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| **Thursday, July 23, 2015** | |
| Members Present | Pam Allen, Tommy Carnline, Lanor Curole, Jean Hanson (non-voting), Ronald Key, Sue Killam, Bob Lobos, Nan Magness,  Mark Martin (non-voting), Patrick Mascarella, Libby Murphy,  Nicole Walker, and Derek White. |
| Members Absent | Gayla Guidry, Cassidy Byles, Pranab Choudhury, Sara Spencer, Laura Nata, and Kay Wilson |
| Liaison | Paige Kelly |
| Guests Present | Melissa Bayham, David Gallegos, Rosemary Yesso, Lynn Blanchard, Lisa Richard, Belinda Davis, Mike Henderson, Rebecca Ellis, Peggy Franklin, Laurene Williams, and Kody Smith |
| Call to Order | The general meeting was called to order at 8:20 a.m. with a quorum established. |
| Minutes | **Motion Passed** to approve April 23 & 24, 2015, General Meeting Minutes was made by Derek White, seconded by Tommy Carnline, and approved without abstention or objection. |
| Liaison Report | Paige Kelly began by thanking the Council for sending a card while she was out for surgery. Kelly reminded members of details on completing travel expense reports. It's important the sheet is completed including travel beginning and ending times. The LRC expended $21,767 dollars of its allocated $27,000. Funds were expended on four council meetings and the CSAVR attendance by the chairperson, and annual report. The next LRC meeting is October 29th and 30th held in Baton Rouge. New rules on hotel reservations are effective July 1, 2015.   * Derek White expressed appreciation for the size/arrangement of the room which is include wide travel spaces around the Council table to accommodate individuals using wheelchairs and individuals with service animals. |
| Chair Report | Libby Murphy expressed appreciation for members’ time and efforts and provided several announcements.  Council membership  The Council has seen movement on four pending appointees to the council: Jonathan Trunnell, CAP program at the Advocacy Center; Cliff Owens, Lafayette Wal‑Mart, Natasha Aymami, LSU-Baton Rouge and formerly of Able in Lafayette (she brings something that's not yet represented, that is expertise in both rehabilitation efforts for people who are blind and people who are deaf); and Claire Hymel, a LRS retiree. After these appointments, the Council will have one vacancy in the area of “a cross section of individuals with disabilities who cannot represent themselves or current or former applicants or recipients of VR services” and two form “business, industry, and labor.” The Council has no representation from the northeast Louisiana.  Meeting location and facility  Working to continue to meet at the Embassy Suites through July 2016. Council seems to have good participation in Baton Rouge and it makes it not only less expensive but it’s also easier state-level personnel to provide information in person. |
| Executive Committee Recommen-dations (EC) | Murphy stated the executive committee discussed recommendations for the 2016 plan. It will seem relatively short compared to previous plans to focus on fewer, accomplishable items for improved outcomes. There was discussion and recommendation passed with respect to committee structure.  \*As both items were separate items on the agenda, they were dealt with accordingly (see below). |
| Officer Elections | Since the LRC’s April meeting did not have a quorum, the vote on the Officer Nominating ad hoc Committee recommendations for officers and committee’s recommendation to add a transition committee was pushed to the meeting (July).  **Motion Passed.** Replace Outreach Committee with Transition Committee. Motion by Pam Allen, seconded by Nicole Walker. Passed without objection, no abstentions.  **Slate Approved.** Motion to accept by Lanor Curole, second by Nicole Walker. Passed without objection, no abstentions.  Chair, Libby Murphy; Vice-chair, Bob Lobos; Secretary, Derek White; Eligibility and Planning Committee Chair, Nan Magnus; Employment Committee Chair, Nicole Walker; Transition Committee Chair, Pam Allen; At-large member, Tommy Carnline. |
| LRS Director’s Report | Mark Martin, LRS Director provided his written report (see below).  **Motion Passed:** The LRC requests the Director to keep the LRC informed as he has information on the Disability Employment Initiative application and grant award and that we continue to monitor it closely and to insure LRS's involvement. Motion by Sue Killam, seconded by Derek White. No objections or abstentions.  **Motion Passed:** The LRC requests the second injury trust fund to increased funding to LRS from 1% to 2%. This request may be used at the discretion of the Director. Motion by Lanor Curole, seconded by Pam Allen. No objections or abstentions. |
| Disability Demographics in Louisiana | Belinda Davis and Michael Henderson from the Public Policy Research Lab at LSU provided more information and responded to questions regarding the prospective disability demographics study. |
| 2016 LRC Plan | Chair Murphy presented the draft 2016 Plan recommended by the Executive Committee.   * Priority One: WIOA implementation and insuring stakeholder input * Priority Two: Public policy - educating the administration and legislature the importance of VR and its funding. * Priority Three: Transition - Third party programs stakeholder. * Priority Four: Implementation of a LRC operations manual to include guidelines on the smooth running of the LRC, orientation and ongoing training, etc.   **Motion Passed.** To accept 2016 Plan as presented by Lanor Curole, seconded by Sue Killam, with no objections or abstentions.  **Motion Passed.** To include a VR statistics presentation and discussion at each meeting or as requested. By Sue Killam and seconded by Pat Mascarella, with no objections or abstentions. |
