

**Idaho Commission for the Blind & Visually Impaired**  
**Regular Board Meeting Minutes**  
**August 18, 2011**

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

**ICBVI Staff present:** Angela Jones; Raelene Thomas; Nancy Wise; Nanna Hanchett; Greg Metsker; Lisa Van Ry; Trina Ayres; Jason Madson and Gina Washburn.

**Guests present:** Susan Bradley; Al Schneider; Carol Baron; Darren Cheney; Mike Blackaller; Bill Morgan; Cory Nielsen; Mark Nielsen; Josie Nielsen and Rosie Nielsen.

**Motion** to amend and approve the agenda with Cory Nielsen presentation to begin before the Administrator's Report. Made by Commissioner Beck, seconded by Commissioner Ireton – all in favor.

**Motion** to approve the minutes from June 9, 2011 ICBVI Board Meeting. Made by Commissioner Ireton, seconded by Commissioner Gibson – all in favor.

Cory Nielsen was presented a plaque and a letter of gratitude for his hard work in putting together a team to raise money to buy new carpet and some small repairs for the ICBVI bus. Cory wanted to complete this project not only to help him secure his Eagle for Scouts, but also as a thank you for helping his sister with services from ICBVI. Cory then presented Angela Jones with the remainder of the money he had raised for this project as an additional donation to ICBVI.

**Administrator's Report – Angela Jones**

We are continuing a project that was started by Doug Raper, Al Schneider, and Pam Eaton from the Idaho Lodging and Restaurant Association (ILRA) along with the Lion's Clubs of Idaho to provide large print menu's to restaurants within Idaho. The project has started in Emmett with about eleven restaurants in that area willing to offer the large print menus to blind and visually impaired customers. When the restaurant receives their large print menu they will also receive a sticker for their window with our logo and the ILRAs logo indicating large print menus are available at this restaurant. ICBVI has also created a web page on their public website that will list the restaurants that are participating in the large print menu project. Braille menus will also be offered to the restaurants if requested. Since we no longer have Doug in our employment, Raelene Thomas will work with Al and Pam to keep this project moving forward.

Capitol Budget Request – we have asked for additional monies within our budget request for 2013 to remodel the ADL kitchen in the ATC, including removing a wall between the two kitchens to make them into one, which will make it easier to work with more students. The bids for this type of work will be handled through Division of Public Works.

Employment Stakeholder Group for Persons with Disabilities has met and is working on developing a employment resource website in conjunction with other partners. The group has looked at several other models from other states, such as Utah and Washington.

The State general fund revenue as of the end of June was \$85.3 million, which is a 20% growth for the State. Any excess money that the State has above their projections will go to education and replenishing the State's reserve funds. This increase may mean no more layoffs or furloughs for 2013. We gave back about \$12,000 in salary savings, after we put some of the salary savings into case services. We are looking at our B6 report, which is part of the State Budget report due September 1<sup>st</sup>, and noticed that we have salary savings every year. Angela has already talked to the Governor's Office and Legislative Services about using some of this salary savings for bonuses this year.

We turned in our Performance Measure report to DFM, which was due September 1<sup>st</sup>. This report is located on the DFM website. The number of VR clients served is down in 2010 and 2011 compared with 2009. We continue to have growth in our IL and ILOB programs, but our SR program experienced cuts over the last three years.

We have turned in a quarterly progress report on our RSA 107 Review that was due the end of June. The next one will be due the end of September and we will be able to report that we have secured a cooperative agreement with the Coeur d'Alene Tribe's VR program. We will also be implementing a policy on manager approval for VR case expenditures as we were directed to do in the 107 Review.

We were asked by IDVR if we can meet the match on some money that they had to revert back to RSA. We were able to match \$367,000, which will be one-time money to be spent by September 2012. We also received additional spending authority to use the \$122,000 COLA of ongoing funds. We will be putting \$80,000 into T&B (case services) for VR, \$50,000 to keep a contractor on board for IT needs, \$75,000 for vehicles, and \$10,000 for a parent teacher conference put together with the NFB, ICBVI and IESDB. We will also continue the Roving Assistive Technologist position under Nanna Hanchett's supervision.

Angela has recently met with the new IDVR Administrator, Don Alveshere and discussed the possibility of taking a full time position from IDVR if he doesn't need it, as we can use it here at ICBVI.

