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

**February 16, 2022, Regular Board Meeting**

**Virtual via Zoom**

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

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

ICBVI Staff in Attendance: Beth Cunningham, Bailie Weir, Steve Achabal. Mike Walsh, Corey Bresina, Greg Metsker, Rocio Gil, Jeff Weeks, Kevin Jernigan, Chris Johnston, Linda Upton, Matt Queen, Dawn Scott, Earl Hoover, Alison Steven, Diana Lerh, Lauri Carlin, and Lisa Baker.

Guest in attendance: Dana Ard and Coleen McFadden

ICBVI Mission statement read by: Bailie Weir

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

The **MOTION** for all board members to approve the minutes for the October 13, 2021 Regular Board Meeting, and the December 29, 2021 Special Board Meeting was made by Sue Walker and seconded by BJ Stinger, all were in favor.

**Administrators Report: Beth Cunningham**

New Board Member- I want to welcome Mark Watkins to the Board and thank him for applying.

**JFAC-** Our JFAC Hearing was on January 21st and it went smoothly. This year we had a maintenance budget with only the required changes for ITS, benefits and CEC.

**Budget Setting** is scheduled for February 22nd

**RSA Monitoring-**We have been getting plans in place for preparing for RSA to monitor our agency. We have 11 months to prepare, so we are grateful for that. However, it will be a lot of work over the next 11 months. We have been reading the technical assistance guide and figuring out our teams and who will be working on each section to prepare. It is likely that there will be some policies written during this preparation period. This may be things that we are already doing, but haven’t been written down in a policy or may be internal controls that we have needed to get down in writing. It is likely that there will be some policies to review and approve at the next board meeting. I am working on one now regarding Hiring New Employees and Compensation. So, I wanted to know if you all want this sent to you prior to the next meeting to be voted on during the meeting or how you all prefer that any new policies be handled.

**Strategic Plan-** We have updated and streamlined the Strategic Planto better align with the priorities of the Workforce Innovation and Opportunities Act and the Combined State Plan. Our performance report will also change to reflect this new plan and the measures that are part of it. New measures on this plan include:

* **Employment rates** after exiting the VR program
* **Median earnings** after exiting the VR program
* **Measurable skill gains** (education and training programs that lead to recognized postsecondary credential or employment
* **Participant satisfaction rate**
* **BEP**- average vendor earnings are still being measured
* **IL**- we will begin looking at the number serviced out of the number eligible
* **Site Restoration**- we will now look at the number served out of the number of applicants

**Committee for advocating for a state-wide ADA Coordinator**—I have been working with a few other directors of agencies representing people with disabilities (IDVR, the SILC, ICDD) to discuss with state leaders the need for a statewide ADA Coordinator. This is a position found in many other states. Currently, the state has a person who works for the Department of Human Resources who has this activity as part of her job. There has not been one clear person to go to regarding statewide accessibility including physical and digital. There have been public concerns raised regarding the Capital and the ability for people with disabilities to testify remotely during hearings, and there are many issues around the state regarding physical barriers and parking. Other issues include leases and whose responsibility it is to ensure that the state buildings that we are leasing are accessible. Currently, each agency has an EO officer and we annually need to check our buildings against an ADA checklist and turn in the information to DHR. However, there is no guidance or follow-up on issues that landlords do not fix. This committee met with Sara Stover from the Governor’s office and with Lori Wolff Director of the Division of Human Resources. After a couple of meeting with Lori, she did include a request for an FTE in her JFAC presentation to be utilized for a full-time ADA Coordinator. Although, this will definitely be progress for the State of Idaho, it is our hope that a broader position (one which will deal with public and internal issues) will also be created and that ITS will hire someone to work with all state agencies regarding digital accessibility.

**Ticket Tracker**- Individuals who are on Social Security Disability benefits are given a ticket to work from SSA. When we begin working with them in our VR program, they can assign their ticket to us. Once they are employed and no longer receiving benefits, we can get reimbursed for the services or training that we provided to them from SSA. For our Social Security Reimbursements, we have purchased software called the Ticket Tracker which helps us to better track and submit the required information that we need in order to get reimbursements for the money that we spent on a client when they become independent of their SSDI Benefits. We anticipate that by purchasing this ticket tracker system that we will begin to see an increase in reimbursements.

