseball and Tandem Biking.

### **Pocatello Region**

The Pocatello office remains very busy participating in WIOA activities. The VR counselor, VRA and RT continue to meet regularly with WIOA partners. As a regional team, April reports, our partners have developed a contact directory and warm handoff procedure, streamlined a general agency form, and completed inter-agency training including learning about One Stop Shop tools available to prospective clients at the [livebetteridaho.org](http://livebetteridaho.org) website. Outcomes include an increase in referral and services for both PETS and IL clients.

### **CDA/Lewiston**

Jodi Powell, RT for the CDA region hired last year made a trip to Boise to attend ATC October 11-14<sup>th</sup>. She appreciated the opportunity in ATC and felt like she learned several different approaches to assisting her clients who are visually impaired. Jodi reported, “Everyone including teachers, staff and students were open to any questions she had regarding blindness.”

While on the flight from Spokane to Boise Jodi was seated next to a gentleman, who in casual conversation, mentioned his mother was being served by the Commission in Coeur d Alene. He stated she was so pleased by the service that had been provided by a Rehab Teacher named Jodi. Jodi just laughed and introduced herself. He wanted to introduce



her to a Representative (Raul Labrador) who was seated a couple of rows in front of them. Jodi felt very honored to work for ICBVI and enjoys the people we serve.

The CDA and Lewiston regions held another very successful regional low vision clinic with Dr. Hansen. CDA saw 15 patients and Lewiston saw 25.

### **Boise**

Collene was instrumental in the success of the regional clinics by sending them all the forms needed with explanations of who needed to fill them out and what needed to be signed. She prepared documents for follow up patients, helped staff the day of with “out of the norm” circumstances and questions; proofed/edited Dr. Hansen’s letters for each day to get back to them ASAP, etc.

Collene and the VRA’s are in the testing phase of the new A & A system (working on getting all the kinks out), before it goes live.

The LV Clinic has a few appointments open in December. Lynn has continued the process of being credentialed with the major insurance providers. Becoming credentialed changes our status from “out of network” to “in network.” This will further improve our service to clinic patients. Lynn hopes by January we will be credentialed with the four insurance groups seen at the clinic.

Nancy has completed the case review of 2016 OB and IL case files from every region. (Reviewed 115 cases).

Nancy attended the Talking Book Advisory Board Meeting in September and The State Independent Living Council Meeting October 27<sup>th</sup>.

RT position announcement closes today October 28 - (Candy’s position). Greg, Collene and Nancy have begun interviewing. We have qualified applicants to choose from who have AT knowledge, daily living skills, teaching experience and blindness experience. How nice for us! Next interviews scheduled are November 9 and 10<sup>th</sup>.

Candy’s retirement party is scheduled for November 15<sup>th</sup> with her last day in the office November 23<sup>rd</sup>.

Candy loves serving people and she creates a supportive and enjoyable work environment. She is a great resource for her clients. She is enthusiastic and works well both with clients, internal agency staff, and community members, and a laugh that can’t be replaced! She will be missed!

### **Vocational Rehabilitation Report – Mike Walsh:**

**Federal Reporting** - RSA-113 and RSA- 722 reports were completed and submitted on Oct 3<sup>rd</sup>.

**WIOA Update** - Trina, Beth and Mike attended the RSA Regional meeting in Sacramento on the new VR regulations on September 27<sup>th</sup>. The purpose of the meeting was to discuss and clarify the VR regulations. I also attend the WIN-TAC meeting held the following day.

Some key things to note from this meeting:

- 1) Job Coaching – This VR service cannot be allocated to the 15% PETS set-aside
- 2) Assistive Technology – AT cannot be allocated to the 15% PETS set-aside.

It is very clear that only services that apply directly to the delivery of the 5 required activities will be able to be accounted to the 15% reserve. AT, transportation (to get to a PETS), clothing are all out. However, any expenses that are the burden of the employer (uniforms, training) can be paid for by VR and accounted to the 15%.

**Comprehensive Statewide Needs Assessment (CSNA)** – We have decided to have the University of Washington work with us on our CSNA. We had a preliminary discussion with Laurie Ford and Kathe Matrone last week. They will be coming to ICBVI on November 17<sup>th</sup> to discuss more details, timelines etc. Anticipated cost of the CSNA is around \$30,000.

