



State Rehabilitation Council Quarterly Meeting May 5, 2020 | Telephonic Meeting 10am-11:30am MST

May 5, 2020 Meeting:

Present: Janice Carson, Angie Eandi, Mandy Greaser, Mike Hauser, Kendrick Lester, Ramon Medicine Horse, Ron Oberleitner, Danielle “DR” Reff, Lucas Rose, Sarah Tueller, and Jane Donnellan, IDVR Administrator

Guests: Teresa Pitt and Kean Miller.

Absent: Pam Harris, Mel Leviton, David “Max” Maxwell, David White, and Council Secretary Baxter Q. Andrews.

Approval of Minutes – January 15, 2020 Members were given time to review the minutes from the January 15, 2020 meeting. The following changes / revisions were requested:

Page 3: Third Paragraph – inserted “and he”

*Open floor for nominations of Vice Chair. Mel nominated Ron **and he** declined, Mike nominated Janice and with no other nominations, the floor closed. Janice accepted.*

Page 3: Tenth Paragraph (second to last paragraph on page) – removed comma

Review of Executive Summary portion of the State Plan. These themes will help our forward movement in the next couple of years. The SRC will review the State Plan and have one SRC person report comments directly to Teresa (P&E Manager) at the end of January 2020.

Page 5: Under Fiscal Report –inserted “L” for the correct acronym and remove “the”

*Sarah Tueller expressed interest for the IPUL to use dollars with parent’s center and do educating for **the** families. Nanna stated if Sarah interested then Alison (IDVR) would need outline of the proposed project, the service delivery, estimated cost, how, etc.*

Page 5: Under VR Orientation Process Presentation – inserted comments from Angie, Janice

Angie provided feedback regarding individuals’ feelings of information overload. Follow-up from Janice regarding need for plain language information.

Motion: Ramona moved to approve the January 15, 2020 Meeting Minutes with above changes; Ron seconded the motion. The motion passed unanimously by a roll call vote:

Kendrick-Aye
Lucas-Aye
DR-Aye
Angie-Aye

Ramona-Aye
Mike-Aye
Darin-Aye
Sarah-Aye

Mandy-Aye
Ron-Aye

Membership Committee reported that there are two (2) areas with three (3) vacant positions:

- i) Current or Former Applicants for, or Recipients of, Vocational Rehabilitation Services; and
- ii) Business, Industry, and Labor (2 vacant positions).

Current or Former Applicants for, or Recipients of, Vocational Rehabilitation Services:

DR is currently completing the term of a previous SRC members. Janice stated that DR would like to start her own term.

Motion: Angie moved to accept the nomination of DR to start her own term as Current or Former Applicants for, or Recipients of, Vocational Rehabilitation Services; Mike seconded the motion. The motion passed unanimously by a roll call vote:

Kendrick-Aye
Lucas-Aye
Sarah-Aye

Angie-Aye
Ramona-Aye
Mike-Aye

Darin-Aye
Mandy-Aye
Ron-Aye

Business, Industry, and Labor:

This area has two (2) openings and three (3) nominations: Lynn Jorgensen (Sage Driving Schools), Paul Tierney (Environmental Services & Consulting, LLC), and Nathan Ogden (co-chairs nonprofit that provides wheelchairs internationally).

Jane first reminded the SRC that it is their ultimate decision as a group to expand this current area. Jane went on to describe the Business, Industry, and Labor as it relates to industry is within context of working within their own business in a broader way (recruitment, hiring, expand knowledge of value of hiring individuals with disabilities). Ramona has worked with Lynn since she started the VR program. Ron spoke about Paul and his passion with employment for individuals with disabilities are employed. DR recited information about Nathan for Council to learn more about him.

After some discussion the SRC decided to vote on all three (3) nominations; two (2) will serve in Business, Industry, and Labor and the Council decided to add another member to the Disability Advocacy Group.

