

Wisconsin Rehabilitation Council

Meeting Minutes

August 8, 2019 – Pewaukee, WI

Meeting Minutes Approved 11/14/19

Members Present: Matt Busch, Patrick Young, Beth Swedeen, Mary Kessens, Darla Burton, Joalyn Torgerson, Becky Hebda, Ann Wales, Jaclyn Borchardt, Julie Burish, Deb Henderson-Guenther, Barb Klug, Debra Notstad, Julie Barker (non-voting), Delora Newton (non-voting)

Attendees by Phone: Jason Endres, Cathy Steffke, Ramsey Lee

Resource Staff/Invited Guests: Meredith Dressel, Allison Gordon, Diana Kiesling, Sarah Lincoln, Jessica Holton, Patricia Sugden, Sarah Lyngdal, Theresa Hippert

Call to Order: Matt Busch called the meeting to order at 10:00AM.

Roll Call & Announcements

- To meet quorum, a majority of current members with voting rights must be present (currently 22 voting members on WRC); 13 such members were in attendance, therefore quorum was met.
- Matt Busch welcomed new members to WRC and thanked them for their commitment to the Council.
- Matt will work directly with Delora to avoid multiple versions of amended agendas being sent out in the future.
- November 2018, February 2019, and May 2019 minutes were reviewed and voted on:
 - Mary Kessens motion to approve; Ann Wales seconded; all in favor, none opposed (13-0-0).
- Motion to direct the WRC Executive Committee to review Council meeting minutes from the last 12 months to find WRC action items to add as agenda items for the next WRC meeting:

- Mary Kessens motion to approve; Becky Hebda seconded; 12 in favor, none opposed, 1 abstained (12-0-1).

Old Business

- WRC Executive Committee will review the Old Business section of previous minutes to identify agenda items for the next meeting.

New Business

- New business must be added to the agenda in advance. Contact Chair or Vice-Chair at least three weeks in advance of the meeting to propose a new business item.
- WRC meeting dates for 2020 have been selected:
 - February 13, 2020 – Madison
 - May 14, 2020 – Green Bay
 - August 13, 2020 – La Crosse
 - November 12, 2020 – Milwaukee
- Council Member Guidebook NCSRC
 - https://ncsrc.starchapter.com/images/downloads/guidebook_for_src_chairpersons.pdf
 - Speaks to accessibility for Council members, rules of order, dealing with conflict, etc. Matt encouraged all members to review the guidebook before the next meeting.

Public Comment

- No public comments received prior to the meeting.
- No public comments from meeting attendees.

WRC Committee Reports

- Executive Committee
 - Committee Assignments
 - Executive Committee decided that all WRC members must volunteer to be involved in at least one committee.

- Committees meet before each WRC meeting, and most committees do not meet before every WRC meeting.
 - There is an option for committees to meet at a different time than the morning of the WRC meeting if desired.
 - Committee meetings must be noticed to the public at least 24 hours in advance and offer an option to call in.
- WRC motion to require each committee to write an overall committee, chair, and member description consistent with the WRC bylaws and submit to all members for review and consideration by October 1, 2019.
 - Each committee chair could draft the committee, chair, and member description, along with meeting frequency and method. Descriptions for committees without a chair currently would be drafted by WRC Chair.
 - Descriptions would be sent to all WRC members, so they can decide which committee(s) they would like to participate in.
 - Becky Hebda motion to approve; Mary Kessens seconded; all in favor, none opposed (13-0-0).
- WIOA Committee
 - Beth Swedeen provided an overview of the activities the WIOA committee is working on.
- Services to Business Committee
 - Becky Hebda (Committee Chair) provided an overview of the activities the Services to Business committee is working on.
- State Plan and Performance Measures Committee
 - WRC Executive Committee members currently staff this committee.
 - Delora Newton provided an overview of the primary activities of the State Plan committee, which will meet intermittently around the time the State Plan is due.

Changes to the WRC Bylaws: Discussion and Action Steps

- The following changes to the WRC Bylaws were discussed:
 - *Article 3. C.* The governor dictates how the committee is structured, therefore the Council does not have the ability to amend the number of members or the areas they represent. The maximum is set at 24 members.
 - *Article 3. I – Resources* does not fit the WRC current structure. The language will be edited accordingly.
 - *Article 3. L – Compensation and Expenses* needs more research on allowable compensation to determine if DVR can compensate WRC members for meeting attendance expenses including transportation, personal assistance, and childcare.
 - *Article 4. F – Quorum* could be changed from in person required to phone/video participation allowed. DVR will request a new interpretation related to quorum given that, while the council has 24 members, two are non-voting, so with no vacancies on the Council quorum should be 12, not 13.
 - *Article 4. D – Notice of Meetings* contains contradictory information on the timelines for notice.
- An edited version of the bylaws with tracked changes will be sent to all members before the next meeting.
- A vote on the new bylaws will take place at the next meeting.

WRC State Plan Recommendations: Discussion and Action Steps

- Becky shared a summary of what the Executive Committee has been doing in developing recommendations and reviewing the DVR action steps on programmatic goals:
 - Information from CAP and the Comprehensive Statewide Needs Assessment (CSNA) were used for WRC's comments on programmatic goals.
 - The CSNA included some differences between what DVR and service providers felt were barriers to consumer success.
 - Recommendations include:

- Partner with other WIOA programs to discuss braided funding.
 - Service Provider quality and capacity.
 - Job seeker, business, and vendor input on what is working and what is not working.
 - Improvement of transportation options for people with disabilities.
- The WRC can provide input on the Executive Committee comments to Becky and Matt via email by August 16, 2019.
 - Mary Kessens feels that the State Plan process is not inclusive for all members. Becky clarified that a request was made for state plan committee members at the May meeting and only Executive Committee members volunteered. The timeline was short, and members felt it was unreasonable to provide input that quickly on such an important issue.
 - Beth suggested that the Executive Committee meet monthly to set out a timeline for ensuring we are ready to move forward on State Plan implementation.
 - The WRC Annual Report is due December 31, 2019.