In 2021 we received around $23,000 from one successful claim.

This year, we have two on the horizon. One for around $15,000 and the other for around $63,000. Both will hopefully be filed in the next few months using the Ticket Tracker. These will most likely be paid out after July. We typically use these funds to help support our Independent Living services for older blind.

**Information Technology Services**- Tom and Corey and I met with a team from the Information Technology Services Department (ITS). ITS will begin over the next few months to take over what Tom has been doing for our agency (officially July 1). Tom will move more into his role as the Data Coordinator, senior. They are beginning by getting more information about our agency and our needs. Corey and Tom completed a questionnaire that details the number of computers that we have and our different offices. Over the next few weeks they plan to come to our agency and learn a little more. We should start transitioning things such as IT support over to them very soon. With that, I will segue into the announcement that our **Coeur D’Alene office has moved**. Our lease ended and was discontinued by the landlord, so we were informed in November that we would need to move out in February. Jackie, Merrilee and Tyler worked with a realtor in CDA and found our new location. Last week, they got moved and ITS has been helping with the hook ups of their computers and internet service and phones.

**Audit**-Last Monday, Corey and I met with the Legislative Services Office’s Audit team. We are now underway with a management audit. They plan to review the internal controls that we put in place after our 2019 audits. We are really hoping that the BEP Finding will be closed at the end of this audit.

**Staff Changes and Updates**: Since the last Board meeting, several changes have occurred. Bailie applied and was hired to be an Instructor for the Blind in a new position that will primarily work as a teacher alongside Alison, assisting with the Transition programs throughout the year. This will include the Summer Work Experience Program and College Days. In addition, she may work some with Earl in Business Engagement. She will also be our agency’s Equal Opportunity Officer and will be responsible for the annual survey and information that we provide to DHR. Bailie will officially begin in this new role on March 7th. Bailie has already begun preparing for her new job by participating in shades training in the ATC. She is doing this 2-3 days per week right now. She will report to Mike in her new position. We have hired a new Management Assistant named Angela Starr, who is moving here from Washington state and will begin on March 14th. She has a lot of experience in State government and has worked for the State of Washington for the past 10 years (Department of Agriculture).

**Larry has retired** and we are having a retirement party for him tomorrow. Larry has done a tremendous job over the years with managing our SWEP program, working with HP on accessible printers, working with the accessible voting machines, and teaching computers in our Assessment and Training Center. In addition, Larry has helped with many IT functions here at ICBVI and we will all miss him.

Fred Riggers **Disability Awareness Day-** February 2nd, Governor Little signed a proclamation to make February 2nd, Idaho’s official Fred Riggers Disability Awareness Day. Fred was a gentleman who lost his vision in his late 50s. Prior to that he was a farmer. He came to our agency for services and then became a huge advocate for people with disabilities. He was frequently at the Capital during the legislative session, speaking with legislators and representing people who are blind and people with disabilities. I attended the signing and had the opportunity to speak with Fred’s daughter after she presented the Fred Rigger’s Disability Awareness Award (award given to Courtney Lynch – a young woman with a disability who has been speaking at schools).

**Bell Academy** – I met with Dana Ard in January and she told me about the Idaho – NFB’s plans for an in-person residential camp this summer for students ages 7-12. The plan is for some of our transition age students to help work the camp to gain skills and be role models to the children. I thought this seemed like a great plan and I am excited to hear how it goes. ICBVI will provide $14,000 to help the Idaho NFB fund this summer program.

**Goals and Accomplishments during 2021**: I asked the Program managers for some accomplishments in 2021 and was impressed seeing all of these listed out.

