

Guam State Rehabilitation Council SRC Quarterly General Membership Meeting Minutes

MISSION STATEMENT:

The Guam Rehabilitation Council is to provide the Division of Vocational Rehabilitation with an external Consumer oriented perspective. The Council provides Clients of DVR with a mechanism to influence the direction of rehabilitation programs in Guam in the systemic policy level. (Review, Analyze and Advise (RAA Approach)).

VISION STATEMENT:

The Guam State Rehabilitation Council envisions an island community taking full advantage of the services and opportunities that meet their needs, dreams and aspirations leading toward a better quality of life and having positive access to vocational rehabilitation programs and services that are timely, effective and culturally competent.

Date: 6-19-14 Time: 11-2pm	Location: DVR Conference Room DNA Bldg 6th floor Hagatna, GU			
Meeting Called By: 11:34am	SRC Chair			
Type of Meeting:	SRC Quarterly General Membership Meeting			
Attendees: Y. Gabriel: Leaving off-island for brother's death anniversary. L. Tydingco: Family Emergency E. Duenas: Work Conflict Elisa: Personal matters; Will step down from SILC P. Barcinas: Work Conflict, attend UOG Round table discuss. L. Calvo: Work Conflict	_P_ Lou Mesa _E_ Peter Barcinas _A_ Peter Blas _E_ Yolanda Gabriel _A_ Therese Quichocho _P_ Tavita Fuusamalie _A_ Rodney Calimlim	_P_ Edmund Cruz _P_ Dawn Maka _A_ Eloise Sanchez _A_ Sarah Leon Guerrero _P_ Rosanne Ada _P_ Kasinda Ludwig _P_ Carla Torres	_E_ Lynn Tydingco _P_ Tim Murphy _P_ John Payne _E_ Evelyn Duenas _P_ Roberta Perez _A_ Elisa Cruz _P_ Bernadita Grajek	_P_ Benito Servino _E_ Lydia Calvo _A_ Laura Taisipic _P_ Barbara Johnson
Attendees: Kristen Bamba ASL Interpreter Note: SRC Training on "SRC Roles & Responsibilities" was conducted by SRC Chair Mesa prior to the meeting (10-11am), Training went 30 minutes over the scheduled time.				

*Discussion/Overview:
June 19, 2014 Minutes approved during the Sept. 18, 2014 SRC Qtrly. Mtg.*

AGENDA

I. Call to Order/Roll Call Quorum *Call to order 11:34am*

II. Review & Approval of Minutes: March 20, 2014

Motion to Approve: Edmund Cruz

Seconded: Dawn Maka

Motion to vote: Motion is carried

III. Reports

A. SRC Standing Committees

1. Executive

i. SRC Chair (Refer to SRC Executive Committee quarterly report) Chair reports on activities during the Spring NCSRC trainings & CSAVR Conference. Clarification received from

- RSA that the SRC may choose to carry out the CSS apart from the DSU, however RSA would encourage the SRC to collaborate with the DSU in conducting these surveys as the DSU may provide resources and access to former and current consumers of VR services for their participation.*
- ii. **SRC Treasurer** (See quarterly report submitted) Edmund provided pricing information for Guam SRC website operation through WIX.com.

2. Outreach

Refer to handout

2nd Qtr.

Part 2: 15 Part 3: 4

Comments: 60 for part 1. #27- clarifications on individuals' response.

Chair: To determine accuracy of reporting Jan to March. Need DVR collaboration to verify data (closures). VRA: All closures total of 73.

Outreach work closely with DVR. Dawn Maka: reports success from one reporter. 7 forms were discontinued. Updated Sept forms in use.

Supply report/request. SRC Chair Mesa said that a Business Strategy has been developed by Pete Barcinas & Eloise Sanchez.

VRA: Need Quotes, formal memo request for SRC outreach supplies.

3. Planning, Resource and Development

Refer to report. Executive to address those who have not attended SRC meetings/activities. Efforts have been made to fill in the vacant business, labor and industry position. Contact has been made with BOG, AHRD and GCA Trades Academy.

P. Barcinas has volunteered to update SRC Handbook. SRC Chair said she has provided Pete members photos taken during March SRC quarterly meeting.

4. Services

B. Client Assistance Program (CAP) (refer to CAP report)

Edmund Cruz: 2 Administrative Review.

Sagan Mami closing down.

Most cases-GLS, Social Security.

C. VR Agency

1. VR Administrator (Two Quarters-Oct to Mar)

- i. **Quarterly Case Management** Data Acting VRA reported that DVR served 661 clients as of May 2014. Goal for FY 2014 is to increase successful closure by 1 or more in order to pass indicator 1 (24 or more closure); Lower number of individuals exiting the program without employment outcome; and Increase the number of minorities serve (Caucasian)

More students with significant disabilities transitioning out of DOE. SE requires individual be job ready. Supports are weaned. VRA: Have some potential providers. Discussion on Center for IL. Part C has expired June 4.

