**SCPD Employment first**

**August 12, 2014**

**SMYRNA REST AREA CONFERENCE ROOM, SMYRNA**

**Present:** Lloyd Schmitz, Chair; Deb Bradl, DOL-DVR (for Andrea Guest); Marissa Catalon, DHSS/DDDS; Nick Fina, Hearing Loss Association; Pat Maichle, DDC; Dale Matusevich, DOE; Sandy Reyes, OMB/HRM; Cindy Sterling, DelARF (Service Source); and Kyle Hodges, Staff.

**Absent**: Dan McGannon, Vice-Chair; Dan Madrid, DVI; Tony Horstman, Parent.

**Guest**: Beth Miller, News Journal

**Call to Order/Welcome/introductions/Approval of the JUNE 8, 2014 Minutes**

Lloyd called the meeting to order at 9:30 am. Everyone introduced themselves. Motion was made, seconded and approved to accept the June 10, 2014 minutes as submitted.

**Additions or Deletions to the Agenda**

None

**Business**

Reports for Workgroups

Kyle spoke about several handouts in the meeting packet that included updates from the three workgroups: Strategic Recommendations & Reporting; Education, Awareness & Advocacy; and Data Standards, Needs & Analysis.

Nick gave an update on his workgroup: Marketing and Public Education. He reviewed outcomes from their July 8th meeting including the following:

* Document the State’s hiring practices by looking at State agencies as a whole, from the perspective of agencies as employers. Kyle commented that another group is also looking at this and we will see what develops.
* Develop a flyer: What Employment First is All About (to be put on website and printed for distribution). Cindy provided details. Cindy will send the draft flyer once finalized to Commission members for feedback.
* Nick will speak to a contact about branding function for a new web page on the SCPD website. Kyle commented that there are limited SCPD funds.
* Training opportunities will be discussed with Tracey Connolly and Larry Trunfio. Lloyd commented that Tracey was going to make a video about individuals with disabilities that are working in State government. Sandy spoke about ADA training that is not specific to State employment and a training developed by Cornell University that may be more appropriate. She will talk to Tracey about a blended model that would work for this group.
* Nick stated that Kyle arranged a meeting with Mike Mahaffie (Department of State) and Isabella Kaplan (Delaware Technology & Information) to discussion an Employment First web page. Nick distributed and reviewed in detail a preliminary design specification document, including: Site Objectives, Navigation (Parent Links, Links Beneath the Home Page Banner, Left-Side Navigation (Home, Services and Information) and Footer Navigation and Home Page Elements. Pat suggested using a different term than “Services” because it may be confusing to people who think we provide services which can create frustration. Lloyd commented that Wendy Strauss offered to work with us in developing the website. Nick will update this document and send electronically for additional feedback; he requested feedback within a week. Nick will then send a specification to Mike and Isabella in a week or two to get their feedback. Pat offered to have Cindi look at the document since she updates DDC’s website. Dale commented that we need to be very cognizant of how we say things because a misperception exists that the Governor has job available for people with disabilities.

Dale will send Lloyd a list of contact information for all schools in Delaware for linking to and from their websites. Lloyd spoke about an email (handout) he is sending out regarding the website for the Employment First Oversight Commission and requesting organizations’ participation by providing links and information to and from their websites. Lloyd commented that the feedback he has received has been favorable. Marissa will send Lloyd contact information for the providers of Supported Employment Services.

Nick stated that it is important to have a specific page or portion of a page on what agencies are saying about Employment First and how agencies are embracing the public policy. Deb commented that this links in with what her group (Strategic Recommendations & Reporting) is doing in reaching out to different agencies to find out what their policy is regarding employment of people with disabilities as a first option. Deb added that if they do not have a policy, we would help them develop a policy that is consistent throughout the State and in line with the Governor’s initiative. Deb referred to a handout from Dan Madrid “What Does Employment First Mean for You?” Deb explained that this document is being used when contacting agencies to start the discussion. Pat spoke about standards and quality measures that State agencies would bring to us and we would track; she asked if that information would be added to the website. Nick stated that this is addressed in his Preliminary Design Specification and referred to the following section: 3.d. EFOC standards and metrics.

Kyle commented that he received a draft of the new SCPD website, which can only be shared internally until finalized. He has made recommendations to the DOS person developing the site. He added that once it goes live, changes can still be made. Deb asked if there would be a public announcement once the website it up and running. Lloyd commented that an email blast could go out to the people he is contacting. Lloyd suggested having an event similar to the one Wendy Strauss had at Legislative Hall, adding that there was a good turnout. Cindy mentioned that October is Disability Awareness Month.

Deb commented that she and Dan Madrid have made some contacts at some of the agencies and hope to be done by late September or early October. They will have more information at that point. Deb stated that the work group plans to meet soon. Deb will email other members of her workgroup today to have a meeting to update everyone; she will provide follow-up. This information and the reporting piece will be needed for the website. Lloyd asked if they could set a tentative goal for September 15 or another appropriate date. Deb will check with them to see if it is feasible.

