**Idaho Commission for the Blind and Visually Impaired**

**October 13, 2021, Regular Board Meeting**

**Virtual via Zoom**

Meeting was called to order at 9:06 a.m.

Commissioners in Attendance: Al Schneider (vice-chair), BJ Stinger, and Sue Walker

ICBVI Staff in Attendance: Beth Cunningham, Bailie Weir, Steve Achabal. Mike Walsh, Corey Bresina, Earl Hoover, Greg Metsker, Jeff Weeks, Matt Queen, and Alison Steven.

Guest in attendance: Coleen McFadden

ICBVI Mission statement read by Bailie Weir.

The **MOTION** to approve the agenda was made by BJ Stinger and seconded by Sue Walker, all were in favor.

The **MOTION** for all board members to approve the minutes for the June 8, 2021, Regular Board Meeting, and the September 17, 2021, Special Board Meeting was made by Sue Walker and seconded by BJ Stinger, all were in favor.

**Administrators Report-Beth Cunningham**

The past couple of months have brought a lot of change in the agency. Trina announced her upcoming retirement as November 1, 2021. Beginning October 1st, she went on vacation until her retirement date of Nov. 1st. Trina has been with ICBVI for 31 years! She will be greatly missed! Corey has been hired to her position and has been working closely over the past month with Trina to learn the job. Luma is the new statewide accounting system and Corey and Trina have both been working hard to learn how to use it. They have submitted our budget for FY2023, which was due September 1st with this new system. After Corey, left the BEP Supervisor position, we opened it up and recently hired Justin to take Corey’s place. Justin has many years of experience with the program and was endorsed by all of the vendors, which was very impressive. Other changes include that Boise Rehabilitation Teacher, Jason, has resigned and we are currently searching for a new Rehabilitation Teacher to take his place.

Lastly, regarding position changes, we worked hard this month to re-class Tom’s position. Tom and I met with the Director of the Department of Information and Technology our liaison to the Governor’s office, Sara Stover. It was the intention of ITS to take Tom’s position away from the agency as part of IT Modernization. Tom and I explained how his job has changed since WIOA in 2014 and evolved into a position which does much more than IT support. We listed Tom’s responsibilities relating to data collection and analysis for our federal reporting and the case management system we rely upon. It was tough as they have encountered this with many other agencies and seemed to be prepared to rebut most of the rationale we tried to use. In the end, they agreed to have one of their staff perform an evaluation of Tom’s job duties and how much time he spends on each area. We were successful in making our case and we get to keep Tom. However, we will be meeting with ITS again in October and Tom will be relinquishing all IT support duties over to ITS. This will include the two servers that we have and most of the tech support that Tom provides that is not specific to Orion. It will still be very tough to lose this aspect of Tom’s job, but we are relieved to keep Tom and frankly he has way too much to do and this should make his job more manageable. His new re-classed position is called Data Coordinator, Senior.

With the increase in Covid 19 cases in Idaho, we are back to wearing masks when meeting with clients, as well as when we meet with each other in enclosed spaces in which we cannot keep at least 6 feet apart. Due to this statewide increase, we cancelled our board meeting being in Twin Falls in September. We hope to be able to travel for a board meeting either in the Spring or Summer to have a meeting in Twin Falls. We also changed our in-service, which was scheduled to be in McCall and we had it virtually again. This is very disappointing, but we hope to have an in-service in person, in McCall either next Spring or next Fall. Most of our speakers were already planning on attending virtually, so it wasn’t too difficult to change. We had Rachel from the Technical Assistance Team provide training on measurable skills gains and other measures that matter. We also had Kyle Walker the Wisconsin Stout Rehab Institute provide training on exceeding expectations- customer service skills (which are always good to brush up on) and on emotional de-escalation. This year due to the size of our VR budget, we planned an in-service that was focused all on Vocational Rehabilitation, so that all expenses and staff time were able to be covered by the VR grant.

-The management team and especially Mike, has spent a lot of time changing and updating the Strategic Plan. We turned it into the Department of Financial Management on August 26th. This new plan changes what we are capturing in our performance reports.