SPIL: request for written data.

Develop supported employment providers. Plan involves recruitment, training agreements, SRC to assist, request for

current listing of services providers, (made on guam-local products, hire local). Director: CIL invitation for application, July 14. Office of US Education.
Extend Support: VRC to make certain natural supports are in place. Training of co-workers and family supports.
DVR to identify supports and incorporate in IPE.

(TF: access to printed report)

661 open cases; some received some form of services.
Interrupted services, not active defined as, focus on CRP.
C1. Meet and exceed. VRC meeting quota. C2. 40 succeed w/o employment, inactive.
Rosanne Ada: Services? Training, trial work, functional capacity.
SRC Chair asks that data be presented in graph illustration, with definitions.
DISID Director inquired why aren't the names of the VRCs on the report.
Kasinda Ludwig: 558 from Oct to May 661. After closure the total is 558 May only.

ii. State Plan Quarterly Updates

CSPD: VRCs required enrolling in a Master Degree in Rehabilitation Counseling program no later than Dec. 2014.
Consequences - desk audit, change of position title.
Master Program: VRC self-initiated, with a Master's Degree in related field, separate from CRC.
Master Program: Kasinda Ludwig in Rehab. Counseling.

iii. Fiscal Data & Report

D. Others

CSAVR- Chair Mesa brought back resources, Project SEARCH-addresses Transition.

IV. Old Business

A. Comprehensive Statewide Needs Assessment Updates (CSNA)

VRA: To complete, fulfill RSA assurances, timelines. GSA by next month. One month from June 19 to July 19. Develop a plan B, to expedite. Ben Servino: Encourages moving forward. Every 3 years, drives state plan goals and priorities. BServino: utilize 2011. RAda: Consequence? BServino: use existing survey during regional public hearings. Tap on organizations planned community events, i.e. Community Fairs, NDEAM event to distribute survey with a designated staff and SRC rep. to assist. Rosanne Ada: GDDC upcoming conference in Sept.

B. DVR/SRC Joint Strategic Planning Retreat Updates

VRA to input in new calendar. Retreat will be held in August.
BServino: recommend to have it contracted out.
SRC Chair: Refer to Outreach committee

C. MOUs

Copies of MOU are received by SRC. Requires updating. Sessions to address MOU's.
VRA: Prioritize 1. Transition, 2. WIA respectively.

D. SRC Website

Edmund Cruz : Reports-Wix.com. Basic Plan

SRC Chair: Jared Leon Guerrero designated by Kasinda Ludwig to provide support to the SRC on the administration of the website.

Carla Torres: Recommends SRC website incorporating site with DISID.

Great start but could use more. Wix.com has limitation. Administrative control - accessibility.

Ben Servino: Webmaster, Jessica Naputi will conduct a presentation on the DISID website, Thursday June 26 at 10am. DVR conference room. Invitation to council members to be present.

E. Implementation of 2% Law

Ben Servino: Provide presentation to Cabinet. History of 2%. Limited term appointment. Convert from Limited to permanent. DVR to identify individuals, certify as job ready. DVR candidates, 65. (VRA). Push for agencies to include in their budget, reserves.

V. New Business

A. SRC Elections: SRC Treasurer/Budget Officer

Discussion: Responsibilities of Treasurer. SRC Expenditures reports have not been provided. Nomination of Edmund Cruz as SRC Treasurer. Motion to close nominations by Dawn Maka. Seconded by John Payne. Motion carried. Edmund Cruz elected by acclamation.

B. 2015 VR State Plan/Public Hearings

BServino: posted on DISID website. Public Hearing in PDN. SRC Members to volunteer to attend regional public meetings: Northern District at Dededo Community Center: Edmund Cruz and Dawn Maka. Director Servino said he will also be present in Dededo. Southern District at the Merizo Community Center: Sarah Leon Guerrero, Peter Barcinas (?) Central District at the DVR conference room: JPayne, LMesa, BServino, TMurphy.

John Payne: GCC notice for meetings in website. SRC Chair Mesa: Contact was made and info on public meetings for the 2015 VR State Plan was share with the following: UOG ADA Compliance Office, GCC Office of Accommodations, ACT, SinA, GDDC, Down Syndrome Assoc. of Guam, PEP, Guma' Mami and GSAT Advisory Council.

VRA: VR Counselors to contact clients. Recommendation made that Clients also be contacted via phone and e-mail. To consider using the SRC info flyer on the State Plan. BServino: VR Counselors to be required to attend regional public hearings.

Carla Torres: sent out notices to GSAT contacts

SRC Chair: Shared recommendations provided to Acting VRA in preparation of Public Meetings: recommend taping session, Power Point presentation on State Plan goals & priorities, bring equipment i.e. projector, copies of state plan, DVR & SRC outreach handouts.

