**SCPD Employment first**

 **October 14, 2014**

**SMYRNA REST AREA CONFERENCE ROOM, SMYRNA**

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

**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 August 12, 2014 minutes as submitted.

**Additions or Deletions to the Agenda**

None

**Business**

Committee Reports & Next Steps

*Marketing and Public Education*

Nick stated that there is a final version of the Specification Document for the upcoming website. He spoke about various pages including responsibility. Kyle reviewed the proposed list of responsibilities and assignments as follows:

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| --- | --- |
| Page Description | Proposed Owner |
| Home page *(This will be updated every 2-3 months with stories authored by Lloyd)*. | Nick Fina+“Web site reporter” |
| EFOC Information (Flyer) *(handout)* | Cindy Sterling |
| Facts About Employment and Disability *(handout)* | Andrea Guest |
| Delaware’s Policy on Employment and Disability  | Lloyd Schmitz |
| Metrics Utilized by EFOC *(Dale sent a document, but it was not printed in time for meeting. Sandy suggested doing baseline first.)*  | Data Standards Committee |
| Reports on Agencies that Provide Employment Assistance  | Strategic Recommendations and Reporting Committee |
| Percentage of Persons with Self-identified Disabilities Employed by Delaware, by Agency *(Sandy has provided information to Kyle.)* | Sandy Reyes |
| EFOC News and Features *(Nick explained that the web site reporter would assist with generating home page articles. Sharon Bonniwell will be submitting an article. )* | “Web site reporter” |
| Charter | Kyle Hodges |
| Meeting Minutes | Jo Singles |
| Annual Report | Kyle Hodges |
| Commissioners | Kyle Hodges |
| FAQs *(Frequently Asked Questions) (Nick explained this is a common feature on most websites. Kyle will assist with this.)* | Data Standards Committee |
| Calendar | Kyle Hodges |
| Contact | Nick Fina |
| Links and Resources *(Lloyd said the links will be sent today to Committee members. The links will be to and from.)*  | Lloyd Schmitz |

Nick commented that the html pages should not have too much verbiage; they should be short and impactful. He added that PDF files can be included as links. Sandy commented that FAQs on other web pages are usually highlights from longer documents that exist on the website. Kyle stated that these have to be coordinated with DTI (Department of Technology & Information) and GIC (Government Information Center). There was discussion about when the information to be put on the website would be submitted by mid-November. After all the Reports from the Committees are collected, a determination will be made how to proceed.

Nick spoke about his meeting with Tracey Connolly in mid-September. OMB is going to have an on-line training course by October 1. Sandy added that an email was sent by the Governor; she will forward this email to Lloyd. Nick stated that there is also a face-to-face training for hiring managers which will be available January 1st. A motion was made that this Commission send a letter to Ann Visalli (OMB Director), with a copy Secretary Landgraf (DHSS Secretary) and the Governor recommending that the Focus on Ability online training for all State employees be mandatory. The motion was seconded and unanimously approved.

Kyle spoke briefly about the information card (handout). He stated that it has been contracted out by Graphics & Printing to Sir Speedy and 1,000 copies will be printed. Kyle will try to get it to the Community of Practice Transition Conference on October 31st. Kyle stated that Nick had some comments about the centering on the back, but it was decided to leave as is since it gives an alternate view. Lloyd commented that it can be revised as need for reprint. Kyle thanked Cindy for all the work her committee did in creating the information card.

*Strategic Recommendations & Reporting*

Dan Madrid explained that his group split up to contact different agencies to find out where they are in terms of programs, policies, procedures and funding as it relates to Employment First. Dan stated that he reached out to agencies within DHSS (DSAMH, DDDS and DSAAPD). He created a template (which was sent to Kyle). The goal is to get baseline information, including basic metrics on measuring how many people are in competitive vs. noncompetitive work. Dan hopes to collect and compile this information into a report. This information will have to be shared with the Data group for review. He hopes to get through the initial phase within three months. Dan Madrid stated that he has offered technical assistance to the respective agencies as they work through the process. Lloyd asked if more people are needed to accomplish the task. Dan Madrid commented that it will depend on the information obtained from the agencies and some agencies may need more technical assistance than others. Deb is working on DVR and DOE. Other agencies will be included in Phase II. Lloyd offered assistance from himself and Kyle. Dan Madrid explained that decision will have to be made on what information to report on the website for the public. Nick suggested that we do not need a lot of data initially on the website; we could say that we are monitoring specific agencies.