Angela will keep you updated about funding and programs on a national level.

Michelle Davis from Guide Dogs for the Blind wants to do a day in Boise where there is a proclamation signed by the Governor claiming Idaho's Guide Dog Day. There has not been a date set, but it may be in September. We will keep you posted as we hear more.

Congratulations to the Prison Braille Team as they have reached a goal of producing 500,000 pages of Braille.

#### **System Upgrades – Raelene Thomas:**

We are still working on program reports within IRIS (Idaho Records Information System) and making small corrections here and there. We will also be moving forward with upgrades to the Business Enterprise System in order to make it consistent and as up to date as IRIS. We will first begin with upgrades to the vendor side of the website and then move into the management side, which will help the BEP Supervisor collect the data she needs for her federal reports. Currently a lot of the information is kept by hand.

#### **Vocational Rehabilitation – Nanna Hanchett:**

Mike Blackaller retired at the end of July as anticipated. Beth Pederson has been covering the Treasure Valley 2 caseload since the beginning of August and will continue to cover this caseload through the end of Sept. Jeff Weeks will transfer to Boise and begin as the Treasure Valley 2 Caseload Counselor at the beginning of October. Matt Queen will cover the Idaho Falls and Pocatello VR Caseloads. He will work in Idaho Falls on Tuesdays and Wednesdays and in Pocatello on Mondays, Thursdays and Fridays.

We have opened the Lewiston VRC position externally and internally. Once we have a pool of applicants, we will be scheduling interviews in Lewiston with hopes of having someone hired by the middle of September.

The VRCs will be coming to Boise for a two day in-service training August 24 and 25<sup>th</sup>. We will be training with the new staff on VR procedures and processes on the 24<sup>th</sup> and a one day training on the 25<sup>th</sup> with Dorothy Walt from the Helen Keller Center for Deaf Blind Issues.

With Raelene and Jeff Terry we have been working hard to develop reports in IRIS. This has continued through June, July and August. The VR staff are really getting up to speed with the implementation of IRIS. Areas of concern have slowed down to almost nothing. We are implementing into IRIS reports for management and staff that they have never had access to before.

Nanna will be working with TACE's Kathe Matrone to develop and implement ICBVI's VR internal Evaluation and Quality Assurance processes.

The final reports from IESDB and ICBVI VR staff regarding the special project that we held through June were very positive. The ability for IESDB to work directly with Laine and the client helped forge a stronger relationship between the agencies and working collaboratively allows us to assist our mutual students with transition needs earlier in their high school careers. We will continue to work closely with IESDB and our mutual transition students.

The three policies that the Board approved in June have been submitted as a PARF to begin the approval process through the State Legislature.

The 3<sup>rd</sup> quarter RSA 113 was submitted to RSA and the good news is that this was the first time we ran this program through IRIS and we had no errors with the numbers.

The State Plan is in review by RSA.

### **Consumer Input:**

Bill Morgan – because of the training he has received, he has learned a lot in the last 25 years and really appreciates being able to do a vending route. He is very pleased and feels like the agency has done a total turn around for the better.

Darin Cheney – President of the Idaho Council for the Blind, a new chapter of the American Council for the Blind, recently attended the National ACB Convention in Reno, Nevada representing Idaho. The chapter's 1<sup>st</sup> Vice President is Carol Baron and Travis Beck is the Treasurer. Darin can be reached at 549-2268 if anyone is interested in the Idaho Council for the Blind chapter. Darin has been working with local support groups on a project for older adults that have been experiencing issues with filling out

paperwork at doctor's offices. Darin would also like to partner with ICBVI and assist with the Large Print Menus project. Darin grew up in Bonner's Ferry Idaho and went to the University of Idaho and received his bachelor's degree, and then went to BSU where he received his master's degree in Education. He worked as a director of teaching and learning technology in Kansas and has a strong background in technology.