Motion: Kendrick moved to accept the nomination of all three (3) nominations of Lynn Jorgensen (Sage Driving Schools) and Paul Tierney (Environmental Services & Consulting, LLC) to fill the two Business, Industry, and Labor area, and Nathan Ogden (co-chairs nonprofit that provides wheelchairs internationally), to become an addition to the Disability Advocacy Group. Sarah seconded the motion. The motion passed unanimously by a roll call vote:

Kendrick-Aye
Lucas-Aye
Sarah-Aye
DR-Aye

Angie-Aye
Ramona-Aye
Mike-Aye
Darin-Aye

Mandy-No Response
Ron-Aye

COVID-19 Update:

- Beginning March 18, 2020, the Idaho Division of Vocational Rehabilitation (IDVR) offices closed to the public and customers with signage, emails, letters, and external website messaging just to keep the public updated.
- Ongoing communication with Governor's Office, Department of Human Resources and State Board of Education.

- COVID-19 is having a significant impact, on our customers who like everyone else have been impacted in employment but also in their normal social interactions and to a greater extent than many in the access to supports they normally depend upon, and on our staff who have made great strides to overcoming the challenges of serving customers without being able to meet with them in a normal face to face counseling setting.
- Began to transition counselors to work remotely beginning March 19, 2020, with a few counselors.
- Expanded Vocational Rehabilitation Counselors and Vocational Rehabilitation Specialist over following weeks and encounter numerous technology complications.
- Two Vocational Rehabilitation Assistants (VRA) tested remote work April 9, 2020 and April 10, 2020. Roll out of additional VRA's over the following week even more complicated because they have desktop computers and they have softphones on their computers so they can make calls to customers. Connectivity also played a part in the challenges.
- Challenges with video conferencing platforms.
- We currently have just over 50% of our field staff working most of their time remotely (at home). Of IDVR's 102 field staff we have 52 working remotely. In IDVR's Central Office over 50% of our staff is working remotely.
- Our greatest point is that we are currently still making our staff available to customers and completing all aspects of the Rehabilitation process. Staff are engaged with our customers via any number of information technology platforms including phone, Google Duo, Facetime, MS Teams, WebEx, and email. We are passing required documents via Secure Share, US Mail or as needed doing an in person document exchange at the VR office with social distancing where we have handed the documents on a clipboard through the door or a car window for the customer to sign and return. We anticipate having customers in our offices mid-June provided all goes well with the Rebound Idaho plans put out by the Governor.
- Discussed the decline of Applications, Eligibilities, 1st IPE, and Employed.
- These statistics tell nothing of those who have been negatively impacted in job loss or reduction of hours and income due to COVID-19. I fully anticipate seeing a significant uptick in those needing services Pre-Stay at Home Order to Post-Rebound Idaho opening.
- Discussed March 26, 2020, letter from Governor specific to budget and staffing etc.
- In the April 27, 2020, Report to Congress of US Secretary of Education DeVos- Considerations specific to the Title IV program: Three waivers specific to the general VR program
 1. Allowing carryover of FY19 through September 30, 2021
 2. Waiving Pre-ETS 15% requirement, including youth SE, dropping the 10% non-federal match on the SE ½
 3. Waiving federal long-term training grant requirements for people who lose their jobs during this (dropping the year of service for semester of graduate school for example)
- On May 1, 2020, IDVR and Idaho Commission for Blind and Visually Impaired sent a combined letter to the Idaho congressional delegation requesting waivers and flexibilities.
- Conversations with Senator Crapo and Rischs' offices, these were the previously scheduled appointments for the CSAVR conference that was canceled due to COVID-19. Their offices reached out to IDVR to keep the appointment. This was an opportunity to highlight the VR successes, 100th Anniversary, ROI as well as challenges during COVID-19.
- RSA FAQ's specific to Performance and Fiscal

- Pre-Employment Transition Services [Pre-ETS]:
 - IDVR has had to cancel all of its on-campus University Based Summer Programs. We have also cancelled our STEM based weeklong program that focused on outdoor science careers.
 - Virtual Pre-ETS delivery has not been a significant portion of Pre-ETS service delivery. We just contracted to use the CONOVER program but have only launched as of May 1, 2020. We are working with our University programs to try and implement a new virtual program but are not in a contract yet. Uncertain of this being viable option for delivery before 2021. These would all be new services. One significant hurdle in virtual delivery is the platforms in which they need to be delivered. IDVR currently does not own Learning Management System (LMS).
 - All of our Secondary schools are closed to on campus learning. Idaho faces a significant portion of LEAs not having reliable connectivity for students to attend school or families do not have computers or internet access. Many VR counselors report that schools and families are focusing on the main goal of completing the academic year.
- Discussion on the 100th year celebration.