I am working with a committee of other state directors who are trying to advocate for the state to create a position and hire a full-time ADA Coordinator. This is something that the state needs to ensure compliance with digital accessibility, as well as physical accessibility in buildings that are both owned and or leased by state agencies. The current practice is that we are supposed to inspect our own buildings for ADA accessibility and report that information to landlords to be fixed. There is no consistency on how this is being done and no requirement for landlords to follow through. In addition, other agencies have been coming to us at a more frequent basis asking for help with digital accessibility. One agency was sued, and that agency claimed we had assisted them and therefore, they thought they were in compliance. We have created a form with the help of our AG, Adam Warr, that we now provide any agency who asks for our assistance. This is a “disclaimer” type of form and indicates that we are not WCAG (Web Content Accessibility Guidelines) certified. It further indicates that we have no expertise in universal accessibility design for all types of disabilities. We are still willing to look at something when requested by another agency, but again these requests have been more frequent and larger in scope than we have the ability to assist with. For example, Museum of History wanted help with exhibits. The state and all of its agencies, as well as customers, would be served with the addition of an ADA Coordinator. The state could save money. One example: water fountains …. Etc.

I also recently attended a meeting with other leaders in the field of disability and Idaho Housing and Finance Association to discuss barriers to housing that our clients are experiencing. In asking staff, housing is not one of our client’s biggest issues. I did receive some feedback on affordability, transportation, and accessible paperwork.

The end of October is busy with another virtual CSAVR conference. Which begins at the end of October and carries into the first week of November. We expect to find out when we will be monitored. It will either be this coming year or the next. IDVR just completed their monitoring and it went very well. They provided a training to Region X, which all of the managers and I attended on how they prepared and what took place. Mike also sat in through some of the meetings that they had with RSA, which will help us know what to expect. We are beginning to work on this to get prepared. In November, we will likely begin bi-weekly or weekly meetings to prepare. There are many sections to work on from fiscal to data collection to internal controls, policies, and procedures and so on.

I have almost completed my individual meetings with all staff. I began in the winter by meeting with the different regions and then met individually with staff in Boise and only have 2-3 people left to meet. This will finish up next week. Staff overall, seem to be feeling optimistic and are satisfied with their jobs and supervisors. Several staff indicated that they feel close to their co-workers and enjoy making a difference in the lives of others. I know that I have said this, but just want to say again that our staff have done an incredible job through the pandemic. The have been able to continue to work with clients and provide critical skills training, education, and vocational counseling. Our managers have done an excellent job helping their staff to be creative and leading them through ongoing changes in protocol. I did not have one person tell me that they were experiencing communication problems or feeling cut off from their supervisors during this past year and a half. I want to publicly express my gratitude to the supervisors and their staff.

Lastly, I have recently begun a project in the shop and am working with Chris Johnson. I am wearing shades and we are building a wood table top, which we have almost completed and next we are going to tile it. Chris is patient and thorough in his instruction and I have not been afraid of using the different saws or planing or sanding machines.

**Vocational Rehabilitation Report: Mike Walsh**

**Federal Reporting:**

The RSA 911 was submitted on Aug 13th.

The ETA-9169 was submitted on September 27th.

**Program Statistics**

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| **VR Program Statistics – PY 2019** | | | | | | |
| **Quarter** | **Total VR Clients** | **Pre-ETS** | **Enrolled in training** | **MSG** | **MSG Rate** | **Employment Outcomes** |
| Q1 | 373 | 65 | 116 | 10 | 8.9% | 23 |
| Q2¹ | 342 | 70 | 106 | 10 | 9.1% | 9 |
| Q3 | 321 | 63 | 97 | 7 | 6.4% | 7 |
| Q4 | 299 | 61 | 98 | 19 | 15.8% | 6 |

¹ Beginning of COVID-19

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| --- | --- | --- | --- | --- | --- | --- |
| **VR Program Statistics – PY 2020** | | | | | | |
| **Quarter** | **Total VR Clients** | **New Referrals¹** | **Pre-ETS** | **# MSG** | **MSG Rate** | **Employment Outcomes** |
| Q1 | 297 | 8 | 67 | 3 | 2.3% | 6 |
| Q2 | 313 | 21 | 73 | 7 | 5.1% | 4 |
| Q3 | 312 | 19 | 73 | 10 | 6.9% | 7 |
| Q4 | 342 | 40 | 73 | 11 | 8.3% | 5 |

¹ New referrals that achieve an IPE across 2 quarters.

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| **Other Measures That Matter – PY 2020** | | | | | | |
|  | Sustain Employment After Exit¹ | | VR Service Provision | | Enrolled in Education/Training | |
|  | ICBVI | National | ICBVI | National | ICBVI | National |
| Idaho-B |
| Q1 | \*\*\*\*\* | 49.7%² | 64.7% | 83.8%³ | 48.3% | 29.5%³ |
| Q2 | \*\*\*\*\* | 54.9% | 49.1% |
| Q3 | \*\*\*\*\* | 37.5%² | 55.8% | 47% |
| Q4 | \*\*\*\*\* | 46.9% | 39.9% |

¹ Sustained employment 2nd and 4th quarters after program exit

² Average for PY 2018.