Susan Bradley – recently attended the AmeriCorps celebration as it was the 3<sup>rd</sup> year of the project and the grant is over. Valley Regional Transit hired two of the AmeriCorps members who worked on the travel training project on a permanent basis. The ride reimbursement project has had a few glitches but they are still working to get it off the ground. VRT received grant money for 2 vehicles to use for this project. The ride reimbursement would cost \$3.00 per ride per county, would require 24 hours advance notice to arrange for the ride, and would require that passengers have a disability. However, they do not have enough drivers right now to get the program moving forward. There will be a new bus route 28 beginning September 1<sup>st</sup> that covers the area over by the mall down Overland Road to Maple Grove to Victory. The NFB Parent Conference is September 30<sup>th</sup> to October 1<sup>st</sup> at the Shilo Inn in Nampa, off the exit for 36 Franklin Blvd. A registration form and agenda are located on the ICBVI website. September 7<sup>th</sup> is the deadline for registration. We have the following 3 speakers coming: Dr. Denise Robinson from Washington, Natalie Shaheen from Baltimore and Jim Byer from Montana.

There has been a Larry Streeter Scholarship fund established in his memory. You can make donations at any Chase bank. This scholarship will go to any blind or visually impaired student majoring in education.

#### **ATC/SWEP Update – Greg Metsker:**

The ATC staff and students have enjoyed a bit of a respite these last two months. Our current student count stands at 14, which is down from an average of about 20 students the previous few terms. The lower student numbers actually benefit our clients because they often have one on one instruction in their classes. This term has been kind of like a revolving door, with students coming and going at odd times. We had one student leave the program on August 11<sup>th</sup> so she could go back to school at the U of I, and we replaced her with two clients who transitioned from SWEP to the ATC at about the same time. We have one student who had to leave the ATC last week because she got a job working for an answering service here in town. That student was a lot of fun to work with, but we don't mind losing them when it is due to getting a job! Currently we have 6 of our 14 clients living in the dorms. We have 12 students on the list for the October term. Scott Pearl is going to stay on at the ATC for the next year in an AT Instructor position.

The most interesting items to update you all on are the outcomes of the College Days program and the Summer Work Experience Program. Both programs have wrapped up now and were very successful again this year.

In the College Days program, which was the week of June 17<sup>th</sup>, we had 9 clients attend through the course of the week, with a core group of 6 clients who attended every session each day of the week. The average age of the group this year was young, probably around 25 or 26 years old whereas last year it was around 35 years of age. We had numerous sessions and breakout sessions this year, which covered topics including basic mobility, using an I-Pad, using a Victor Reader, hiring a reader, taking

notes, cooking and laundry just to name a few. The I-Pad sessions were well attended as were the sessions on Zoom Text. This year we offered an optional "Technology Day" on Friday where we let the participants tell us what technology they wanted to learn more about and we divided up the day so that we could spend some individual time teaching very specific skills to those who wanted it. The participants let us know on Thursday afternoon what they still needed to learn and we created a schedule that met those needs for Friday. I think it worked out fairly well, although we discovered that many of the technology topics were so thoroughly covered earlier in the week that the participants didn't have too many questions by Friday. We had a couple of panel discussions during the week also, including one on Monday with three current college students who talked about their experiences and what if anything they are doing differently now than when they first started college. Commissioner Gibson also helped us out again this year by participating on panels that talked about how to use a Disability Resource Center and what kinds of resources are available for a visually impaired college student. Commissioner Gibson was joined on those panels by Todd Devries from Idaho State University, Laine Amoureux from the Commission and one of our clients who is a current BSU student. We received many positive comments from participants about the program this year.

SWEP 2011 Program wrapped up on Friday August 5<sup>th</sup>. We made several changes to the program this year that seemed to work well. We hired an Assistant SWEP Coordinator to help take a big share of the work load off of Larry's shoulders. That change seemed to work very well, and we plan to do it again next summer. We will take what we learned this year and create a more defined, specific job description for next year's assistant with an eye towards improving the program further. Another major change was pushing the start date of the program back by two weeks and reducing the number of weeks that participants worked from 6 weeks to 5. As predicted, by changing the start date, the authorization process for job coaches seemed to go much smoother. Any changes or deviations from the original job coaching authorizations were much easier to deal with given that we weren't spanning two state fiscal years. It was also nice that College Days and SWEP did not occur at the same time this year, so clients were able to participate in both programs if they wanted to. This year one client did both programs. We also decided to discontinue the SWEP Banquet this year as a cost saving measure, and for logistical reasons. We presented the employers with plaques, and Angela sent each of them a thank you letter as well. Eighteen participants finished SWEP this year, and as usual there are numerous examples of kids who grew and matured as a result of their participation, and parents who couldn't believe what their child had accomplished. Callie Wood, who was the Assistant SWEP Coordinator this summer, was charged with visiting the employers on a routine basis, and she received much favorable feedback from the employers about the performance of our clients. This year we had the kids complete a survey regarding the program and we are going to send a survey to the parents of each participant to get their feedback as well. As usual we had parents crying on the first day of SWEP when they had to leave their "babies" at the dorms and participants crying when they had to leave their new friends at the end of the program.

