

## **Performance Review Committee Meeting**

Thursday, April 4, 2019 from 10:00 a.m. to 12:00 p.m.

Waterbury State Office Complex

ASH Conference Room, HC 2 South, 280 State Drive, Waterbury, VT 05671

### **Meeting called by:**

James Smith, acting chair, called the meeting to order at 10:04 a.m.

### **Members Present:**

- 1) Jessica Brennan (VR), non-voting
- 2) Sherrie Brunelle
- 3) Nick Caputo
- 4) Rose Lucenti
- 5) Brian Smith

### **Members Absent:**

- 1) Marlana Hughes
- 2) Robin Ingenthron
- 3) Chris Kane
- 4) Bill Meirs
- 5) Deb Tucker Boyce

### **SRC Liaison:**

James Smith

### **SRC Coordinator:**

Debra Kobus

### **Interpreters:**

None.

### **Speakers or Presenters:**

None.

### **Guests:**

Helena Kehne

### **1) Introductions (James Smith)**

#### **Discussion:**

Those in attendance went around the table and introduced themselves.

**Conclusions:**

Thanks to everyone!

**Action Items, Person Responsible, Deadline:**

None.

**2) Approval of Agenda (James Smith)**

**Discussion:**

James asked for any proposed additions or changes to the agenda. There were none. Nick moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 4-0-0.

**Conclusions:**

Motion passes: today's agenda accepted.

**Action Items, Person Responsible, Deadline:**

None.

**3) Open for Public Comment (James Smith)**

**Discussion:**

Helena Kehne said that she was very happy to be in attendance and was really looking forward to learning more about the committee and the State Rehabilitation Council.

**Conclusions:**

Welcome Helena! If you like what you see, please consider applying for membership!

**Action Items, Person Responsible, Deadline:**

Follow up with Helena Kehne related to membership, Debra Kobus, 4/5/19.

**4) Approval of Minutes for February 7, 2019 (James Smith)**

**Discussion:**

James asked for any proposed changes or amendments to the February 7, 2019 minutes. There were none. Sherrie moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 4-0-0.

**Conclusions:**

February 7, 2019 Full SRC Minutes were approved.

## **Action Items, Person Responsible, Deadline:**

Upload approved minutes to SRC website. Debra Kobus, April 9, 2019.

### **5) Data on VR consumer population changes since WIOA broken out by Disability categories and their connection to SSI and SSDI (James Smith)**

#### **Discussion:**

- There was a reduction of approximately 20% of total persons served (including Pre-Applicant Student (PAS) cases) from 2014 to 2018.
- Total Persons Served (including only VR cases) were reduced from 9,746 in 2014 to 6,737.
- There was also a big change in SSA beneficiaries served dropping from 2,937 in 2014 to 1,988 in 2018.
- Total Persons served with SSA Disability Benefits at application or by closure reduced from 3,244 in 2014 to 2,087 in 2018.

Brian Smith noted that this handout shows a big reduction in people served. James said that these reductions were completely visible to the legislature and there was never any discussion of the legislators to provide additional state funds to backfill the loss of federal dollars. Sherrie is concerned about the middle range folks now not being served by VR. If the intent is to get skilled people in Vermont, those people in the middle range are the key people that you want to get into the work force. Should there be some sort of conversation between VR and the governor if there could be some sort of investment to assist? James said to be fair, the legislature did some pretty big things to help us manage this reduction. The department could take General Fund dollars to backfill our developmental services and supportive employment programs which put about \$1m back. There are other things that our department, business office, and commissioner did to cushion the blow.

When 15% of our funds must be provided to high school students, it must be taken from somewhere.

It is expected that more discussion is expected during the Full SRC Meeting when a presentation of data on VR consumer population changes since WIOA will be provided to all SRC members.

**Conclusions:**

Thank you, James.

**Action Items, Person Responsible, Deadline:**

Upload presentation to the SRC website, Debra Kobus, April 9, 2019.

**6) Dashboard for VR program and staff tracking of leading indicators (James Smith) The presentation is available here:**

<https://prezi.com/view/QAZ7tMUxusbF3YL7C1Vh/>

**Discussion:**

James went through the presentation providing an explanation about the different slides within the presentation.

- A dashboard is a quick reference tool that will display a variety of data specific to each counselor's case load. This data will provide an insight into how current practices are impacting participants and outcomes.
- Alice Porter developed a dashboard that shows counselors how their rates compare to their peers with similar caseloads; the rate statewide; their trend over time.
- The goal for each counselor is to meet or exceed the identified target.
- It is important to remember that each member of the team contributes to the performance rates.
- Performance requirements include lead and lag measures. Lead measures are actionable steps we can make to impact an outcome. Lag measures are the results of the actions taken.
- Because we have not done this before we do not know what the lead measures are.
- We have identified 5 potential lead measures or theories which consist of: teaming, assessment, career focused training, higher wage occupations, and follow up.

**Conclusions:**

Thank you, James, for the presentation!

**Action Items, Person Responsible, Deadline:**

Link to presentation put on SRC website, Debra Kobus, April 9, 2019.

## 7) Other Business (James Smith)

### Discussion:

- 1) Agenda setting for June 6, 2019:  
Potential agenda items include:
  - Update on charter groups
  - Orientation presentation
  - Linking Learning to Careers
  - Central Office Case Review

### Conclusions:

See above.

### Action Items, Person Responsible, Deadline:

Present proposed agenda to Marlena and James, Debra Kobus, 5/15/19.

## 8) Adjournment (James Smith)

### Discussion:

James asked if there was a motion to adjourn. Brian moved to adjourn, and it was seconded. No further discussion. All approved. Vote unanimous 4-0-0.

### Conclusions:

Motion to adjourn approved at 11:30 a.m.

### Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, Debra Kobus, 4/9/19.
- Draft minutes emailed to Committee members, Debra Kobus, 4/9/19.
- Minutes approved, Committee, 6/6/19.
- Approved minutes uploaded to website, Debra Kobus, 6/11/19.

## Parking Lot/Items Forward

1) Presentation requested when data is available:

- a further breakdown of the demographics of those we serve (i.e. those receiving public benefits, etc.);
- a comparative of outcomes by group;
- Pre-ETS VR students with a state by state comparison. James said that this information was provided in the Needs Assessment a couple of years ago, but Alice will include this information in her presentation.

**James and Alice Porter, Open.**

2) James will invite two or three VR counselors to come in and share successes/challenges and the story behind them. Being able to illustrate some of the challenges would be a good way to frame it (i.e. criminal history, substance abuse, housing, etc.) as it would give us some understanding where additional advocacy could be created.

**James Smith and VR Counselors, Open.**

3) To parking lot 12/6/18 pending availability of data:

- ELL Stats (% of portion of population they are serving)
- Data on certifications (people achieving outcomes)

**Rose Lucenti, Open.**

4) To Parking Lot from 12/6/18:

Review results of Employer and Consumer Satisfaction Surveys.

**Debra to remind committee, June 2019.**

5) To Parking Lot from 12/6/18:

Have a VR rep that works with Corrections come in and do a presentation.

**Debra to remind committee, Open.**

6) To Parking Lot from 12/6/18:

PR Committee members generate questions for Aware.

**Debra to remind committee, Open.**