**Independent Living**

* Provided in-person direct Independent Living (IL), Independent Living Older Blind (ILOB) and Vocational Rehabilitation (VR) services to clients in their homes and communities throughout the state of Idaho during a global pandemic
* Served 716 combined IL and ILOB clients in SFY 2021
* Hired and trained/training new Rehabilitation Teachers (RT’s) in the Twin Falls, Coeur d’Alene and Boise regions
* Moved the ILOB caseload to the ORION database to be compliance with federal 7OB requirements
* Pursued actions to make IL and ILOB caseloads more representative and accurate
* Worked with Assessment and Training Center (ATC) staff in having RT’s, throughout the state, come to Boise and train in the ATC for one week each during the summer
* Assisted the Rehabilitation Teacher in the Pocatello region in providing support and assistance in helping her achieve a professional goal of obtaining her Orientation and Mobility certification
* Created new IL/ILOB forms to be compliant with 7OB and 704/PPR reporting requirements.
* Performed ILOB client satisfaction surveys for the ILOB caseload
* Started working on merging three Treasure Valley ILOB caseloads into two caseloads (still working on this in 2022)
* Served 53 sight restoration clients in SFY2021, which was difficult given that many physicians and facilities were not offering procedures in the first half of 2021
* Renewed our Low Vision Optometrist contract with Dr. Hansen
* Renewed out medical billing contract with Claim Pro Medical Billing
* Became PCI compliant for our credit card servicing
* Updated and evaluated safety procedures in our low vision clinic and store
* Released training and informative videos on the ICBVI website
* Worked with Peer Support Group Leaders throughout the state to resume in-person monthly meetings

**VR Program**

* Developed and implemented improvements to VR program audits
* Developed a procedure for quarterly RSA 911 data validation
* Developed and completed an assessment of our internal control framework
* Met and exceeded the requirements of the Governors Executive Order 2020-01: Zero Based Regulation
* Revised our strategic plan to align with the WIOA State Plan and the VR primary indicators of performance
* Added a Rehab Teacher position in the VR program to assist with services to students and businesses
* Signed an agreement for Intensive Technical Assistance (first time ever) from the Vocational Rehabilitation Technical Assistance Center: Quality Employment (VRTAC-QE)
* Met and exceeded our negotiated target for our first primary performance indicator (Measurable Skills Gain)

**ATC** worked with 13 clients in the training center during CY2021. Of those 13, **two** have become employed in the last 3 months**. Both of them got jobs while they were still in the ATC**. Four of the 13 clients who attended in CY2021 are still in the ATC.

Greg looked in Orion to see how many current VR clients with open cases are employed and how many of those attended the ATC. There are **currently 31 active clients** who are employed. Of those 31, 13 have attended the ATC at some point while working with the ICBVI. **That is 42%.** **There may be a correlation** between clients who are employed and those who attended the ATC at some point. We will need to continue to track this to see if our clients who attend ATC are employed at a higher rate than those who do not.

**In our bordering states of Washington and Oregon they have been working remotely with clients. They have not been able to continue in person services the way that we have.**

That is all that I have to report at this time and feel free to ask any questions that you may have.

**Independent Living & Sight Restoration Report – Steve Achabal**

**IL/ILOB Programs:**

Nearly two years into this pandemic our Independent Living programs remain focused on providing quality direct services to our IL and ILOB clients. Our Rehabilitation Teachers have been able to continue providing services in clients’ homes and the community throughout this last quarter. When appropriate they continue to meet with clients virtually or at times in our ICBVI offices. Identifying the best ways to meet our clients’ needs.

With the addition of Marcie Chapman in our Boise office we are finally fully staffed in regards to our Rehabilitation Teachers. Marcie brings a wealth of personal knowledge and training in the blindness and vision loss field. She started with the agency on November 29, 2021 and participated in training in the ATC. Along with working with Earl Hoover, Deeann Solis, myself and other ICBVI staff Marcie has continued her training. Marcie will continue with training but is starting to transition to her job duties and will be meeting with clients this month and working her IL and ILOB caseloads, along with working with Boise VRC’s and their VR clients.

With the addition of Marcie, Tyler Kuisti in our Coeur d’Alene office, and Deana Lerh in our Twin Falls office, 3 out of 7 of our RT’s have been in their positions for 9 months or less. Along with our move of the ILOB program from the IRIS database to our ORION database this has provided us exciting opportunities to update guidelines, forms and provide new and consistent training for these new employees.

As indicated in my Board report last quarter, in SFY 2021 we served 716 combined IL and ILOB clients, After the holidays we are seeing an increase in referrals, mostly in the ILOB program.

In our Treasure Valley Region we are working on transitioning from three ILOB caseloads to two after Justin Fish has moved to the BEP program full time. We are looking at being more efficient with the two RT’s schedules by identifying specific geographic boundaries to decrease overlapping. This will hopefully let us be able to cover all of the ILOB needs in Region 3.

