**SCPD Employment first**

**December 9, 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); and Kyle Hodges, Staff.

**Guests:** Janet Berry, Delaware Association for the Blind; Emmanuel Jenkins, Advocate; Melissa Martin, Autism Delaware.

**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. Emmanuel gave a brief background of his involvement in “We Stand for Something”, a non-profit organization whose purpose is to enable people living with disabilities to pursue their goals. Kyle spoke about his solicitation of Emmanuel to become a formal member of the Commission. He has sent a formal request to the Speaker of the House.

Motion was made, seconded and approved to accept the October 14, 2014 minutes as submitted.

**Additions or Deletions to the Agenda**

Small Business Conference – Dan Madrid

**Business**

EFSLMP Initiative

Dan Madrid spoke about the Employment First State Leadership Mentoring Program (EFSLMP). He provided some background information on the Vision Quest initiative and technical assistance provided by ODEP (Office of Disability Employment Policy). Discussion about the second phase of this initiative took place last month with Cabinet Secretary Rita Landgraf, Kyle and Johnette Hartnett around the second phase of funding for states around Employment First. Dan stated that Delaware was encouraged to apply for funding, and it was approved. Dan stated that he, Marissa, Deb, Kyle and Steve Dettwyler (DSAMH) attended the first kick-off meeting in Washington, DC. Dan referred to the EFSLMP Goals (handout). He stated that they tried to align with these goals and the work of the Commission. Dan reviewed the Goals:

**Goal A: Establish standard method in collecting funding/resource information from state agencies that offer services to persons with disabilities**.

* Dan commented that the team decided to focus first on funding. He will be reaching out to identified State Agencies (DHSS: DSAAPD, DVI, DDDS, DSS; DSCYF, DOE and DOL-DVR) and look at what portion of their budget goes to competitive employment, what services the funding goes toward in order to get a better feel of priority in terms of employment. Kyle commented that this is relative is the charge we are supposed to be doing and receiving technical assistance is very helpful.

**Goal B: Direct support training on employment first concepts, appropriate assessment techniques (MH models, self-employment and customized) and how to have conversations with families.)**

Dan explained that this goal revolves around training. We were given 120 hours of technical assistance and there are 35 Subject Matter Experts (SMEs) at our disposal. He added that they were able to meet with many of the SMEs in DC. Two key areas of training for technical assistance are: Bringing a SME from ODEP to this Commission and helping them have us facilitate training to senior and mid-level managers throughout the community (nonprofit or State agencies) who want to be engaged about how to conceptualize and implement employment first policy in practice. Kyle added that funding is attached to this, including meeting face-to-face two times with the SME to strategize how to implement the goals. Cindy commented that Goal B ties directly into Goal A. Also, it is important for service providers to know what kind and level of funding is available. DelARF, along with other service providers, have the perspective that providers will do the service, although there may be a need for training and transitional organizational services. Cindy also spoke about fee for service and quality salaries bringing quality outcomes. Marissa commented that DDDS will be bringing people to teach service providers about employment first from traditional services into community-based services in the next year. Dan commented that front-line staff have to get support in order for it to work.

**Goal C: Develop seamless training cross systems that embed EF job readiness into workforce training. Incorporate the workforce development system into state Employment First strategies through the development of a universal MOU across agencies. (Vision Quest Outcome)**

Dan explained that this is a requirement of the Workforce Innovation and Opportunities Act and a good opportunity to bring in other agencies to have discussions, get an MOU in place, and fold the employment first concept practice and philosophy into it.

Dan spoke about having SME Kevin Nickerson, who is nationally recognized, develop a centralized employment network model under Ticket to Work. He found innovative ways to bring new revenues which maximized outcomes, and they were able to use that money to do innovative things. Dan said that he will be working with us to discuss if this is worth doing in Delaware. There was discussion about how the Employment Network works and who is actively doing this in Delaware, including nonprofits and State agencies.