Fiscal Update: Kean Miller, Fiscal Manager, reviewed the IDVR *Quarter Budget to Actual Report by Fund* and SRC's *Federal Fiscal Year 2020 Budget (October 2019 to March 2020)*.

The Basic 18 Grant has been closed and has been reported. Both Basic 19 and Basic 20 Grants are currently open. Prior to the COVID-19 event, we noted our concerns that IDVR may not be able to spend all the Basic 19 Grant before September 30, 2020, when the Grant ends. Even if we had an extension of our carryover period, we still may not be able to spend the entire grant, so we are exploring several different options. At this point, we do not think that we will be able to spend the 15% minimum reserve for the Pre-Employment Transition Services (Pre-ETS) Program. If this requirement is not waived by Congress, then there will be reduction to the Basic 19 Grant and IDVR will move to adjust the Basic 20 Grant.

At this time, we are waiting for a Congressional action to allow for an extension of the carryover and a waiver of the 15% Pre-ETS minimum spend requirement, but Congress is so busy with other related COVID-19 issues that they may not get to it with enough time for IDVR will be able to respond to it. Jane and Kean will meet today to discuss other fiscal options.

IDVR has spent \$3,000 on COVID-19 related expenditures (sanitizer, gloves, and masks) for staff and customers to be able interact. These COVID-19 related expenditures are tracked separately according to Federal Regulations. Non-COVID-related expenditures are not high because we just cannot provide some services due to the pandemic restrictions. IDVR is currently preparing for the future increase in service provision and letting partners know we can serve everyone who comes to the door with the understanding that this will cause expenditures to increase in the future.

Questions:

Ron Oberleitner: What does increased expenditures look like, in that, what kind of activities?

Kean: Whenever we go into recession and individuals lose their jobs; they come to IDVR to find new work. History has taught us that in these circumstances there will be increase of services provided to customers and this is where our expenditures are expected to go up.

Janice Carson: When does IDVR expect to hear back as it relates on the use of an extension and the Pre-ETS 15% waiver? Is there anything coming from RSA or any of that or is IDVR going on as “business as usual” and is there any guidance related to retroactive pay?

Jane: RSA has been forthcoming in putting out a couple of factsheets and will continue to provide factsheets; but they are slim on fiscal and some performance areas. However, in terms of anything that requires Congressional action, we really have to wait until that happens, similar to what Kean said, we are hoping there’s a priority for them to consider VR, but we just don’t have those answers and whether they make those decisions we just don’t know at this time. That is why we felt as a State and National organization (CSAVR) it was important to participate and submit one of the multiple letters requesting very similar types of actions (extensions/waivers) to be done.

