**SCPD Employment first**

**FEBRUARY 10, 2015**

**SMYRNA REST AREA CONFERENCE ROOM, SMYRNA**

**Present:** Lloyd Schmitz, Chair (via phone); Dan McGannon, Vice-Chair (via phone); Marissa Catalon, DHSS/DDDS; Nick Fina, Hearing Loss Association; Andrea Guest, DVR; Dan Madrid, DVI; Sandy Reyes, OMB/HRM; Ron Sarg, Delaware Commission of Veterans Affairs; Cindy Sterling, DelARF (Service Source); Emmanuel Jenkins, Advocate (via phone); and Kyle Hodges, Staff.

**Absent:** Dale Matusevich, DOE; Pat Maichle, DDC;

**Guests:** Janet Berry, Delaware Association for the Blind; Steve Groff (via phone), DMMA; Jocelyn Langrehr, DVI; Virginia Selleck, Places for People (via phone) and EFSLMP SME; Dyanne Simpson, DSAMH (via phone); Laura Strmel, St. John’s Community Services; Rosanne Faust, DSAMH.

**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 December 9, 2014 minutes as submitted.

**Additions or Deletions to the Agenda**

Deleted: Small Business Conference

**Business**

EFSLMP Initiative – Update and Planning

Dan Madrid spoke about the Employment First State Leadership Mentoring Program (EFSLMP). He introduced Virginia Selleck (Places for People) who is the SME Lead person.

*Goal 1: Capacity Building*

Andrea spoke about an initiative for young adults with psychiatric disabilities. Partners include DSAMH, DSCYF/DPBHS, DVR and DOE. The focus is on the transitioning of young adults (aged 16-24), into adult services, with a primary focus on employment. Part of the grant involves developing a youth council who will advise on messaging and how to develop outreach materials to get young people engaged in employment and get the available services. The project will end with a summit in May. Rosanne spoke about programs sponsored by the ACT Teams. She stated that employment needs to move up the list. She said that there will be a conference on May 20th for behavioral health professionals. Andrea will be the contact person for ODEP.

Dan spoke about other agencies and their providers that need to be included: DDDS, DSAPPD. He stated that DVR and DSAMH will take the lead. Steve agreed that DMMA wants to be involved, but will have to determine the appropriate person to be involved and what their role will be. Dan will follow-up with Steve directly.

*Goal 2: Provider Transformation*

Dan spoke about the focus being on the State-run sheltered workshops under DVI and DSAMH. He said that the goal is to have SMEs (Subject Matter Experts) participate in a one or two-day site visit. The SMEs would be reviewing the structure of the program. He added that Secretary Landgraf wants these programs critically assessed to see how we can continue to evolve and get away from the sheltered workshop business within the state over time, starting with State government; State agencies and providers would be included. Nick asked if sheltered workshop participants would be interviewed to find out what they are getting out of the workshops and if they have aspirations for competitive employment. Dan stated that this will be part of the comprehensive analysis.

Andrea suggested that someone from the Committee be included to learn about changing federal laws that will quickly make an impact. She gave examples of yearly assessments required for those participating in sheltered workshops to determine if that is an appropriate placement or requirements on who can or cannot receive subminimum wage. Kyle commented about settlements in other states that may also have an impact. Nick asked how the transitioning of young adults and would this work tie into the peer mentoring program by Penny Chelucci. Andrea commented that if participants are in an ACT Team and going through employment, the peer mentors can provide support. Rosanne noted that although the names of initiatives change, the purpose of employment of people with disabilities continues and is now institutionalized.

Dan stated that a work group will form to work in the area of Provider Transformation and an SME will provide assistance. He will be looking to engage DSAMH, DDDS, DVI, DVR and DMS (Division of Management Services)--as they have a lot to do with funding for DHSS. Providers will also be included. A question was asked about how set aside contracts would fit into this. Dan commented that this will come up as we go through the process, including going through Legislative Sunset Review. A question was asked about bringing the residential management (group homes, etc.) to the table. Dan commented that the types of managers we want to include should be taken into consideration. Dan asked if any members wanted to be involved in the Provider Transformation work. Cindi will take this back to DelARF. Kyle asked how many people work at the two State-run sheltered workshops. Dan stated that DVI has 35 workers and DSAMH has a much smaller number. Cindy commented about the DDDS system which includes day habilitation and stated that they would be impacted.

*Goal 3: Performance Measures*

Dan spoke about starting with the State agencies to find out what proportion of their funding is dedicated to competitive integrated employment. He stated that they have been reaching out to agencies to find out how it is defined. He said, once we know where the dollars are going, we can start looking at the broader mission of the Commission to see if there is additional policy alignment. The plan is to bring in a SME to assist to see what other states are doing in terms of data matrix, and they will provide feedback. Kyle commented that an SME would be beneficial. He noted that this Commission is created by statute and this is one of the requirements. Dan added that during the conference call later today with the SMEs, they will go over this and start scheduling. A question was asked if there was interface regarding the Core Indicator Study conducted by CDS and the projected measurements discussed today. This information will be shared with Kyle.

