

## **ICBVI Regular Board Meeting Minutes April 29, 2010**

**Board Members present:** Britt Raubenheimer, Chair; Travis Beck, Vice-Chair; Kent Ireton; Mike Gibson and Sarah Marossy

**ICBVI Staff present:** Greg Metsker, Raelene Thomas, Trina Ayres, Nancy Wise, Nanna Hanchett, Lisa VanRy, Doug Raper, Larry Henrie, and Melanie Hertling

**Guests present:** Ramona Walhoff, and Susan Bradley

**Motion** to amend the Agenda to remove the Executive Session made by Commissioner Ireton and seconded by Commissioner Gibson – all in favor.

**Motion** to amend the Agenda to show Greg Metsker as giving the Administrator's Report for Angela Jones made by Commissioner Gibson and seconded by Commissioner Beck – all in favor.

**Motion** to approve the ICBVI Board Meeting Minutes from February 11, 2010 made by Commissioner Gibson and seconded by Commissioner Beck - all in favor.

**Motion** to approve the ICBVI Special Board Meeting Minutes from April 19, 2010 made by Commissioner Ireton and seconded by Commissioner Gibson – all in favor.

### **Administrator's Report – Greg Metsker:**

Greg has assumed the Administrator duties until the end of August. He anticipates no major changes will happen over the next four months. The management team will meet every two weeks to discuss any issues that come up and will make those decisions as a team. Steve Achabal will manage the ATC in Greg's absence.

The Idaho Commission on Aging (COA) is still on track to move into the building around the middle of June. The Division of Public Works has put together a draft lease agreement and it has gone to COA for their review. The COA will occupy 8 rooms on the 3<sup>rd</sup> floor. Mark and Rosana will be moving down to the 1<sup>st</sup> floor. This will leave the ATC with the option of 6-8 men's and 6-8 women's dorm rooms on the 3<sup>rd</sup> and 4<sup>th</sup> floors. We will be donating some of the older dorm room furniture to the Idaho Youth Ranch instead of trying to find space to store it.

We have been asked by the Division of Public Works if we are going to request any permanent building funds of \$30,000 or more for the SFY 2012 budget. We will not be asking for any additional funding at this time, as we still have some monies left over to begin the cleaning and refurbishing of the front of the building entrance area.

The RSA review went well during the week of March 22<sup>nd</sup>. At the end of the week RSA gave us a preliminary list of items to work on such as cooperative agreements and contracts.

During the recent CSAVR conference in Bethesda, they felt that since health reform is over, they hope that the reauthorization of the Rehabilitation Act will go through this year. Also highlighted were areas about consolidation of programs on the national level.

## **PROGRAM REPORTS:**

### **Assessment Training Center Report (ATC) – Greg Metsker:**

Greg gave an overview of the ATC for new commissioner Sarah Marossy.

The ATC has 18 students, one intern, and one new staff member participating in training this term. Currently in the center, there are 7 full time and 11 part time students. Many of our part time students are taking 2 or 3 classes instead of just one, which has been more common in the past. Out of the 18 students, 7 are living in the dorms. Attendance in the ATC this term is kind of dynamic. In mid May two of our full time students will be leaving for the summer, and one full time student will be starting. The student who will be coming in for training in mid May is a returning ATC student who was here last summer and who has been at the University of Idaho this year. He wants to come back for more training as soon as school is out. I am anxious to find out what particular skills he may want to focus on now that he has completed a year of college.

As of the 29<sup>th</sup> of April the ATC students will be completing the fourth week of the current term. Hopefully by the end of the following week we will have completed the mid term progress reports, and will have completed most of our mid term meetings between the clients, their counselors, and the ATC Manager. The Spring Term is the shortest term of the year, and it always seems like we just get the first round of reports and meetings completed and we turn around and do it again the first week of June.