| Member Reports | American Indian VR program  The grant for the United Houma Nation (UHN) VR program has come up for renewal and was successfully submitted. The application focused on where the tribal program is finding difficulties in meeting certain performance measures and to fill those gaps. The target is to serve 85 to 90 individuals under a plan for employment within our service area and assist 16 to 17 in getting gainful employment. 62 to 64% of the caseload has a primary disabling condition of mental illness and inadequate services in the community to meet their needs. So the program is piloting a wellness center at the Houma office where tribal members can are encouraged to take care of themselves in mind, body, and spirit. The effort is funded by Tulane University and those services can be expanded over the next two years without VR money. Tulane is funding two community health workers to have wellness days in six outlying parishes.  Other items of note from the UHN:   * The VR program opened three employment skill labs, our offices in Houma and Marrero and on the Chitimacha tribe reservation in Charenton. The proposal is to start serving early as age 13 to 24. * Annual VR consumer conference. * Annual disability powwow is great for the tribe and has been a great experience for the community. We get usually about 2,000 people out within the two days. There's dancing, singing, drumming, vendors, etc.   CAP Report, delivered by David Gallegos, CAP Director, Advocacy Center.  Since the last LRC meeting, 20 new cases come through CAP (statewide). Include in the written report are the types of cases, the date the case was opened, the reason the client called the CAP, the outcome in red are those for which some action was taken or were resolved, and the parish. Issues deal with a range, from clients not happy with their counselor, having difficulty reaching the counselor, or wanting a new counselor. Some of these have to do with disagreement with IPE. Typical stuff that you would expect from clients requesting assistance. The CAP received a couple of complaints regarding a vendor in the Orleans/Jefferson service area. The CAP submitted a complaint to LRS in regards to these concerns from these clients in regards to as they perceived mistreatment by the supported employment vendor in that area.  Again, the CAP had some good closures in terms of success with advocating for clients that had questions, concerns, complaints and things are continuing to move forward. LRS counselors are really good about responding to the CAP.  Finally there is some slowed down in the area of benefits planning referrals.  Workforce Investment Council  WIOA has mandated the number of members from business and workforce to be a majority of The Workforce Investment Council that represents a 20% of the total membership, from 41 members to 53. The key highlights include Business and Career Solution Centers (BCSC) will provide physical and programmatic accessibility to employment services for individuals with disabilities. The BCSCs are going to change in their format and their physical organization to encourage the people with disabilities to come-in. Secondly, that state VR agencies have to set aside 15% of their budget for pre-employment transition services. Finally, the WIC continues to work together with Education and the BESE board, LTCTS, all the educational organizations, the local shops, the businesses and labor to provide the training and development needs of the workforce that are here right now and coming up in the near future. |
| WIOA Presentation | Melissa Bayham presented highlights from the Workforce Innovation and Opportunity Act. |
|  | **The Whole LRC RECESSED at 2:50 p.m., with Standing Committees meeting at 3:30 p.m.** to discuss committee business: Eligibility and Planning Committee, Employment Committee and Outreach Committee. |
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| **Friday, July 24, 2015** | | |
| Members Present | | Pam Allen, Tommy Carmine, Lanor Curole, Jean Hanson (non-voting), Ronald Key, Sue Killam, Bob Lobos, Nan Magness, Mark Martin (non-voting), Patrick Mascarella, Libby Murphy, and Derek White |
| Members Absent | | Gayla Guidry, Pranab Choudury, Cassidy Byles, Laura Nata, Sara Spencer, Nicole Walker, and Kay Wilson |
| Liaison | | Paige Kelly |
| Guests Present | | Rosemary Yesso, Melissa Bayham, and Peggy Franklin |
| Call to Order | | The general meeting was called to order at 8:10 a.m., with a quorum established. |
| LRC Budget | | A proposed SFY 2016 budget was announced by the chair with an increase over 2015 from $27,000 to $32,500. The council will hold four meetings in Baton Rouge which costs approximately $4,000 per meeting. The LRC plans on sending a representative to the CSAVR meeting. The budget includes the purchase of a laptop computer. Printing of the annual report and a contract with LSU for a report providing data on individuals with disabilities in each parish. Therefore, the budget consists of in-state and out-of-state travel totaling $26,000. Operating services (interpreter/Personal Care Attendant) estimated about $2,000. Equipment, purchase the laptop. And then the survey for statewide disability at $2,500.  **Motion passed** to approve the budget as read. By Lanor Curole and seconded by Derek White with no objections or abstentions. |
| Supported Employment Presentation | | Melissa Bayham presented significant features of LRS’s supported employment program and upcoming changes. |
| Eligibility and Prioritization Presentation | | Jean Hanson provided information on the process of eligibility in VR and the Order of Selection Prioritization system. |