ICBVI continues to work with the State Independent Living Council (SILC)and the three Centers for Independent Living (CIL) to develop the State Plan for Independent Living (SPIL). During this last quarter we were able to complete the Statewide Independent Living survey which is a detailed questionnaire for individuals with disabilities as well as a questionnaire for care givers throughout the state of Idaho. These surveys provide the SILC, the CIL’s and ICBVI key information that is used in developing our next SPIL.

Comparing the previous survey to this new survey, it is my belief that this new survey will be more accessible and much more pertinent to individuals who are blind or visually impaired. We added a whole section just on independent living and areas that we know individuals who are blind or visually impaired struggle with in their daily lives. These questions were not presented on the previous survey. This will hopefully strengthen the services needed for individuals who are blind or have visual impairments in the state’s next SPIL.

**Sight Restoration:**

The VRA’s continue to do a great job assisting residents of the state of Idaho who have a financial need and are requiring medical procedures to help maintain or increase their vision.

Numbers are on track to beat last state fiscal year, but still are not equal to pre-covid years. There are multiple factors, mostly due to COVID, but also the Affordable Care Act which has allowed coverage for more individuals to seek treatments than in the past.

**Low Vision Clinic and Low Vision Store:**

The Low Vision Clinic continues to thrive. We are currently about 3 to 4 weeks out in scheduling patients which is right about where we want to be. Clinic days are usually full, with the exception of last-minute cancellations, so we are able to best utilize Dr. Hansen’s time and service.

The clinic is scheduled for a total of 60 days in 2022. Along with these clinic dates in Boise, we will possibly be having a 3 day mobile clinic in the Lewiston area this fall. This mobile clinic, as well as all of our clinic dates, will of course be dependent on COVID protocols should numbers increase throughout the year to the point where we can not conduct our clinics.

Our Boise store, and our regional stores, continue to provide aids and appliances to clients and non-ICBVI customers throughout the state.

**Assessment and Training Center-Greg Metsker**

The ATC has been a relatively quiet place this term. We currently have 6 students on the roster, but two of them have been ill, or have had challenges at home that have prevented them from attending much up to this point. We also had two clients drop off the roster before the term started for various reasons, so we are experiencing another slow term. I think the ATC team have done a remarkable job of finding ways to stay busy when they don’t have a student, including the creation of desk manuals for each of their jobs. Kevin has been editing and enhancing a new ATC Team Member Handbook as well, that will be a part of every ATC desk manual. Kevin and Mel also virtually attended an online O&M Symposium for a few days last week. Lisa and Scott spend a fair amount of time listening to assistive technology podcasts and seminars. Lisa is always doing her best to keep up with advancements in accessibility features for cell phones. Chris almost always has little projects to do related to improvements in the building or in the shop. Mel even decided to break her arm and have surgery, just to stay busy. So, we are trying to make the most of this pandemic caused downturn in attendance. We do have several tours scheduled over the next month, so hopefully that will result in higher student numbers this spring and summer. We are not unique in our low attendance numbers, many of the training center managers I talk to are experiencing low numbers of clients, or they are still shut down altogether.

As you may be aware, Larry has decided to retire. His last actual day in the office was January 7th. We had a party scheduled for him on January26th, but it had to be postponed. We have re-scheduled it for Thursday February 17th. I put together a list of accomplishments that Larry has had over the 18 years he worked in the ATC and it was impressive. A few of the items on that list are working with HP to help them with beta testing on new accessible printers, coordinating the SWEP for 15 years, creating and maintaining an ATC computer network that enhanced what we were able to teach our students, tracking all the agency’s AT software and scheduling upgrades and starting the ATC ceramics program. These are just a few of the contributions Larry made over the years. He will be sorely missed for sure, and impossible to replace. We must try though, so Larry’s job has just been announced on the DHR website and it will be open through February 19th. We have contacted a handful of organizations nationwide, letting them know about the opening. Hopefully we will get a good group of applicants.

