

MINUTES
STATE REHABILITATION COUNCIL
September 13, 2016

Attendees: Sherri Clark, Nicole Cleveland, Randy Davis, Kim Drew, Page Eastin, Marketa Oliver, Rosie Thierer, Scott Turczynski, Alex Watters, David Mitchell (ex officio, non-voting) **Absent:** Jill Crosser, Pam Fitzsimmons, Gary McDermott, Lori Moore, James Smith (non-voting)
IVRS Staff: Matt Coulter, Kenda Jochimsen, Kelley Rice, Lee Ann Russo, Kathy Slater
Other Attendees: Zac Davis (Davis attendant); Michelle Krefft and Vicki Carrington (guest presenters)

The September 13, 2016, State Rehabilitation Council (SRC) meeting was called to order by Chairperson Rosie Thierer at 9:35 a.m., with introductions.

QUORUM

A quorum was not yet established at meeting commencement. Quorum established at 9:49 a.m. with nine voting members present.

AGENDA APPROVAL

Marketa Oliver motioned to approve the agenda, Nicole Cleveland seconded. **Approved unanimously by voice vote.**

MARCH 22, 2016, AND JUNE 7, 2016, MEETING MINUTES APPROVAL

Page Eastin motioned to approve the meeting minutes with correction to the March minutes: Jill Crosser, Co-Chair, is changed to Jill Crosser, Vice Chair. Randy Davis seconded the motion. **Minutes approved as corrected, unanimously by voice vote.**

PUBLIC COMMENT

No public comment.

SRC ORIENTATION – *Administrator David Mitchell*

A brief overview of the member manual was provided, pointing out sections that will be helpful to those new to the world of “SRC/Vocational Rehabilitation,” such as abbreviations/acronyms, SRC bylaws, the IVRS statewide directory, SRC member listing, government reports, and information about travel payments. David encouraged members to call anyone in the VR directory for assistance, and noted that board secretary Kathy Slater will provide assistance to members regarding their travel expense reimbursements.

David Mitchell displayed to members on a projection screen the [SRC website](#), indicating how to navigate to the site and where to obtain meeting agenda, minutes and handouts, as well as additional SRC information.

The discussion underscored that IVRS wants – and seeks feedback from SRC members in their advisory capacity. Depending on the circumstances, IVRS administrators may not always be able to move forward with SRC counsel, particularly in some areas of mandated federal legislation, but stressed it is important to have an open dialogue and conversation between SRC and VR. David emphasized the crucial role of SRC, as member efforts can impact service delivery and systems change that will have a powerful impact for years to come.

REVIEW OF SRC BYLAWS – *Rosie Thierer, David Mitchell*

Highlights of the review of the draft Bylaws includes:

- Article III Council Function
 - The Unified State plan will become a combined state plan that is opened up to other partners statewide. SRC has a role in the preparation of this by providing input and recommendations.
 - IVRS has a Memorandum of Agreement (MOA) with other state agencies, commonly referred as the Governance Group – this is a good partnership that ensures we are all addressing systemic barriers to employment for persons with disabilities. The MOA includes eight state agencies – the agreement is located on the IVRS internet at:
<http://www.ivrs.iowa.gov/partners/MOA/GovernanceGroupMOAApril2015.pdf>
 - Resource Plan: This is an area in which SRC has been weak. IVRS will enhance and reinforce this by allocating dollars to provide additional financial resources to SRC to enable them to carry out their functions.
- Articles IV Appointment and Article V Composition
 - The Bylaws note a key change in term length that has not previously been interpreted correctly by IVRS. Previously IVRS did not count a partial term in the number of terms. A full term is three years, the federal legislation notes a member can serve a maximum of two full consecutive terms or six years – a partial term of less than three years is considered one full term.
 - Membership composition requires a minimum of 15 members, which the Iowa SRC has struggled to achieve and maintain. SRC will be asked for greater involvement in outreach efforts to recruit new SRC members, this role is more clearly defined in the section that details committee duties.
- Article VI Officers
 - Another change includes better defining time frames for SRC activities by state fiscal year (SFY), which is July 1 – June 30. Rosie added that because

appointments occur on a SFY, it made more sense to follow the appointment times.

