



**Idaho State Rehabilitation Council Quarterly Meeting  
Tuesday, July 25, 2023  
8:30 a.m. to 5:00 p.m. (Mountain Time)**

**Location: Springhill Suites, 424 E Parkcenter Blvd, Boise, ID 83706**

**MEETING MINUTES**

Chairperson Darin Lindig began the meeting at 9:00 a.m. as posted in the Public Notice.

**Members Present:**

**Darin Lindig**, SRC Chair, Business, Industry and Labor Representative

**Tim Blonsky**, SRC Vice Chair, Disability Group Representative

**Pamela Harris**, CRP Representative

**Stephanie Taylor Thompson**, former VR recipient

**Diana Colgrove**, Business, Industry and Labor Representative

**Ramona Medicine Horse**, Native American Tribal Representative

**Jami Davis**, State Independent Living Council

**David White**, IDVR Counselor

**Jane Donnellan**, IDVR Administrator

**Nathan Ogden**, Disability Group Representative

**Nancy Grant**, Client Assistant Program (CAP) Representative

**Guests present:**

**Teresa Pitt**, IDVR Planning and Evaluation Manager, **Matthew Markve**, IDVR Program Evaluation Analyst, **Rhonda McFarland**, IDVR Fiscal Manager.

**Members Absent:**

**Mark Reinhardt**, **Sarah Gornik**, **David “Max” Maxwell**, **James Pegram**, **Randi Cole**

The council reviewed the agenda, summary of the committee restructure proposals and the responsibilities of the Idaho State Rehabilitation Council (SRC).

### **Responsibilities of the SRC**

**Unified State Plan** - It was emphasized that the Unified State Plan is a document that is required under federal regulations that is produced every two (2) years. A major plan every four (4) years with a mid-cycle plan in between. This is a very important function of the State Rehabilitation Council.

Idaho has a combined state plan including the Department of Education, The Department of Labor, which has three (3) programs, Adult Education, both Title IV VR programs as well as other agency partners. There are sections of the state plan that the SRC is required to review. The SRC's input is where the SRC takes the lead and helps develop that section of the State Plan.

**The Comprehensive Statewide Needs Assessment (CSNA)** is the instrument that informs the state plan. This work has been done under the CSNA with assistance from an outside agency. The SRC will assist in development with the CSNA report every three (3) years.

**Policy Consultation** - The council should have a significant role in the development and provide feedback on policies prior to the public comment process.

**Customer Satisfaction Surveys** – The council must be given partner with the agency in distribution and dissemination of the surveys. The council should be provided with the report.

The quarterly SRC report contains data elements report includes the CSS results. The surveys are sent out after the 5th of each month after case closure. For those that don't have email, a paper copy is mailed with a return envelope. The comments are not included in the report, but it is something that could be added. It was suggested that comments would need to be summarized for more comprehensive reading. Chairperson

Darin Lindig indicated that comments would be useful in the SRC review of surveys and should be included for future meetings.

### **Evaluation and Recommendation**

The SRC reviews, analyses and evaluates the performance of VR Programs with particular focus on eligibility and service provisions that could impact employment outcomes. The SRC adopts recommendations based on the survey responses for the agency's consideration.

**Coordination of Participation** - The SRC should be actively engaged with other council advisory bodies. Members are encouraged to participate in work groups with the primary goal to ensure that individuals with disabilities are provided with equal opportunities to receive program services and needed supports. The council should work diligently in pursuit of customer satisfaction in ways where services can be provided, improved and/or developed within the strategy to support the mission and vision of the agency as well as the council.

The SRC is required to meet quarterly. Membership and maleficence are other areas where the council should be actively participating. There is a guidebook produced for SRC's by the National Coalition of Rehabilitation Councils. The book is available to council members. For a copy of the book, contact the SRC secretary.

### **Committee Restructure**

The proposed changes for the committee restructure were reviewed as well as the responsibilities of the committee's and sub-committees.

The hours of SRC member commitment were included in the committee and sub-committee descriptions. The expectation is that all SRC members participate in at least one of the sub-committees in addition to serving on the committee.

The proposed changes for committee restructure are to consolidate the Policy and Planning Committee with the Program Effectiveness Committee.

It was noted that the committee structures are now required to be listed within the State Plan.

### **Executive Committee**

The proposed changes to the Executive Committee were reviewed. Some of the proposed changes included adding the immediate past chair if they are available and adding the Chair of the Policy, Planning and Program Effectiveness (PPP&E) Committee to service on the Executive Committee.

### **Planning, Policy, and Program Effectiveness Committee**

The proposed changes were reviewed. The committee structure was explained indicating that the Committee has two (2) chairs. Each chair would serve as the chair for two (2) of the subcommittees.