During the fall term, the ATC team provided 1,335 hours of direct client services/training. That is up from 1054 hours of instruction during the summer term. Fall and winter are typically our busiest terms. At the beginning of the fall term, the students set 43 personal goals for themselves and were able to accomplish 36 of them. Some examples of goals that were met are: “To take the bus from home to class and back, using both Access and the city bus.” “To be able to create and edit an Excel spreadsheet using JAWS.” “To learn the route to Winco non visually.” “To learn how to cut plywood safely and effectively by mid-term.” These were just a few of the many goals that were accomplished last term.

Last, but not least, another ATC student has obtained employment while attending the ATC. This client has been working diligently to apply for jobs the past few months and his efforts paid off. With help from Larry during computer class and from Lance Kaldor at the Department of Labor as well as a whole lot of personal motivation the student obtained a job in his hometown with a company that is involved with solar energy on some level. I don’t know all the details yet. The client is very pleased to have gotten the job. He had interviews with a couple of other companies in the last few weeks also, but this is the job he was really hoping to get. After taking an ATC tour last spring, this client chose to leave a part time job in June, so he could participate in full time ATC training in hopes that he could then find a full-time job that fit his skills better and paid a good wage. It looks like his gamble paid off.

**Consumer Input**

Dana Ard-NFBI President: As a reminder the National Federation of the Blind is the largest consumer advocacy organization of blind individuals in the United States; and it really is the only one in Idaho. Dana appreciates the partnership she has been able to have with the Commission for the Blind. Dana is also hopeful that we can resume the legislative lunch-ins next year so they can also be there to help advocate for new positions such as the ADA Coordinator. This is extremely important.

Scholarships-Both the national federation of the Blind and NFBI both have tremendous scholarship opportunities for students. For our national program, there are 3 scholarships, the highest awarded being $8,000. Sometimes this program can see over 400 applicants in a single year. In Idaho, we give merit scholarships, which means that this money can be used in any way the student may need to help their education. This could be used, for example, to purchase equipment like computers or assistive technology, or even be used for childcare so the student may attend classes. This year, we have 3 scholarships, and they are for $1400, $2500, and $3000. We need applicants! Anyone who is deemed functionally blind may apply for the Idaho scholarship program. Applications are due by March 15.

NFBI State Convention: Will be held IN PERSON at the Holiday Inn in Idaho Falls on April 21-23. There will be an employment panel, a travel panel, and a panel of individuals who have learned braille as adults. There will also be a mock Washington Seminar. We will have some guests, including a company that does accessible boardgames, and much more.

Lastly, Dana would like the Commission to know how grateful they are for the generous donation made for the BELL Academy this year.

Al Schneider: Cycle for Independence will be held in person this year and will be on May 21. 2020 saw us canceling the program, and nearly all the sponsors and riders who had registered had us keep the money. In 2021, we did a virtual Cycle for Independence which had around 1/5 of our ridership. Sadly, the NFB has lost thousands of dollars over the past two years, but we have been able to get by. So, we encourage all to participate in this year’s event. Registration is now open.

NWABA-is now doing activities in Boise such as Kayaking and snowshoes. They are also opening an office in Boise! They hope to employ another person for that office and start going into northern Idaho for activities.

Birding-The local birding group is the Golden Eagle Audubon Society, goldeneagleaudubon.org. They have several things that may interest people including some birding by ear classes.

**Vocational Rehabilitation Report-Mike Walsh**

**Federal Reporting:**

The RSA 911 Q1 report was submitted on Nov 15, 2021.

The RSA 722 was submitted on October 19, 2021.

**Program Statistics**

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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 |

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| --- |
| **VR Program Statistics – PY 2021** |
| **Quarter** | **Participants¹** | **Students²** | **Enrolled in training** | **Service Provision³** | **MSG Rate** | **Employment Outcomes** |
| Q1 | 333 | 82 | 41.6% | 54.7% | 1.5% | 9 |
|  Q2 |  |  |  |  |  |  |
|  Q3 |  |  |  |  |  |  |
| Q4 |  |  |  |  |  |  |

¹ Participants are those individuals who have an approved IPE

² Students who are eligible for Pre-ETS

³ Total number of participants who received a career or training service

**PY 2020 National Data (*RSA:* *2021* *CSAVR Fall Conference*)**

* MSG Rate – National average 43.8%. Idaho 52.6%
* Number of participants enrolled in training/education: National average: 24.9%. Idaho 26%. Idaho is in the 2nd quartile.
* Employment Rate (2nd quarter after exit): Idaho 58.9%. We are 4th in the nation.
* Median Earnings (2nd quarter after exit): Idaho average $4,259. We are in the 2nd quartile.
* Employment Rate (4th quarter after exit): Idaho average is 57.3%. We are 4th in the nation.
* Credential Attainment: Idaho average is 40.3%. We are 7th in the nation.

