

**Department for Aging and Rehabilitative Services  
State Rehabilitation Council  
Meeting Minutes  
November 19, 2013**

A meeting of the State Rehabilitation Council (SRC) was held on November 19, 2013 at the Department for Aging and Rehabilitative Services Headquarters in Henrico, Virginia.

**Members Present:** Suzanne Bowers, Toney Lineberry, Ellen McIlhenny, James Rothrock, Thalia Simpson-Clement, Sally J. Thompson, Julie Triplett

**Members Absent:** John Eisenberg, Audie Gaddis, Romy Mohta, Bryant Neville, Lauren Snyder-Roche

**Others Present:** Ken Jessup, Department for the Blind and Vision Impaired SRC Representative; Elizabeth Smith, Policy and Planning Director; Mable Fleming, Senior Analyst; Barbara Tyson, Staff Support; Vanessa Rakestraw, Policy Analyst; Richard Keene, Guest.

**Call to Order:** The meeting was called to order at 11:00 am. Ms. McIlhenny received a written request from Thalia Simpson-Clement to participate by phone due to medical reasons, pursuant to the Virginia Freedom of Information Act, Section 2.2-3708.1 of the *Code of Virginia*. A motion was made by Suzanne Bowers, seconded, and passed unanimously to approve Ms. Simpson-Clement's participation by phone.

**Approval of Minutes:** With no changes required, the minutes of the August 13, 2013 meeting were approved as written; the addendum to the minutes includes the links to the SRC Roundtable Reports.

**Matters of Public comment:** There were no comments for the public.

### **Chairperson's Report**

- The election of the 2014 SRC Vice- Chair was tabled until the March meeting.
- Ms. McIlhenny appointed Suzanne Bowers to serve as the Chair of the External Affairs Committee and Toney Lineberry to serve as the Chair of the Internal Affairs Committee for 2013-2014.
- Ms McIlhenny attended the Region III State Rehabilitation Council Meeting held in Philadelphia on October 15-16, 2013, sponsored by George Washington University TACE Center. Ms. McIlhenny recommended that members review the IRI publication on State Rehabilitation Councils which gives valuable information on the role of the SRC. Members received a copy of this when they were appointed. In addition, there are on-line training modules that have been utilized in new member orientation. Ms. McIlhenny suggested having a mentor from the SRC to help with the orientation and development of new members.
- At yesterday's SRC Retreat, the members reviewed an annual pledge to allow members to commit to activities to enhance their on-going development. Ms. Smith will send out

the pledge form to all members and it will be discussed at the next meeting. SRC members also will be apprised of upcoming events, meetings, and conferences that might be of interest to them.

- On October 8, Ms. McIlhenny attended the Commissioner's Leadership Summit for Board/Council members held at the Virginia War Memorial. Secretary Hazel spoke to the group about Virginia's implementation of the Affordable Health Care Act and other initiatives regarding individuals with disabilities and the older Virginians. Maria Everett from the Freedom of Information Act Advisory Council spoke on the FOIA public meeting requirements and a consultant did some leadership development with the group. With the FOIA requirements, the SRC will need to look at the operation of subcommittees.

### **Commissioner's Report**

- In October, there was an Executive Order 55 implementation training session held at John Tyler Community College. Human Resource personnel from State agencies and private sector employers were in attendance to learn more about hiring individuals with disabilities. Three more of these sessions will be held around the State and SRC members are encouraged to attend. Following the conclusion of these events, recommendations will be provided to Governor-elect McAuliffe on future efforts.
- Newly appointed RSA Commissioner, Janet LaBreck, was one of the luncheon speakers at the National Division on Career Development and Transition conference held in Williamsburg, Virginia. DARS staff were instrumental in bringing the International Conference to the Commonwealth and staffing it to make it successful. Commissioner LaBreck introduced the luncheon key note speaker Tori Saylor, who was the recent recipient of a DARS Disability Champion of Employment. Her presentation featured her personal story of how she has dealt with her Asperger's.
- An update was provided on the status and success of the DRS ICE (Intense Consumer Engagement) program which is successfully being utilized to better engage consumers in their VR program.
- The SRC letter expressing concerns about Senate Bill 1356 which would reauthorize the Workforce Investment Act has been sent through the administration to Senators Kaine and Warner. There continues to be great concern about the possibility of RSA moving from the Department of Education to the Department of Labor if this bill passes.
- The General Assembly will convene for a long session on January 8, 2014. Governor McDonnell has asked for budget reduction strategies (2% and 4% options). However, possible budget increase items also have been forwarded to the Governor for his consideration. The SRC reviewed and approved a draft letter to be sent to Governor McDonnell, with a copy to Governor-elect McAuliffe's Transition Team, asking the Governor to consider financial support in his budget for the VR program, Long-Term Employment Support Services (LTISS), and the development of additional Project SEARCH sites. Because the SRC will not meet again until March 2014, a motion was made by Suzanne Bowers, seconded by Thalia Simpson-Clement, and passed unanimously to empower Ms. McIlhenny as Chair to act on behalf of the SRC in the event that further communication needs to occur with the Governor or members of the General Assembly regarding legislation or budget items affecting Virginians with

