**SCPD Employment first**

**March 10, 2015**

**SMYRNA REST AREA CONFERENCE ROOM, SMYRNA**

**Present:** Dan McGannon, Co-Chair/DOL; Dan Madrid, Co-Chair/DHSS-DVI; Marissa Catalon, DHSS/DDDS; Nick Fina, SCPD; Andrea Guest, DVR; Emmanuel Jenkins, Advocate; Pat Maichle, DDC; Melissa Martin, Autism Delaware; Ron Sarg, Delaware Commission of Veterans Affairs; Lloyd Schmitz, Advocate; Wendy Strauss, GACEC; Laura Strmel, St. John’s Community Services; and Kyle Hodges, Staff.

**Absent:** Dale Matusevich, DOE; Sandy Reyes, OMB/HRM; Cindy Sterling, DelARF (Service Source).

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

Dan McGannon called the meeting to order at 9:30 am. Everyone introduced themselves. Motion was made, seconded and approved to accept the February 10, 2015 minutes as submitted.

**Additions or Deletions to the Agenda**

None

**Business**

ODEP/EFSLMP/VQ Planning

Dan Madrid spoke about a conference call with the ODEP’s SMEs (Subject Matter Experts). He said that the SMEs will be working with us over the next eight or so months. He referred to a handout: Delaware EFSLMP Goal Progress Notes. Dan stated that the handout illustrates the goals and milestones. He stated that Work Groups have formed to work on specific goal areas. He added that in discussions with the SMEs, they have come up with training programs ideas for the coming year. Dan added that representatives from other groups still need to be involved. He commented that Kyle has been supporting him in this role and is closely involved in the Employment First effort. Dan reviewed the handout and updated the progress as follows:

*Goal 1: Capacity Building – Vision Quest*. They are trying to hone in on DSAMH’s Promise Program, which is the new Medicaid Waiver for program supports in Delaware. He said that we will be making with policy recommendations for DSMAH for their providers to implement employment services. Virginia Selleck is the lead expert and he is meeting tomorrow with Melissa Smith, DSAMH’s Deputy Director to discuss representation from DSAMH and their providers. He added that DSAMH’s focus is more on substance abuse, mental health and employment programs than other groups. Dan said that they also want to conduct some training seminars. Dan stated that Corey Smith had a background in training on provider funding and will conduct a two-day training in September, 2015. DVR and DDDS would be included. Kyle commented that funding stream issues are part of the work on this Commission and consistent with its mandate. Dan clarified that State agency managers would be included.

Rick McAllister will conduct a two-day training on best practices regarding employer engagement in July, 2015; this training will be geared toward management within Community Rehabilitation Programs (CRP’s) and State systems. Dan will be reaching out to individual SMEs and Work Group representatives to begin scheduling these events in the next week or so. Kyle asked what areas Rick would be providing training. Dan explained Rick would be training on customized employment techniques, individual placement and supports in mental health, and best practices in employment supports for people with disabilities. Marissa added that this training would be more focused on the immediate supervisors or mangers of frontline staff of the providers so that their accomplishments are supported by management.

*Goal 2: Provider Transformation.* Dan stated that Nancy Gurney is the SME with a focus on State supported sheltered workshops. She will be doing a two-day onsite review and meeting with agency representatives. Dan explained that the intent is to have a good assessment of the viability of the State sheltered workshops, to see if they are consistent with employment first as it stands today, and are consistent with the philosophy and recommendations. Kyle spoke about the State’s transition plan to abide by CMS Rules for community-based services and asked if this would be part of this plan. He added that if it is not included, it should be. Pat added that day programs were not included and was one of the recommendations that the DDC made to CMS regarding the Rule. Marissa clarified that the Plan as currently written refers to how the State will be assessing a variety of services, including residential, to ensure compliance. Dan commented that it aligns naturally. Marissa asked if any of the services are waiver funded. Dan explained that there are not under DVI. Pat commented that the day habilitations are Medicaid funded. Pat will be part of this Work Group.

*Goal 3: Performance Measurement.* Dan stated that this goal overlaps with the Commission’s work. The SMEs for this goal are Corey Smith and Rick McAllister. This process will be done by virtual or phone-based consultation. It involves gathering data on Employment First. Rick and Corey will provide recommendations on best practices on metrics for employment first and what other states are doing. He has shared what we have been doing and is waiting to hear from them.

*Goal 4: Policy/Funding Alignment.* Dan spoke about developing a Memorandum of Understanding (MOU) across systems with State agencies that focuses on Employment First, the Workforce Innovation Opportunity Act (WIOA), and data sharing measures. The SMEs will review current MOUs to determine recommendations. Dan stated that Abby Cooper will conduct a one-day site visit during a WIOA MOU partners meeting. Dan added that there has been discussion regarding MOUs with DOL and some DHSS agencies. He also said that we want to pull in other agencies that are doing employment programming and expand to the necessary partners, not just the ones listed in the law. DOL has taken the lead on this and he hopes to include the Workforce Investment Board in these meetings. Dan will be meeting in the next month with Rachel Turney (Employment & Training) on implementation and how they can become involved. Kyle asked how the MOU would work with Goal 1 and the training that Corey will provide. Dan added that many of these will converge with funding at some point. Dan also stated that once we have more data, we will be better able to strategize on priorities and focus. Pat commented that providers can be taught to adjust their business practices and spending based on what is expected of them, but until they are adequately funded, they have no incentive or financial ability to make the paradigm shift. Comment was made that a rate study conducted several years ago shows that supported employment is closer to the benchmark than some of the other services.