On April 13<sup>th</sup> the ATC students and some of the staff visited the Boise Airport, where they were given a tour of the facility and allowed to go through the TSA checkpoint. We really appreciate the opportunity to do this type of activity. It allows our students to learn about going through the checkpoint as a visually impaired individual, and it gives them a chance to practice travelling down a concourse and finding a particular gate. The TSA personnel also use the opportunity to train their staff about how to work with people who are carrying canes, or using dog guides, as they pass through security. It is a win/win situation for both groups.

On April 21<sup>st</sup> the students visited the Valley Regional Transit headquarters and were given an opportunity to check out several different types of busses and to learn some things about riding a bus that aren't always easy to learn when a bus is in service.

Getting a chance to find the pull chord, to locate the 2<sup>nd</sup> door, to learn exactly how to swipe a bus pass or insert dollar bills into the fare box are just a few of the things students can learn on this particular trip. We almost always get good feedback from our students after both of these trips. Clients appreciate the chance to explore these transportation systems without having to worry about holding up another customer or missing a flight.

College Days applications and information have gone out to our Counselors, VRA's, and the IESDB Transition Specialists. The application deadline is May 14<sup>th</sup>, and to date we have received one application. We know of a couple more clients who plan to apply. Our plan is to replicate last year's program for the most part, with the addition of several more seminars/tracks related to alternative skills training. Last year the Mobility and ADL seminars were very popular, so this year we will probably offer more of those sessions, in addition to the assistive technology sessions and the testimonials from current blind students. The program will be 3 ½ days long this year instead of 3 days like last year.

Laine Amoreaux is now the Traveling Assistive Technologist. The feedback we have received to date about this project has been very good. Our Counselors and Rehab Teachers have been very understanding and cooperative as we attempt to perfect the training materials and methods, and I believe we are well on our way to meeting the goals of the project. We like to read entries like this one by a Counselor in a case file just a couple of weeks ago: "I met with the client at his home. He had listened to tutorials 4 through 9 for JAWS since we last met. I went over the curriculum I had from our instructors on the Basic JAWS Assessment Checklist. We reviewed navigation of the desktop and taskbar, as well as the start menu. I then taught the client the keystrokes for navigating and reading a document. The client learned reading by letter, word, line, sentence, and paragraph. I also showed the client how to go to the beginning and end of lines and entire documents. Finally, I showed the client how to spell words and produce the phonetic alphabet. The client and I will meet again next Wednesday". This scenario tells me that we are on the right track and that clients that in the past may not have had a chance for training are receiving the assistive technology instruction that many of them desperately need. We have seen other similar entries in the case records of other clients around the state, so the ARRA funds we are using are being put to very good use.

### **Business Enterprise Program (BEP) – Lisa Van Ry:**

Lisa gave an overview of the BEP for new commissioner Sarah Marossy.

A client who'd been working on his license has completed training and submitted his one year business plan in March. He passed his licensing exam and was officially licensed on March 11, 2010. He was awarded the Department of Labor Snack Bar Agreement and his first day of business was March 25, 2010.

Jan Navarro, a long time operator retired on April 15, 2010. She had served as the Chairperson of the Idaho Blind Merchants Committee, as Vice Chair and also Secretary at one time. She has managed cafeterias, snack bars, and vending routes and has been a trainer for 23 years. She also worked for ICBVI as a counselor/rehab teacher before she entered the Business Enterprise Program.

In BEP planning meetings the vendors have on several occasions asked that when possible, we divide up routes of exiting vendors to add to existing vendors to increase the incomes of our locations. In years past an average net income of \$1200 a month was considered relatively good. However, this is far below the average net for the nation. For these reasons, Jan's route was divided up among four Boise vendors and not placed out to bid as a location. Klaudia supplied Angela with the needed data and Angela made the decisions as to how the routes would be divided up.

