

**MINUTES**  
**DBVI REHABILITATION COUNCIL**  
**Department for the Blind and Vision Impaired**  
**Headquarters Building**  
**397 Azalea Avenue, Richmond, VA**  
**March 11, 2017**

**SRC Attendees**

Jeanne Armentrout, Roanoke, represents the Virginia Workforce Board; Christine Appert, Charlottesville, Former Recipient of Vocational Rehabilitation Services; Rebecca Bridges, Chair, SRC, represents Business, Industry and Labor (via phone); Irene Conlin, Virginia Beach, Representative of an Individual who is blind, has multiple disabilities, and has difficulty representing him or herself or is unable due to disabilities to represent him or herself; Wanda Council, Newport News, VA, represents the Virginia Department of Education; Isaac Crisp, VR Counselor, Richmond Regional Office, DBVI, Ex-Officio Member; Nicole Drummond, Falls Church, represents Virginia's Parent Educational Advocacy Training Center; Justin Graves, Fredericksburg, represents Business, Industry and Labor; Ray Hopkins, Richmond, Commissioner, DBVI, Ex-Officio Member; Ken Jessup, Virginia Beach, represents Disability Advocacy Group; Jill Nerby, Charlottesville, Former Recipient of Vocational Rehabilitation Services; Mark Roane, Richmond, Former or Current Recipient of Vocational Rehabilitation Services; Shelesha Taylor, Richmond, represents the federally mandated Client Assistance Program (CAP); Karen Walker, Ashland, Business, Industry, and Labor.

**Members Absent**

Chris Martin, Ashland, Representative of Business, Industry, and Labor; Kim Shick, Winchester, Former Recipient of Vocational Rehabilitation Services.

**Members of the Public**

Larry Thomas, Disability Law Center of Virginia.

**DBVI Staff to the SRC**

Jessica Collette, Executive Assistant, DBVI; Pam Hinterlong, SRC Liaison, DBVI.

**Welcome and Introductions**

Vice-chairman Ken Jessup called the meeting to order. Members introduced themselves.

**Adoption of Agenda**

Ms. Jeanne Armentrout moved to adopt agenda; Ms. Christine Appert seconded and motion passed unanimously.

**Approval of December 2016 Meeting Minutes**

Ms. Jill Nerby moved to approve the December 2016 meeting minutes; Ms. Karen Walker seconded and motion

passed unanimously.

### **Public Comment**

None.

### **Commissioner's Report** – *Ray Hopkins*

Commissioner Hopkins wanted to follow up from report given to the Council in regards to the Legislative Session. DBVI initially had two items to submit before legislators. However, one was withdrawn early to coordinate better with DARS in regards to the SILC and SRC representative terms. The second piece of legislation was regarding an exemption for VIB concerning the state procurement process with purchases to support federal entities under the AbilityOne program. This bill passed and is awaiting the Governor's signature.

AFB meeting was held in conjunction with AER this year. A number of staff attended from DBVI.

In recent past, VRCBVI has made efforts to engage with the community and those efforts are paying off. More programming is occurring that is directed to younger students to introduce our services to them and their families. Also DBVI is working on more employment activities and more activities for those who are older (64+) to engage them to come out into the community.

### **Deputy Commissioner's Report & VR Program Update** – *Pam Hinterlong*

At this point, DBVI is very pleased that all regional offices are fully staffed. We are also excited to be working with VRCBVI and continuing focus on employment for all activities. There was a ribbon cutting ceremony for the Roanoke Regional Office and the event was broadcasted live on Facebook Live. Ms. Hinterlong also encouraged members to like the Facebook page.

Looking at the Workforce Unit, DBVI has changed the name to *Business Relations Team*. This new name speaks to partnering with businesses and to speak their language. Those on this team, and other staff are focusing a big push for work experiences for individuals served in the VR program, including youth, whether paid, volunteer, on the job, etc.

On March 29<sup>th</sup> the Learning Collaborative will celebrate a Year 2 event. Chairwoman Bridges has been invited and there is another spot available for an additional SRC member to attend. Members who are interested, please send an email to Jessica and Pam for further information. Another upcoming event is Take Charge: Practice Makes Perfect from May 2-4<sup>th</sup>. Fifteen attendees will be identified to participate in the this event.