*Goal 4: Policy/Funding Alignment*

Dan stated that this goal is ambitious and we may only start the process this year. He said that we hope to achieve better interface through a universal MOU (Memo of Understanding) across many of the State systems; he noted that it will be challenging. Some of this work is required by the Workforce Innovation Act and discussions have already begun. Kyle asked if this is the second phase of Vision Quest. Kyle suggested having a discussion with Andrea, Dan and him because this goal was where we began with Vision Quest and we ended up with Goal 5 (Improve Communications around Employment First). Dan spoke about a sub-goal on centralized Employment Network Concept as a model for Delaware to consider bringing additional revenue into the state. Dan plans to reach out to either Kevin (SME) or someone that is knowledgeable in this area. Dan noted that New York is doing this.

Nick asked about the relationship between performance measurement and policy funding alignment. He gave an example of performance measures being dependent upon aligning with an Employment First policy. He asked if that would help improve the alignment of different agencies. Dan commented that the difficult part is that every agency has its own set of federal laws and built-in performance measures. He added that we could be creative and that some of it will align. Nick commented that if the performance measurements are barriers to better alignment with an Employment First policy, we should address it. Dan commented that this Commission needs to examine this issue. Dan commented that while this is happening at the federal level, we need to think about how to implement at the State level. Andrea spoke about how the person implementing the service views how the finances work, depending upon if the system pays for sheltered or competitive employment. Andrea noted that it also depends on what the advocates are pushing for regarding the system.

*Goal 5: Improve Communications around Employment First*

Dan spoke about an online video featuring employees with disabilities working in competitive integrated settings and it is in the final stages. He stated that Jill Fredel, DHSS Communications Director, has spearheaded this effort and a communication plan is being finalized (which started with ODEP). Nick asked if the Core State 2015 EFSLMP Plan document (handout) could be posted on the Employment First website under the Initiatives Section. Dan commented that he would finalize it for distribution.

Dan commented about the monthly progress report (handout). He is waiting for feedback from ODEP. He added that some information is directly related and other information is tangential. He noted that there is an established conference call every other week.

Nick asked if all of the Core States are following the same template. Dan commented that they have established their own goals and this was customized for Delaware. He explained that there had been discussions between Kyle, Secretary Landgraf and Johnette Harnett (ODEP). Kyle stated that a lot of this came out of the meeting in DC. Nick suggested that someone on the Education & Advocacy Committee work with Jill Fredel. Dan noted that the Communications Plan will be finalized soon and could be part of the Employment First website. Kyle added that the Education & Advocacy Committee could spread the word regarding the Communication Plan and Video. Kyle will check with Jill to make sure that the video contains closed captioning. Kyle added that Jill will be able to direct us on this.

Kyle suggested meeting monthly since the goals are so ambitious. A motion was made, seconded and unanimously approved to meet monthly.

APSE Initiative

Laura Strmel stated that St. John’s Community Services is a new provider to Delaware. She distributed her business card and an informational brochure about her agency. She also distributed a one-page information sheet on APSE (Association of People Supporting EmploymentFirst). She explained that they just received approval from DDDS to provide day programming. Laura gave a brief background of her work experience. She provided a link for the national group: [www.apse.org](http://www.apse.org). Currently, there is no Delaware Chapter. Her supervisor is Nicole Buckley (State Director of St. John’s Community Services, Pennsylvania Chapter); she is also on the National APSE Board of Directors.

Laura stated that she, Nicole and Valerie McNickol (DVR), Sandi Hanley (Community Integrated Services (CIS)) and Macey Chovaz (National APSE) are having an initial meeting regarding starting a Delaware Charter on February 24 at CIS in Middletown; the National APSE provides a toolkit. Laura invited interested parties to participate by telephone and she will get pertinent information to Kyle. The National APSE Conference is June 23-25, 2015 in Philadelphia. Laura stated that they did not receive a contract from DVR to provide supported employment services. Andrea commented that they missed the RFP process, so it may take longer to get onboard. Kyle noted that the DHSS JFC Hearings begin that day so he would not be able to participate, but will follow-up with Laura. Laura will keep Kyle posted with updates. Laura would like to have an active chapter in Delaware by September. She explained that 39 states, in addition to the District of Columbia, have active APSE chapters. Andrea commented that they are focused on the developmentally disabled population, but have expanded to other populations. Dan indicated his interest in participating in future meetings. Kyle will add Laura to the Employment First Oversight Commission distribution list.