C. 2014 Fall National Coalition of State Rehabilitation Councils (NCSRC) Leadership Training/Council of State Administrators of Vocational Rehabilitation (CSAVR) Conference

- November 8-12, 2014
- Hyatt Regency Miami

D. DOE Presentation

*Presentation regarding DOE data suggestion made by Yolanda Gabriel .
LMesa: No info received. Tabled until Y. Gabriel returns back on island.*

E. FY 2014-2015 SRC Activity Calendar

*SRC will work on developing an annual calendar of events/activities.
Collaboration with community.*

F. 2014 National Disability Employment Awareness Month (NDEAM), October

2013 event planning last minute. Who will be point of contact, to be determined, advance noticed of planned events. VRA: Rosanne Ada: Resolution to be considered. DVR will head event and will invite SRC to be part of planning committee. Carla Torres: Consider collaboration with GSAT for a mini AT fair.

VI. SRC Action Items

A. To endorse Attachment 4.2(c): Input of the SRC to the 2015 VR State Plan

*Motion to approve made by John Payne. Seconded by Edmund Cruz.
Discussion: None. Vote: Motion carried.*

B. To endorse a SRC Travel Request for Council members to attend 2014 Fall NCSRC/CSAVR Conference

*SRC Chairperson: Fall National Coalition of State Rehabilitation Councils (NCSRC) leadership trainings and Council for State Administrators of Vocational Rehabilitation (CSAVR) conference to be held in Miami, FL, November 8-12. LMesa express her interest in attending as SRC Chair. Part of Chair's responsibilities to attend approved national meetings, conferences & events to stay on top of national VR issues and to be an effective leader to the Council. Will continue to share knowledge and information gathered at off-island events in form of travel reports and conduct trainings for Council members. SRC chair recommend for Council to consider Roberta Perez to attend along with her as the newly elected SRC Vice-Chair.
Motion to endorse Council travel made by Dawn Maka. Seconded by Carla Torres. Motion carried.
Discussion: Is there information on Deaf, HH in their agenda. Requirements for active members to attend.
SRC Executive Committee to prepare request documentation. SRC Chair to send out notice to Council members who may want to express an interest in attending.*

C. To endorse an resolution to address VR's Allotment Plan

Rosanne Ada: Reallotments in July, request for, from front office, develop a resolution or letter. SRC to consider endorsing VR's Allotment Plan. Historically, funds have been returned - develop a short and long term spending plan (recommendation). What are the funds earmarked for? Guam does not have Order of Selection. The challenges of the procurement process. BBMR is committed to respond promptly with hiring process and procurement process. Tim Murphy suggest funds to be used for training of consumers. Refer this matter to committee, PRDC and Executive for further research.

D. To contract Consumer Satisfaction Survey (CSS)

DM comments: 3 parts, consumers can request for assistance in completing survey, Insufficient data in Survey Part 2: Receiving VR services-3 months after IPE development and Survey Part 3: Closures. Distribution in a timely manner, structure and content of survey questionnaire, lead time for transition.

Outsource, contract. What are the challenges? Surveys are given by staff not VRC. VRA comments that DVR is in the process of hiring staff, may not have contact with client, Contract could be for limited term. What are better ways to.... CSS could be contracted if funding is available. Ben Servino: part 2 needs to be clear. Staff needs to be held accountable to make certain surveys are sent out. VR Supervisor to monitor this process. Tim Murphy: incentives to complete survey. Carla Torres: successful closure could result in gaining feedback. Berni Grajek: Outsource, sign release of information in the beginning. Carla Torres: SRC need to develop terms of contract, Refer to Outreach Committee. DVR to designate staff to assist (to talk with Jared) R. Ada inquired if DISID PC IV can assist. BServino said PC IV is with BH and Wellness Ctr.

Motion to contract CSS for a term of one year made by Dawn Maka. 2nd by John Payne. Motion: carried.

Discussion:

TMurphy: Time and thought into developing questions. JPayne: Follow up with consumers on their progress i.e. employment retention.

- Include adding Transition Survey Form
- Study & analysis of Current Survey Forms, SOPs, Methodology

VII. Announcements

- A. Next SRC Quarterly General Membership Meeting: September 18, 2014, 11-2pm, Governor's Large Conference Room, Adelup.**
- B. SRC Capacity Training "SRC Composition & Membership", September 18, 2014, 10-11am, Governor's Large Conference Room, Adelup**

VIII. Open Forum

Ben Servino: Equal Employment Opportunity Commission (EEOC) Guam Seminar, Wednesday, September 10, Pacific Star Hotel: for VRCs to attend. SRC invited to attend as well. There will be a registration fee. SRC can consider using SRC budget funding to attend.

- IX. Adjournment:** *Motion to adjourn: DMaka. Seconded by ECruz. Meeting adjourned 3:00pm*