³ Average for all VR programs in PY2019.

\*\*\*\*\* - Data incomplete. We do not get completed data on employment post-exit measures until 6 quarters after program exit (UI data lag). So our most “current” actual would be for PY2019 2nd Quarter exits:

***In PY2019 Q2, 10 individuals exited our program with competitive integrated employment. Of those 10, 6 individuals (60%) maintained their employment 2nd and 4th quarter after exit.***

**PY2020 Program Data (ETA 9169)**

***Common Performance Measures (Title IV programs)***

Measurable Skills Gains Rate – 52.6% (negotiated target is 38.5%)

***Program Exit (ICBVI)***

Total program exits – 74

Total exits with employment (CIE, SE, BEP) – 23

Total exits w/o employment – 51

Top reasons for exiting w/o employment:

* No disabling condition
* Unable to locate
* Not interested in receiving further services

**Rulemaking Activity**

The Notice for Proposed Rulemaking was approved in a special meeting of the board on September 17th . This notice will be published in a special edition of the Administrative Bulletin on October 20th. Other than what is required by law, there will be no formal public comment period.

This Notice will combine the publishing of the ZBR chapters and the rest of the Omnibus rules. To summarize, under ZBR a new chapter entitled 15.01.01 – Rules Governing the Rehabilitation Programs will encompass 3 subchapters (VR, IL, and SR).

The Omnibus Rule making will authorize the republishing of the BEP chapter.

Beth, Corey, and I conferenced with Misty at DFM regarding some recommendations she had for the BEP chapter under Zero-Based Regulation. Corey will discuss those recommendations as part of his report.

**CSPD and Staff Training**

In- Service (virtual) was held on Sept 21-23. We had 2 excellent trainers for the event:

Kyle Walker – University of Wisconsin-Stout Vocational Rehabilitation Institute

* *Exceeding Expectations: Customer Service Skills in Vocational Rehabilitation Settings*
* *Emotional De-Escalation: Ethical Considerations for Rehabilitation Counselors*

Rachel Anderson - Vocational Rehabilitation Technical Assistance Center, San Diego State University

* *VR Program Accountability: Common Performance Measures and Other Measures That Matter*

Emerging Leaders was cancelled for a second time due to the pandemic.

**Program Evaluation and Quality Assurance (PEQA)**

VR file audits are scheduled for the week of October 12. A new instrument has been developed to incorporate critical elements of the RSA-911.

**Other**

We have a doctoral student (Jorge Lopez) from Idaho State University interning with us in Boise for fall (and maybe spring) semester.

**Assistive Technologist and Business Engagement (Reported by Earl Hoover)**

***Assistive Technology***

During this first quarter of FY 2022, I have traveled throughout the regions providing AT support as needed. I have continued to provide Assistive Technology Assessments to counselors, and I have also been working with some of the instructors to provide them with remote hardware and software training to update or refine AT skills. I partnered with vendors to learn about new and developing technologies. I have participated in regional AT and ICBVI staff meetings via Zoom and Microsoft Teams. I was also invited to present four different AT topics at the A11y Camp conference, in CDA, hosted by Northern Idaho College (NIC). Additionally, I am working on the College Days Planning Committee.

***Business Engagement***

During this first Quarter, I participated in regional meetings remotely using Zoom. I have continued to provide consultation services with IESDB Staff on AT devices. I have participated in Business spotlight virtual sessions which highlight a particular business each time. Mikayla Cobbler, Business Engagement Coordinator at IDVR and I have setup Bimonthly meetings in which we collaborate on business engagement efforts. I also participated in a meeting at Department of Labor in which Amazon recruiters came and presented on hiring opportunities now being offered at Amazon. Moving forward, I plan to make contact with regional points of contact at DOL and IDVR when visiting regions for AT work. Alison and I are working together to plan SWEP and reach out to employer partners. I plan to make contact with each of the employers we’ve previously partnered with to introduce myself in efforts to continue our partnership with local community businesses.

**Pre-employment Transition Services (Reported by Alison Steven)**

***Interstate Network Collaborative, monthly on the 4th Thursday of the month:***

The final meeting of this year was held in June and at time of writing, there are no planned meetings moving forward. Students in attendance were enthusiastic about continuing with this program but overall numbers have dwindled towards the end of the year.

***Virtual College Days, June 10 – 18, 2021:***

Four students completed the week long College Days program participating in classes taught by Tyler Merren, Kathy Nimmer and Lance Kaldor. Students learned self-care skills, study skills and self-awareness skills as well as learning about developing career goals, and hobbies and interests. Each student was assigned a peer mentor and a professional mentor to support them and help them work through challenges and questions that arose. Three students continued to meet on a weekly basis to cover additional topics including note taking, accessing electronic text books and developing active listening skills. One student took a college class at CSI as an extension of College Days. She started out the program with very little confidence in her ability and with support and encouragement from her peer mentor and VR counselor, successfully completed her first college class.