**WIOA State Plam:**

The combines state plan is currently out for public comment. Our program specific part is posted on our website. There were 2 phone-in opportunities for comment:

* February 1st 2:00-3:00pm
* February 9th 10:00-11:00am

There we no comments during either call.

The following are goals and priorities for the VRT program for the duration of this plan (2 years):

***Goal 1: Increase independence and employment outcomes through quality rehabilitation services.***

* Priority 1: Provide quality independent living skills training;
* Priority 2: Improve access to job training and placement services;
* Priority 3: Provide outreach training to all community partners; and
* Priority 4: Improve services to business across the state.

***Goal 2: Reduce barriers to employment for individuals who are blind or visually impaired.***

* Priority 1: Continued education and training to employers, educators, and community partners;
* Priority 2: Continue to address transportation issues that face ICBVI clients through our efforts in the One-Stop system;
* Priority 3: Continue to address accessibility issues within the One-Stop system;
* Priority 4: Increase/improve access to assistive technology and training; and
* Priority 5: Increase outreach activities to rural communities.

***Goal 3: Improve transition services for students***

* Priority 1: Increase work-based learning experiences for students prior to exiting high school;
* Priority 2: Engage work force partners in the development and provision of Pre-Employment Transition Services; and
* Priority 3: Continue emphasizing training and education of key stakeholders on ICBVI programs and services, with emphasis on Pre-ETS.

***Goal 4: Improve VR program efficiency through continuous quality improvement activities***

* Priority 1:Revise ICBVI’s program satisfaction survey(s) to identify areas for program improvement;
* Priority 2: Continue to improve the internal case review process to align with WIOA requirements and inform the continuous quality improvement cycle; and
* Priority 3: Continue to develop policies, procedures, and internal controls to ensure accuracy and validity of program performance reporting.

**Primary Performance Indicators for PY 2022-2023:**

The table below shows the expected levels of performance for 4 more of the primary performance indicators for the Idaho VR program. We will negotiate these expected levels with RSA later this spring, for publishing in our PY 2022 state plan update.

|  |  |
| --- | --- |
|  | Vocational Rehabilitation Program |
| Program Year: 2022 | Program Year: 2023 |
| Expected Level | Negotiated Level | Expected Level | Negotiated Level |
| Employment (Second Quarter after Exit) | 58.9% |  | 58.9% |  |
| Employment (Fourth Quarter after Exit) | 57.3% |  | 57.3% |  |
| Median Earnings (Second Quarter after Exit) | $4,365 |  | $4,472 |  |
| Credential Attainment Rate | 42.8% |  | 45.3% |  |
| Measurable Skill Gains | 55.1% |  | 57.6% |  |

**Rulemaking Activity:**

Our proposed rule made it through both the House and Senate Committees. They will go into effect Sine Die (Target March 25th).

This activity fulfills most of our statutory requirements under EO 2020-01 Zero Based Regulation. The only rule remaining is the BEP chapter, which is due no later than the 2024 Legislative Session.

**House Bill 454:**

House Bill 454 passed the House. It was reported out of the Senate Committee with do pass recommendation. It is expected to pass the Senate as well.

This bill amends Section 67-5408, Idaho Code to reflect current federal statutes (Rehabilitation Act of 1973 and the WIOA).

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

*Assistive Technology*

During this Second quarter of FY 2022, I have traveled to Lewiston and CDA in addition to 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. Additionally, I am working on the PreETS Summer Programs Planning Committees for SWEP & College Days.

*Business Engagement*

During this 2nd Quarter, I participated in regional meetings remotely using Zoom. I have participated in Business spotlight virtual sessions which highlight a particular business each time. 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 have been working together to reach out to employer partners. We are contacting each of the employers ICBVI has previously partnered with to introduce ourselves in efforts to continue our partnership with local community businesses as we develop this year’s SWEP Program. We will also be adding to this list of community partners as we connect with new businesses.