- Article VII Terms of Appointment
 - Absences have been more clearly defined. A resignation will be considered to have occurred if three or more consecutive regular meetings are missed or if a member misses more than half of the meetings in a twelve-month calendar period (beginning on July 1 or January 1).
 - Page stressed the importance of attendance, not only to conduct business and vote, but to ensure an informed vote.
 - David added that attendance is critical to ensure that when sharing information with each other, feedback from SRC allows IVRS to develop policy and practices based on input that reflects a good representation of member input.

- Article X Standing Committees

This section received a major overhaul of duties and reflects the results of a discussion between David and the SRC Chair.

- **Outreach Committee:** Will encourage and include SRC participation in the community conversations to solicit regular SRC feedback. SRC members have always been welcomed to participate in these conversations, however, the new Bylaws instruct this involvement. IVRS is also considering funding to facilitate a third party contract to assist with the comprehensive Statewide Needs Assessment. SRC would provide oversight to this contract in order to expand outreach efforts. A *Request For Proposal* (RFP) will be completed and posted for bid.

The Outreach Committee will also be responsible for reporting information to the larger SRC group as it relates to the State Plan to solicit member feedback. Legislative reception responsibilities remain unchanged.

- **VR Service Delivery** is a new name for this committee, which was previously called Planning and Evaluation. Primary functions include developing surveys and reviewing consumer satisfaction survey data, preparing the annual SRC report to the Governor and identifying strategies to enhance service delivery efforts.
- **Finance Committee** The ratio of Federal-State dollars received is 4:1. Working with CFO Matt Coulter, this committee will advise IVRS on how those dollars are being spent and will have an impact on the council Resource Plan.

Comments:

- Rosie Thierer: the Bylaws now align with the new WIOA legislation and will assist SRC as IVRS aligns efforts with other state agencies. She stressed the importance of SRC members to network, share IVRS information and also bring feedback to IVRS and SRC.
- Rosie: Committees normally meet quarterly, an hour prior to the SRC meeting, assuring members that committee duties will not involve a lot of outside work.
- Kenda Jochimsen: the legislation has changed how we serve individuals and IVRS has been implementing an *Employment First* philosophy. Previously, a first option could have been sheltered employment. IVRS needs better information from the community – parents and other stakeholders to understand what is needed – in a comprehensive, collective way. This feedback will improve vocational rehabilitation policy and practices and ensure the same representation for job candidates across the state, creating practices that impact everyone in the same way.
 - David: We are trying to come up with something that is practical in its implementation; the Outreach Committee would oversee this – reflecting a significant task change for the Outreach committee.
- Kim Drew: The new WIOA legislation is helpful to parents who previously had no guidance. Oftentimes, their child turned 18 and they were now faced with “now what do we do?”
- Page: She can be a resource to SRC members, noting that a regular part of her job is to serve on SRC and she can offer continuity since her membership position as the Client Assistance Program (CAP) representative doesn’t expire.
- David asked Page to explain for new members about the Client Assistance Program or CAP, which is part of the same legislation as VR, i.e. the Rehabilitation Act of 1973. Page noted she works with other agencies in her role, including IVRS, Iowa Department for the Blind and the Centers for Independent Living. She serves as an advocate for people with disabilities and helps them to understand procedures and resolve problems that may arise when working with other agencies or programs that are funded under the Rehab Act. Some of her activities include:
 - providing input into VR policy, ensures job candidates are satisfied with services;
 - working with students – potentially eligible and those in post-secondary education;
 - working with business partners to ensure accommodation issues are resolved.
 - As an example, she shared an experience with an employer located in Dexter, IA., bringing together the employer, a VR staff member and Iowa Workforce to resolve an issue. When making community connections, she noted that SRC members have an opportunity offer an introduction to CAP resources.

Additional Comments:

- Alex noted his name is not correct on the committee duties sheet distributed to members. Secretary will correct and redistribute to members.
- Alex asked if IVRS could clarify term length. Although he is a new member, his term expires next June. The Secretary believes Alex replaced a member and is serving the remainder of that person's term. David asked this be confirmed.

SRC BYLAWS VOTE

Randy placed a motion to approve the new SRC Bylaws; Alex seconded the motion.
The SRC Bylaws were approved unanimously by voice vote.

