

FINAL Minutes
DBVI STATE REHABILITATION COUNCIL MEETING
VA Department for the Blind and Vision Impaired
Headquarters
397 Azalea Avenue, Richmond, VA
June 13, 2015

SRC Attendees

Christine Appert, Charlottesville, Former Recipient of Vocational Rehabilitation Services; Jeanne Armentrout, Roanoke, represents the Virginia Workforce Council; Rebecca Bridges, Vice-Chair, SRC, represents Business, Industry and Labor; Linda Broady-Meyers, Richmond, Former Recipient of Vocational Rehabilitation Services; Wanda Council, Newport News, VA, represents the Virginia Department of Education; Isaac Crisp, VR Counselor, Richmond Regional Office, DBVI, Ex-Officio Member; Justin Graves, Fredericksburg, represents Business, Industry and Labor; Ken Jessup, Virginia Beach, represents Disability Advocacy Group; Jeanette McAllister, Franklin, represents Disability Advocacy Group; Jill Nerby, Charlottesville, Former Recipient of Vocational Rehabilitation Services; Kim Shick, Winchester, Former Recipient of Vocational Rehabilitation Services; Judy Swystun, Hampton Roads, represents Community Rehabilitation Services Program; Valerie Walker, Newport News, represents Business, Industry and Labor.

Members Absent

John Bailey, Fairfax, Chairman SRC, represents Business, Industry and Labor; Nicole Drummond, Falls Church, represents Virginia's Parent Educational Advocacy Training Center; Chris Grandle, Stuarts Draft, represents the Statewide Independent Living Council; Ray Hopkins, Richmond, Commissioner, DBVI, Ex-Officio Member; Elizabeth Horn, Richmond, represents the federally mandated Client Assistance Program (CAP).

Members of the Public

Patricia Mitchell, Winchester, Ms. Shick's assistant; Rick Mitchell, Deputy Commissioner, DBVI.

DBVI Staff to the SRC

Susan Davis Payne, Policy and Training Coordinator and Staff Liaison to the SRC; Jessica Collette (via phone), Executive Assistant, DBVI; Elizabeth Fletcher, Executive Assistant, DBVI.

Welcome and Introductions

Ms. Rebecca Bridges called the meeting to order. Members introduced themselves.

Adoption of Agenda

Ms. Linda Broady-Meyers moved to adopt agenda, Ms. Judy Swystun seconded.

Approval of March 2015 Meeting Minutes

Ms. Kim Shick moved to approve the meeting minutes. Ms. Jill Nerby seconded. Ms. Bridges mentioned receiving the past meeting's minutes with the other documents would be helpful for review. Her

recommendation was to send out the past minutes soon after the meeting, but also with the next meeting documents.

Public Comment

Ms. Patti Mitchell expressed her thankfulness for being able to take part in the orientation from yesterday. She stated she was amazed with the services DBVI provides and the campus.

Commissioner's Report – Ray Hopkins

In the Commissioner's absence, Ms. Payne represented him and entertained any questions of the report that was submitted. Ms. Payne spoke about the updates on the public comments of the new Workforce Innovation and Outcomes Act (WIOA) regulations. These comments will be submitted to the Commissioner next week and once he approves, Ms. Payne will email out to council members. Ms. Payne discussed each point under WIOA. The major change is the larger focus on employment outcomes for youth.

Ms. Payne entertained a question about the definition of a youth with a disability. She explained this was addressed under one of the comments and proceeded to read the comment and recommendation.

Ms. Valerie Walker questioned how her son's case would fit into these new regulations. Ms. Payne explained since he has finished his education, he would not fall under the pre-employment training services provisions of the regulations, but while he was in school, he would have.

The deletion of a homemaker as an employment outcome was discussed. Under the proposed regulations, this closure will cease, however, individuals requiring independent living skills to remain independent in their homes would be served under the Rehab Teaching program, but not Vocational Rehabilitation program.

Ms. Payne will send the SRC the agency comments to the notice of proposed regulations pertaining to WIOA once she has the Commissioner's approval.

Ms. Swystun questioned the number of participants in this year's LEAP program.

Deputy Commissioner's Report – Rick L. Mitchell

Ms. Swystun voiced her excitement about the information of the Learning Collaborative and implementing a strategic plan for Virginia Rehabilitation Center for the Blind and Vision Impaired (VRCBVI).

Ms. Payne explained the Workforce Supervisor position has been filled.

VR Program Update – Susan Payne

Ms. Payne entertained questioned about the VR report. Ms. Swystun voiced her excitement to see the increase in successful outcomes. Ms. Shick requested a copy of the consumer closure survey for the council members to review. Ms. Swystun spoke of the Comprehensive State Needs Assessment (CSNA) report and the recommendations that were given. She questioned how the recommendations would be implemented. Ms. Payne explained the majority of those recommendations are already included through the existing DBVI State Plan, and would probably be included in the combined state plan which is due in March 2016.

Mr. Ken Jessup questioned the Randolph-Sheppard placement making \$18 an hour. Ms. Payne explained how the earnings are reported and recorded. Mr. Jessup suggested Mr. Xavier Trimiew speaking to the SRC during a working lunch about the Randolph-Sheppard program.

Employment Work Group Report – Rebecca Bridges

Ms. Rebecca Bridges gave an update about the teleconference call back in April. She spoke of the information given by the Commissioner on the call. Ms. Bridges suggested ways for council members to help DBVI increase employment. She will want to continue the conversation that was started on this call.

Ms. Shick questioned if Dr. Mitchell was involved in the Employment Work Group. Ms. Bridges said he was not, but Ms. Shick encouraged to include him. Ms. Bridges also named the committee members, John Bailey, Valerie Walker, Rebecca Bridges and Chris Grandle.