Mike has signed an Intensive Technical Assistance agreement with the VRTAC-QE (University of Wisconsin Madison). Training (both synchronous and asynchronous) started in late January, and will continue until the end of May. Partners in the TA include IDVR and 2 CRP’s.

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

*Fall Programs*

Twelve students participated in the 8-week virtual “Smart Social Navigation” Program this fall learning a wide range of social, networking and conversation skills, including interactions with blind professionals in informational interviews.

*Transition Institute*

Counselors and the Transition Coordinator were all able to attend this fall’s Transition Institute in Boise in person. This conference is a gathering of special education teachers, and other staff and agencies involved in working with students with disabilities around Idaho. John McNaught and Rebecca Evans were the keynote speakers.

*Regional Visits*

The Transition Coordinator worked with Shane Hyde, the Lewiston counselor, to collaborate with the North West Association for Blind athletes to put on an event for students in Moscow in October. The event was outdoors and though cold and wet, the students participated enthusiastically. Activities included yoga, team building, and a hike. Students came down from the Coeur d’Alene region to participate as well as Jackie Stallings, Coeur d’Alene counselor. Alison and Jackie also led a separate discussion for parents.

The transition coordinator traveled to Coeur d’Alene for the last week of January. She helped run a Pre-ETS activity that Jackie Stallings set up for the Coeur d’Alene students. Ten students participated in team building, confidence building self-advocacy activities including a high ropes course, bowling and laser tag. These in-person activities are really important and valuable for the students.

There are further regional visits planned for Twin Falls and Lewiston in March and Idaho Falls in April.

*Community of Practice*

The BVI educators in Idaho continue to meet monthly in a virtual setting to share resources and connect. At recent meetings, we had NWABA and an independent advocate for adaptive sports share, participants learned about the self-determination resources provided by John McNaught <https://www.iamdetermined.org> and Richard Rueda from APH Career connections shared about the many resources and programs they provide.

*Upcoming Programs:*

* Tools for Life, a conference for High School students with disabilities, will be taking place in person at the University of Idaho in Moscow in March.
* A Spring Work Readiness program will be delivered virtually starting at the end of march/beginning of April.
* Planning for the Summer work experience Program and College Days is in full swing with plans to be in-person at BSU in Boise.

**Business Enterprise Program-Corey Bresina**

Overall sales showed a small increase from 1st quarter 2021. The first quarter is always a struggle on sales due to the holiday breaks, and cafeterias always have a shutdown the latter part of December. These Fall and Winter months are typically the slowest quarter for most locations. We will see normal or even major increases in 2nd quarter. Our hope is that COVID is winding down and people will be returning to the offices which will result in increased sales.

**Financial Snapshot**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FFY 2022** | **OCT-DEC****(Q1)** | **JAN-MAR****(Q2)** | **APRIL-JUNE (Q3)** | **JULY- SEPT****(Q4)** |  | **Total** |
| Total Sales | $381,051.45 |  |  |  |  |  |
| Total Net Income | $53,329.61 |  |  |  |  |  |
| Set Aside Collected | $5,520.31 |  |  |  |  |  |
| Average income % | 29.67% |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FFY 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 | $744,224.43 |  | $2,286,496.96 |
| Total Net Income |  $67,863.19 | $151,487.49 | $275,159.23 | $292,685.52 |  | $787,195.43 |
| Set Aside Collected | $7,872.60 | $15,440.23 | $27,633.00 | $29,268.55 |  | $80,214.38 |
| Average income % | 21.50% | 25.74% | 29.17% | 32.03% |  | 23.62% |

BEP Staff

Justin Fish became the new BEP Supervisor on October 4, 2021. He has worked with BEP for several years and is adjusting to the changes brought about by this new role in addition to developing his supervisory style. He and Arianah have been working closely during this time to determine the best division of duties. Justin has been learning the various daily, weekly, monthly, and yearly tasks of the program. He has also worked to develop relationships with each program vendor as well as outside contractors to foster a smooth transition and encourage program longevity.

We have met with multiple new accounts to discuss potential vending service. Agreements have been made with TL Vending, operated by Theresia Hout and the new accounts to provide vending / micro market service. These new accounts are to be installed at American Red Cross, Ada County Juvenile Court, and Department of Corrections in Boise.