Members were asked to identify the committees where they would like to serve.

Jane Donnellan emphasized that recruitment is crucially important for the council members to initiate contacts and identify individuals who may lend themselves to the mission of the agency.

There is a minimum of fifteen (15) members required to be serving on the council to meet the federal regulations. The terms are defined within the by-laws.

### **MOTION AND VOTE**

Stephanie Taylor Thompson motioned to approve the committee restructures and accept the changes as proposed. Tim Blonsky seconded the motion with the change to clarify the four (4) subcommittees and the two (2) chairs that serve on each sub-committee.

All members present voted and the committee restructure with language changes were approved unanimously.

## **Meeting Minutes**

At 9:45 a.m. Quorum was achieved. The April 25, 2023 SRC Minutes were reviewed by all council members present.

## **MOTION AND VOTE**

Diana Colgrove motioned to accept the Minutes from the April 25, 2023 Meeting. Pam Harris seconded the motion.

All members present voted and unanimously approved the meeting Minutes from the April 25, 2023 meeting.

## **By-laws Proposed Changes**

There is a federal requirement for SRC to review the council by-laws every three (3) years.

The proposed amendments include the following:

Section 2, (4) proposed changes were reviewed, which contained three (3) options for how long of a time should occur before a council member can return to service.

The RSA Technical Assistance Circular (TAC) had previously been distributed to all council members and was reviewed during the meeting.

Council members considered the proposed language and discussed the various options for what the term “meaningful break” referenced in the TAC.

## **MOTION AND VOTE**

Nathan Odgen made a motion to amend Article IV, Section 2 of the by-laws to indicating a council representative must have a break from serving on the council for twelve (12) months before being re-nominated to serve another term. Jami Davis seconded the motion. The motion passed by majority vote.

Jane Donnellan, proposed language change in Article IV, section 3 relating to vacancies to read “This replacement period shall be counted toward an individual’s two (2) term limitations..”, removing the word “not” to be in compliance with federal regulations.

The remainder of the proposed language changes provide for clearer clarification, which included Article VI, section 1(A), section 3(B), as required by law. Clarification was provided that an employee under the State Board of Education cannot serve as the Chair or Vice Chair of the SRC.

## **MOTION AND VOTE**

Nathan Ogden made a motion to approve the amended by-laws as discussed and proposed by IDVR and SRC members. Stephanie Taylor Thompson seconded the motion. The amendments to the by-laws were approved unanimously with no opposition.

## **SRC Member Presentation**

Stephanie Taylor Thompson represents a former VR customer on the council and is currently employed as Director of Reentry Transformation at WorkBay. Stephanie introduced Mary Haynes, WorkBay CEO who assisted with the presentation in explaining the products and services of WorkBay and how they impact justice-involved individuals with re-entry into the community. Stephanie presented to the council that her VR counselor played an important role in her life as well as many others as she transitioned from a correctional facility back to society. She shared the challenges she faced and how she overcame disability barriers in addition to how felony convictions affected her ability to achieve her desired career.

## **Agency Updates**

Jane Donnellan presented the IDVR organizational chart. An agency restructure has been implemented with the intent to increase employee satisfaction with a specific focus on the VR customers including adults, high school students and Idaho businesses.

The model displays an approach where leadership supports the IDVR team from the bottom up. Changes in terminology, creating efficiencies to build a stronger and more effective team was the goal of the restructure.

The IDVR Financial report was presented by IDVR Fiscal Manager, Rhonda McFarland. The Budget to Actual report as of June 30, 2023 was presented to council members. Spending categories were explained showing appropriation, expenditures and remaining balance, which was compared with State Fiscal Year 2022 (SFY22).

The SRC expenditures for FFY22 budget and the comparisons to last year's spending were also presented.

The financial reports were distributed to all council members prior to the meeting for review prior to the presentation.

Jane Donnellan explained that on May 15, 2023 the Idaho Commission for the Blind and Visually Impaired (ICBVI) and IDVR received a letter from Rehabilitation Services Administration (RSA) indicating that the agencies were not compliant with expenditures of Pre-ETS dollars for FFY21. They are requesting an explanation and a corrective action. It was further explained to the council that although 15% of the federal grant was spent appropriately, there was an error in the federal fiscal report calculation based on expenditures rather than the allocation. The funds are available that are applicable to the grant for federal compliance, however the agency still needs to complete the steps needed to be taken to make the adjustments to the expenditures before they will open the fiscal report to make the correction.

Every three years, a management audit is conducted by Legislative Services. The compliance review was scheduled for June of 2023, in addition to rolling out the state fiscal system being implemented by the State Controller's Office. The SFY25 budget also needs to be submitted to the Division of Financial Management with a limit of 3% for general fund increase requests. One of the requests included additional positions within the agency structure.