Committee Reports

*Data Standards, Needs & Analysis*

Dan provided an update on activities. He stated that they continue to reach out to State agencies and look at funding structure. They were working on getting data collection from DSAMH and DDDS. Dan submitted the data for DVI. Dan stated that he has had to follow-up with telephone calls to clarify the intent. He added that larger agencies will need more time to do the analysis. Nick asked if what we are currently asking for could change. Dan said that we want to start with something consistent, but it may expand. Kyle commented that the SME may be able to provide some guidance on this.

*Marketing and Public Education*

Nick stated that Kyle had submitted several documents to him for the website. He and Lloyd met last Wednesday about the organization of the website and have enough data to have a credible website. Kyle referred to the EFOC Web Site handout. Nick provided an overview of this document. He said that it will be put under the State Council for Persons with Disabilities website. Nick reviewed the Navigation Page, Welcome Page (including Success Stories)—the current one will highlight Lloyd, the current Chair. Nick explained that he will be looking for new success stories. Other pages will include an About Page (including links). Nick wanted to have photos of Commission members with short bios, unless there are objections. Andrea commented that she had mixed feelings about doing this and that the Commission is about the people. She commented that she would like to see more consumer stories. She said that it was more important whom we represent than who we are. Nick added that there will be consumer stories. Suggestion was made to have the logos of the agencies and name and affiliation. Kyle suggested having a list of official membership and active participation. Kyle will get this information to Nick. Nick then reviewed the Contact Page.

The Oversight Page was reviewed which includes a feedback form for routing to the appropriate State agency. Andrea commented that she is not sure about this and that we need to review the legislation. Nick commented that the legislation does not say anything about how we get input. Dan asked if any other Commissions or Councils do this. Kyle commented that he is not aware of other Councils doing this. He spoke about problems that may come up that systemically affect people, and he would bring issues to the full SCPD. He said that these issues could also be captured through emails and telephone calls. He added that there is no formal process, and we would have to be clear on what we will be doing with the information received from consumers. Andrea spoke about people sharing their positive experiences, for example, about going to work. She added that this would be a good site for people to get information on accessing services. Nick stated that there are different perspectives on Employment First and a consumer perspective would be beneficial. He understands that we may get more complaints than compliments, but that is not necessarily a negative. He added that we should be open to hearing about what may or may not be working. Nick commented that if Kyle is inundated with emails, it would be informative. Kyle stated that he was comfortable with trying it to see what happens. He said that depending on information received, it can be tweaked at a later time. Ron commented that from a veteran’s standpoint, one of the problems is getting a veteran to ask for help and then they do not know whom to ask for assistance. He added that a point of contact will help get things rolling. He stated that more people are comfortable with email and this will help them get on the right track. Nick asked members to send him comments regarding the wording on the section “Oversight: Give Us Feedback”.

Nick reviewed the Annual Reports page. He stated that there will be links for the Annual Reports. Kyle noted that the Annual Report document needs to be formatted. Nick then reviewed the Performance Metrics page. There was discussion about the wording regarding hiring practices. Lloyd suggested leaving this out in the beginning and revisit since we will be meeting on a monthly basis. Nick asked if we wanted to have a placeholder page stating what the legislation requires us to do. Kyle commented that some of that is already listed. A decision was made to hold off on a Performance Measures page and revisit at a later time after data has been collected and analyzed.

The Employment First Movement in the U.S. was reviewed. Nick noted that he would like to add photos. He stated that rights to photos need to be purchased. Suggestion was made to add photos from Delawareans who are working in competitive employment. Cindy added that releases can be obtained. Nick then reviewed the News page. He said these news items could be changed periodically.

Nick reviewed the FAQs Page, including sample questions. The Calendar Page was reviewed. He spoke about providing a calendar in the form of a simple database file to enable searches. He stated that it would be easy for the user and the person filling the information on the calendar. Kyle will follow-up with Nick on this. Nick reviewed the Initiatives Page, including a link to the Governor’s Report “A Better Bottom Line: Employment People with Disabilities”.

Nick reviewed the Success Stories Page. Kyle commented about all the work Nick has put into developing the website and expressed his appreciation. Nick explained that this Word document would be given to the GIC staff to develop the website. Nick would like to have comments from Commission members by next week. He said that his Committee will create a final document and meet with Mike Mahaffie (GIC) and Kyle.

Chair & Vice-Chair Positions

Lloyd spoke about his term ending and Dan McGannon and Dan Madrid are willing to serve as Chair and Vice-Chair, respectively. Kyle had provided information via email regarding this issue. Motion was made, seconded and approved for Dan McGannon to serve as Chairperson and Dan Madrid to serve as Vice-Chairperson. Kyle thanked Lloyd for his service as Chair.

**Announcements**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at11:10 am. The next meeting will be held on Tuesday, March 10, 2015 at the Smyrna Rest Area Conference Room, starting at 9:30 am.

Respectfully submitted,

Jo Singles

SCPD Administrative Assistant

Employment First/minutes 2-10-15