*Data Standards, Needs & Analysis*

Dale stated that he, Pat, Marissa and Sandy Miller (DVR) met in late August to discuss how each of their respective agencies was collecting data. Dale distributed notes from the meeting and gave an overview. Dale will email the definitions to Kyle. Dale stated that DOE is collecting data on outcomes, gender, exit type and disability. He reviewed the data breakdown (NPSO Part B Indicator 14 State Table 2 sent to Kyle and Lloyd). He reviewed what DVR is looking at. He said that better tracking could be accomplished by adding a student ID number that DOE uses into the DVR system. DDDS. He stated that DVR collects data by whom provides the referral, what school, status, outcomes placement, disability (different from DOE), salary/benefits, hours & wages (weekly average, supported employment, assessment information may be in client log. They are currently transitioning from a paper system to AWARE for Data Collection (DVR Case Management System). DDDS also collects information on sheltered vs. competitive employment, day habilitation and pre-vocational services. DDDS is currently in discussion on a new data collection system to be built.

Questions to be asked/answered:

1. Would we want to track individuals cycling back through VR? Track on an annual basis.
2. Need to look at the number of students in school or exited and number of referrals made.
3. Is there a way to track those individuals going through benefits counseling (this is part of the proposal for Pathways).

Lloyd asked how long the tracking of cycling back through VR take place. Comment was made that it would be helpful to know the reasons why people would cycle back to VR after the 90-days and are placed successfully, including the frequency. Dale explained that this could be tracked on an annual basis. Comment was made that there are many variable among the different populations. Dale stated that the data for 2013 would be available in late November. The information he sent to Kyle and Lloyd yesterday was data for 2012. Pat stated that one of the biggest barriers was that each agency uses a different ID number. Dale commented that discussions have taken place with DOL and DOE (Career Tech Education Director) and they are getting closer to the working together to share data; DHSS agencies will be included at a later time. He added that some states track individuals through DMV (Division of Motor Vehicles).

Nick asked if data is being collected about individuals who are outside of the scope of traditional transition functions, for example, someone who becomes blind at age 38 or someone who has Multiple Sclerosis. Lloyd commented that DVR and DVI would have information on adults. Kyle added that DSAMH, DSAAPD, DDDS would have this information. Dan Madrid commented that it was also important for DVI and DVR to look at the reasons why individuals were classified as ineligible for services. He added that if there is a transitioning student who is determined ineligible because disability is too severe; this would be an interesting indicator to explore.

There was discussion about including DSAAPD in this group. Kyle stated that they were included in the larger group in the beginning, but when we went to a smaller group to keep focus, they were not. He added that we may want to discuss when to open this up again. Dale commented that we need to be very methodical when collecting data to ensure accuracy when the data is posted and need to have a clear understanding of the data.

Dan McGannon spoke about getting data from the agencies and understanding what they mean. He stated that our focus should be making sure agencies have a policy that gives people the opportunity for competitive employment. He urged about not going beyond the scope of our purpose as we work through the process. Comment was made that the agencies have the responsibility of adhering to the law and we are there to provide support for that. Dale spoke about first ensuring that policies exist within agencies to ensure that individuals with disabilities have opportunity for competitive employment. The data would show if we are moving individuals through a life-long transitioning toward an opportunity to partake in employment first policies that are in place or will be in place within our State agencies and eventually the business community. Kyle added that data proves the point. Dan McGannon stated that we have to be careful who is asking for the data and what kind of data so there is not confusion. Sandy spoke about the State’s Selective Placement Program. Cindy commented that we need to know what happens with the policy.

*Next Steps*

Kyle spoke about getting policies, obtain data to see if the policies are actually working and then make recommendations for improvement, Dan Madrid spoke about asking agencies first if they track employment; then if they do have information on wages, types of employment; then then asked them to share the data. Dale commented that we need to be clear if the data is about clients or agencies. Dan Madrid commented that it is about clients because the law is about offering the services for clients. Dale thought initially we were looking at hiring practices within the State agencies. Kyle clarified that it was more about offering opportunities. Dan Madrid commented that the law stipulates when offering or providing services to persons with disabilities and making competitive employment a priority. There was discussion about combing the two groups: Data Standards, Needs & Analysis and Strategic Recommendations & Reporting so there is no duplication of efforts. Dan Madrid will update everyone. Lloyd asked if there were some other states that we could look at for guidance; Kansas and Washington were mentioned.

Membership

Kyle referred to House Bill 319 (handout) and specifically page 3 regarding defined membership. He reviewed the list and spoke about those not participating as follows:

1. One appointed by the Speaker of the House of Representatives. (Jeanne Sanitate was participating, but had to remove herself.)
2. One appointed by the Minority Leader of the Senate (Larry Henderson has not participated and has not returned calls. Kyle will continue to contact him, but need someone active.)

Kyle asked for suggestions of names to present to the Speaker of the House and Minority Leader of the Senate. Kyle spoke of reaching out to Emmanuel Jenkins, who has attended recent SCPD meetings and is starting a nonprofit business. Kyle asked everyone to send suggestions as soon as possible; if he knows of someone else, he will let everyone know. Suggestion was made to contact DSAAPD for suggestions.