Dale spoke about his workgroup--Data Standards, Needs & Analysis. He explained that Marissa, Sandy Miller and he were scheduled to meet last Wednesday, but due to vacations and office moves, the meeting had to postpone the meeting. Dale commented that the data will be more prevalent in October when DVR will begin using Aware, a web-based case management data system. Deb commented that it should be much easier in pulling reports on data and gave a brief explanation on how this new system will work. She stated that it has been a five-year project, with data from the last 10 years in the system. Pat commented that it should be able to provide baseline data. Dale added that they are trying to meet with DVR’s and DOE’s, DDDS, and DVI’s technology staff on how to share data more readily across agencies. Dale commented that although data is shared, now it is more manual using spreadsheets.

Dale spoke about disseminating information about employment programs, especially for Transitional Youth. The numbers for Early Start to Supported Employment Program for graduates in 2013 are 61/62, with 70% employed. All but 9 are in some type of competitive employment or in some kind of additional training aspect, but another 40 or 50 students did not enter the program. He stated that they will have the numbers at the end of the month for those students from Red Clay and Christina School Districts who participated in the pilot Start Off With Success Program, in which they were in sixteen-week paid internships at the YMCA and then successfully placed after that ended. They are planning to double the numbers by expanding in Christina School District and include Brandywine School District and Kent & Sussex County School Districts this year or the following year.

Dale spoke about Project Search and that Christiana Care is working closely with DOE and reviewing their employment practices in conjunction with DOE. Although it started only in Red Clay School District, he said it will open up to all school districts in New Castle County in September. In September they are planning to work with Bay Health with Capital School District and Sussex County the following year. Dale stated that he expects to receive a lot of data and will be pulling all the school districts to see what they are doing in community-based experience or instruction.

Dale spoke about the Career Cruising Program and will be able to pull data from that program; this program involves students meeting with school mentors with input from parents. They will be meeting in an advisement process at least four (4) times a year, starting with pilot schools. Dale explained that they are also having a lot of communication in promoting Employment First. The higher education groups and the Workforce Investment Board work along with Delmarva Power. They have been looking at Career Pathways and along with Department of Labor on how to better prepare students as they are exiting out. Dale commented that he reminds them to include students with disabilities in their discussions. Dale commented that as other groups pop up, it will be beneficial to have brochures and point them to the website.

Nick asked about potential success stories from the last five years. Dale commented that he would work through Marissa to get that since she has the students’ names. Kyle commented that it would be good to include success stories on the website. Marissa suggested contacting DelARF.

Dale spoke of another initiative called Success Plans and Roads to Careers (SPaRC), which involves working with the business industry throughout the state. Businesses put their profiles online and potential jobs within their business; students can get matched with online career coaches, job shadowing, internships and apprenticeships, etc. Seven schools will participate this year and then, it will be expanded to other schools next year. Marissa asked if Career Cruising would be useful to nonstudents (adults). Pat commented that it would also be very useful to adults and should be made available. Nick asked when reports, etc. would be available for the website. There was discussion about having benchmarks for key indicators. Dale responded that it would be a matter of getting the data together, adding that 2012 data is available now and 2013 data will be available in the late fall. Dale hopes to have data pulled by the end of September. Dale has 2012 data to share. Nick commented that it would be good to have on the website. Dale explained that it would be important to be specific about dates used.

Kyle spoke about developing a template for agencies to use. He added that different templates may have to be developed for different agencies. Dale commented that they are trying to get input from Division Directors and asking them what data would be useful from DOE and vice-versa and to put it down in one format that is easy for all agencies to utilize. Dale thinks this can be accomplished soon. Kyle offered his assistance.

Next Steps

This was covered above.

Annual Report

Kyle reviewed a draft document (handout) regarding Employment First for the SCPD Annual Report. Kyle added that he had provided this document to Lloyd and Dan McGannon. Kyle stated that if anyone had feedback to let him know by August 25th. Lloyd commented that he thought it was right on target. Pat suggested including the Commission membership. Pat asked if the work with ODET is included; Kyle referred to page 2 and includes Vision Quest. Kyle stated that an assessment on Delaware on these two initiatives would be coming out soon. Kyle will share this information as it comes available.

Kyle also explained his involvement regarding Vision Quest. There will be a plan developed on how to engage families and people with disabilities within the State system on Employment First options. Information will be available on websites.

Dale commented that the Pathways to Employment (DDDS) has the potential to have a huge impact on DOE, especially for those with significant cognitive disabilities. Marissa commented that it will be live very soon.

Kyle commented that if any of the workgroups need assistance with coordination to let him know.

**Announcements**

none

**ADJOURNMENT**

The meeting was adjourned at10:45 am. The next meeting will be held on October 14, 2014 at the Smyrna Rest Area Conference Room.

Respectfully submitted,

Jo Singles

SCPD Administrative Assistant

Employment First/minutes 8-12-14