Ms. Bridges has scheduled the next call for July 6th at 8 pm. Future meetings will take place the first Monday of each month. Each call is one hour or less.

Marketing Work Group Report – Ken Jessup

Mr. Ken Jessup explained the Marketing group has had two meetings. Ms. Payne reminded each meeting needs to be posted on Town Hall to be in compliance. Ms. Broady-Meyers stated within Freedom of Information Act (FIOA), the work groups are required to post public notice of meetings at least 10 working days before the meeting will take place.

Mr. Jessup discussed the information from each call. Dr. Mitchell joined the last call and spoke of the agency brochure and within the last two years, 20,000+ brochures have been sent out. Ms. Shick spoke of Dr. Mitchell's information on how VR counselors are to distribute agency information to five physical locations within their area. Ms. Shick mentioned the Marketing Group would like to be able to speak into how the agency distributes information to the public and the template that is used.

Ms. Swystun suggested the new Workforce Director speak with different Chambers of Commerce's to present information about DBVI and help the business community to increase employment of DBVI employment outcomes. Ms. Broady-Meyers suggested a Marketing position for the agency.

Within these calls, the Marketing group has developed three main suggestions. DBVI is in need of a Marketing person, the agency needs to find a better way to distribute information and updating the SRC webpage. Mr. Jessup suggested making this webpage easier to find.

Mr. Jessup has stepped down as chair for this committee and Ms. Shick will fill the chair position. Any members who are interested in joining the Marketing group, please contact Ms. Kim Shick.

Working with the Legislature- Ken Jessup

Mr. Jessup gave council members information about how he interacts with legislators as someone without vision. He shared that he asks each legislator of what their job really entails. He identified that their main job is to be elected or re-elected. Mr. Jessup suggests having a business card, find out who is in charge of making appointments, and scheduling them to attend consumer meetings. SRC business cards were handed out during the SRC meeting.

When making relationships, find out who has family members with a disability. Also, find out what their “real” job is, where they are located, their spouse, and other information to create a relationship.

Make sure to follow up after meeting with the legislator. Continue to make connections with them at their events or other events that they are involved in.

Mr. Jessup mentioned two informational websites:

- Congress.org- Includes an application that will allow you to see legislators and the committees they serve on.
- Legistorm.com- Includes information about the legislator, map of district, staff and income.

If speaking with legislators about issues involving DBVI SRC members should make sure to be educated and able to intelligently share information about issues. Ms. Swystun requested in September if DBVI can provide information for any bills that will be addressed within the General Assembly in 2016.

The Legislative Work Group is chaired by Ken Jessup. He will send more information about the committee, but he will want a commitment to spend 1-2 days at the General Assembly for any interested members.

How to Make Motions- Linda Broady-Meyers

Ms. Broady-Meyers discussed how to make a motion and parliamentary procedure. She suggested at any time if there is a question if a motion needs to be made, make a motion. This will ensure if a motion is needed, one is taken. If a member would like the floor, the Chair needs to be addressed. Once the Chair addresses the member, that member can make a motion. If the Chair does not recognize the member, but the member makes a motion, that motion is out of order. Discussion and debate is done after the motion is made and seconded. This discussion should only be debated up to three times on each side. When a speaker begins, they should identify who they are. This can be done for the secretary taking minutes, but also, in our council, not all members are able to see who is speaking.

Ms. Broady-Meyers shared about the tour of the Virginia Voice and VRCBVI during the New Member Orientation.

Old Business

Ms. Payne wanted to draw member’s attention to the members whose term is expiring and the need for them to initiate interest in reappointment.

Recap of New Member Orientation- Susan Payne

A total of eight members were given an overview of the DBVI services by the Deputy Commissioner. Ms. Payne provided an overview of the VR Program and the Role and Function of SRC members. Lunch was served at the Rehab Center and then members toured the Library & Resource Center and VRCBVI. Ms. Christine Appert spoke of how she was given a bigger sense of how the agency works and a more complete look at the services provided. Dr. Mitchell offered any suggestions to be sent to him about how the agency could improve.

File Sharing

Ms. Payne has been told by the DBVI Security Officer that Drop Box will be a viable option for file sharing. Some items can be posted on the SRC webpage, but since it is a public page, some documents cannot be placed on this page. Ms. Payne and Ms. Collette will set up a Drop Box to distribute any SRC meetings. Members are to send Ms. Collette their email/ log in name that will be used for Drop Box. Once Ms. Collette has this information, she will begin sharing SRC documents through a shared folder.

New Business

Mr. Ken Jessup discussed his disgust of the hotel that is being used for the State Rehabilitation Council meeting. He suggested using the Marriott Courtyard. Ms. Shick is in support of Mr. Jessup's recommendation. Others also mentioned other recommendations that they would like to see hotels to have. Ms. Shick mentioned staying at the dorms on DBVI campus. The council members are requested to send specific needs that each members have to Ms. Bridges by June 22nd, and she will send to Ms. Collette. The SRC was assured that DBVI will work within state regulations to provide a hotel that will be fully accessible. Additionally, the SRC was assured that DBVI staff would tour any hotel that will be used in the future to ensure that the setting is user friendly to individuals who are blind.

Ms. Swystun mentioned to send an email to the Commissioner about the Marketing items so they will not be buried within the meeting minutes. Ms. Shick agreed and welcomed any members who are interested to contact her.

Any members who are interested in the Legislative Work Group, please email Mr. Jessup.

Date for next meeting – September 12, 2015

Adjournment

Ms. Kim Shick moved to adjourn. Mr. Ken Jessup seconded.