IDVR Quarterly Budget to Actual Report by Fund State Fiscal Year 2020 AS OF March 31, 2020						State Fiscal Year 2019 as of March 31, 2019		
	Appropriation	Expenditures	Balance	% of Year	% Expended	Appropriation	Expenditures	% Expended
EDNB Vocational Rehabilitation								
0001 General Fund								
4000 Personnel Costs	1,919,000.00	887,782.72	1,252,475.76	65.52%	46.26%	1,880,800.00	1,122,135.50	59.66%
5000 Operating Expenses	339,800.00	335,980.56	336,795.83	75.00%	98.88%	265,600.00	101,376.90	38.17%
6000 Capital Outlay	20,100.00	0.00	20,100.00	75.00%	0.00%	23,300.00	20,938.00	89.86%
7000 Trustee & Benefit	1,784,500.00	1,040,780.65	1,581,124.46	75.00%	58.32%	1,784,500.00	1,368,702.76	76.70%
Total General Fund	4,063,400.00	2,264,543.93	1,798,856.07	75.00%	55.73%	3,954,200.00	2,613,153.16	66.09%
0288 Rehabilitation Rev Fund								
4000 Personnel Costs	60,400.00	30,395.24	30,004.76	65.52%	50.32%	58,800.00	40,908.78	69.57%
6000 Capital Outlay	0.00	0.00	0.00	75.00%	#DIV/0!	2,700.00	0.00	0.00%
7000 Trustee & Benefit	1,081,500.00	846,904.25	234,595.75	75.00%	78.31%	1,081,500.00	940,166.98	86.93%
Total Rehabilitation Rev Fund	1,141,900.00	877,299.49	264,600.51	75.00%	76.83%	1,143,000.00	981,075.76	85.83%
0348 Federal Grant								
4000 Personnel Costs	8,208,500.00	5,838,040.84	2,370,459.16	65.52%	71.12%	8,298,000.00	5,756,631.05	69.37%
5000 Operating Expenses	1,755,600.00	1,360,213.96	395,386.04	75.00%	77.48%	1,436,900.00	957,934.64	66.67%
6000 Capital Outlay	74,000.00	7,610.00	66,390.00	75.00%	10.28%	80,600.00	21,870.31	27.13%
7000 Trustee & Benefit	7,729,700.00	4,144,582.23	3,585,117.77	75.00%	53.62%	7,729,700.00	4,357,576.19	56.37%
Total Federal Fund	17,767,800.00	11,350,447.03	6,417,352.97	75.00%	63.88%	17,545,200.00	11,094,012.19	63.23%
0349 Misc. Fund								
4000 Personnel Costs	72,500.00	40,007.87	32,492.13	65.52%	55.18%	70,400.00	36,266.99	51.52%
5000 Operating Expenses	1,700.00	1,700.00	0.00	75.00%	100.00%	1,700.00	0.00	0.00%
7000 Trustee & Benefit	894,500.00	19,255.17	875,244.83	75.00%	2.15%	894,500.00	61,061.59	6.83%
Total Misc Fund	968,700.00	60,963.04	907,736.96	75.00%	6.29%	966,600.00	97,328.58	10.07%
EDNB Vocational Rehabilitation - Total All Funds	23,941,800.00	14,553,253.49	9,388,546.51	75.00%	60.79%	23,609,000.00	14,785,569.69	62.63%

Grant Information				
	As of 5/1/20	Basic 18	Basic 19	Basic 20 - EST
Total Grant Award		16,659,404.00	16,274,257.00	17,801,068.00
Total Spent to Date		16,659,404.00	10,723,938.96	30,156.09
Total Remaining Balance		0.00	5,550,318.04	17,770,911.91
VR Match Requirement		4,508,834.88	4,404,595.65	4,834,712.97
VR Match Paid to Date		4,508,834.87	4,404,595.65	590,547.60
Remaining VR Match Requirement		0.01	0.00	4,244,165.37
Pre-ETS Minimum Requirement		2,498,910.60	2,441,138.55	2,679,520.50
Pre-ETS Minimum Paid to Date		2,498,910.59	465,938.67	0.00
Remaining Pre-ETS Minimum Requirement		0.01	1,975,199.88	2,679,520.50

Final FFR - 12/31/19

IDAHO STATE REHABILITATION COUNCIL

FEDERAL FISCAL YEAR 2020 BUDGET

October, 2019 - March, 2020

	FFY 2019 BUDGET	FFY 2019 Actual	FFY 2020 BUDGET	AMOUNTS EXPENDED FFY 2020				YEAR TO DATE EXPENDED	UNEXPENDED BUDGET BALANCE	BUDGET PERCENT EXPENDED
				1st QTR.	2nd QTR.	3rd QTR.	4th QTR.			
Operating:										
Other services: Interpreters, etc.	350.00	188.00	350.00					-	350.00	0.00%
Administrative Services: printing, memberships, etc.	1,600.00	825.52	1,600.00		232.30			232.30	1,367.70	14.52%
Administrative Supplies	200.00	-	200.00		303.24			303.24	(103.24)	151.62%
Rentals: Meeting rooms	1,000.00	1,016.00	1,000.00	263.60	150.00			413.60	586.40	41.36%
*** Surveys and Needs Assessments etc.	2,000.00	-	2,000.00					-	2,000.00	0.00%
Travel, Training	26,000.00	15,848.28	26,000.00	2,301.28	3,276.02			5,577.30	20,422.70	21.45%
Total Operating	\$ 31,150.00	\$ 17,877.80	\$ 31,150.00	\$ 2,564.88	\$ 3,961.56	\$ -	\$ -	\$ 6,526.44	\$ 24,623.56	20.95%

*** The needs Assessment is done once every three years. This budget only reflects the current year.

Policy Review – Brief Update Field Services Policy Manual (FSPM):

Last year the FSPM was removed from rule as a document incorporated by reference when the Temporary Rule was created.