Due to the transition to a new state fiscal system for payments, the travel expenditure process has changed. SRC members are expected to submit their expense reports to the council secretary who will submit them as Proxy. Payments can only be received through direct deposit.

## **JOINT COMMITTEE MEETING REPORTS**

Comprehensive Statewide Needs Assessment is conducted once every three (3) years. Dr. Matthew Markve explained that the CSNA is one the major planning documents to develop the state plan. San Diego State University was contracted to conduct the survey and report.

The overall performance profile, which provides performance indicators that allow tracking over time was reviewed. Topics included exploring individuals with needs for supported employment, needs within various ethnic groups to engage in an equity balance. The needs of students and youths with disabilities as they transition into post-secondary training or competitive integrated employment within the community. The need to establish or improve programs in Idaho, was written into the last state plan. The CSNA is past the 50% mark at this time.

Needs of businesses was included under the Workforce Innovations and Opportunities Act (WIOA). The report will be finalized in September 2023.

Upcoming work within the sub-committees will include the review of the CSNA report. The SRC can provide some recommendations and clarity.

The sub-committee tasked with input of the development of the Annual report, will meet prior to the October 2023 meeting, in which the council will review and make any further recommendations to the report prior to the publication and distribution. The draft of the Annual Report will be presented to the council at the October 2023 meeting for consideration and approval.

Council members were asked to commit to serving on at least one of the committees and in addition to one sub-committee. The committee lists will be updated accordingly.

Council members were reminded of the responsibility to recruit new council members. There are some areas of the state where there could be higher



representation. There is nothing that precludes the council from having more members, however there is a budgetary concern if there are too many council members.

### **MEMBER REPORTS**

**Vice Chair Tim Blonsky** shared that there are two NCSRC conferences held annually, one in April and one at the end of October. There are a number of states represented by council members that talk about policies, procedures, etc. It is a great networking event and they have been valuable for him. Contact the council secretary if you are interested in attending. Attendance for the CSAVR portion of the conference is an option for council members as well. The opportunity is offered to the Chair and Vice Chair initially. If one or other is unable to attend, the invitation is open to the remaining members of the council.

Tim reports that he is now working full-time as a consultant for workforce development. Part of the work includes educating CRPs about the labor market specific to their actual zip code to help them understand the dynamics and develop policies. He relies on word of mouth in addition to his website to outreach to new customers.

**Diana Colgrove** did not have any updates.

**David White** shared his excitement about his new position as general supervisor in Boise. The restructuring of management may help everyone's stress level that will trickle down to the customers.

**Jami Davis** shared that State Plan for independent living was conditionally approved awaiting the signature of the commissioner. They just finished the needs assessment report that was completed last year. They asked individuals with disabilities what they would like to share with legislators, business owners, etc. The majority of people wanted to increase awareness about dignity, which includes being kind, don't speak on their behalf, etc. They are putting a committee together to talk to legislators about ABLE accounts, which allows individuals who receive SSI to save more than the

\$2,000 resource limit. The ABLE Age Adjustment Act passed which will allow individuals to open an account if they have a diagnosis before the age of 46, where previously the age was 26. They are hoping to run state legislation in 2024.

The administrator thanked members for their service on the council and the committees.

**Nancy Grant** reported that there is a systemic issue that CAP has been observing and has asked if the agency can provide training to IDVR teams around the state. She will meet with the IDVR administrator to discuss further.

**Ramona Medicine Horse** reports that they are in process of writing the five (5) year grant. She is working on getting her clinical licensing for her MSW. The Annual Sho-Ban Festival is coming up in August. VR team members who serve as liaisons to the tribal programs often attend. One of the tribal VR counselors attended the Idaho National Rehabilitation Conference this year. They have been conducting outreach, which has resulted in higher number of individuals. She shared that there is a Consortium Administrators for Native American Rehabilitation (CANAR) Conference coming up and will be held in Albuquerque, New Mexico. They will focus on cultural competencies.

**Chairperson Darin Lindig** shared that HP celebrated Global Accessibility Awareness Day by sponsoring a companywide event, where 1,000 people attended globally. They shared what HP does around accessibility. The support line provides support relating to accessibility of the products. Anything from aging to disability or special assistance is covered in relation to the products/support.

The company spotlights employees with disabilities where they are provided the opportunity to answer questions on managing work, how they are treated and how they are treated/managed. The Employee Caregiver panel shared about what caregiving is like. The event is well received. They started an accessibility virtual community so accessibility champions can raise

awareness, emerging fields for accessibility and creating accessible features within the products and services.

The meeting was adjourned.

October 24, 2023 is the next scheduled council meeting at Spring Hill Suites, Parkcenter in Boise.