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| *Thursday, January 23, 2020* |  |
| Members Present | Jessica Lewis, Nicole Walker, Dina Perkins, Tommy Carnline, Sue Killam, Warren Chauvin, Cathy Lazarus, Gay Young, Marvin Rush, Alexis Young, Eleanor Murrell, Melissa Bayham |  |
| Members Absent | Bob Lobos, Glyn Butler, Cliff Owens, Suzanne Lentz, Libby Murphy, Paul Genco, Tarj Hamilton, Brian Wood |  |
| Liaison | Nicole Miller |  |
| Guests Present | Elise Alexander, Lynsey Hebert, Anne Jayes, Dr. Crystal Henderson, Amy Houston, Stephen Whitlow, Sarah Barnes, Teresa Milner, Chris Rodriguez, Tony Rocca, Lynn Blanchard, Susan Reed, Blake Taylor, James Dossey |  |
| Motivational Minute  | Pledge of allegiance, motivational moment and introductions.  |  |
| Call to Order | The general meeting was called to order by Chair Warren Chauvin at 9:24 a.m. with a quorum.  |  |
| Minutes | Motion to approve April, July and October 2019 LRC General Meeting minutes was made by Gay Young and seconded by Marvin Rush. Motion passed without abstention or objection.  |  |
| Public Comment  | None |  |
| LRS Director’s Reports | Melissa Bayham informed the council that things have not changed as far as order of selection. LRS is still serving categories one through four and there is no waiting list at this time. Five LRS employees retired this month. Christine McGraw retired as Regional Manager in Alexandria Office. Karyn Barrett, the Regional Manager in the Lake Charles region was relocated to the Alexandria Regional Office to fill this vacancy. A request to fill the vacant Regional Manager position in Lake Charles has been made. There are 9,357 open VR case types and 2,078 Pre-ETS case types as of 01/22/2020. LRS received the final monitoring report from RSA on January 13, 2020. Warren Chauvin will send out the report to the members since he received it from Jim Doyle and it will be made public on the RSA website. The Corrective Action Plan received from RSA with required responses will also be loaded into the RSA website and LRS will be working with RSA in the coming months to accomplish the required activities. Louisiana’s WIOA Combined State Plan should be available for public comment this week. Pre-ETS questions that were sent to the director were addressed by Nicole Miller and the answers are attached to these minutes. Members expressed their concerns for wanting to make sure that “cherry picking” is not happening in the school systems and that students with more significant disabilities are being served under Pre-ETS. Melissa Bayham did inform the council that WINTAC, LRS’ technical assistance center, has offered to come to Louisiana to provide Pre-ETS training.Lynn Blanchard discussed the LRS budget cuts from last year and voiced his concern for continuing to get cuts and not getting any of the money put back in the budget. Members questioned whether or not the Director of LRS was part of the discussion regarding the proposed LWC budget. Sue Killam added that the Director of LRS not being part of the budget discussion happened just before Melissa Bayham became Director. Melissa Bayham explained that last year LRS had carry forward funds. She was not sure yet what the budget will be but stated that we would be finding out in the near future. Tommy Carnline added that the last cut was a $223,000 general fund budget cut which is over a million dollars to the LRS budget (according to the April 2019 LRC meeting minutes). Jessica Lewis stated that a recommendation from the LRC should be made to have these discussions with the higher ups. Sue Killam added that the recommendation may enhance services. Warren Chauvin made a motion to make a recommendation that a letter be sent to the Governor’s Office of Disability Affairs requesting that the VR Director in our state be a signer of their own budget. Gay Young seconded the motion. Motion passed without abstention or objection. |  |
| Standing Committee Reports | Eligibility and Planning –Gay is having difficulty getting responses to how other states handle consumers that are already employed and needing assistance to maintain employment. Gay is drafting questions that LRS could send out through the Rehab Net for State Directors to answer. Bayham made it clear that she is more concerned about the members’ thoughts on the idea and any areas of concerns they had; should LRS look into doing this in the future.Employment Committee- NoneTransition Committee- The committee asked Director Bayham to address how access to Students with Disabilities has improved at the next meeting.  |  |
| Chair’s ReportLiaison Report | Chauvin reported that the Customer Satisfaction Survey is due this year and the council will use the same format and questions as 2017 survey with the addition of Pre-ETS questions. The two questions would be “Are you a high school student, receiving Pre-ETS services?” and the choice of “yes or no.” The second question would be “Are you satisfied with these services?” and the answers are “very satisfied”, “somewhat satisfied”, “not satisfied” and “did not receive service”. Membership and attendance were reviewed; 20 member seats are filled and there are 4 vacancies: 1 Business and Labor, 1 Parent Training Center, 1 Director of Federal Section 121 Project, and 1 former recipient of LRS services. The Governor’s Office is putting together a list of the boards and commissions, the different councils, a list of the members with the vacancies. The annual report is due by December 31st.  |  |
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| Member Reports | CAP report- see attached report.  IDEA report- Transition is a priority. The LRS Director attends the SEAP meetings and the Program Coordinator will be presenting to the school districts in February on Pre-ETS services. SILC report- new members voted on in February. The legislation agenda has not yet been completed. The SILC is working to get educational information added to the driver’s handbook about where not to park in regards to handicap parking. WIC report- N/A |  |
| New Business | Warren Chauvin discussed sending at least one member, more if the travel budget allows, to the NCSRC in Bethesda, MD, April 18-19, 2020. He asked if anyone was interested. Alexis Young and Gay Young stated they would be interested. Chauvin informed the council that vacant executive member seats would be recommended and voted on at the April 2020 meeting. He asked if anyone was interested in a position. Marvin Rush stated that he was interested in the Member at Large position.  |  |
| Future meeting dates | April 23, 2020, July 24, 2020 and October 22, 2020 and January 21, 2021. Warren Chauvin suggested the April 23, 2020 meeting be moved to April 30, 2020 since several members will be at the NCSRC or CSAVR conference the week of April 20th. There was no objection to moving the meeting to April 30th. Liaison will work on bids for an April 30th meeting date.  |  |
| Adjourn | Gay Young motioned to adjourn, seconded by Alexis Young and the Council adjourned without objection. |  |
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**Answers to Pre-Employment Transition Services (Pre-ETS) questions:**

