

Performance Review Committee Meeting

Thursday, October 17, 2019 from 10:00 a.m. to 11:00 a.m.

AD HOC Meeting

HELD VIA SKYPE

Meeting called by:

Marlena Hughes, Chair, called the meeting to order at 10:07 a.m.

Members Present:

- 1) Sherrie Brunelle
- 2) Marlena Hughes
- 3) Rose Lucenti
- 4) Brian Smith

Members Absent:

- 1) Nick Caputo
- 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:

Suzanne Hopkins, Amanda Kohle.

1) Introductions (Marlena Hughes)

Discussion:

Those on the call introduced themselves.

Conclusions:

Thanks to everyone!

Action Items, Person Responsible, Deadline:

None.

2) Approval of Agenda (Marlena Hughes)

Discussion:

Marlena asked for any proposed additions or changes to the agenda. There were none. Sherrie 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 (Marlena Hughes)

Discussion:

None

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

n/a

4) Approval of Minutes for June 6, 2019 (Marlena Hughes)

Discussion:

Marlena asked for any proposed changes or amendments to the June 6, 2019 minutes. Sherrie moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 4-0-0.

Conclusions:

June 6, 2019 Full SRC Minutes were approved.

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website. Debra Kobus, October 22, 2019.

5) VR State Plan scheduled to be submitted on April 1, 2020 and the Needs Assessment that must be completed in 2020 (James Smith).

Discussion:

1. Overview of the State Plan and Needs Assessment

Through the sharing of his screen James went over the two large products that the SRC has a statutory role in. James did some back planning and provided a timeline for the PR Committee and the Full SRC in order to be able to meet requirements.

- The first big product is the Workforce Innovation and Opportunity Act (WIOA) Unified and Combined **State Plan** for state fiscal years 2021 and 2022. You will notice that the Feds refer to it as plan program years 2020 and 2021 because of our differences in fiscal year start dates. We must submit an updated State Plan by April 1, 2020.
- The second big product coming due is the completion of a **Comprehensive Needs Assessment** that we are required to complete every 3 years.

2. **PR role in reviewing goals and priorities and performance updates in the State Plan**

Both these products are mentioned in the VR regulations requiring the development of these documents in conjunction with the SRC. One of the challenges we always have is because these documents are so massive it is not reasonable to ask the SRC to do hundreds of hours of writing or do the heavy lifting in the development of the documents. What I have done here is outlined a way for the SRC to have the most significant impact which is reasonable for a volunteer committee to provide.

3. **Formal SRC section of the State Plan**

The State Plan is due the soonest and because of this James proposed that the December 5th PR meeting focus on the section of the plan called the **State's Goals and Priorities** as this is the heart of the plan. This is where discussions are had about needs and what we want to achieve. This is the core of the plan.

At the December meeting, James will provide an update about VR's progress surrounding our current plan's goals and priorities. We will have discussions about whether we achieved them or if we want to continue with these goals and priorities and/or create new ones. We should also identify areas to celebrate and areas that still need work. We would then take this information to the Full SRC meeting on February 6, 2020 for further discussion and to have a vote.

4. **Needs Assessment sections needing PR review and** 5. **The formal SRC role in developing summary findings of the Needs Assessment**

James said that the next big product is the Needs Assessment. At the Retreat he did hear a data point that raised a red flag for him and that was that data showed that Hispanic individuals were much less satisfied with our services than what he expected. VR and the

SRC will want to understand this better and determine something to do about it. These are the type of discussions that we want to have with the SRC.

The first meeting to discuss the Needs Assessment is scheduled for February 6, 2020. James will be looking at large scale population data. At our April meeting, we will be reviewing the Rehabilitation Needs of Youth and Students with Disabilities Prevalence and Vocational Rehabilitation Services for Students and Youth Pre-Employment Transition Services. At our June meeting, we would focus on VR specific data.