- Once the FSPM was removed from rule, we decided that it was best to separate agency procedures from the policy manual (we had been slowly attempting this over the prior four (4) years). Our internal procedures have been in a constant state of change since WIOA and the numerous updates to our CMS. We believe that this will help streamline the policy and not confuse customers with agency internal procedures.
- Last summer we hired a temporary Technical writer, Ariel Dixon, to help us with this process, to help separate the policy and procedure and streamline the language.
- Just last month, the Executive Leadership Team reviewed the draft Policy Manual and made more changes. The technical writer also drafted the procedures manual and now a team of staff are currently reviewing those written procedures.

What next?

We need SRC input and then we need to go out for a period of public comment. The majority of changes we made are more technical improvements, simplified language and overall streamlining. But because we are removing internal procedures the FSPM will look very different and warrants public comment; this is a federal requirement.

I will be sending the draft policy manual to the SRC later this week. Our goal is to go out for public comment next month in June for a 2-3 week period. In response to of COVID-19: i) Teresa will not be traveling throughout the state but rather schedule geographic calls of where she would have traveled; ii) IDVR will post the announcement on our website; iii) IDVR will be sending invite to interested stakeholders; and iv) posting on our external website;

We are currently coordinating field input planning for a three-day session scheduled for next month in June with staff throughout the State to review the procedures in more detail; this would be a group of about ten (10) staff.

IDAPA 47.01.01

There has been a great deal of changes in Rules over the past couple of years, including several new Executive Orders by the Governor, transparency in government, that has created confusion with Rules, the Governor put a moratorium on promulgated rulemaking. IDVR is currently absent Rules. IDVR is working on submitting Temporary Rule from last session, review by AG, and create some additional documents for cross agency comparisons before approved.

Janice: Chimed into conversation to remind the Council of the SRC's Planning & Policy Subcommittee Members of David White, Max Maxwell, Sarah Tueller, and Mel Leviton; Janice further thinks Mel is Chair and asked Teresa to work with Mel to get input from the committee then see if they want input from the entire Council.

The Governor, via Executive Order 2020-02: Transparency in Agency Guidance Documents (Order), requires agencies to comply with this Order. Therefore, IDVR has created a new page on our website, Governing Laws and Policies, which includes our existing policy manual. There will be additional interpretation and guidance documents, in response to the Order.

Comprehensive Statewide Needs Assessment (CSNA) Update

The assessment report is done! Baxter sent you the Word version. We just received an accessible pdf version on Friday, May 1, 2020 and will post the accessible version shortly.

Please review the document. Matt meticulously worked with San Diego University on editing the document thoroughly, however if there are correction please let me know.

Teresa plans on reviewing the observations for action items we either want to incorporate into our Work Plan or just work on. There were some tables issues he worked with Rachel Anderson and it has been fixed. The accessible version will be uploaded to IDVR's website. The SRC will have an opportunity to provide input, however, Teresa would like to at least get the accessible version uploaded to the website. The CSNA helped with information in the State Plan.

RSA provided feedback and identified more corrections that the past couple State Plans. We reached out to the states and when compared to our peers, IDVR has minimal corrections. It appears that RSA is changing their expectations on the State Plan as a whole.

Farewell to Council Member Lucas Rose who served six (6) years on the Council. SRC Chair Mike spoke about Lucas and his valuable service to the Council. Lucas thanked the Council and IDVR for work their doing; and further took time to mention numerous members both current and past who helped him during his membership. Lucas ended with letting the Council know that he is available to all members and will be back on the Council once time has passed and he is able to become a member again. IDVR's Administrator Jane finished Lucas' farewell with some nice words as well.

Announcements:

Jane would like to acknowledge newest member Mandy Greaser, she is the Executive Director of Living Independently for Everyone Inc. (LIFE) from Eastern Idaho; Both Ron and Janice were approved their renewal terms. Congratulations to everyone.

Motion: Lucas moved to Adjourn the meeting; Mike seconded the motion. The motion passed unanimously by a verbal vote.

A proud partner of the  **americanjobcenter** network