***Hybrid SWEP, June 21 through August 6, 2021:***

13 Pre-ETS clients participated in this program. Of these 13, eight had work experiences in their regions over the summer, and placements for the other 5 are still being developed. Counselors worked with CRP’s for many of these work based learning experiences, and also developed work sites themselves.

For the virtual piece of the hybrid SWEP, David DeNotaris of Skies the Limit! And Eileen Rivera Ley of Blind Savvy USA joined our students each Friday morning for 6 weeks. In addition to running dynamic sessions, David and Eileen brought in several blind professionals from around the country to share their career journey, obstacles they faced and how they overcame them. In addition, we had local Idaho role models join us including the chair of the ICBVI board and some ICBVI staff! Students really enjoyed hearing the various stories of all the professionals and now have a contact network that they can reach out to.

The transition coordinator traveled to Coeur d’Alene at the beginning of August to attend the Northern Idaho College A11Y conference and to work with Pre-ETS clients in the region. Alison Steven and Jackie Stallings gave the keynote address, “The Inclusion Advantage”, at the conference, and Earl Hoover, Jackie and Alison presented break-out sessions. Later in the week, Alison, Shane and Earl led a Pre-ETS group activity which included a Circle Session and Disc Golf. Seven students participated from the Lewiston and Coeur d’Alene regions. They all benefited from being together in person.

The following week Alison traveled to eastern Idaho visiting Idaho Falls and Twin Falls to meet new Pre-ETS clients and for group activities. In Idaho Falls, four students visited the Museum of Idaho and saw the visiting exhibit, “Animal Inside Out”, as well as long-term exhibits. Over lunch, museum staff asked students for input on how to improve the accessibility of the museum and exhibit interactions. This was a great opportunity for self-advocacy and community connection.

On the way back to Boise, Alison stopped off in Twin Falls and met with five students from the region to share about Pre-ETS programs and engage them in interactive activities. It was great and again so beneficial to meet with students in person.

Looking forward, Alison is planning another virtual social skills training session for students this fall, and planning for an in -person Summer Work Experience Program 2022 is under way.

**Independent Living/Sight Restoration Report: Steve Achabal**

**IL/ILOB Programs :**

This last quarter we have been able to provide direct services to our clients in-person in their homes, the community, and their places of employment. This has been a wonderful experience, to be able to meet with clients face to face and get back to the essence of what the Rehabilitation Instructors do. With numbers increasing we are hopeful to be able to continue to provide direct services on an in-person basis as we have been doing, but if not, the IL programs will remain flexible, and Rehabilitation Teachers will adapt as needed.

We continue to take precautions when working with clients, and the public, and will continue to follow directives as they come from the Governor’s office, CDC and our administrator and management team.

During SFY2021 we saw a reduction in the numbers of individuals served in both IL and ILOB programs. In SFY 2021 we served 716 combined IL and ILOB clients, compared to 867 in SFY 2020. This was due to two key factors. The first was that there was a significant reduction in referrals in both the IL and OB programs. I believe this reduction was due to COVID – 19 and is reflective with other states’ IL and ILOB programs throughout the nation.

The other factor is that RT’s are examining their caseloads and identifying those clients that have been open but inactive for a significant period of time. Moving forward the RT’s will continue to monitor their caseloads and with the change in the OB program moving from IRIS to ORION, RT’s will continue to contact open clients and determine service needs. Those clients that have completed their independent living goals and no further services are needed will be closed in order to have more vibrant and accurate caseloads.

We continue to have some turn over with the Rehabilitation Teachers position. As reported in the last quarterly report Diana Lerh replaced Brenda Knight as the RT in the Twin Falls office. Diana completed her training in the ATC and has been working in the field. She continues meeting with myself and utilizes other staffs’ knowledge as resources for questions and to gather information. Diana has shown to be a go getter and is taking over the Twin Falls caseloads as her own.

During this last quarter Alicia Keller, RT in the Coeur d’Alene office, has resigned for personal reasons. We conducted interviews on July 29th with three qualified candidates. Tyler Kuisti was the consensus candidate for the position and excitedly accepted. Tyler brings a lot of passion for working with individuals with disabilities, which was mentioned in his interview and was a reoccurring theme when I spoke with his references. Though he does not have a lot of blindness related experience the interviewing team felt that he was an excellent candidate for the position, and he has expressed multiple times that he is very excited and thankful to start his career at ICBVI.