LUNCH PRESENTATION: *Michelle Krefft and Vicki Carrington*

Michelle Krefft, IVRS Business Consultant said IVRS created a Marketing Toolkit about 15 years ago, however, the term "marketing" is a misnomer as the services provided by IVRS are not marketing services. The manual has been rewritten and the name has changed from a Marketing Toolkit to a Business Services Manual. She is in the process of training staff statewide. Page Eastin, as well as other IVRS staff, are also involved in the presentations. Resources for staff include PowerPoint templates for business presentations and YouTube videos of business partner/IVRS successes.

Training includes writing a 30-second "pitch" to make an impression on business regarding how IVRS can assist them with their business needs. Staff have been identified from each area office who serve as business mentors; they help to facilitate portions of the trainings. Their role in the trainings is designed to highlight their mentorship in the office as it relates to business partnerships.

A great deal of time in the training is spent on job analysis; businesses have been very responsive to this. Although the intent is to assist the job candidate, Michelle has discovered this service has helped the business partner even more so, enabling the business to provide current and up-to-date job descriptions. It becomes win-win for all.

Michelle has surveyed 75 staff members so far post-training, with the majority providing positive comments. All participants to-date have found the training to be helpful to their jobs; 63 feel they are more comfortable with developing business relations after this training. Only six of those surveyed did not find they are more comfortable in business development activities.

Comments:

- Scott: inquired how business is approached – as a business owner, he believes it is important to push past the perception that VR is trying to sell them something and ensure VR is conveying that they have something to offer. Michelle emphasized this is why the 30-second speech is so important. Staff do their research on the business before approaching them, and they may talk about IVRS' desire to learn

more about the business. David added that working with youth is a priority for some businesses, so this may be mentioned if IVRS is working with students in their area.

- Page: How can SRC members utilize the business partner videos?
Michelle said that as members network in the community, or through their employers, they can utilize these presentations. Vicki Carrington said some of the videos can be accessed through the VR success stories link.
- Marketa: shared a story of how she assisted a young person with interviewing skills, ended up hiring this person personally, and then when he graduated, he was hired by the city.
- Kim: the employment of people with disabilities has to be mutually advantageous for the employer and the job candidate. Michelle concurred that it is important to listen to what a business needs. She noted this usually takes two visits, the first to build rapport, the second to listen to their business challenges. A subsequent visit would be the job analysis. The most common challenge for a business is hiring and retaining. She tells businesses that IVRS will continue to provide support after the placement of a job candidate.
- David: IVRS continues to determine how to measure effectiveness and outcomes as a true measure will not be simply how many people obtain jobs.
- Vicki shared a video called *Autism and Employment*, in which an employer discusses the advantages of hiring a person with disabilities. That video can be accessed on the IVRS Success Stories internet page:
<http://www.ivrs.iowa.gov/SuccessStories/WorkingwithAutism.mov>

ADMINISTRATOR'S REPORT –David Mitchell

Intermediary Networks: The Iowa Department of Education has issued a grant through community colleges to facilitate Work Based Learning between high school students and the world of work. Students are prepared for the workforce by connecting business and the education system to offer work-based learning activities. The thought is that the earlier this is done, the more successful the outcomes. Intermediaries serve all students. Students with disabilities don't always get the attention needed, this is due to a capacity issue.

A WIOA provision requires VRs to allocate 15% of funding to serve students for Pre-Employment Transition Services (PETS). IVRS will allocate some of those dollars to the intermediary networks – \$1.5 million dollars or \$100,000 per college. Colleges should respond to IVRS with how they will use the dollars. The plan is to have 15 pilot projects, which will be evaluated after two years.

Client Satisfaction/IVRS Quality Assurance: Dr. Darlene Grooms is a professor at Oakland University in Michigan. She has worked with IVRS and SRC for the past two years on IVRS service delivery feedback and has challenged the agency to make better decisions based on that feedback. Dr. Grooms also wants IVRS to be more transparent

in decision-making processes. She will be returning to a SRC meeting sometime in the next year, at which time new SRC members will get the chance to meet her.

As a part of that transparency and to better communicate agency initiatives, a Strategic Plan website has been developed. Members were directed to the website on the IVRS internet at <http://www.ivrs.iowa.gov/StrategicPlan/SPframeset.html>. Initiatives on the site were reviewed. David noted the Disability Access Committee is a brand new group as a result of WIOA – with a focus on greater participation for individuals and service providers interested in disability issues. They are still identifying a couple more state partners for this standing committee.