Dan spoke about a meeting with Serena Lowe (ODEP) and discussing existing vulnerabilities in Delaware around employment first, for example, quasi-sheltered workshops at the Delaware Psychiatric Center and Delaware Industry for the Blind (DIB). Dan explained that DIB has never given subminimum wage, but is not an integrated facility. He said the SMEs will help us adequately assess our internal programs and come up with a mid to long range plan.

**Goal D: Complete 2014 Communications Plan.**

**Goal E: Clarify employment first messaging through strategic communications and marketing plan.**

Dan stated that a short video is being filmed by DHSS showing people with disabilities working in integrated employment and the impact that employment has had on their lives. Nick asked how this would relate to what the Education & Advocacy Committee is doing. He asked if the Committee would be engaged in these new activities. Kyle commented that the video would be put on our website. Kyle added that the video is part of a communications plan to educate families about employment first; it would also be used within DHSS for staff about how employment first and competitive employment works for people with disabilities. Kyle added that Commission members have been involved in the Vision Quest process. He explained that this is separate and apart from the work of the Education & Advocacy Committee. Lloyd commented that the website will be fluid. He added that we will need to know the benchmarks and timelines for these Goals. Kyle stated that Dan is the Core State Lead for the Vision Quest Part 2. Dan explained that the Goals have been shared with ODEP. He explained that the Training Plan has to be submitted by Dec. 18th and will have the details spelled out. Dan agreed to disseminate the Training Plan to Commission members. Kyle commented that their work aligns with what the Commission is doing. He will email information on the next webinar. Pat asked Dale if he participated in the webinars. She said that she has concern that, although DHSS is on board, the information needs to be shared with the school districts. Dale stated that information is shared in Regional meetings. Pat added that they need to be directly involved in the webinars in order for them to buy into it from the beginning. Dale spoke about the feedback from teachers that they do not have a full understanding of why they are investing their time on webinars. Dale added that they collect the information and disseminate it, and explain how it will be impact them. Dan explained that there are five services that must be provided by DVR for transition-age youth and there has to be discussion about coordination of systems and preparing youth for employment (requirement of the Workforce Innovation and Opportunities Act). He added that in two years we will have to figure out how to assess young people around competitive employment and the provision around sheltered work. Lloyd noted the last IEP Task Force meeting is this Thursday and asked if there something that we can say as a Commission in their Report to the Legislators as it relates to transition and the IEP process. Dale commented that they are currently working within the Department. Pat commented that the DDC (Developmental Disabilities Council) had sent a letter with many suggestions to include in the IEP process. She added that there is a final draft of the Report, and Employment First has not been a focus. One of the recommendations may be that IEP Task Force continue their work at some point. Kyle will share Pat’s letter with Lloyd and Dan McGannon and then develop a letter based on the discussion today. A motion was made to endorse the letter from the DDC to the IEP Task Force including transition, employment first and the IEP process, supporting the DDC letter and have it incorporated into the final Report of the IEP Task Force. The motion was seconded and approved.

Dan stated that these goals will run through the end of September, 2015. Nick commented that it seems that Goal C would lead to Goal A. Dan commented that we need to know the spectrum of State agencies and their commitment to employment services. He said this assessment needs to happen before a decision is made about where the funding should be shifted.

Committee Reports

*Data Standards, Needs & Analysis*

Dale spoke about working on data from within the Department. He said that they continue to work with Department of Labor and have conversations with DDDS around data collection and the new system being brought onboard. Marissa commented that they are in the final stages of the RFP and a vendor has been identified. She expects an announcement by the end of the year, and that implementation will take a full year. She added that merging data will be one of the focus areas. Lloyd asked what needs to be done to move this forward faster. Dale commented that it is a capacity issue, and they need to figure out what needs to be prioritized in their day-to-day jobs in addition to the other task forces and commissions in which they are involved. Kyle asked about the standard method of collecting information and that data would be included. He asked if the work currently being done and future work would be part of these goals and objectives. Marissa commented that this could be tapped into the technical assistance by the SMEs. Pat suggested having a discussion with the SMEs so they may guide this group on what to do with the data. Kyle commented that Dan should contact Dale about the upcoming webinars because they need to be involved. Marissa added that DDDS has identified areas that they want to share with other agencies. She added that DVR has launched their new system and working with DOE.