Tyler will be driving down from Coeur d’Alene on September 13 and will start in the ATC on the 14th. During his training at the ATC, I will also work with him on aspects of the job and he will be able to go out and shadow other RT’s as well as spend time in our Low Vision Clinic and our Store, and meet the rest of the Boise staff. Tyler will also be able to participate in our annual in-service which will hopefully be a great opportunity to meet staff from the other regional offices as well.

Recently Jason Madsen, RT out of the Boise office, has resigned. Jason recently finished his degree at Boise State University and has taken a job in the area of finance. Jason has been with the agency for 14 years, first serving as the Shop Instructor in the ATC and then as an itinerant RT for the last six years. We wish Jason the best in his new career. Jason’s last day with the agency was August 26th.

We will be looking to fill this position, but in the meantime will be taking an in depth look at all Treasure Valley caseloads to determine the best strategies moving forward to continue to provide quality service delivery.

As previously mentioned, the OB program is moving from the IRIS database to ORION as of September 30th. This will allow for better and needed reporting functions which IRIS would not allow. This move has been a long time coming. The RT’s have assisted in identifying problems, broken links, etc. in the test site the last month and Tom has been essential in making needed changes and moving the project forward.

Also, during this last quarter and next quarter, I will be participating on the SILC Planning Committee for State Plan for Independent Living (SPIL). The SPIL is the strategic plan that lays goals and objectives for the Independent Living network providing services for individuals with disabilities throughout the state of Idaho. This collaboration is also essential for it is this plan that portions out Title B funds which is the main grant for our IL program for those clients of age of 54 and younger. The main recipients for the Title B grant are ICBVI, SILC and the three Centers for Independent Living, DAC-NW, LINC, and LIFE.

**Sight Restoration:**

State fiscal year 2021 (SFY2021) saw lower client served numbers than in years past. I believe this was a direct result of COVID – 19. We did not see the usual number of referrals as in years past, and many procedures were halted for the first two quarters of this state fiscal year by physicians and facilities.

Also, during SFY2021, there was a significant reduction of SR funds, from $140,000 to $100, 000, due to Governor Little’s request of 5% holdbacks. In hindsight it would have been difficult to utilize the full $140,000 amount last year given COVID and the numbers of referrals we saw. It is important to note that all SR eligible clients were served, and no one was denied services due to the reduction of funds. 53 eligible clients were served in SFY2021, compared to 63 in SFY 2020, and 82 in SFY2019.

For SFY 2022 the SR program will have $140,000 allocated for services.

**Low Vision Clinic:**

The Low Vision Clinic has stayed open and has seen patients throughout all of SFY 2021. With the exception of a few months at the start of the pandemic in 2020 we have been focused on being flexible and adapting to changes and directives to assist our Clinic’s patients. We implemented many changes to be able to see clients in the safest ways possible. We continue to implement most of these changes minimizing patients’ time in the clinic waiting areas as well as minimizing interactions with other patients.

We did see a reduction of referrals in SFY 2021 which resulted in moving from 5 clinic days per month to 4 clinic days. Starting September 2021, we have gone back to having 5 clinic days per month since we are seeing the uptick in referrals and the need to do so.

Another reason I believe for the reduction of numbers was that we did not have our normal mobile Clinics in the Lewiston and Twin Falls areas. Depending on COVID trends we will look at re-engaging those mobile clinics in calendar year 2022.

For SFY 2021 we served 380 patients compared to 526 in SFY 2020 and 587 in SFY 2019.

Moving forward we will continue to follow guidelines and recommendations from the Governor’s office, CDC and our administrator and management team.

**ICBVI Store:**

Our ICBVI Store also was open throughout SFY2021. As with the Low Vision Clinic we focused on performing services as safely as possible. The store continues to be open Monday through Thursday, but we have seen an uptick of customers contacting the Store manager or regional staff over the phone and purchasing items which are then mailed out to them. Again, our focus is to continue to provide quality customer service during this difficult and troubling time.

The store had 1468 transactions in SFY 2021, which is slightly down from 1664 in SFY 2020.

**Consumer Input**

No input was heard.

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

The summer term ended on September 17th. We had 7 students in the center this summer. One of those students is a high school teacher who was just here for July and the first week of August before she had to report back for duty. Two other students were here part time and four were here full time. We had 2 students living in the dorms. We managed to have one activity day this term where the students went to the Boise Aquarium, ate out for lunch and went bowling. The second scheduled activity day on September 3rd was cancelled out of caution due to the increasing number of COVID cases in the area. The students were disappointed, especially one who was looking forward to going fishing. Hopefully we will get a chance to do that later this fall.