Comments:

- Rosie: asked if all community colleges are involved in the Intermediary Networks. David is not certain if all will be; for allocated dollars not expended, the plan is to consider additional new initiatives.
- Kim: Do the Intermediary Networks only exist at community colleges? David confirmed it is only community colleges.
- Rosie: asked if David could explain DDS for the sake of new members. Disability Determination Services is a bureau of IVRS with about 170 employees statewide and performs a separate function from IVRS. The program is federally funded through the Social Security Administration. Application and processing for SSA benefits goes through DDS.

FINANCIAL OVERVIEW – *Matthew Coulter*

Matt provided a general overview of IVRS Finance for the benefit of new members:

- DDS – with a budget of about \$29 million, it comprises approximately one-half of agency tasks. About 100,000 claims are processed per year.
- VR – is comprised of several programs, with VR referred to as Basic Support. VR receives state (21.3%) and federal (78.7%) funding of about \$35 million. Most of the payroll expenses come from Basic Support, as well as case service expenditures – \$12.5 million for 12,500 people served.
- IL – The Independent Living program is funded with 10% State / 90% Federal funding. Lee Ann Russo manages this program. There is another staff member who provides 50% of his services to the IL program. Independent Living is for those who do not have an employment goal but encounter barriers to living independently in their homes and communities. About 25 people per year are served by IVRS at an approximate cost of \$4,000 per person.

Matt discussed his SFY2017 Budget Recap sheet handout, which provided a summary of revenue and expenditures. Highlights include:

- Some State appropriations are received for Basic Support, the self-employment program – which is referred to as the Entrepreneurs With Disabilities (EWD) program and also for Centers for Independent Living grants.
- Federal SSA revenue is generated through VR reimbursements from the Ticket to Work Program.
- Supported Employment is a small federal grant used to assist the most significantly disabled.
- Contributed funds includes money from those who have remembered IVRS in their wills. This fund is more of a savings account IVRS reserves in the event of state appropriation cuts.

Third Party Cooperative Agreements include:

- Transition Alliance Program (TAP) – there are 11 TAP contracts, which is an agreement with school districts. Each district contributes half of the money; the VR half uses federal dollars. The program provides additional services to students with disabilities.
- Department of Aging – this appropriation of \$160,000, of which IVRS is allowed to use, has enabled IVRS to draw down federal dollars to help older individuals age 55+ with disabilities.

Comments:

- Kenda: New WIOA legislation mandates serving the “potentially eligible,” which is also an expenditure, and could possibly add up to 20,000 to the 12,500 of IVRS current caseloads.
 - David said the number of those eligible has traditionally been a clear-cut number but the new legislation, which adds the potentially eligible to those IVRS serves, is an important concept for SRC members to grasp.
 - Matt said that forecasting for potentially eligible will be difficult.
- Marketa: asked for clarification on the term “SD.” Kenda explained that when a VR agency does not have enough funds to serve all of the applicants who are eligible for services, an order of selection is implemented. The *Order of Selection* is called the *Waiting List* in Iowa because the term “Order of Selection” is offensive to some. The Waiting List categories are Most Significantly Disabled (MSD), Significantly Disabled (SD) and Others Eligible (OE). Those in the OE category do not require multiple services over an extended period of time. IVRS has not been able to serve OE since 2009.
 - The waiting list is determined based on an assessment of an applicant’s functional capacities in these seven impediment categories: mobility, communication, self-care, self-direction, work tolerance, work skills, and interpersonal skills.