Dale spoke about the historical issue of State agencies not sharing data in Delaware and that State agencies have a concern regarding breach of confidentiality. He added that the success of DOE and DOL working together will open avenues to other State agencies. Lloyd asked if an additional support person would be helpful with staff being pulled in so many directions. Kyle added that DHSS is having issues with adding support staff, but we still could advocate for a position, although the likelihood of that happening is small. Comment was made that there may be someone else at DOE who can get involved rather than getting a new position. Dale commented that DOE is going through the process of evaluating staff’s work, but a letter is always welcome. Marissa recommended staying with the timeframe in alignment with the three phases discussed in the meeting in DC, which coincides with what we are doing. The first phase is January-March – What needs to be changed? The second phase is April-June – Create policy that supports Employment First. The third phase is July-September – Implementation of the Policy. Kyle asked if the data work being done should be streamlined into these efforts. Dan commented that it made perfect sense. He stated that the broader issue is accessing data across systems, including provisions around that, and meeting the Commission’s mandates.

*Education, Awareness & Advocacy*

Nick spoke about the Proposed Copy for the Initial Home Page of the Employment First website (handout). He asked if anyone had an opinion about the document. He added that there was no content to put on the website. Kyle referred to last month’s minutes and the proposed list of responsibilities and assignments for the website. He commented that an Introduction for Employment First could be put on the website. Lloyd also suggested putting the list of links that he had previously submitted. Cindy added that the link to the legislation, flyer, and strategic plan could be added and the EFSLMP Goals Final Plan (after the Dec. 18th). Nick commented that he did not feel it was of substance. Nick commented that the structure agreed upon previously is not being done; he has nothing but the home page. Nick referred to the Page Description listed in the last minutes. Kyle reviewed the list and commented that we have the following: Home page, EFOC Information Flyer, Facts About Employment and Disability, Delaware’s Policy on Employment and Disability, Percentage of Persons with Self-Identified Disabilities Employed by Delaware, Charter, Meeting Minutes and Annual Report. Kyle reviewed the ones we do not have yet: Metrics Utilized by EFOC (we have some of this) and Bios (we have a few). Nick stated that he needs documents. Kyle will put these documents together and send to Nick. Nick commented that he was unsure if GIC understood the navigation structure of the website. Nick suggested that the GIC representative (Mike Mahaffie) meet with Commission members. The Commission will move forward with the website. Kyle will set up a meeting with GIC staff after Nick reviews the documents and provides his input.

Lloyd asked about the Information Card that had been printed. Kyle had given 500 information cards to Dale for distribution during the Transition Conference. Dale confirmed that they had been distributed. Lloyd commented that it was important to get this information out and recommended that it be emailed to Commission members again. Kyle noted that the email version would not be on stock cards. Sandy suggested updating the information card with more information when reprinting. This will be reviewed by the sub-committee, and discussed further at the February meeting. Kyle asked if anyone knew of a website that contained facts about disability and employment. Suggestion was made that ODEP would have this information.

Nick stated that the training program by Tracey Connolly will go live next month. He would like to have something about this on the website. Sandy spoke about the statewide class that went live, and they are tracking how many people are taking the class. She said that there is a second level face-to-face training for hiring managers, which will be available January 1.

*Strategic Recommendations & Reporting*

Dan spoke about getting data matrix information. He said the focus will be shifting to funding (as discussed earlier). He wants to see what portion of their total budget goes toward competitive integrated employment or supporting services. He noted that we will have to define competitive integrated employment and the source of those funds. He has been working the DSAMH for several months and shared different data matrix. Dan will have a revised document to send to State agencies with the focus on funding for Commission members to review. Nick asked if Dale or Dan have anything that could be put on the website, for example, framework information. He added that it can be sent to Kyle. Dale will send new data when available. Dan stated that the EFSLMP Goals will be finalized by December 18th. Nick commented that if he receives the components, he will work with his committee on assembling it into a well-structured website.

