

**MINUTES**  
**DBVI REHABILITATION COUNCIL**  
**Department for the Blind and Vision Impaired**  
**Headquarters Building**  
**397 Azalea Avenue, Richmond, VA**  
**September 8, 2017**

**SRC Attendees**

Christine Appert, Charlottesville, Former Recipient of Vocational Rehabilitation Services; Jeanne Armentrout, Roanoke, represents the Virginia Workforce Board; Rebecca Bridges, Chair, SRC, represents Business, Industry and Labor; 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; Larysa Kautz, Alexandria, Representative of Community Rehabilitation Services Program Provider; Chris Martin, Ashland, Representative of Business, Industry, and Labor; 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**

None.

**Members of the Public**

None.

**DBVI Staff to the SRC**

Jessica Collette, Executive Assistant, DBVI; Rick Mitchell, Deputy Commissioner for Services, DBVI, Pam Hinterlong, Director of Workforce Services

**Call to Order**

Chairwoman Bridges called the meeting to order.

**Welcome and Introductions**

Chairwoman Rebecca Bridges asked members to introduce themselves and welcomed everyone.

### **Adoption of Agenda**

Ms. Jeanne Armentrout moved to adopt agenda; Mr. Mark Roane seconded and motion passed unanimously.

### **Approval of June 2017 Meeting Minutes**

Ms. Larysa Kautz moved to approve the June 2017 meeting minutes; Ms. Christine Appert seconded and motion passed unanimously.

### **Public Comment**

None.

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

REPORT PROVIDED IN WRITING. Additional comments are as follows:

Recently we have had media coverage at several events. The Robotics and Cyber Security Academy received not only newspaper space, but also coverage on a radio show with the local NPR station.

The vending contract for Ft. Lee ended earlier this year. The Commissioner explained more about what that means and what actions were taken by DBVI.

Chairwoman Bridges had a question about the comments that were submitted from NCSAB regarding regulatory reform. The Commissioner explained that NCSAB's comments were sent out as a reference document for the SRC. DBVI has drafted comments to be submitted, the topics are generally in line with NCSAB's document. September 20<sup>th</sup> is the deadline for submitting any comments to the Department of Education. **Ms. Jessica Collette will send out the draft comments that DBVI staff have prepared for the SRC to review. She will also send the link and process to submit comments to the SRC members. If SRC members have input or suggestions for the agency comments they need to be submitted to Pam Hinterlong ASAP and no later than Thursday, September 14<sup>th</sup>.**

### **Deputy Commissioner's Report** – *Rick Mitchell*

REPORT PROVIDED IN WRITING. Additional comments are as follows:

There was a change that the Business Relations Specialist in the Tidewater area will be resigning on September 19<sup>th</sup>.

Due to the success of the Robotics and Cyber Security Academy, DBVI and DARS have already scheduled the Academy for 2018. This will take place on June 25 – 29<sup>th</sup>. Dr. Mitchell welcomed the SRC members to visit and observe.

DBVI signed a MOU with CVS to establish work experiences across the Commonwealth.

On October 18<sup>th</sup> DBVI will host the *Champions: Celebrating Ability* event. Businesses will be in attendance and learning more about DBVI services. SRC members are welcome to attend; contact Ms. Jessica Collette to RSVP.

**VR Director's Report** – *Pam Hinterlong*

Spoke to the Council about filling the Richmond Regional Office Business Relations Specialist.

**Member Spotlight** – *Irene Conlin*

Ms. Irene Conlin spoke about her background and how she came to serve on the Council.

**SRC Group and Individual Pictures**

All SRC members participated in photos.

**Working Lunch: Regional Office Services and Highlights**

Each Regional Manager explained about the events and goals in their respective office. Next meeting the Council would like to invite the Business Relations Specialists.

**Old and/or New Business** – *Rebecca Bridges*

**SRC Annual Report** – Christine Appert & Rebecca Bridges

Chairwoman Bridges has volunteered to help finish this year's Annual Report to make sure it is completed. Mr. Justin Graves spoke about the success stories for the report. Ms. Irene Conlin has volunteered to review the report for grammar and edits. The goal is for the final report to be submitted to the Council by mid-November.

**Update and Vote on the Fair Hearing Officer Contract Review** – *Shelesha Taylor & Chris Martin*

A side conversation presented itself about making time to hear from members on other Councils and groups.

Ms. Hinterlong asked for Ms. Taylor or Mr. Martin to give an overview of the hearing officer review. Ms. Taylor explained more about the candidate and the process. Ms. Larysa Kautz moved to approve the recommendation of Fair Hearing Officer from our representatives; Ms. Nicole Drummond seconded and motion passed unanimously.

**Chair and Vice-Chair Elections** – *Chris Martin & Wanda Council*

Through the call of recommendations one member recommended Mr. Justin Graves for Chair and Ms. Christine Appert for Vice-Chair. Mr. Justin Graves accepted the nomination of Chair. Mr. Ken Jessup moved to elect Mr. Justin Graves as Chair; Ms. Nicole Drummond seconded. Ms. Christine Appert accepted the nomination of Vice-Chair. Mr. Chris Martin moved to close nominations and elect Ms. Christine Appert as Vice-Chair; Mr. Ken Jessup seconded and motion passed unanimously.

**SRC Representative to CSAVR/ NCSAB meetings in Greenville, SC** – *Rebecca Bridges*

These meetings will be held on November 13 – 17, 2017. Chairwoman Bridges explained how beneficial these meetings are. Ms. Irene Conlin mentioned her interest in attending.

Identification of SRC Member to participate in the planning for the 2018 Comprehensive Statewide Needs Assessment – Rebecca Bridges

Ms. Pam Hinterlong explained to the Council the CSNA and how the assessment would take place. San Diego State University has submitted two proposals. Ms. Christine Appert volunteered as the SRC representative.

Discussion regarding the potential closing of categories under Order of Selection for FY2018 – Ray Hopkins

The Commissioner spoke to the Council in regards to prioritizing services of clients due to financial constraints and what that would look like.

Determine date of next meeting – December 2017

The Council determined that Fridays would work better for the SRC meetings. Ms. Pam Hinterlong suggested that the December meeting moved to December 1<sup>st</sup> or 15<sup>th</sup> instead of the 8<sup>th</sup>. The next meeting will be Friday, December 1, 2017. Ms. Chris Martin put forth the motion to move future meetings to Friday's. Mr. Mark Roane seconded; motion passed unanimously.

**Adjournment**

Mr. Ken Jessup adjourned the meeting.