- Kim said that when she was in Kansas, the wait list was 5-7 years.
 - David pointed out the gradually shrinking wait list on Matt's charts.
 - Page shared that a wait list is necessary to ensure serving those with the most significant disabilities.
- Kenda: Pre-employment Transition Services allows VR to assess how a student's disability impacts an individual, some may need only guidance and counseling, some more intensive services. It provides a continuum of services.
 - Marketa: inquired how many counselors are working with job candidates. Kenda responded there are about 240 counselors, rehab associates, and other support staff.
 - Matt: IVRS is anticipating a 10-20% growth due to potentially eligible. It will not be possible to serve those in the OE category due to this anticipated growth. Also, VR is monitoring those whose cases closed who are working in sheltered employment.
 - Scott: inquired why the case load is decreasing. Kenda said that in the past, VR was required to have an open case before someone could receive services. IVRS has discovered that collaborating with partners, such as IWD One Stop Centers – which can serve anyone, ensures that someone on a wait list isn't just working with or waiting for IVRS. This allows the agency to serve and focus on the more significantly disabled.
 - Matt added that this isn't because we have less people to serve. We still have to take into account the potentially eligible. Prior to this year, we couldn't even serve the potentially eligible, but the new legislation provides for Pre-Employment Transition Services (PETS).
 - Rosie: asked if Contributed Funds can receive a federal match – Matt affirmed those funds can receive a match. Marketa asked if VR can collect interest on contributed funds; Matt responded that interest cannot be collected.
 - Regarding the Department of Aging funding, Rosie noted this allows IVRS to access federal dollars that VR would not otherwise have.
 - Matt: IVRS has struggled for seven years with cuts in state funding. Recent efforts to expand cooperative agreements enable the agency to extend its service reach and enhance federal draw-down of funds.
 - Rosie: asked Matt to clarify the \$617,786 of PETS funds that wasn't spent and asked if other states encountered this situation. Matt isn't aware of the status of other states but said he suspects this was a challenge for other VRs as well. This was the first year of the new legislation that required VRs to set aside 15% of their Basic Support funding for PETS services.
 - PETS dollars will not affect the IVRS allocation. Dollars not spent will go back to the federal government.

- Matt noted that another challenge has been that IVRS must communicate with Iowa Department for the Blind on PETS expenditures. Communication has been impacted by changes in IDB staff.
 - The State will be out of compliance if both agencies are not in compliance with PETS expenditures. Matt relayed that in some states, vocational rehabilitation and the department for the blind are a combined agency. Iowa is two separate agencies, but must actively communicate with IDB to ensure state compliance.
- Matt said IVRS has not had any audit irregularities for fiscal years 2012 - 2015.

REHABILITATION SERVICES REPORT – RSB Bureau Chief Kenda Jochimsen

Kenda asked Page to explain zSpace. This is a virtual-reality learning lab that is designed to improve student outcomes and engagement, particularly in STEM fields (Science, Technology, Engineering, and Technology). Students who receive services through an IEP or a 504 plan are able to participate. Page had the chance to explore this technology at the June SRC meeting and shared how the technology worked. Page said IVRS is testing this application in two schools districts – Forest City High School, which has proximity to Winnebago Industries, and Charles City High School, which is a TAP partner, to expand school-to-work capacity. Kenda added that this is also a PETS activity.

Policy Update and Discussion:

Kenda attended RSA Training the first week of September with Resource Manager Brandy McOmber. IVRS has taken a different policy approach, moving to a more “pure” form to apply policies according to the intention of the regulations. Kenda provided a new handout to today’s discussion entitled *Changes to Policy under WIOA*. This reflects a summary of IVRS policies rolled out to IVRS staff. This handout is included with these meeting minutes, a summary is below.

- *Competitive Integrated Employment* – there is no real change in VR policy. Under this provision, work is encouraged in a typical employment setting in the community rather than in an extended employment setting for the purpose of employing only people with disabilities. IVRS has not supported extended employment since 2000. Also, prior to WIOA legislation, Homemaker and Unpaid Family Worker categories were used to avoid a “negative” closure. VR eliminated this in October 2015, well before it was required by WIOA.
- *Section 511* includes those who went into extended employment after high school or as adults. At one time, this was considered a viable employment option. Individuals who refuse services and desire to work in extended employment at subminimum wage must provide documentation to the Community Rehabilitation Program (CRP) to remain or gain access to that employment. The purpose of the individual providing documentation is to remove VR from facilitating sheltered employment.