Election of Chair and Co-Chair

Kyle spoke about the technicality of the Chair and Co-Chair positions being elected annually and not serve more than two consecutive terms, with other positions having three-year staggered terms. Kyle noted that the Commission may want to amend the legislation in this context and will follow-up with Representative Heffernan if needed. Lloyd commented that he would like someone to have the opportunity to serve as the Chair. He added that he has other commitments. Kyle asked Lloyd to remain as Chair until the Commission determines a solution. Kyle will send an email prior to this meeting and a more formal process will be established. Kyle spoke about have additional representation from persons with disabilities.

Small Business Conference

Dan Madrid spoke briefly about a presentation that he, Ed Tos, Nick Fina and others gave on small business opportunities for persons with disabilities. He said that some of the attendees had questions, although there was not much time to present. The plan for next time is to have small business owners with disabilities speak about their experiences. DEDO (Delaware Economic Development Office) sponsored the event. Lloyd asked if we need to follow-up on this to encourage business owners with disabilities participation and asked for contact information. Dan spoke about Supplier Diversity’s commitment. Kyle added that Michelle Morin had attended an SCPD meeting and either SCPD or Employment First could follow-up with her. Lloyd suggested sending a letter to DEDO in March regarding the next conference to be held in the fall.

Nick spoke about a meeting with Michelle Morin and DVR staff in Newark, which was well received. Nick added that he encouraged Michelle to reach out to the other DVR Offices throughout the state. Cindy commented that Michelle had also spoken to DelARF. Lloyd suggested that if anyone knows of businesses owned by persons with disabilities to let Kyle or him know so that their participation can be encouraged. Pat strongly recommended speaking about collaborating with the small business community (part of the Chamber of Commerce); she added that they recently had a conference. She stated if we could join these two efforts, and share information with the two groups.

Lloyd asked Nick if the Education & Advocacy Committee could take the lead on this. Nick commented that liaison activity is needed with other groups and did not think that the Education & Advocacy group would be the best fit for liaison activity. Pat will provide contact information for a DDC Council member who is a member of the small business group. Dale commented about part of our charge in facilitating different connections and be included in their platforms. Sandy spoke about our plan, which includes developing outreach and training with stakeholders, including other agencies and commissions. Nick asked if we were focusing on State hiring practices or hiring practices of private industry. Dan Madrid thought it was more about policy, funding and program than hiring practices. A motion was made, seconded and approved to write a letter to Ken Anderson (DEDO) regarding having a panel of people with disabilities speak who have small businesses as part of the planning process and also speak about sharing of information and combining efforts with the Small Business Administration.

**Announcements**

Lloyd spoke about an upcoming Employment First Conference in Philadelphia on June 23, 2015 Cindy commented that it would be beneficial to have State agencies representation at the conference. She added that many service providers attend. Kyle will forward this information to Commission members and have it added to the website.

Pat spoke about the upcoming LIFE Conference on January 15, 2015. Kyle said that he would have the Employment First flyer at the SCPD Sponsorship table.

Lloyd stated the Community of Practice Webinar is tomorrow. Kyle will email information on this.

**ADJOURNMENT**

The meeting was adjourned at11:30 am. The next meeting will be held on Tuesday, February 10, 2015 at the Smyrna Rest Area Conference Room. Lloyd asked Dan if we need to meet more often than every two months to achieve the timelines. Dan commented that there will be a lot of conference calls and meetings with the EFSLMP folks. He will send this information to Commission members. A recommendation was made to keep the meetings scheduled as is (every two month), but due to the tight timeframe, it is subject to change. Lloyd commented that it is important that Commission members be on the same page and be kept updated.

Respectfully submitted,

Jo Singles

SCPD Administrative Assistant

Employment First/minutes 12-9-14