* **How are students chosen for participation in Pre-ETS?**

Schools are made aware of Pre-ETS and VR services via the counselor, district supervisor and/or regional manager making contact with the lead person at the school and other individuals with the district. Options for service delivery are explained to the school district.

* **Does everyone with an IEP/504 plan get enrolled in Pre-ETS?**

LRS makes Pre-ETS available to all students with disabilities, including students with IPEs, 504 plans, and students with a documented disability not receiving IPE or 504 services.

* **Are students with more significant support needs being served through Pre-ETS?**

Yes, Pre-ETS are available to these students. LRS is able to purchase assistive technology devices and support services. Employers may be reimbursed a maximum of $500 per student for the following services if required in order for the employer to provide the WBLE: screen reading software, interpreter services, reader services, printing of accessible information materials (Braille, large print). Items that cannot be purchased from Pre-ETS funds are personal devices/services or individually-prescribed assistive technology such as prescription eyeglasses, hearing aids, readers for personal use or student and services of personal nature. School districts also provide accommodations as required in the student’s IEP.

**What documentation is available for Third Party Cooperative Arrangements (TPCA) contractors providing Pre-Employment Transition Services (Pre-ETS)?**

**The Pre-ETS services required by WIOA include: (1) Job exploration counseling; (2) Work-Based Learning Experiences (WBLEs); (3) Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education; (4) Workplace readiness training; and (5) Instruction in self-advocacy.**

LRS has Pre-ETS training materials and resources that are shared with TPCA contractors. Most TPCA contractors develop their own Pre-ETS curriculum that are approved by LRS before implementation.

* **How does the transition from Pre-ETS into employment services caseload work?**

Pre-ETS services can be provided through either a VR case type or a Pre-ETS case type. The decision is individualized according to the student’s needs and plans post-secondary. There could be the possibility that a student has received Pre-ETS services in high school and is wanting to go straight to work. Because the student was able to get those skills in high school, he or she would not have to complete work readiness training. The student could go straight to job placement. Additionally, if the student needs supported employment, the vendor would already be able to identify his/her strengths and weaknesses and placement should be somewhat easier.