- *IVRS must provide PETS to students with disabilities, regardless of whether they have applied for services.* This group is considered potentially eligible, but they are not on the VR caseload. Referrals can come from a variety of sources, for example, juvenile facilities, local education agencies, home schooled students, etc.
 - *PET activities* include services such as job exploration, counseling opportunities, work readiness, self-advocacy counseling, or work-based learning.
- *Competitive Integrated Employment and Limitations on Subminimum Wage:* IVRS is working with DHS – VR and DHS teams will go onsite to review CRPs and establish what components of the scope of services they meet – or don't, which will determine the CRPs level of funding. Kenda is hoping this will provide a continuum of service.
 - A concern for parents of students who might not be able to work in competitive employment for more than five hours a week is – *what will my child do for the other 35 hours?*

Comments:

- In response to a question about how subminimum wage is determined, Kenda responded that CRP subminimum wage is paid based on a percentage of the prevailing wage and is based on a time study that is averaged.
- Scott: a further explanation is needed to better understand the concept of competitive integrated employment. Kim explained that WIOA legislation won't eliminate CRPs and subminimum wage, but the mentality of "employment first" will offer opportunities for more employment for people with disabilities in integrated settings. Kenda added they are working on a Memorandum of Understanding with Lee Ann Moskowitz, at DHS, on what is expected in this process. They have also had ongoing meetings with the Managed Care Organizations (MCO) involved in Iowa Medicaid program in order to get to know the personnel involved.
- Page: expressed concern that the case managers who previously moved people into extended employment are now being asked to do vocational rehabilitation services.
 - Kenda noted this is the new reality and that training is needed. Lee Ann Russo will be involved in training developed for MCO case managers.
 - Kenda and David emphasized that although the message of "employment first" is out there, we need to continue to provide the supports needed to successfully implement that plan.
- Kim: by setting the expectation higher in education, parents become better informed to start earlier. These expectations are no different from persons without disabilities.
 - Kenda: information has to come from a trusted source, whether it is a CRP, case manager or teacher, for example. WIOA is systems-change legislation and it will take some time to fully implement. Some – such as parents, are resistant to, or fearful of the changes.

- Lee Ann: ICIE (Iowa Coalition for Integrated Employment) has a parent coalition, which has helped to keep them informed and better understand WIOA, thus alleviating their concerns.
- Scott: requested more detail about the new legislation that impacts vocational rehabilitation. Kenda said the Work Innovation and Opportunity Act, or WIOA, is federal legislation signed into law July 2014. Some provisions were effective immediately, some July 2015, and all of the rules went into effect Sept. 19, 2016. WIOA is the culmination of efforts between the Department of Labor, Rehabilitation Services Agency (RSA), and the Department of Education. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, Wagner-Peyser Act (One-Stop services employment delivery system) and the Rehabilitation Act of 1973.

Transition Services to Groups: Students who have not received Pre-Employment Transition Services prior to an eligibility determination can only receive Pre-Employment Transition Services provided to groups. Detail of this is in items #2 and #3 on page four of Kenda's handout.

IEP, Section 504 Documentation: Kenda noted it is also important to remember IVRS can't serve any student who doesn't have a documented disability (student will have an individualized education plan or IEP, or 504 plan). In response to a question about the difference between an IEP and 504 plan, it was explained that an IEP provides individualized special education to meet a child's unique learning needs because of a disability. A 504 Plan has a broader definition of disability and provides access or accommodations to the learning environment.

Payment Increase for Medical Records: Other changes include an increase in the amount IVRS will pay for medical records – up to \$50.

Maintenance: Kenda noted that on page 8 of her handout, the maintenance rates have increased.

IVRS has been implementing some of the new policies since 2014, as required, but now that the regulations are in place, staff have once again reviewed all policies. Supervisors are currently being trained on the revised IVRS policies; staff training is scheduled this fall on the final regulations and IVRS policy and procedures.

SRC Feedback on Eligibility: Kenda is seeking SRC feedback regarding Eligibility for those in need of job retention services. This is now part of eligibility determination in the legislation. IVRS had previously placed this discussion on hold, and would like to know if providing services to someone who is at risk of losing their job due to their disability be included in IVRS policy.

- There must be an immediate, confirmed need related to disability, and not because of a plant shut down, or wanting additional skills for promotion.
- This policy is somewhat controversial because it may serve someone ahead of someone on the wait list.

- Alex asked if the policy needs to include language that only those services needed for job retention are provided. Kenda confirmed it is included in the policy IVRS has written.

Kenda stated her impression is the general sentiment of SRC members is in favor of including in IVRS policy serving those in immediate need of job retention services. When asked if anyone disagreed or had additional questions, there were no additional comments regarding this.