BEP was not awarded the INL six-cafeteria contract. They did not recognize the Randolph Shepherd Act as a priority, nor did they recognize the competitive range. Lisa has filed a letter of protest with the Department of Energy and Battelle Industries. She is waiting to hear what will come out of the letter of protest as this is a very complicated issue.

### **Independent Living – Nancy Wise:**

Nancy gave an overview of the IL program for new commissioner Sarah Marossy.

The Rehab Teachers currently have 400 open IL/ILOB cases. For SFY 2010, July 1, 2009 through April 15, 2010 the teachers have successfully closed 324 cases.

Heidi Gainan in Idaho Falls reported that in March she and Josh participated in the "Life—You Can Do It" conference at Eastern Idaho Technical College. There were 75 transition age kids there, all with varying life circumstances and challenges. There was a simulation experience where each student was given a career and its corresponding wealth. They were to go around to various booths and purchase the things they needed; insurance, homes, cars, cell phones, entertainment. It was enlightening for them to see the "Real World," what it costs, and what careers give a person more income to spend. It was enlightening for Heidi, the "Tax Man" to try to wrestle the taxes away from these kids who just had "play" money.

Michelle Grandstaff reports Coeur d'Alene is staying very busy. On April 5<sup>th</sup>, she gave an hour long presentation to a nursing class at North Idaho College. The topics that she discussed were the services that the IL and ILOB program provides, working with blind and low vision clients, perceptions that the public often has about blind individuals, and a brief discussion of the most common eye diseases causing blindness and low vision.

She will be representing ICBVI at a Senior Empowerment Fair on Saturday, May 22<sup>nd</sup> in Sandpoint. Michelle also will be attending another Senior Empowerment Fair on June 24<sup>th</sup>.

In January and again in March, Larry Henrie, the Assistive Technology Specialist for the ICBVI, traveled to Lewiston where he provided assessments, evaluations, and training for the staff and clients utilizing several forums to provide opportunities to increase people's knowledge and understanding of the assistive technology available to support the independence of blind and visually impaired people. These forums included individual assessment and training sessions with ICBVI staff, small in-service sessions with clients and staff that utilized a discussion format to talk about individual's experiences with technology, their frustrations, and what needs they have as we move forward. They were able to provide assessment and instruction for over 20 ICBVI clients during Larry's two visits. This process has been very helpful and well received by the Region II staff and the clients they serve. We have just begun to tap into the potential as far as getting information out to clients and are looking forward to continuing to increase knowledge and the availability of assistive technology that has not been previously available to the outlying regions.

Shane was the guest speaker at the Moscow Lions Club luncheon as they prepared to kick off the activities for the upcoming White Cane week. There were over 50 in attendance, including not only members, but several eye care professionals from the community. This luncheon was a great opportunity to spread the word and to educate a number of influential people about the services available through the ICBVI.

Linda Upton from the Twin Falls region reports that since January of 2010 she has assisted four clients with completing applications to apply for CCTV's and other technology through Blind Services Foundation. Ken Kraft has been a terrific resource for our clients and if he can find the funds, he will provide the services, as he has for all the teachers in all regions.

Linda was invited in January of 2010 to be an Advisory Board member of the College of Southern Idaho Office on Aging, and she is now a part of the Advisory Council and Training Committee for the Foster Grandparent/Senior Companion Program.

Linda continues to participate with 5 support groups in her region; she also works closely with Valerie Duffy of the Veteran's Administration, to assist her with ADL for veteran clients; plus she is in her second year of the Master of Rehabilitation Counseling program through Utah State University. She has successfully completed 22 of the 52 credit program and is praying for A's!

Brian Jain will be supervising two individuals with their O & M internships this summer. Brian and Heidi are teaming up with the School in Gooding and the Lions Club to provide a summer program for kids 7 through 13, June 13 – 18<sup>th</sup>. Brian will be teaching mobility and Heidi will be teaching ADL. In addition to classes there will be recreational activities, including horseback riding and rock climbing.