Commissioner Beck suggested that we consider giving SWEP students returning to the program the following summer more responsibilities as far as meal planning, etc., which can just be a part of gaining more independence.

### **Independent Living and Older Blind Programs – Nancy Wise:**

The Rehab Teachers continue to be busy with referrals, currently are working with 396 OB/IL clients (365/OB, 31/IL), and have closed 278 cases (265/OB, 13/IL) FFY 2011.

During the months of June through August we will have held 19 low vision clinic days, which included 4 rural regional clinics (Twin Falls, CDA, Lewiston, Pocatello) and our first low vision clinic held on an Indian reservation at the Owyhee Community Health Facility (OCHF) Duck Valley Reservation. There was a huge amount of certification required for Dr. Hansen to perform this service, as well as innumerable phone calls to coordinate the effort. Candy, Brian, Dr. Hansen and Nancy had a long 14 hour day, including loading equipment, travel and setup. Joni assisted with phone calls and patient files and by preparing equipment and quickly editing reports.

Best of all, the OCHF staff and patients were thrilled with our efficient preparation and low vision products, including eyeglasses, lighting, sunglasses, magnification, clocks and watches, which Collene (storekeeper extraordinaire ) had packaged and mailed the very next day. They were happy that we were able to leave a donated ClearView CCTV at the facility for future use. They asked how soon we could return.

The rural clinics August 1 – 3 in CDA and Lewiston were a huge success as well. Dr. Hansen was able to help all clients that attended the clinics with a variety of bioptics, low vision aids, and new eye glass prescriptions. Most products were purchased using ARRA funds. A special thanks to Michelle Grandstaff who assisted the Lewiston team and Dr. Hansen in Shane's absence and who provided very thorough notes on each client recommendation. Our next rural clinic is in Pocatello August 29<sup>th</sup>.

April was invited by Greg, ATC Manager, to spend a few days training with staff at the ATC in hopes of updating that region with new information and techniques being used at the Center. As a result of her short two day session with staff, April was provided information and training for tools she had previously never seen.

Heidi spent three days in Twin Falls with Brenda providing O & M training to 3 OB and 3 IL clients. Two of the clients she saw previously in June. She met with them again to follow up and to add to what they have previously learned. Brenda has been practicing with them since Heidi's first meeting. Heidi instructed 4 new clients in cane travel. The plan is for Brenda to continue practicing with them and then Heidi will return again the first week in October to follow up and see new people as needed. It was so beneficial for Heidi as well to meet with Brenda and go over some of the new technology and even discuss IRIS and how we are working with it. "It really helps to bounce ideas around."

The recent "Peer Support Facilitator and Group Evaluation" form, from which we have received 50 responses, indicates an overwhelming "YES, I deal with blindness issues better because of attending this Peer Support Group". Peer support groups provide a special form of social support over and above a network of family and friends because they bring together people who share common experiences so they can exchange ideas and solutions.

Brian Jain, Certified O & M Specialist will be retiring November 10<sup>th</sup>. Brian took a temporary summer job as a reader driver at the Commission in 1993. At the end of summer he became client services aid and then client services technician. He started going all over the region providing in-home low vision evaluations, and took kits and provided training to the regional offices. He started doing case management for Sight Restoration; went to University of Arkansas at Little Rock for three summers, becoming ACVREP certified O & M Specialist and did about two-thirds of a second master's degree; he did one year split half time in ATC doing O & M and low vision in field and O & M in ATC; then he was hired as a full time O & M and low vision specialist for Region 3A and 3B and he has worked in the Low Vision Clinic since its inception. He will be missed!

### **Business Enterprise Program – Lisa Van Ry:**

Lisa introduced the new BEP Specialist, Gina Washburn to the Board, Gina is from New York and has restaurant experience as well as a degree in law and public policy. She has also worked in Las Vegas in a couple restaurants.