Other Comments:

Page sought clarifications to the handout provided at the meeting entitled *Changes to Policy Under WIOA*, noting members did not have a chance to look at the summary in advance:

- *Regarding Referral/Application/Request for Services (handout page 7)* – Kenda responded that the 60-day clock for eligibility determination begins on the date an applicant signs the Rights and Responsibilities, and if received later than 10 days from the dated signature, the clock starts with the postmarked date.
- *Regarding Potentially Eligible or Status 2 Referral for Services (handout page 3)* – Page asked where information about financial need can be accessed? Kenda indicated that an analysis of financial participation is done on a Financial Inventory form – at the time of referral for services.
 - David added that they were unsure if the form was on the IVRS internet, and if not, it was something that could be added.
- *Regarding IPE Development (page 8)* – Page also asked if these forms, such as the IPE-2, is available on the internet. David responded that if these forms are not on the internet, IVRS will get this done.

[Alex, Scott and Marketa left at 2:45 p.m. due to other commitments]

CLIENT ASSISTANCE PROGRAM (CAP) REPORT – Page Eastin

- Iowa Department for the Blind, Disability Rights Iowa and Page (CAP) are going to CRPs/extended employment facilities to talk to those working in extended employment.
- A video has been created of an IVRS success story from a parent's perspective, located on the IVRS web page at: <http://www.ivrs.iowa.gov/IVRSAParentPerspective.wmv>
 - The video will help families who may not have previously tried competitive, integrated employment.
- Page is working with Disability Rights Iowa and the Iowa Olmstead Task Force on outreach efforts to individuals in sheltered workshops to educate about competitive integrated employment. Page conveyed to the group that she feels strongly we can

do more to ensure people with disabilities have opportunity and wages in fully inclusive settings.

- Accessibility – Page is utilizing an ADA toolkit to identify problems that prevent people with disabilities from accessing the Workforce portion of a building that could be utilized by IVRS job candidates.
- Page and Randy both expressed a desire for SRC to be involved in VR policy discussions.
 - David said he will ensure the written IVRS policies will be provided to SRC members. He also believes the new SRC standing committees will facilitate SRC involvement, which will compel information is messaged out to all.

[Page left at 3:00 p.m.]

IL AND PARTNER CONTRACTS UPDATE – IVRS Resource Manager Lee Ann Russo

- Employment Network (EN) partner Annual Reports have been sent out. These reports contain a listing of the services provided to IVRS job candidates, as well as expenditures and outcomes. Lee Ann said this is a good starting point for discussion between IVRS area offices and the ENs in their service areas.
- IVRS is revising its Menu of Services Manual to reflect a 1% rate increase for employment services beginning October 1, 2016. Partners will receive an amended contract for FFY17.
- The activities noted in the handout *Independent Living and Partner Contracts* were discussed.
- A statewide meeting with CRPs and IVRS is taking place in September, with a presentation by Ashlea Lantz.

LEGAL UPDATE/DD COUNCIL UPDATE – IVRS Staff Attorney Kelley Rice

- Kelley replaced IVRS' retired Business Consultant Barb McClannahan on the Governor's Developmental Disability Council, which has approximately twenty members. The biggest event for this council is the October *Make your Mark!* conference. A portion of this conference is devoted to advocacy for Iowans with disabilities.
- Kenda and other resource managers have updated IVRS' Administrative Rules to comply with WIOA. Iowa is well ahead of other states in this process. The proposed rules will be approved by the State Board of Education this Thursday and will be published in the Administrative Bulletin for public input and comment within two weeks. IVRS will provide a link on their website when the proposed rules are posted. Rules will be finalized by December 2016.

- The Governor's office pays attention to changes in Administrative Rules. Staff have contacted David with questions and also followed up with clarifying questions.

SILC UPDATE – *Gary McDermott*

No report due to absence.

STATE WORKFORCE UPDATE

No update. Noted IWD is still working on what the Regional workforce offices will look like.

ADJOURNMENT

A motion for adjournment was made by Rosie and seconded by Nicole; all were in favor. The meeting adjourned at 3:22 p.m.

The next SRC meeting is scheduled for Tuesday, December 6, 2016, in Des Moines at the Jessie Parker Building, Knudsen Room, from 10:30 a.m. until 3 p.m., with committee meetings beginning at 9:30 a.m.

Meeting minutes approved by the Council on this date: _____

SRC Chair – Rosie Thierer