Candy and Nancy will represent the Commission by serving on the Long Term Care Policy Advancement Steering Committee through the Idaho Commission on Aging on May 5<sup>th</sup> and also will participate in the Active Life Expo 2010 at the O'Connor Field House on May 12<sup>th</sup>.

On March 23<sup>rd</sup> the Rehab Teachers had the opportunity to meet for a round table discussion on the Roaming Assistive Technology position and were able to conduct some case file reviews. Following the IL meeting our team had the opportunity to meet with RSA representatives, Deb Cotter and Charles Sadler, at which time they were able to discuss the structure of the IL and ILOB programs and the services provided to that population in Idaho.

The Travelling Low Vision Clinic on April 5<sup>th</sup> and 6<sup>th</sup> was in Lewiston and gave us a chance to use our traveling kit for the first time. Dr. Hansen said it worked very well. There were a total of 18 individuals who participated in the clinic, including 5 who were ILOB clients, 10 who were vocational rehabilitation clients, 3 who were sight restoration clients, and one who was a 12 year old from the Lewiston School District. Shane was able to sit in on a portion of nearly every appointment, which is an excellent opportunity for him to receive additional training on conducting quality low vision evaluations. The Lewiston office was very happy with their clinic and we were able to remodel some of our donated bi-optics for their clients.

We will be having a low vision clinic for IL and ILOB clients with Dr. Hansen in Coeur d'Alene on June 2<sup>nd</sup>. Stimulus funds will be used to cover the cost of Dr. Hansen's eye exams, and IL/ILOB dollars will be used to provide necessary tools to IL/ILOB clients who cannot afford to purchase these aids themselves.

Nancy attended a SILC Meeting on April 25<sup>th</sup>, and the RSA team joined the meeting. One item they are requesting of us and IDVR is that we put together agreements regarding the funding of SILC.

### **Vocational Rehabilitation (VR) – Nanna Hanchett:**

Nanna gave an overview of the VR program for new commissioner Sarah Marossy.

In VR, ICBVI is continuing to feel the economic climate, but is working hard to get clients employed. We are slightly higher in our number of rehabilitations for this year compared to last year at this time.

Doug Raper, our Business Consultant continues to do outreach to the communities and employers. He has provided numerous presentations all over the State. He is working on developing specific training infrastructure that all future VR staff can receive.

Doug also is working on developing an ICBVI VR video that will be about 10 minutes long and then he will work on an ATC specific video. Both of these videos will be used for outreach and educational purposes. Doug also will be involved in disability mentoring day.

Nanna is working on writing the FFY 2011 State Plan and a new 5 year In-Service Training grant, as well as developing updated MOUs with IESDB and the One Stop.

Dana Ard and Mike Blackaller participated in the Tools for Life Conference which was held in Boise on March 1<sup>st</sup> and 2<sup>nd</sup>. The Secondary Transition Council will be focusing on creating regional transition teams; they have a pretty successful team in the Idaho Falls and Twin Falls areas.

### **Fiscal Update – Trina Ayres:**

The agency is in good financial condition as fiscal year end approaches. 83.33% of the year has elapsed; per the Chair's request at the last board meeting, following is the current breakdown of expenditures by category and fund:

#### Personnel:

General Fund expenditures are \$482,428.27; 78.84% of the total.

Federal Fund expenditures are \$1,358, 547.16 or 79.65%.

Adaptive Aids & Appliances is fully expended at \$15,100; the storekeeper position is paid half from this fund and half from the General Fund.

#### Operating:

General Fund is 84.17% expended due to the reduction of \$12,200 imposed by the legislature. Total expenditures are \$40,822.90.

The Randolph-Sheppard Fund is at 16.30% due to a transfer from Trustee/Benefit to Operating. Lisa needed this adjustment to ensure enough operating to get through the remainder of the year. Total expenditures are \$7,712.39.