| Standing Committee Reports | | Eligibility and Planning, Lanor Curole, chair   1. One discussion to committee was in regard to guidance and information for rehabilitation counselors related to substance abuse. Ronald Key offered to share screening tool that can be integrated into an eligibility or intake in October. 2. The second discussion was on CAP requests/complaints of consumers who want assistance with expungements. Committee to seek an answer in writing on whether the associated cost of allowable under fines and penalties.   Employment Committee, Derek White, chair  The Employment Committee discussed issues and potential changes in the supported employment program and the report card issue.  **Motion Passed**. Motion entered the floor as a committee recommendation below. Passed without objection or abstention.  The Committee recommends the Council request the Director review and considers the following in including in LRS’s monitoring system for supported employment providers.   1. General Provider Profile  * Location and contact information * Data on employment support professionals turnover rates, per cent certified, etc.  1. Demographic profile of individuals served  * Gender * Individuals in transition from school * Disability type   3. Performance Statistics   * People served total and successful closures * Average hours worked and average hourly pay * Consumer Satisfaction data, including but not limited to: * Likelihood a consumer would recommend the provider to others * Satisfaction with job matches * Rating the staff as caring, supportive and flexible * Costs: average total, average per successful closure, average per unsuccessful, * Pre-employment Transition Services: individuals served and funds expended. * Placement data: length of time prior to placement, placement occupations by occupation code and employer, and length of time at placement.   Outreach Committee, Pam Allen, chaired and reported.  The Outreach Committee had a final discussion focused on activities on which the LRC needs to follow-up.   * Continuing discussion with LWC IT about making its website more accessible and kept updated. * Developing success stories that we can use and share. * Exploring the possibility of Facebook page * Include information such as meetings information, mission, contact information for services, etc. * Items to be considered: how to ensure transparency and the logistics of running it.   Libby Murphy, LRC Chair, noted that the Outreach Committee will not exist heretofore. Tommy Carnline will serve as needed to assist with matters of outreach/communications. Other tasks formerly assigned to Outreach will be completed by the Executive Committee, an ad hoc committee or the whole council. |
| Future meetings | | Members agreed on: April 28th and 29th and July 28th and 29th |
| New Business | | No new business was introduced. |
| Adjourn | | Nan Magness motioned to adjourn, seconded by Tommy Carnline. The Council adjourned at 12:13 p.m. without objection. |
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| **Summary of Decisions Made** | | |
| 1. | Replace Outreach Committee with Transition Committee. | |
| 2. | Slate Approved: Chair, Libby Murphy; Vice-chair, Bob Lobos; Secretary, Derek White; Eligibility and Planning Committee Chair, Nan Magnus; Employment Committee Chair, Nicole Walker; Transition Committee Chair, Pam Allen; At-large member, Tommy Carnline. | |
| 3. | The LRC requests the Director to keep the LRC informed as he has information on the Disability Employment Initiative application and grant award and that we continue to monitor it closely and to insure LRS's involvement. | |
| 4. | The LRC requests the second injury trust fund to increase funding to LRS from 1% to 2%. This request may be used at the discretion of the Director. | |
| 5. | Accepted 2016 Plan as presented by Chair Murphy.   * Priority One: WIOA implementation and insuring stakeholder input * Priority Two: Public policy - educating the administration and legislature the importance of VR and its funding. * Priority Three: Transition - Third party programs stakeholder. * Priority Four: Implementation of a LRC operations manual to include guidelines on the smooth running of the LRC, orientation and ongoing training, etc. | |
| 6. | Request LRS to provide a VR statistics presentation and discussion at each meeting or as requested. | |

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| 7. | Approved the budget as read.  Total, $32,500; Meetings, $20,000; Travel, $6,000; Operating services, $2,000; Survey on statewide disability, $2,500, Equipment, $2,000. |
| 8. | Request the Director review and consider the following in including in LRS’s monitoring system for supported employment providers.   1. General Provider Profile  * Location and contact information * Data on employment support professionals turnover rates, per cent certified, etc.  1. Demographic profile of individuals served  * Gender * Individuals in transition from school * Disability type   3. Performance Statistics   * People served total and successful closures * Average hours worked and average hourly pay * Consumer Satisfaction data, including but not limited to: * Likelihood a consumer would recommend the provider to others * Satisfaction with job matches * Rating the staff as caring, supportive and flexible * Costs: average total, average per successful closure, average per unsuccessful, * Pre-employment Transition Services: individuals served and funds expended. * Placement data: length of time prior to placement, placement occupations by occupation code and employer, and length of time at placement. |
| Glossary of Abbreviations | |
| AIVRP | American Indian Vocational Rehabilitation Program |
| CAP | Client Assistance Program |
| CSAVR | Council of State Administrators of Vocational Rehabilitation |
| EC | Executive Committee of the Louisiana Rehabilitation Council |
| IDEA | Individuals with Disabilities Education Act |
| LAPTIC | Louisiana Parent Training and Information Center |
| LRC | Louisiana Rehabilitation Council |
| LRS | Louisiana Rehabilitation Services |
| LWC | Louisiana Workforce Commission |
| NCSRC | National Coalition of State Rehabilitation Councils |
| RSA | Rehabilitation Services Administration |
| TACE | Technical Assistance and Continuing Education |
| VR | Vocational Rehabilitation |
| WIC | Workforce Investment Council |
| WIOA | Workforce Innovation and Opportunity Act of 2014 |