disabilities. Ms. Smith will keep the SRC informed about introduced legislation and the budget situation. Mr. Jessup mentioned that the DBVI SRC is working on additional funding for Virginia Voice. Ms. Simpson-Clement will notify the SRC of the date of the annual vaACCSES legislation reception. .

- DARS, along with other agencies, prepared a Transition Book that provides information on the agency's services for Governor-elect McAuliffe's Transition Team. Commissioner Rothrock will look into sharing the information in the book with the SRC at some future point.

**Working Lunch and Council Roundtable Reports:** Ken Jessup provided an overview of the last DBVI SRC meeting and the SILC meeting. Ms. Smith mentioned that the DBVI SRC has prepared new by-laws that contain more specific information regarding member appointments than currently appear in the SRC by-laws. She will review these to see if the SRC needs to make any changes to their by-laws.

## **Committee Reports**

**Internal Affairs:** Toney Lineberry reported that:

The Committee heard a presentation from Mable Fleming, Senior Research Analyst, on the VR consumer satisfaction survey system. A motion was made by Toney Lineberry, seconded and passed by unanimous vote to approve the 2012 Consumer Satisfaction Report that was presented at the August meeting. A motion was made by Toney Lineberry, seconded, and passed by unanimous vote to approve the annual Memorandum of Agreement between DARS and the SRC regarding the administration of the consumer satisfaction survey.

A motion was made by Toney Lineberry, seconded, and passed by unanimous vote to approve the eight SRC recommendations that will appear in the 2013 SRC Annual Report and the 2015 State Plan. The recommendations were developed from the report given by Kathy Hayfield, Barbara Burkett, Rick Sizemore and Kurt Sprenger at the SRC retreat regarding the performance of the VR program in Federal Fiscal Year 2013.

**External Affairs:** Suzanne Bowers reported that:

The Committee reviewed two mock-ups for the 2013 SRC Annual Report and made recommendation on a cover design. The Committee decided to continue to use a visual design with the ICE theme throughout the report. The final report should be ready by mid-to late December for Council members to distribute to their General Assembly members and other stakeholders.

Dr. Barbara Burkett discussed the new Comprehensive Statewide Needs Assessment. RSA mandates that the Needs Assessment address the needs of unserved and underserved populations as well as the needs of those with the most significant disabilities. Past Needs Assessments have utilized surveys that have not provided any new information. Dr. Burkett suggested utilizing a results-focused Needs Assessment methodology. This would utilize mapping to tell us where

clients are located. In addition, she suggested conducting focus groups with key management and SRC members and reviewing minutes of the various advisory groups to indentify concerns.

The Committee recommends that the agency request nominations for the SRC Roy J. Ward Leadership Award in time for review at the March meeting. The Committee recommended and the Council approved revising the award eligibility criteria to allow individuals to self-nominate or apply for the award. In addition, nominations or applications must be accompanied by three letters of recommendation. One letter shall be a work related reference from inside the agency. Two other letters would be from references outside the agency who can attest to the nominee's volunteer work.

**Unfinished Business:** None

**New Business:** Ken Jessup suggested having future SRC meetings at sites other than the DARS Central Office, possibly the Woodrow Wilson Rehabilitation Center. This will be discussed further at the March meeting.

**Adjournment:** There being no further business, the meeting was adjourned at 1:00 pm. The next meeting will be held on March 10, 2014 at the DARS Headquarters.