Development - Lisa contacted the property manager for the Tax Commission to begin dialogue to place machines in their building. It is a four building complex where the buildings are privately owned and managed. The particular building with the Tax Commission has both government agencies as well as private companies. The contact at the property management agency left a phone message that assures me they don't believe the Food Facilities Service act applies in their buildings. Lisa plans to make an appointment and have further discussion.

Gina and Lisa toured five fire stations in the Meridian area to determine if these would be appropriate sites for the Business Enterprise Program. We made recommendations to them, which will be presented to the Fire Chief for approval.

We noted a large paramedic facility next to one of our DMV facilities and will be looking into this opportunity as well.

In the Pocatello area the manager is interested in the Bannock County Sheriff's facility. We'll investigate this site when we return from Coeur d'Alene.

Gina and Lisa will be investigating the Twin Falls area for facilities to develop. Linda from our Twin Falls office has had some one on one to learn more about the BEP Program and even went out with a vendor on a vending route. Linda has already recommended a client from Twin Falls for BEP Training.

Training - We have one client through assessment working on his one year business plan and one client entering assessment. One of them is willing to move wherever needed. Hopefully we'll license two new vendors in the next year.

Review of Books - We've completed the review of three vendors and are working on the fourth. We are receiving good information on which subjects we will need to provide training.

New Repair Person for Boise Area Vendors - Our previous repair person moved to the Salt Lake area to a new job. We placed an ad on Craigslist and had a couple of responses. Peter Jackson recommended a new person who's had his own vending business for 30 years. He is in private buildings so we don't

compete with each other. So far, he's done a great job. He also is willing to walk vendors through their problem over the phone potentially saving us money. He encourages them to read the manual and figure out things for themselves as much as possible.

Subway - Lisa received some interesting emails on the supervisor's list serve regarding BEP managers entering into agreements with Subway to provide their service in current BEP locations while the manager continues to provide specials and grilled foods. The manager receives a cut of the income and Subway pays for the remodel or whatever is required. We plan to look into this more for downtown vendors.

We have purchased a few new machines that have an elevator arm with the glass front, and the sales in these machines are up 20%.

**Fiscal Update – Trina Ayres:**

Fiscal status of the agency as of August 12, 2011 is stated below:

Our state fiscal year appropriations are as follows:

Personnel	-	General Fund	\$ 601,400
		Federal Fund	1,676,800
		Adaptive A & A	14,400
Operating	-	General Fund	\$ 48,500
		Randolph-Sheppard	27,300
		Rehab Revenue (SSA)	34,300
		ARRA (Stimulus)	16,126
		Miscellaneous	117,400
		Adaptive A & A	47,600
		Federal Fund	596,500
Trustee/Benefit	-	General Fund	599,200
		Randolph-Sheppard	100,100
		Rehab Revenue	13,000
		ARRA	20,074
		Miscellaneous	116,300
		Federal Fund	441,500
Total	-		4,470,500

Total expenditures, grouped by category, are:

Personnel	-	257,507
Operating	-	152,745
Trustee/Benefit	-	39,497
Total	-	449,749

We received an increase in funding from IDVR again this year because they were unable to meet the match on their entire grant award. The amount we received was \$367,424. VR and OIB are on track to expend the remaining ARRA funds by September 30<sup>th</sup>.

The fiscal year 2013 budget submission is due September 1<sup>st</sup>. The only enhancement we will request is one-time spending authority for a portion of the additional funding from IDVR; we do not need to request an increase of the full amount because our Legislative Services Analyst Matt Ellsworth had the foresight to increase our appropriation for fiscal year 2012 anticipating IDVR would not be able to fully utilize their award.

**Don Alveshere – new Administrator at Idaho Division of Vocational Rehabilitation:**

The ICBVI Board introduced themselves and told Don about their history with ICBVI. Don indicated he has worked at Washington General VR and for the Oregon Blind; he has also supervised group homes in which people have developmental disabilities. He has already met with Angela and is in hopes of establishing a good working relationship. Don has heard that Idaho Blind has a good reputation for providing strong services. After realizing the amount of training that goes into a blind or visually impaired person, he does not believe that general and blind agencies should be combined. He hopes to partner with us on different types of training amongst staff.

**New Business – ICBVIs next Board Meeting Date:**

The next ICBVI Board Meeting has been scheduled for November 17, 2011, to be held in Boise at the ICBVI Building.

Respectfully submitted by Raelene Thomas on September 2, 2011