At the end of each meeting, James would like to synthesize what the PR committee's observations and findings were and then have the SRC present the draft findings to the Full SRC in order to get their reaction and input. James believes if we take these steps, we will meet our statutory requirements and also provide an opportunity for the Full SRC to provide their input and at the same provide enough time for James to complete the report by the end of the year. Everyone agreed this was a great way to go.

6. Planning PR schedule to align with tasks and timelines

Agenda Items Next 14 Months (December 2019– December 2020):

1) December 5, 2019 PR Meeting (State Plan Focus)

- Review VR progress on achieving prior State Plan Goals and Priorities
- Identify Goals and Priorities that have been achieved
- Identify Goals and Priorities that need to be brought forward
- Identify new proposed Goals and Priorities to be added

Bring Goals and Priorities determined to the Full SRC's meeting on February 6, 2019 for a vote.

2) February 6th, 2020 PR Meeting (Needs Assessment focus)

Review data relating to the following:

- National and Vermont Population Data from the American Community Survey
- Individuals Who are Minorities and Eligible for DVR Services
- The Need for Supported Employment Services
- Adults with Psychiatric Disabilities
- Adults with Developmental Disabilities

- Other Unserved or Underserved Individuals with Disabilities
- Older Vermonters with Disabilities
- Individuals with Physical Disabilities
- Individuals with Traumatic Brain Injury

What are the PR committees' observations and findings?

3) April 2nd, 2020 PR Meeting (Needs Assessment focus)

a) Review of the Rehabilitation Needs of Youth and Students with Disabilities Prevalence

- Students with Disabilities
- Youth with Disabilities
- Employment Rates for Youth with Disabilities

b) Vocational Rehabilitation Services for Students and Youth VR Pre-Employment Transition Services

- Staff Providing and Coordinating Pre-ETS Services
- Number and Proportion of Potentially Eligible Students Receiving Pre-ETS Services and/or VR Services³
- VR Services for Youth who have Exited High School
- Supported Employment Services for Youth
- Supported Employment for Youth with Disabilities
- The Number and Proportion of Youth with Disabilities Receiving VR Services
- The Coordination of VR Pre-ETS and Transition Services with Services Provided Under IDEA

What are the PR committees' observations and findings?

4) June 4th, 2020 PR Meeting (Needs Assessment focus)

Vermont DVR Services to Individuals with Disabilities

- DVR Population Characteristics
- DVR Process Flow
- DVR Outcomes
- DVR Services and Expenditure Costs

What are the PR committees' observations and findings?

5) October 1, 2020 SRC Retreat

Present findings from draft Comprehensive Needs Assessment to full SRC. Develop recommendations for findings with full SRC based on PR review.

Sherrie asked if we should be doing something more publicly in order to help people learn more about what VR is doing and how it's

performing? James agreed that this is important and that these products, including the data received from the recent Consumer Satisfaction Survey, be made widely available.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

Prepare agenda for upcoming PR Committee meetings, SRC Coordinator, various times 2019-2020

6) Other Business (Marlena Hughes)

Discussion:

Other Business:

1) Agenda items for the December 5, 2019 meeting include:

December 5, 2019 PR Meeting (State Plan Focus)

- Review VR progress on achieving prior State Plan Goals and Priorities
- Identify Goals and Priorities that have been achieved
- Identify Goals and Priorities that need to be brought forward
- Identify new proposed Goals and Priorities to be added

Bring the **State Plan Goals and Priorities** determined by the PR Committee to the Full SRC's meeting on February 6, 2019 for further discussion and a vote.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

Present proposed agenda to Marlena and James, SRC Coordinator, by 11/15/19.

8) Adjournment (Marlena Hughes)

Discussion:

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

Conclusions:

Motion to adjourn approved at 10:42 a.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, Debra Kobus, 10/22/19.

- Draft minutes emailed to Committee members, Debra Kobus, 10/22/19.
- Minutes approved, Committee, 12/5/19.
- Approved minutes uploaded to website, SRC Coordinator, 12/10/19.

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:

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

SRC Coordinator to remind committee, Open.

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

PR Committee members generate questions for Aware.

SRC Coordinator to remind committee, Open.