Federal Fund expenditures total \$318,802.11 or 65.85%.

Miscellaneous Revenue is at 7.88% with \$1,371.31 in expenditures.

Adaptive Aids & Appliances has \$38,790.20 in expenditures, putting it at 81.49%.

#### Trustee/Benefit Payments:

General Fund is 57.94% expended; \$363,575.16 in expenditures.

The Randolph-Sheppard Fund has \$36,732.72 in expenditures; 45.85% expended.

Federal Fund is 99.93% expended with \$241,336.43 in expenditures. Due to the high balance in the General Fund we may re-class some expenditures to be taken from this fund since we are so near to fiscal year end.

Miscellaneous Revenue has not been used this fiscal year.

Expenditures outside of the 'norm' for ICBVI are:

Rehabilitation and Revenue and Refunds Fund: This is where we record revenues received from the Social Security Administration. In Operating our expenditures are \$64,717.31; Capital Outlay expenditures total \$5,000; and in Trustee/Benefit Payments we have expended \$23,000.

American Reinvestment Fund (ARRA):

VR expenditures total \$133,719.06.

IL expenditures total \$21,661.50.

Older Blind expenditures total \$34,747.15.

For fiscal year 2011 we are looking at the following changes in our appropriations: Personnel is down \$89,900 – of this amount \$60,400 is a two-month employer health insurance premium to be paid out of the state's reserves; Operating is down \$24,500; and we received Capital Outlay authority in the Miscellaneous Revenue Fund and the Federal Fund for a total of \$93,000 to replace vehicles. There was no change in Trustee/Benefit appropriations. Our total appropriation for FY 2011 is \$4,194,700 which includes authority to spend the remaining ARRA funds of \$213,900 and \$47,300 for SSA reimbursements.

### **Consumer Input:**

Ramona Walhoff – was concerned about the legislation that was passed regarding the capital building vending and cafeteria that does not give the BEP a priority to run them. The NFBI would like to be kept in the loop on any changing legislation regarding the commission and Ramona has discussed this process with Angela. Ramona also gave a brief background on the federal arbitration to the Board as it may be related to the situation at INL. She does hope ICBVI will pursue this further. She commended ICBVI on the traveling assistive technologist, however, she still feels that there is a need for more help throughout the state. The NFBI will hold their annual Cycle for Independence on May 22<sup>nd</sup>, which is a fundraiser and good exposure for blind people in Boise. If interested in participating, please visit the NFBI website for more details at [www.nfbidaho.org](http://www.nfbidaho.org).

Susan Bradley – highlighted the areas she has been participating in with the Accessible Transportation Network through AmeriCorps. The Secret Stopper project is in full swing in the Treasure Valley area. We have volunteers from the ATC students as well as some staff who have been participating. This project is to help bring awareness to bus drivers regarding persons with disabilities and their needs when riding public transportation, such as calling out the bus stops, using wheelchair lifts for those in a chair, etc. Susan also is involved in the Treasure Valley in Motion Project Action team, which will be travelling to different businesses, consumer groups, schools, etc. giving presentations on accessible transportation options.

The NFBI annual convention was held in Pocatello and it was a great success. Thank you to Commissioners Beck and Gibson for attending and to Angela Jones for

presenting. The 2011 convention will be held in Boise at the Owyhee Plaza on April 8-10, 2011. Susan attended a recent Idaho Education Services for the Deaf and Blind (IESDB) board meeting where they announced they are taking applications for a director and will be doing a nationwide search. Aylee Shaefer, current Interim Director, will also be applying.

### **Rehabilitation Services Administrative Overview with Commissioners:**

Listed below are some of questions asked of the ICBVI Commissioners in regards to the agency.