Kyle asked how the various populations would come into the system. Marissa stated that it would be done the same way as for other services and there is no wrong door. Marketing materials going out will contain the ADRC 800 number, although the expectation is that each individual agency will be doing referrals internally. There will be an Employment Navigator working with their own internal staff. Dan Madrid stated that his agency looked at specific demographics, etc. and who would be an appropriate referral. Marissa spoke about a Quality Committee that is closely tied to discussion about increasing the rates or providing more funding to increase the rates; an initial report is due in April and should be reviewed.

Kyle asked Melissa how Autism Delaware is working through all these changes and efforts toward employment first. Melissa commented that they are moving all their services to become community based. She said they are struggling with those people who do not have long term supports. She said that they have good fund raising to fill in the gaps and maintain relationships with employers. She added that they have to be cautious in terms of their resources and capacity.

*Goal 5: Communications Plan/Video*. Dan stated that this goal is near completion. Jill Fredel is finalizing separate videos that feature several consumers with disabilities in the community and showing them in employment settings. A consolidated video will also be put together. The target date for a final product is April 1. A question was asked about a distribution plan. Kyle will follow up with Jill on the distribution plan as the date gets closer. Lloyd suggested checking with OMB Training on the status of their voluntary training. Kyle will follow-up with Mike Mahaffie. Kyle commented that Nick has been working closely with Mike on the Employment First website.

Dan stated that he will be sending emails to the SMEs and Work Group participants separately to convene and establish the training, and move the goals forward. Dan said that DSCYF needs to be included. Dan is meeting with various agencies to be represented on a one-to-one basis. Kyle will contact DSAAPD and DMMA to assist with this.

Nick asked when a document would be available for the website showing the general framework. Nick added that he liked the table format presented at the last meeting. Dan commented that would be fine to share. Kyle will review the document with Dan before it is submitted for the website. Dan added that ODEP requires that documents be placed on the E-Policy Works website. He suggested that the link for E-Policy Works could be put on the Employment First website. Kyle commented that there is a sign-up requirement to gain access to the website.

Committee Reports

*Marketing and Public Education*

Nick referred to a revised document on the EFOC Website (handout). He stated that this document was submitted to Mike Mahaffie. Nick stated that Mike had questions about some of the content, for example, adding national events and meetings. Nick answered his questions and said that Mike is in the process of developing the Employment First website on the SCPD website. Nick was thanked for all the hard work he put into planning the website and the excellent product that he produced. Kyle asked if participants who are not State agency representatives want their telephone numbers listed. Lloyd asked that his home telephone number not be listed, but that it was okay to list his email address. Pat suggested adding resource links. Nick commented that we need a process in place for revisions to the website once we go live. Kyle commented that Jo would notify DTI with any updates. Kyle will check with Mike about having a Facebook page.

*Data Standards, Needs & Analysis*

Dan McGannon commented that this will not be updated until all the data has been received.

*Strategic Recommendations & Reporting*

Most of this was discussed under ODEP/EFSLMP/VQ Planning (above). Dan added that he has made another push for data from agencies. DDDS is getting data together and he hopes to have data from DSAMH in the next week or so. He stated that more reports should be forthcoming regarding competitive employment. He will be setting a firm deadline in the next month or so for all the information that has been requested.

**Announcements**

Laura commented about APSE (Association of People Supporting EmploymentFirst). She will be drafting a recruitment letter. The core group is working their way through the toolkit and identified potential representatives. Laura explained that they will serve as an advisory board. They will be looking for a minimum of eight folks who are representative of Delawareans supporting Employment First and will move forward with Chapter Development. Laura will send the recruitment letter to Kyle for sharing. A mission statement is being developed and the Chapter will be called Delaware APSE. Laura stated that they will be applying for nonprofit status. Laura explained that there will be Officers similar to other nonprofits. Laura stated that she would like to see broad representation from people interested in forwarding Employment First. The Board is required to join the National Association. The next scheduled meeting is April 30th.

Marissa announced that DDDS has contracted with Neighbors International. They are affiliated with Neighbors, Inc. in New Jersey. They will be providing internal training for DDDS staff, but will also be presenting to service recipients and their families about options in community living. Six initial sessions have been scheduled, with three of them being open community events. These events are called “Designing a Future that Works Investing in a Community that Can Make Things Happen”. Two are held in New Castle County on March 26 and one in Kent County on March 27. Marissa will send a link for this to Commission members. Registration is through Service Monkey.

**ADJOURNMENT**

The meeting was adjourned at10:35 am. The next meeting will be held on Tuesday, April 14, 2015 at the Prickett Conference Room, Delaware Hospital for the Chronically Ill, Prickett Building, 100 Sunnyside Road, Smyrna, starting at 9:30 am.

Respectfully submitted,

Jo Singles

SCPD Administrative Assistant

Employment First/minutes 3-10-15