We had 5 potential clients tour the ATC this summer, which is a good sign. The more tours we get, the more students we typically have. We have two more tours scheduled already in October. With the ongoing COVID pandemic we still won’t be able to accommodate every client who wants to attend the ATC this fall. There are two clients who wanted to attend in October, but who will have to wait until January to begin, and if the pandemic doesn’t let up, the clients who are touring in October may have to wait until April to start. We are going to start out with 9 students in the ATC for the fall term, including a student from northern Idaho who will be doing computer training with Larry remotely. Larry has postponed his retirement until December 31st, so that he could work with that student and one other student who are both IT professionals and will benefit from his ability to “speak their language” so to speak.

In mid-August a shop teacher from Moscow Middle School came to the ATC for a couple of days to learn more about blindness, and specifically more about how he could accommodate a student he will have this fall who is blind. Mr. J.D. Poulus spent one day taking all the classes, then spent a half day focusing on just shop. He was very excited about the information he got and the chance to try some non-visual skills himself. J.D. said he felt much more confident about being able to work with a blind student in his shop classes now and he saw no reason why his student this fall can’t do everything that his other students are doing in his shop classes. He was particularly excited about the click ruler. We always like to have teachers come for a visit or attend our Blindness 101 seminars because the effects ripple out far and wide after they get even a little training from the ATC staff. Thank you to Shane Hyde, our Lewiston VRC who referred Mr. Poulus to the ATC.

There are a couple new items I would like to begin reporting from now on. The number of hours of direct instruction our instructors provided and the number of student goals that have been met during that time. Thanks to Tom and his intern Wyatt, I now have the ability to get a report that tracks the exact number of hours of instruction the ATC staff have provided in a given amount of time. I can enter a start date and an end date and voila, Orion spits out a number of hours. I can get the total number of instruction hours, the number of hours each individual staff member taught, I can even get the number of hours each student has personally received. For a numbers geek like me this is exciting. The ATC team provided a total of 1054 hours of instruction for the summer term. Imagine what the numbers will be when we are back at full strength after the pandemic subsides. In state fiscal year 2021 which ended on June 30th the ATC staff provided 3,201 hours of direct, personal instruction to clients. In a “normal” year that number should approach 6,000 hours or more. I think that tracking the hours we spend working directly with our students is important, and it helps differentiate us from other agencies and services who don’t necessarily do that themselves. Another unique service the ATC has been providing is our partnership with Hewlett Packard where we assist their engineers with the development and implementation of accessibility features on their new printer/copier/fax machines. Lisa, Beth and Larry helped to get that partnership started several years ago and we are still assisting HP with new ways to make their products accessible. Larry just helped the HP team set up a new machine in the ATC a few weeks ago. Now staff and students will put it through its paces to help HP determine what if any changes need to be made before the product goes into production.

While the management team was discussing the agency’s Strategic Plan this past summer and trying to determine what information to include in that report, the topic of the ATC survey came up. As you have likely noticed, I haven’t been reporting on the results of the existing survey lately, because for a variety of reasons we just have not been able to contact clients very reliably after they exit the ATC to survey them. As a result, the ATC team is going to start over and create a new, simpler survey that will be completed in computer class when clients are nearing the end of their training. While that takes away the anonymity I had previously been striving for, it should result in 100% participation rate and result in more information to help us improve the program and respond to client input. I don’t know for sure, but an educated guess would be that our survey participation rate the last 5 years has been in the neighborhood of 10% or less. I hope to have the new survey created in time to begin the in-house survey process at the end of the fall term on December 17th.

We recently had a student who left the ATC prematurely for a really good reason. He interviewed for a job on a Thursday, was offered the job on a Friday and went to work the following Monday morning. Naturally that makes everyone on the whole VR team who worked with this individual very happy. This client spent 4 and a half terms in the ATC. He could hardly use a computer when he arrived, and his typing speed may have been 5 words per minute at best. He was dejected and had mostly convinced himself he would probably never work again even though he had an excellent, and very accomplished work history. To say he was skeptical about finding employment would be an understatement, but he never stopped trying and he did everything we asked of him. By the time he left, he was typing approximately 30 words per minute, could use a computer via JAWS or Dolphin without a mouse and was proficient in several of the Windows programs like Word and Excel. This client was initially fearful of taking shop class but ended up making several woodworking projects as well as tearing down and re-assembling a small engine, which started right away when he pulled the starter rope. He was in the process of building an addition on to the small engines tool cabinet when he had to leave to start his job. Seems most engines nowadays use metric fasteners, so the student was adding space for metric wrenches, sockets and other tools. This student received 1087 hours of instruction in the ATC (probably more actually) during his time here and I am certain we now have another graduate who will gladly share his story with new ATC students who need a little encouragement from someone who has been there and done that.