**Update on the Combined State Plan** – The combined state plan was officially approved Thursday Oct 20, 2000!!! The official notice was sent to the governor's office.

**Common Performance Measures** – There has been some movement in this area; now that the State Plan has been approved. Labor will be implementing a new system SWIS (which will replace WRIS2). This new system will allow labor to collect UI information for individuals who move out of state (WRIS2 cannot do that). We will start working on the data sharing agreements with DOL at the State Department of Ed. These will be three way agreements (with IDVR).

**Portal Application** - Our current case management system (IRIS) is no longer supported, and is not compatible with the new WIOA reporting requirements. With it no longer being supported, we can no longer upgrade it; which will eventually lead to security weakness to our network and system. Plus the new system (Portal) will be compliant with all of the new reporting requirements of the RSA 911. Rocio, Jeff and Raelene are beta testing as new elements are completed (in the VR portion). Larry and Scott have doing accessibility evaluation. Progress to date:

Main application – Completed

Aids and Appliances – Sales and customers are done. Receipts are still in progress.

VR – Referrals up to plan are done. Plan to closure, authorizations, and services are still in progress.

ATC, IL, OB, SR, Accounting – Still in progress

**Policy Manual** - The draft of the policy manual is completed. Major changes!!! The management team is currently reviewing it for me. Once that is done, and I have made any changes, we will submit it to the board for your review before I send it off to RSA for review.

**Staff Training** - Since the new policy manual will not be effective until early 2018, I am going to establish some temporary business rules on the following:

- 1) Pre-employment transition services
- 2) Competitive Integrated Employment (including customized employment)
- 3) Subminimum Wage
- 4) Supported Employment

Mike will be visiting the north offices later in November and the east offices in early December to provide this training to our staff. Matt Queen and Linda Upton are currently finishing Emerging Leaders training. They are participating in Part 3 of 3 in Seattle.

**Performance Reviews** - Mike will be doing performance evaluations this November / December as part of the agenda during his travels. Important to note that with WIOA, we will no longer have status driven reporting, so traditional VRC objectives will need to change. RSA is supposed to be providing guidance on this. We will, however, maintain internal production objectives for the counselors. For FFY 2017 they will not change. I will be including WIOA related objectives for all counselors.

**Special Programs / Events - Tools for Life** - This event will be held in Pocatello this year. Rocio is part of the planning committee. Hewlett Packard – HP has implemented a disability employee resource group at the Boise facility. It is the first such group in a HP facility in the United States!! Lisa and I participated in a resource fair they had on campus Wednesday October 12<sup>th</sup>. At least 24 HP employees came to our table to have conversations with us.

**Assistive Technology and Social Media** - Laine and baby are doing very well!

**Transition students and pre-employment transition services** - We will be meeting with Paula Mason and others at IESDB to discuss ideas on how we can expand our pre-employment transition activities to our students. Paula will be proposing some dates for this meeting.

With AT gone as a PETS expense, the regional staff will be expected to increase their efforts on the required activities. We currently have 67 transition students (includes youth in post-secondary education).

**Program Statistics** - We have completed our FFY2016. We achieved most of our production goals.

Listed below are the VR Statistics for the year end FFY2016:

- New Applications – 95% (Annual goal is 183. We finished at 174).
- Eligibilities – 107% (Annual goal is 146. We finished at 156).
- New Individual Plans for Employment – 114% (Annual goal is 118. We finished at 134)
- Successful Closures – 108% (Annual goal is 78. We finished at 84).

#### **Assessment and Training Center Report – Greg Metsker:**

The ATC is fairly busy right now with thirteen students. Eight of the students are living in the dorms, and nine of them are full time in the ATC, while four are part time. Six of the students are from the Treasure Valley and others are here from Moscow, Burley, Twin Falls, New Plymouth, Weiser and even Grants Pass, Oregon. Today marks the end of the 5<sup>th</sup> week of training, which means students are half way through the Fall term. We currently have 5 tours scheduled in the next few weeks for potential students, so it looks like we will remain pretty busy for the next 5 or 6 months at least.

For federal fiscal year 2016 we worked with 33 different clients in the ATC. Twenty eight of them were regular ATC students, and 5 more were here for Discovery Days back in March. In addition to working with those clients, we assisted with the College Days program and with the Work Readiness Camp at IESDB in June. Twenty SWEP participants spent part of a week in the ATC as well. Greg has not run the numbers, but there has been a trend this past year or so with students choosing to stay a little longer in the ATC than they had been the prior few years. We have a handful of students who are in their 4<sup>th</sup> and 5<sup>th</sup> terms currently and are still working hard and learning new skills. Greg is happy to see the length of stay increasing just a bit beyond the 2 term average we had experienced for several years prior.

