



Idaho State Rehabilitation Council Quarterly

MEETING MINUTES

Idaho Chinden Campus, 1131 W Chinden Blvd, Boise, Idaho
Tuesday, January 23, 2024

Members Present:

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

Tim Blonsky, SRC Vice Chair, Disability Group Representative

Pamela Harris, CRP Representative

Mark Reinhardt, Former VR Recipient Representative

Diana Colgrove, Business, Industry and Labor Representative

Jami Davis, State Independent Living Council Representative

Jeff DeForest, Business, Industry and Labor Representative

Nancy Grant, Client Assistant Program (CAP) Representative

Sarah Gornik, Parent Training & Information Center Representative

Randi Cole, Department of Education Representative

Kent Ireton, IDVR Pre-ETS Counselor Representative

Dave “Max” Maxwell, Disability Group Representative

Jane Donnellan, IDVR Administrator

Guests:

Teresa Pitt, Planning and Evaluation Manager, Matt Markve, Program Evaluation Analyst, Wendy Page, Council Secretary, Doug Miley, IDVR Financial Specialist Sr.

Absent:

Ramona Medicine Horse, Tribal Representative, Angie Tuft, Business, Industry and Labor Representative, Stephanie Taylor Thompson, Former VR Recipient Representative, James Pegram, Workforce Development Council Representative

A Quorum was established.

The meeting was called to order by the Chairperson, Darin Lindig. Members introduced themselves and the agenda was reviewed.

Approval of Minutes

The council reviewed the October 2023 Meeting Minutes.

MOTION: Luke Rose made a motion to approve the minutes. Max Maxwell seconded the motion. All council members voted in favor of approving the Minutes as written.

Review of Roberts Rules of Order

IDVR Administrator, Jane Donnellan reviewed Robert's Rules of Order and provided a copy of the simplified version as well as a cheat sheet.

Committee Meetings Update

The committee descriptions were reviewed by the Planning and Evaluation Manager, Teresa Pitt.

The CSNA has been finalized and an electronic version has been sent to all council members. It is also published on the IDVR website. The CSNA provides the information required to develop the Combined State Plan.

The Combined State Plan public comment sessions have been scheduled for February 1 through February 29, 2024. There will be two virtual conferences scheduled for February 13 and February 14, 2024.

There were suggestions on making the website more user friendly. It was suggested that an archive of Annual Reports be provided on the website.

There have not been any recent policy updates, there are some draft policies that will be introduced in the future. Committee members were encouraged to review the customer satisfaction survey to determine if revisions are in order.

The Annual Report was published and provided the RSA Commissioner, the Governor of the State of Idaho as well as legislators, community partners and state agencies.

The membership committee has been working to recruit new members for representation from different groups. This is an ongoing process and council members are encouraged to make recommendations for consideration for future members. Council members were reminded that the majority of council members must be individuals with a disability. The goal is to have numerous disability groups represented.

Presentation from Idaho Commission for the Blind and Visually Impaired

ICBVI Agency Director, Beth Cunningham, and Independent Living Coordinator, Steve Archibald gave a presentation about the programs ICBVI provides to individuals with blindness and low vision. The presentation reviewed eligibility, various independent living, employment and student programs.

Agency Updates

Recruitment and Retention

IDVR Administrator, Jane Donnellan presented the agency updates. Deputy Administrator, Nanna Hanchett has been working to fill the counselor positions throughout the state. There has been continued turnover within the agency. Customer satisfaction continues to be the focus of the agency.

The financial manager position has vacated, and the position has been upgraded to a fiscal officer. Interviews have been completed.

Ms. Donnellan has been meeting with legislators and will be presenting the line-item budget requests to the Joint Finance and Appropriations committee in the near future by providing a PowerPoint presentation. Physical presentations are no longer permitted. Agency leadership will be present in the event there are questions from legislators.

Ms. Donnellan provided the rationale for requesting additional counselor positions from the Idaho Legislature. It was emphasized that council members can educate legislators, but lobbying is forbidden by state law.

Organizational Change

A performance expectations training was provided to the agency leadership in December. Key Performance Indicators are being revised to provide specific expectations for each of the positions.

Change within the organization will continue as Sara Works will be implemented in the upcoming year. This program is a digital assistant that allows the customer and the counselor to communicate, coordinate calendars and a number of tasks that will provide a higher level of customer support, while making the IDVR team members jobs more efficient.

Financial Report

IDVR Financial Specialist Sr., Doug Miley presented the SRC Federal Fiscal Year (FFY) 2024 Budget. The report reflects the SRC total operating budgets for Fiscal Years 23 and 24, which are identical. A majority of the budget is used for SRC meetings and national conference attendance. At this time, 24% of the budget has been expended. Federal funds are used to pay for SRC expenditures.

The IDVR Quarterly Budget to Actual Report by Fund was presented for July 1, 2023, through December 31, 2023. The State Fiscal Year (SFY) 23 and SFY 24 budgets are listed for comparison. The SFY 24 budget spending is at 53% as of December 31, 2023. The budget indicates that more dollars are being spent toward services for customers. IDVR met match for the Basic VR FFY 23 Grant, which qualified IDVR for carryover to continue using the FFY 23 Grant for the second year.

A council member asked if the budget information could be posted to the website to make it available to the public. It was explained that LUMA is designed to provide the financial transparency and is available to the public.

NCSRC/CSAVR Conference

Conference information was provided. Council members are encouraged to attend the Spring NCSRC and CSAVR Conferences. There will be more information provided soon.

2024 IDVR Goals and Priorities

Agency Leadership and council members participated in a four-hour strategic planning session, where feedback related to the agency goals and priorities was received.

Adjournment

The meeting was adjourned at 4:30 p.m. with no opposition.