We established a working relationship with Treasure Valley Coffee to provide contract vending throughout southern and eastern Idaho if ever needed. We also worked with them on combining services for the new Fish and Game facility in Boise. Boise Vending Company, operated by Bill H, will provide vending and Treasure Valley Coffee will provide a coffee service.

The contract was signed for continued cafeteria service at Idaho State Police in Meridian. In preparation for the renewal this coming summer, adjustments are being made to better serve the needs of Pro Service Foods operated by Daniel S.

We are making progress on transitioning our vendors onto the Cantaloupe master account. This will help us track credit card readers, troubleshoot issues, and transfer/activate/deactivate devices throughout our system more easily.

**Fiscal Update-Corey Bresina**

SFY22 appropriation and expenditures: As of 2/11/2022

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   | ***Appropriation*** |   |   | **Expenditures** | **Yr Elapsed** | **Expended %** |
| Federal - 34800 | PC | 4000 | *$2,244,600.00* |   |   | $1,351,928.53 | 66.66% | 60.23% |
|  | OE | 5000 | *$593,000.00* |   |   | $274,140.07 | 66.66% | 46.23% |
|  | T/B | 7000 | *$470,300.00* |   |   | $161,034.85 | 66.66% | 34.24% |
|  |  |  |  |  |  |  |  |  |
| General - 10000 | PC | 4000 | *$852,800.00* |   |   | $477,135.91 | 66.66% | 55.95% |
|  | OE | 5000 | *$70,800.00* |   |   | $38,401.79 | 66.66% | 54.24% |
|  | T/B | 7000 | *$599,200.00* |   |   | $324,489.16 | 66.66% | 54.15% |
|  |   |   |  |   |   |  |   |  |
| Aids & Appl - 42600 | PC | 4000 | *$21,600.00* |   |   | $13,955.70 | 66.66% | 64.61% |
|  | OE | 5000 | *$62,900.00* |   |   | $42,590.29 | 66.66% | 67.71% |
|  | CO | 6000 | *$55,800.00* |   |   | $51,790.76 | 66.66% | 92.81% |
|  |   |   |  |   |   |  |   |  |
| BEP - 21000 | OE | 5000 | *$27,600.00* |   |   | $0.00 | 66.66% | 0.00% |
|  | T/B | 7000 | *$100,100.00* |   |   | $32,400.00 | 66.66% | 32.37% |
|  |   |   |  |   |   |  |   |  |
| VR Svc Misc Rev - 34900 | OE | 5000 | *$28,100.00* |   |   | $3,189.17 | 66.66% | 11.35% |
|  | T/B | 7000 | *$56,300.00* |   |   | $0.00 | 66.66% | 0.00% |
|  |   |   |  |   |   |  |   |  |
| Rehab Rev & Refund - 28800 | OE | 5000 | *$34,300.00* |   |   | $11,725.08 | 66.66% | 51.43% |
|  | T/B | 7000 | *$13,000.00* |   |   | $14,282.70 | 66.66% | 58.30% |
|   |   |   |  |   |   |  |  |  |
|   |   |   | *5,230,400.00* |   |   | $2,797,064.01 |  | 53.48% |
|  |  |  |  |  |  |  |  |  |
| 4000 - PC5000 - O/E6000 - CO7000 - T/B |  |  |  |  |  |  |  | 63.31%57.02%92.81%54.57% |

Nothing out of the ordinary to report at this point of FY22.The entire FFY21 15% reserve requirement has not yet been met – that total is $430,511.10. $334,004.02 has been expended, which leaves $96,507.08 as the remaining balance. Currently we are on track to meet the MOE requirement of $835,255, which will allow us to carryover any unobligated federal funds. The summer programs will definitely take care of the FFY21 balance and get us into the FFY22 reserve.

**New Business**

The next ICBVI Regular Board Meeting will be held in Boise Idaho on May 24, 2022. Information on how to participate in this meeting will be shared with the staff and public 2 weeks prior to the meeting date.

**Meeting concluded at**

 Al Schneider moved to end the board meeting at 1:45 p.m.

These minutes were respectfully submitted by Bailie Weir on