Each term the individual students create a list of goals for themselves that they want to accomplish before the term ends. We don’t require a certain number of goals per student, or that they must have a goal for each class or anything like that. All we ask is that they come up with some measurable goals for the term that they personally want to achieve. Generally, each student will have around 4 or 5 goals for the term, some students will have quite a few more than that. This term, our students had a combined total of 32 goals they wanted to achieve. By the end of the term they had accomplished 31 of them. Some examples of goals that were achieved this summer are: to be able to read at least 3 pages of Braille every class period by the end of the term. To complete the electrical and plumbing modules in shop class by the end of the term. To do an independent route to Jacksons and Guido’s Pizza by the end of the term. To type 25 words per minute with 90 percent accuracy by the end of the term. To learn safe knife cutting skills and still have all my fingers by the end of the term. To be able to create a complex spreadsheet in Excel by the end of the term. One goal that hasn’t quite been reached yet was to be able to read 200 words per minute in Braille class. The student is very close but can’t quite claim that speed at this point. That student will probably reach her goal during the fall term.

**Business Enterprise Program Report: Corey Bresina**

Overall sales made a big jump for April-June and total net income did as well. A couple locations are almost back to pre-Covid numbers, but the majority of locations remain well below normal. These Spring and Summer months are typically the busiest time for most locations. Q4 should also continue to see growth.

**Financial Snapshot**

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| --- | --- | --- | --- | --- | --- | --- |
| **2021** | **OCT-DEC**  **(Q1)** | **JAN-MAR**  **(Q2)** | **APRIL-JUNE (Q3)** | **JULY- SEPT**  **(Q4)** |  | **Total** |
| Total Sales | $374,811.62 | $469,947.55 | $697,513.35 |  |  | $1,542,272.52 |
| Total Net Income | $105,615.28 | $151,487.49 | $275,159.23 |  |  | $494,509.91 |
| Set Aside Collected | $7,872.60 | $15,440.23 | $27,633.00 |  |  | $50,945.83 |
| Average income % | 21.50% | 25.74% | 29.17% |  |  | 23.62% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2020** | **OCT-DEC**  **(Q1)** | **JAN-MAR**  **(Q2)** | **APRIL-JUNE (Q3)** | **JULY- SEPT**  **(Q4)** |  | **Total** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total Sales | $569,432.16 | $552,635.34 | $159,624.72 | $473,124.02 |  | $1,754,816.24 |
| Total Net Income | $146,611.94 | $131,955.55 | $(20,445.52) | $112,706.49 |  | $371,114.43 |
| Set Aside Collected | $14,749.54 | $13,240.05 | $3,990.24 | $12,769.86 |  | $44,778.28 |
| Average income % | 26.84% | 24.60% | -97.26% | 22.32% |  | -15.04% |

BEP Staff

Coordinated purchase of equipment for a second subcontract cafeteria at Gowen.

Set up new master account with Cantaloupe that will help the program track credit card readers and troubleshoot any problems the vendors may experience.

Training with the ATC to become proficient with JAWS.

Met with the U.S. Citizenship and Immigration Services about the potential of providing vending services in their new location.

Participated as a guest speaker discussing employment during the virtual SWEP & represented ICBVI at an event in conjunction with IESDB at Zoo Boise.

Transferred the FBI micro market in Pocatello from V013 to V021.

Upgrading the vending machine card readers to 4G cellular technology (because 2G technology is going away in 2022). We have completed central Idaho, northern Idaho, and the Treasure Valley routes so far. Eastern Idaho will get finished in October.

Working on getting our equipment inventory inspected and accounted for. We have completed locations V021, V013, V009, north Idaho storage, and Boise storage inventory. We will be finishing the eastern Idaho storage and the other locations over the winter.

**Fiscal Report: Corey Bresina**

A look back to fiscal year 2021:

Appropriation: Expended: Percentage:

Personnel - General Fund 790,744.13\* 790,744.13 100.00%

Federal Fund 2,199,700 2,157,833.28 98.00%

Adaptive A & A 21,100 21,100.00 100.00%

Operating - General Fund 107,500\* 107,500.00 100.00%

Randolph-Sheppard 27,600 17,817.34 64.56%

Rehab Revenue (SSA) 9,900\* 9,900.00 100.00% Miscellaneous 28,100 8,225.84 29.27%

Adaptive A & A 62,900 59,597.73 94.75%

Federal Fund 613,900 377,748.81 61.53%

Trustee/Benefit - General Fund 522,300\* 496,557.88 95.07%

Randolph-Sheppard 100,100 29,974.46 29.94%

Rehab Revenue 37,400 37,400.00 100.00%

Miscellaneous 56,300 -0- -0- %

Federal Fund 470,300 330,827.36 70.34%

Total - 5,056,480

“\*” indicates a change in appropriation from the June 2021 board report.