- Process for being appointed to the Board and what type of new member orientation is there?
- What is the Board's relationship with the State Rehabilitation Council for the Idaho Division of Vocational Rehabilitation?
- What is the Board's relationship with the State Independent Living Council and do they have any involvement on the SPIL (State Plan for Independent Living)?
- How does the Board feel about transportation for transition students?
- How do you feel the agency could improve their quality assurance?
- RSA recommended that the Disability Rights of Idaho (CAP) be involved with ICBVI on policy issues.
- Does the Board recommend any continuing education for staff?
- How does the Board feel about the number of students increased in the ATC and also about taking tours of the ATC?
- Do you feel the agency has a good working relationship with the One Stops (Department of Labor)?

### **Summer Work Experience Program (SWEP) – Larry Henrie:**

This year for SWEP we have 23 participants, including 8 women and 15 men. They will again be housed at Boise State University. BSU is excited about us returning. The SWEP will be held from June 7th through July 30th. The week of the 7th will be staff training and the participants arrive on Sunday, June 13<sup>th</sup>. Their training will be the week of the 14<sup>th</sup> and they will start their jobs on June 21<sup>st</sup>.

The focus of the program has shifted again toward independence. The job coaches will be phased out two weeks into the program, but if a participant needs further assistance, it will be available to them. The ATC staff have offered to assist in the job coaching area while they are on session break. Community Partnerships of Idaho (CPI) will provide us with job coaches for the program.

SWEP has partnered again with the Department of Labor to procure more competitive jobs. Some of the positions we have this year are with ADA County Drug Court, the City of Boise Parks and Recreation, Rediscovered Bookstore, Born to Succeed,

Meridian Police Department, and the Idaho Department of Building Safety. With these positions, we are giving the participants an opportunity to work in a competitive work environment.

This year during the staff training week, we are going to train several individuals from the Department of Labor on Blindness. The CPI job coaches are also included in the training.

The total number of participants has increased again by four and we are hiring 18 staff to run the program. We have increased the number of staff by two this year. The reason for this increase is to help accommodate the larger number of clients, to have staff during the day, and to have more interaction with the employers, job coaches and the clients while they are at the worksite.

We are fortunate to have Doug on staff and we are going to use his expertise. We would like to have more publicity about the program while it is in session. We want to have media coverage of the rafting trip, the camping trip, the road rally, and our visit with the Boise State football players, and possibly to have articles in the Statesman. We will have enough video so that we can compile a CD for the counselors to show to potential SWEP participants in the future. The video will have footage of clients on the job, activities, and everyday living at BSU. Some of this footage may also be put on our website.

The activities this year are white water rafting, rock wall climbing, a car rally, and a trip to Roaring Springs water park. In the evenings, the Toast Master's Club will be working weekly with the participants on public speaking. The participants will also receive an introduction to technology, and they are going to create and perform their own 10 minute play. The women are going to have a make over night to learn how to properly dress and apply cosmetics for their jobs. There are other activities scheduled in the evenings. Two Saturdays are dedicated to the students to design and implement an activity of their choice, with staff 's approval. There will be three computers set up for their use on the internet and teaching of technology. We will be instructing one young lady on one handed keyboarding with a QWERTY keyboard. The clients are going to be more responsible for some of the cost of the activities. This year they will be responsible to pay for Roaring Springs, the Boise Hawks baseball game, tie dying, and pizza for themselves and their driver at the road rally. The cost will be about \$10 for each activity, but this helps them to learn responsibility.

Again, we have received a lot of assistance from the ICBVI staff on getting tasks accomplished and implementing new ideas. Thank you to Angela and Greg, and to all of the staff at the ICBVI.

**New Business:**

**Motion** to set the next ICBVI Board Meeting date of July 1, 2010 to be held in Boise at ICBVI made by Commissioner Beck, seconded by Commissioner Gibson – all in favor.

The Board also has instructed Greg Metsker to send brief weekly updates regarding any occurrences at the agency to the Board by the end of the day on Fridays.

Meeting adjourned at 3:15 pm

Respectfully submitted by Raelene Thomas