Through the Career Pathways for Individuals with Disabilities DBVI will be holding the Dream It. Do It. Academy from June 26<sup>th</sup> – 30<sup>th</sup>. This will be a one-week camp focused on robotics. Attendees will build a go-bot and work with coding and assistive technology. DBVI is just beginning recruitment for this opportunity. Prospective participants will be students who have completed at least one year of high school through graduating seniors. There is space for a max of 28 students (8 from DARS, 20 from DBVI). The first training for the trainers will be in May to help replicate this in the future. DBVI is currently looking for a corporate sponsor.

**FY2016 Annual Report Debrief: Looking back and looking ahead** – *Christine Appert & Rebecca Bridges*

Vice-chairman Jessup thanked Ms. Christine Appert and Chairwoman Bridges for their hard work and dedication on the Annual Report. Madam Chair thanked Ms. Pam Hinterlong and DBVI for their work, as well. There were suggestions from the process. Ms. Appert would like to frontload the work for this year's report with a goal of the report being nearly completed by the end of September. Ms. Appert also suggested adding information in the report regarding the Learning Collaborative, including the goals, how they were met and where DBVI will focus in the future. Ms. Conlin asked if it would be beneficial to break down the information into geographical location. The Commissioner stressed that if the information needs to be gathered geographically, DBVI would be able to do more if the information is talked about as soon as possible instead of the last quarter of the year. Items that need to be discussed more:

- Do we want regional information included?
- Success stories and the type of stories. Mr. Graves recommended to pull some of the success stories from the DBVI social media accounts as he found several very inspiring.
- Ways to flag items in the quarterly reports to include in the Annual report.

Chairwoman Bridges and Ms. Appert will spearhead the 2017 report. Other volunteers are welcome.

**SRC Member Spotlight** – *Justin Graves*

Mr. Graves explained his background and why he accepted the invitation from the Governor's Office to serve on the SRC.

**Working Lunch – Feedback on DBVI VR Policy Manual** – *Pam Hinterlong*

Ms. Hinterlong gave an update on the current process regarding implementation of the new VR Policy and ensuring regional staff know what the policy states. As suggestions or questions come into DBVI, the policy will be reviewed and if any changes need to be made, those will be reviewed.

**Old and/or New Business** – *Ken Jessup*

**New Member Orientation Updates** – *Nichole Drummond*

Ms. Drummond is investigating on how to create something more animated to go along with the New Member Orientation Manual. She will make sure all documents are accessible and will give a better update at the next meeting or retreat.

**File Sharing Alternatives to Dropbox** – *Jessica Collette & Pam Hinterlong*

DBVI has identified a program that could work for file sharing and is approved by VITA. However, DBVI will test to see the accessibility and ease of accessing those documents. Before the next meeting an update will be given on this topic.

**CSAVR and NCSAB Spring Meeting Update** – *Ray Hopkins*

The next CSAVR & NCSAB meetings will be held in Bethesda, MD on April 1 - 4, 2017. Ann Lynn Banton, who handles Social Security reimbursements at DBVI, will be making a presentation along with other DBVI staff

at the meeting. NCSAB will begin on Wednesday, April 5, 2017. On Friday there will be a conference regarding the Randolph-Sheppard program. Chairwoman Bridges is interested in attending, but will review the agenda.

Case File Records and Retaining Original Signatures – Pam Hinterlong

No decisions have been made, but DBVI is looking at moving to a paperless case file. After extensive research, there appears to be no federal or state policy requiring that original signatures must be maintained in a case record. If policy is created it will be presented to the Council. Mr. Mark Roane said that going electronic is great as long as it is still accessible.

Review of Council Roster – Jessica Collette

Members were sent an updated roster with the contact information of all members.

State Rehabilitation Council Retreat 2017

Chairwoman asked for feedback to see if a retreat is something that the Council views as needed. Mr. Graves mentioned that the campus tour was very insightful at the last retreat. Vice-chairman Jessup mentioned touring the VRCBVI, the Library and Resource Center and Virginia Industries for the Blind. Chairwoman Bridges mentioned that if a retreat does take place, a tour would be ideal along with a New Member Orientation at the beginning and then some sort of training. Ken asked for a brief survey to be sent out via email to council members to get feedback regarding a retreat by a certain date. Ms. Drummond and Chairwoman Bridges said that they were happy to help plan, if needed.

Conversation took place asking about moving the meetings to Fridays instead of weekends and having a “VR in Action” tour and then the meeting.

Date of next meeting – June 9, 2017. Chairwoman moved to hold the next two meetings on Fridays, June 9<sup>th</sup> and September 8<sup>th</sup> at the same time; Mr. Justin Graves seconded. Motion passed unanimously.

**Adjournment**

Mr. Ken Jessup adjourned the meeting.