In Personnel: $8,655.87 was transferred to Capital Outlay to replace a water heater from General Fund; there were no reversions in this category. $41,866.72 in Federal Personnel was reverted.

In Operating: $50,600 in General Fund was transferred from Trustee Benefit to Operating to make sure all General Fund was used in order to make MOE. $9,782.66 was reverted in the Randolph-Sheppard Fund. In Federal, $236,151.19 was reverted. Reversion for the Miscellaneous Fund was $19,874.16. For the Adaptive A & A Fund, $3,302.27. In the Rehab Revenue Fund, $24,400 was transferred to Trustee Benefit for Independent Living authorized services.

In Trustee Benefit: In addition to the object transfer to O/E in General Fund, $25,742.12 was encumbered for client services. $70,125.54 was reverted in the Randolph-Sheppard Fund. In Federal, $110,632.32 was reverted while $28,827.36 was reserved for encumbrances. The entire spending authority for the Miscellaneous Fund was reverted.

As a reminder, only spending authority is reverted, all cash remains intact.

It was not a surprise spending was down in FY21 due to covid issues. It remains to be seen if those effects follow us into FY22 or if normal spending will resume.

SFY22 appropriation and expenditures:

Appropriation: Expended: Percentage:

Personnel - General Fund 852,800 103,594.60 12.14%

Federal Fund 2,244,600 367,370.97 16.36%

Adaptive A & A 21,600 3,531.87 16.35%

Operating - General Fund 70,800 858.07 1.21%

Randolph-Sheppard 27,600 -0- -0-%

Rehab Revenue (SSA) 34,300 4,453.60 12.98% Miscellaneous 28,100 5,171.40 18.40%

Adaptive A & A 62,900 18,521.03 29.44%

Federal Fund 593,000 107,006.19 18.04%

Capital Outlay - Adaptive A & A 55,800 -0- -0-%

Trustee/Benefit - General Fund 599,200 22,720.09 4.62%

Randolph-Sheppard 100,100 25,650.00 25.62%

Rehab Revenue 13,000 3,104.00 23.87%

Miscellaneous 56,300 -0- -0-%

Federal Fund 470,300 78,336.52 16.65%

Total - 5,230,400

Nothing out of the ordinary to report at the start of FY22.

The entire FFY20 15% reserve requirement has been met – that total is $416,730.15. The FFY21 15% reserve requirement of $430,511.10 has not been met but $181,174.45 has been expended. We are on track to meet the MOE requirement of $968,661, which will allow us to carryover any unobligated federal funds.

Not sure how quickly news travels, but as of 9/30 I am done working. I will burn vacation through October, so if needed, I can be available to answer questions for Corey – who is taking my place…making my official retirement date 10/31/21. Yay!

Corey was able to get the FY23 budget request submitted to DFM and LSO prior to the September 1st deadline. There is only one request being made outside of the maintenance of current operations (MCO). An additional $47,200 is being requested in General Fund operating to cover the increased cost of Information Technology Services (ITS) being charged to ICBVI. This is not the entire increased cost, that amount is just over $89,000, but DFM has implemented a 3.1% cap on General Fund budget growth over FY22. Requesting $47,200 puts ICBVI at the maximum General Fund request. This increased cost is due to “ITS Modernization”; in other words, all IT services have to be handled by ITS. Beth and Tom will meet with ITS later this month to define what that means to ICBVI and Tom’s ability to provide IT help to staff.

**Executive session- I.C. section 74-206(1)(f).**

The MOTION to move into executive session as allowed by Idaho Code 74-206(1)(f). for the purpose of communicating with legal counsel; was made by BJ Stinger and seconded by Sue Walker. A roll call was required:

Al Schneider, Aye

Sue Walker, Aye

BJ Stinger, Aye

Let the minutes reflect that the board conducted an executive session, during which the board members communicated with legal counsel to discuss the legal ramifications and legal options concerning BEP priority at BEA locations.

**New Business:**

The next ICBVI Regular Board Meeting will be held in Boise on February 10,2022VIA Zoom. Information on how to participate in this meeting will be shared with the staff and individuals in this region.

**Adjourn**

The MOTION to adjourn was made by BJ Stinger.

The ICBVI Board Meeting concluded at 4:16 p.m.

Minutes were respectfully submitted by Bailie Weir on January 24, 2022.