Once again this year we are hosting the IESDB monthly ADL day in the ATC where 5 to 10 Blind/Visually Impaired kids along with their IESDB Outreach Teachers come into the ATC on a Friday to learn some ADL related skills. The planning and logistics for these training days are taken care of by the IESDB Teachers in the Boise area, and some of the ATC staff participates in some way or another when the kids arrive at the ATC. Lisa has helped several times with cooking or home management types of training. On October 14<sup>th</sup> Scott and Larry spent 3 hours with the kids who were in attendance talking about and demonstrating some of the assistive technology that is available. One or two of the kids were familiar with some of the technology, but several were not, so it was a great opportunity for them to learn about ways to take notes, read books, scan documents and so forth. The kids ranged in age from freshman to seniors in High School. It appeared that we made an impression on at least a couple of the kids who seemed to realize that they may

need much more technology than just an I-phone when they go off to college. One of the kids was talking to Scott about attending the ATC when she graduates next spring, so she can learn more about some of the technology that she learned about on the 14<sup>th</sup>.

Raelene recently completed 9 surveys of clients who attended the ATC last winter and spring. The results were very positive. The numerical ratings for each of the classes and the Activity Days were very strong. We averaged a rating of 4.5 out of a possible 5 across the board. The Mobility ratings and the ADL ratings averaged 4.9 and 5 respectively.

**BEP Report – Corey Bresina:**

**BEP Specialist** - Six candidates were interviewed the 3<sup>rd</sup> week of the July. The panel decided Scott Lind was the most deserving applicant and he accepted the offer for the BEP Specialist position. He has been working and training hard since starting on August 8<sup>th</sup>. He is originally from Coeur d’Alene and moved to Boise right after high school. He graduated from Boise State University in 2012 with a degree in Sociology. Scott has a background in Food & Beverage and is excited to work with the BEP operators.

**New Vendor Training Update-** Although BEP vendor hopeful Martha V. did over 400 hours of training, she will have to wait until she becomes a US Citizen before being considered for her BEP license. Being a citizen of the United States is a prerequisite to the BEP. Martha is currently an employee out at the ISP cafeteria for Daniel Solis and this work experience should be highly valuable for her. She hopes to continue to work on her BEP business plan packet while she awaits citizenship.

**Vendor Meeting & Training** - The bi-annual IBMC meeting was held here at the ICBVI on September 16th-17th. Friday was the training day and their meeting was held on Saturday. Scott Lind was able to make his formal introduction to the BEP vendors and finally meet everyone in person. The training was focused on 2 main topics – the 1<sup>st</sup> was the vending machine calorie disclosure rule from the FDA that goes into effect on December 1<sup>st</sup>, and the 2<sup>nd</sup> was Social Security Disability Insurance (SSDI). Saturday was the IBMC meeting. Many topics were discussed and a new committee was elected. The new committee consists of Travis Beck as Chairperson, Tony Bridges as Vice Chair, and Bill Hesselstine as Secretary. Theresia Hout and Bhavani Jorgens were chosen as the alternates. We are looking forward to working with all of the vendors and continue to improve the Program.

**Federal Fiscal Year 2016** - The 2016 FFY ended September 30<sup>th</sup>. The RSA-15 report is being worked on currently and will be submitted shortly. Here are a few of the figures from October 1, 2015 to September 30, 2016 –

2016	Q 1	Q 2	Q 3	Q 4	Total
Total Operator Sales	\$594,211.76	\$655,059.00	\$775,838.08	\$743,738.36	\$2,768,847.20
Total Net Income	\$125,760.86	\$144,169.85	\$196,868.18	\$181,773.71	\$648,572.60
Average Income %	24.65%	28.19%	33.97%	30.85%	29.42%
Set Aside Collected	\$13,414.99	\$14,474.27	\$19,817.39	\$18,321.95	\$66,028.59

**New Business:**

The ICBVI Board Meeting date has been set for here in Boise on Thursday, February 9, 2017

Minutes respectfully submitted by Raelene Thomas on November 30, 2016.