Working Lunch: Partners with Business Model

Beth Swedeen, Executive Director

Wisconsin Board for People with Developmental Disabilities

Agenda Item: CAP Report

Deb Henderson-Guenther, Director

Wisconsin Client Assistance Program (CAP)

- CAP is a WIOA-mandated program that has been around for over 40 years. CAP's mission is to provide information and referral services and assist with dispute resolutions related to DVR, Wisconsin's eight Independent Living Centers (ILCs), and 121 projects (including Native American VR projects).
- CAP has a staff of two people, and makes decisions to take on cases only after receipt of a signed ROI and pertinent records. CAP

currently has 35 open cases on several topics. Cases most often involve assisting consumers with navigating the DVR process.

- Most calls to CAP are not DVR related.
- Becky asked about call statistics by WDA and by reason for call; Deb responded that the only statistics she can get are basic counts until the end of year reporting is completed.
- WRC requested trends/data for DVR cases only; Deb provided the Council a general overview on the call topic for some current cases.
- Council asked that for future meetings Deb provide the basic information for DVR calls – requestor location, disability type, etc. so WRC can discern trends from the data.
- Matt offered WRC to provide support – 19 of 35 cases were open because of issues with the process, and once a call becomes a CAP case the next steps depend on the situation (CAP working with counselor/supervisor, providing plain language guidance, providing direct assistance to help people move forward with their cases, etc.)

Agenda Item: Officer Elections

- Voting on Chair, Vice-chair, and Secretary/Treasurer to serve through May 2021 meeting. Officer elections did not take place this past May due to lack of quorum.
- **Chair:** Beth Swedeen nominates Matt Busch. Mary Kessens nominates Becky Hebda. Becky declines nomination. Called for nominations three times. Motion to close nominations by Deb Notstad, seconded Darla Burton; all in favor, none opposed (13-0-0). Motion to elect Matt Busch as Chair by Mary Kessens, seconded Julie Burish. No discussion. All in favor, none opposed (13-0-0).
- **Vice-chair:** Deb Notstad nominates Jaclyn Borchardt. Called for nominations three times. Motion to close nominations by Deb Notstad, seconded Darla Burton; all in favor, none opposed (13-0-0). Motion to elect Jaclyn Borchardt as Vice-chair by Mary Kessens, seconded Becky Hebda. No discussion. All in favor, none opposed (13-0-0).

- **Secretary/Treasurer:** Matt Busch nominates Patrick Young. Called for nominations three times. Motion to close nominations by Julie Burish, seconded Deb Notstad; all in favor, none opposed (13-0-0). Motion to elect Patrick Young as Secretary/Treasurer by Mary Kessens; seconded Matt Busch. No discussion. All in favor, none opposed (13-0-0).

Agenda Item: DVR Administrative Updates and Data Inquiry Results
Delora Newton, DVR Administrator

- Delora Newton provided an update on DVR program year (PY) 2018 outcomes, noting that DVR met 90% of their PY 2018 goal for successful case closures
 - Becky Hebda asked that Customized Employment and Individual Placement and Support (IPS) cases be reported separately for closures.
 - Deb Notstad and Matt Busch provided positive feedback on the new application/referral form.
- Beth Swedeen asked if we have data on the number of applications for DVR that have resulted from DVR's Section 511 subminimum wage employee interviews through UW-Whitewater. Hard copy DVR applications are available at each interview site and are coded specifically as coming from an individual in subminimum wage employment. DVR will try to get data on this to share with the Council at a future meeting.
- Delora detailed several positions that DVR has recently filled or is currently working to fill – Becky asked that DVR job opportunities be shared with service providers by BSCs to connect more DVR consumers to employment with DVR.
- Mary Kessens suggested a document be created for consumers to negotiate needs with MCOs to continue their jobs. Meredith noted that this is part of the Customized Self Employment toolkit and acknowledged that this happens across all types of employment where an MCO may not continue to provide needed funding.

- DVR will send the State Plan to WRC as soon as available (after the October 18 CWI meeting) and provide a deadline of October 31 for written comments to be sent to Patricia Sugden and compiled for review and discussion at November WRC meeting.

Agenda Item: Community Integrated Employment (CIE) Update

Sarah Lincoln, DVR Policy Analyst

- Sarah shared background on 2017 Wisconsin Act 178 which requires DVR, DPI, and DHS to collaborate in the development of a joint plan to increase CIE in Wisconsin, including writing a plan and creating an annual report that gives a status of the plan
- The final SFY 2019-20 plan and SFY 2019 report are available on DVR's CIE webpage at <https://dwd.wisconsin.gov/dvr/cie/>.
- CIE Workgroups are working on a joint data system to pull from all three departments to share common customers to see if initiatives are increasing CIE across the state.
- **Next Steps:** CIE Workgroups will look at the SFY 2019-20 CIE plan and create a workplan to move forward and implement the work outlined in the CIE plan across the three agencies. A draft of this workplan was submitted to the CIE leadership group last week.
- DVR will provide an update on the CIE workplan as a standing agenda item at each WRC meeting. This update will be shared as part of the DVR Administrative Update.

Adjourn