Kyle asked if was timely to open the meetings (although open to the public) to the wider distribution list or limit to select representation from DSAAPD and DSAMH since they are involved in Employment First and Pathways. Suggestion was made about family groups, for example, Delaware Family Voices or Family Speaking Up. Kyle commented that the meetings are on the State Public Meeting Calendar and also on the SCPD website. Pat suggested Debbie Scott and will provide her contact information to Kyle.

Vision Quest Communication Plan

Kyle referred to an email date October 10, 2014 to Serena Lowe and Cheryl Mitchell (handout). Kyle explained that Delaware was involved in a Vision Quest series over the past year. A Draft Communication Plan (included in handout) was developed in trying to get the word out and engaging families about employment first opportunities. He referenced an email from Jill Fredel (part of handout) regarding a 5-minute video to be filmed of people with disabilities working in integrated employment. Kyle added that the responsibilities involving Vision Quest have ended. Kyle will follow-up with Jill on the Commission’s involvement. He suggested that the video could be put on the Employment First website.

WOIA & Section Regarding Limitation on the Use of Subminimum Wage

Kyle referred to an email dated September 4, 2014 from Dan Madrid regarding WIOA (Workforce Investment and Opportunities Act) and Limitation on the Use of Subminimum Wage (handout). Dan stated that he had sent this email to Kyle, Lloyd and Rita Landgraf because it aligns with Employment First. Dan spoke about a clause in Sec. 458 on the Limitation on the Use of Subminimum Wage. It is a real push to make sure transition-age students are at least applying for VR services, and if eligible, have information on Employment First before going into an employment setting. Dan explained that we will need to discuss responsibilities of different agencies. This law also stipulates that VR is required to provide five (5) services to students, if eligible, prior to graduation. Enforcement will be coming at some point. We will need to look at DOE’s responsibility in providing additional transition support services if DVR is providing a lot of the transitional services.

Kyle spoke about concern from some national disability organizations regarding Section 511 in regard to people with severe disabilities that may be funneled into sheltered workshops instead of diverting them to competitive employment. Cindy commented that there was concern during the assessment process would not be thorough and a person would be told they were not ready for a work environment. Deb commented that using the term subminimum wage that it sanctions that as an option. She added that there has been a lot of effort over the past number of years to discuss if that is something that should occur for a person with a disability. DVR does not consider sheltered workshops and have to make sure that the people they are putting into employment (either competitive or supported) are making at least minimum wage. In some parts of the country, some people are working on average for less than minimum wage. Dan added that the intent was to protect people, but some people thought that it would be **a** way to funnel people, depending on perspective of the law. Pat added that we need to work on the Fair Labor Standard Act to remove sub-minimal wage.

Exceptional Family Member Program Information Fair at DAFB

Kyle referred to an email from Sonya Dyer dated October 8, 2014 regarding Dover AFB recognizing October as National Disability Employment Awareness Month. Dover AFB is holding a combined Luncheon and Information Fair on October 28, 2014, from 11 am – 2 pm. Kyle added that Sonya is a member of the SCPD and is involved in disability issues at the base. After a conference call with Sonya, Nick, Lloyd and Kyle, a decision was made that Lloyd will be speaking about his employment experiences. President Obama has signed a proclamation regarding October as National Disability Employment Awareness Month.

Governor’s Proclamation

Kyle spoke about an email request (handout) he sent to Jennifer Hill from the Governor’s Office asking if the Governor will be issuing a proclamation for National Disability Employment Awareness Month this year. Kyle provided language and she said they would issue a proclamation. The proclamation should be forthcoming. Kyle will follow-up on this by the end of the week.

Other

Kyle asked about discussion between Ed Tos (DVR) and Dan Madrid with DEDO regarding a panel at a conference on small business opportunity in the disability context. Dan added that this pertains to Executive Order 44 regarding a new minority business classification for businesses owned by persons with disabilities. He said that DEDO is making a push for entrepreneurs with disabilities and there is going to be a forum in the next several months where business owners with disabilities have presentations. The new disability classification will allow certified business owners with disabilities to be a provider for the State under the threshold (less than $25,000) or professional services (less than $50,000). Kyle added that Ed and Dan will be part of a panel. Kyle has been in contact with the DEDO Coordinator regarding his participation or a more appropriate panel member. Kyle will follow-up on this. Pat added that IRI has a new entrepreneurial program and suggested contacting Larry Henderson or Tes DelTufo regarding this.

Bios from Commission Members

Kyle asked Commission members to send a thumbnail type bio to him for the website. Kyle will send Nick templates provided by Dan Madrid for the website.

**Announcements**

none

**ADJOURNMENT**

The meeting was adjourned at11:05 am. The next meeting will be held on December 9, 2014 at the Smyrna Rest Area Conference Room.

Respectfully submitted,

Jo Singles

SCPD Administrative Assistant

Employment First/minutes 10-14-14