January 23, 2020

TO: LRC Committee

FROM: Glyn Butler-Kilbourne - CAP Representative

RE: January CAP Report

The CAP Advocate has been out of the office on medical leave since November 5, 2019. However, CAP cases are currently being handled by Mr. Daryn Broussard until Glyn returns. Mr. Broussard was previously employed with the Advocacy Center of Louisiana as a CAP Advocate.

**TYPES OF CASES:**

CAP has been contacted by several clients for assistance in resolving their LRS issues. The issues are broken down below by Region:

**Region I (Lafayette area):**

-Assistance in getting LRS to cover maintenance cost;

-Closure of case letter due to lack of response/cooperation;

-Closure of case letter due to client’s refusal to take a drug test (client stated refusal was due to the various psychotropic meds. Prescribed for mental health issues);

-Assistance in getting LRS to purchase hearing aides;

-Assistance in returning to school and getting nursing license reinstated

-Assistance in getting LRS to cover the cost for attending Barber School (Client is under age 24 and doesn’t meet any of the exceptions to qualify for a Pell Grant independent of his father/grandmother).

**Region IV (Lake Charles area):**

-Assistance in obtaining a new counselor, work materials (clothes, glasses), additional certification, and assistance in finding employment.

-Assistance in getting reimbursed mileage for a functional capacity test that was stopped due to client’s increase in blood pressure readings, assistance in locating a job, and assistance in getting case re-opened or expedited re-opening of case.

**Region II (Baton Rouge area):**

-Assistance in getting LRS to cover the cost to retake a certification test that client failed;

-Assistance in obtaining part-time employment and selecting a new vendor;

-Assistance in getting back into the Randolph Sheppard Program due to allegations against client while receiving training at Affiliated Blind.

**Region I (New Orleans areas):**

-Assistance in getting LRS to cover maintenance cost;

-Assistance in getting LRS to reopen client’s case (client submitted information requested on the last day of the deadline provided, but the counselor did not see the information till the next day. CAP drafted an email to the Regional Manager and the counselor regarding the matter and was able to provide that client’s case was wrongfully closed.

**Region VII (Shreveport):**

-Assistance in getting LRS to waive a partial reimbursement of tuition cost from client due to an incident that occurred while enrolled in online classes through Capella University;

-Assistance in getting a new counselor assigned, assistance in getting client to understand the applicable LRS policies regarding client’s matters (this is a very complex case and CAP has reviewed records and determined that the doctor did not state that client should withdraw from the pharmaceutical program, has gotten a new counselor assigned and is trying to work through the other issues);

-Assistance in getting LRS to provide assistance in locating an internship program, and assistance in resolving communication issues with counselor.

**Administrative Reviews and Fair Hearings:**

CAP had one case in which the client appealed the Region II Office’s decision to not approve Maintenance Expenses. After conducting a thorough investigation, CAP determined that LRS had properly applied the policy and the client signed an apartment lease prior to the approval of the IPE. CAP explained the decision to the client, but did not provide representation at the Fair Hearing.

**OUTREACHES:**

CAP has not currently conducted any outreaches during the 2020 fiscal year.

**TRAININGS:**

Thus far, CAP has not attended or participated in any trainings.

**TRANSITION SERVICES:**

CAP currently has one case involving transition services through Pre-ETS for school age youth. The client is 21 year old special education student at New Iberia Senior High. The client also receives services through the Acadiana Human Services Authority and has a provider agency. This has been an ongoing case due to communication issues and the school’s unwillingness to allow the LRS counselor assigned to the school to go in and provide pre-ETS services to eligible youths. CAP has communicated with the school and the Lafayette LRS Office’s District Supervisor and an IEP meeting will be held at the school on February 13, 2020 at 1pm. All parties involved will be in attendance.

This is still an area that CAP is concerned about. CAP is also still requesting to be included at the LRS table if/when meetings are scheduled to discuss transition related topics/issues and or planning.  Also, CAP will be reaching out to Families Helping Families in order to discuss their role in transition cases and to discuss CAP’s role.