

Idaho Commission for the Blind and Visually Impaired

Regular Board Meeting Minutes

March 1, 2018

Commissioners in Attendance: Britt Raubenheimer; Mike Gibson; Al Schneider; Sue Payne and Sue Walker

ICBVI Staff in Attendance: Beth Cunningham; Raelene Thomas; Mike Walsh, Trina Ayres; Corey Bresina; Greg Metsker; and Rocio Gil.

Guests in Attendance: Dana Ard; Daniel Solis; Tony Bridges; Ramona Walhoff; Don Nepple and Jan Gawith.

MOTION – to approve the agenda as written, made by Commissioner Schneider and seconded by Commissioner Walker, all were in favor.

MOTION – to approve the minutes of November 30, 2017, ICBVI Board Meeting, made by Commissioner Schneider and seconded by Commissioner Walker, all were in favor.

Administrator’s Report – Beth Cunningham:

We have been working on a number of different things over the past few months. Since we last met, we have been holding Pre-ets meetings monthly to work on developing new strategies and programs to provide these services to transition students. Alison will discuss things that she has underway and Greg will talk about a new program that came from one of these meetings. This has been productive and we have also made a new comprehensive list of services that Rehabilitation Teachers can provide to transition age students. We have established goals for service to be provided by RT’s and VRC’s.

In our management meetings we will all be touching base on how we stand with regard to meeting our adult needs. If we see that we are going to have difficulty with keeping up our adult services with now only having 85% of the budget, we will look for outside funding sources.

That is a good segue to discuss independent living services and older blind services and how we need to begin searching for grants and opportunities to diversify funding for our Independent Living program. Currently, Candy Harris sits on the board of the SILC and understands the importance of IL services for people who are blind in Idaho. We want to make sure we have other consumers or previous consumers of IL services who are blind involved in this new planning process.

One area that we can provide some education to the SILC is with regard to the population of blind people in Idaho. According to our CSNA (Comprehensive State Needs Assessment):

**Table 2.1
Prevalence of visual disability by gender among non-institutionalized people for Idaho and the US in 2015**

Gender	Number in US	Percent in US	Number in	Percent in ID
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	Population w/visual disability	Population w/visual disability	Idaho population w/visual disability	Population w/visual disability
Male	3,184,266	45.3%	18,924	50.7%
Female	3,846,359	54.7%	18,424	49.3%
Total	7,030,625	100.0%	37,338	100.0%

**Note: Based on data from the US Census Bureau's American Community Survey (ACS).*

CSAVR (Council of State Administrators of Vocational Rehabilitation) has asked Idaho (both ICBVI and IDVR) to hold a focus group for our participants to share with CSAVR about their experiences with our programs. They want 20 participants and they are providing \$50.00 gift certificates for participants. We will have this group meeting on March 16th in Boise. We are seeking 8 participants and IDVR will search for 12. The focus group will take place in the conference room across the hall from the Galley and I have asked the Galley to provide coffee and pastries etc. for the meeting. CSAVR will pay for everything and provide the gift cards.

All focus groups will be asked the same three questions in an open forum style:

- Why did you seek VR services?
- Did you get the help you expected?
- What one change do you suggest that would have made the program more responsive to your needs?

CSAVR's Letter and the purpose of the focus groups:

We are asking if you would be able and willing to host a consumer focus group in Idaho sometime early spring 2018. This is in support of our Vision 2020 initiative endorsed by the Executive Committee. If you agree, we will also reach out to your SRC leadership to enlist their assistance. Several focus groups are to be scheduled across the country and no information shared will be identified with a specific agency. We hope to get a global picture from consumers across the country. Theresa Hamrick and I will facilitate the focus group discussion. You are not responsible for our personal expenses. You would need to reach out and identify consumers to invite, hopefully in coordination with your SRC.

As you are aware, CSAVR has developed this initiative to demonstrate evidence that the national vocational rehabilitation program is proactive, responsive to the principles of the Workforce Innovation and Opportunity Act and a role model in the disability employment community. We have branded this initiative "Vision 2020" and is focused on leading change as we look ahead to the 100th anniversary of the VR program in the year 2020.

The Vision 2020 leadership team has outlined several initial steps of this multi-year plan, which includes an Internal and External Environmental Scans. VR staff across the country have completed the Internal Environmental Scan, while CSAVR staff are have engaged in a national level External Environmental Scan with stakeholders over the same time period (customers- consumers and business; partners; and, Congress and the Administration).

While this phase is about gaining insight into misperceptions about the national program, ultimately there will be opportunity to tell our success stories and develop strategies to lead change and proactively market the value of the public VR program.

In April, Mike and Beth will attend the CSAVR conference in D. C. She is hoping that by that time there is a completed report with recommendations from the meetings held with Governmental Affairs office last fall.

Beth was grateful to attend the Legislative luncheon that the NFB held in January, at which she enjoyed learning more about the Talking Book Library and its services. She is hoping that Sue will give us an update on their funding. Beth has been working on completing her ATC hours and completed the 30 hours from 2017 on Tuesday this week. On Wednesday, she started working on 2018's hours. She was working on the hours last fall and then due to two deaths in her family, she got a little behind. Beth is starting early this year so that nothing will prevent her from reaching those during 2018. She is once again enjoying the time that she spends with the ATC teacher as well as with the students.

At the end of January, we held an all staff meeting where Dr. Adam Reynolds presented to us on Retinitis Pigmentosa. This was very interesting and he provided a copy of his presentation to us - if anyone would like it, Beth can email it to you. We plan to continue setting up trainings like this for all staff, since staff felt it was beneficial. Jackie Vaught brought up the idea of the next meeting being presented by her and Alison as they worked on a new powerpoint presentation for Pre-Ets. Beth has not talked to Alison about that yet, but we will get to work on the next meeting. Also, Beth knows Heidi provided a program recently in Idaho Falls and may want share how that went. We also want to have NFB Newslines staff come and present at an All Staff meeting.

Beth has been serving as the treasurer of the Pacific Region National Rehab Association for the past several years. The new president is Matt Queen and Linda will be the new Treasurer for PRNRA.

We had our JFAC presentation in January and our budget setting was last week on Presidents day. Everything went fine with that.

A few weeks ago, Deanne, Lisa and Beth met with a local man named Doug Cole. He has written a script for a movie about people with disabilities. The movie is called Making Sense and each character has a different sensory disability. He has reached out to the community and is going to make this a community project at JUMP. I attended a follow up meeting yesterday and there were people from the SILC, IPUL, IESDB, and the Council on the Deaf and hard of Hearing - the disability community was well represented. He wants to use us to reach out for auditions when the time comes as well as consultants on the script regarding accuracy and depiction. If anyone wants a copy of the script let me know. He wants our input. The movie will be filmed and take place on the BSU campus and in McCall.

This past Monday we invited Legislators to come over for an open house. Our students hand delivered invitations and they made brownies and cookies to serve and we had coffee and water. We had two students standing by to provide a tour of our classes and tell them what they have been learning here. Unfortunately, it was a very cold day and we only had one legislator attend (Representative Stephenson). We will definitely try this again in the future.

Staff Survey Results - Britt Raubenheimer:

We will send out the results of the staff survey, sometime in the month of April. Britt highlighted a few of the responses to the questions, such as staff agreed that there should be more shades training, that being a team was really good and important to the agency, and that staff would need more training in different areas of services to improve services. One of the biggest challenges for staff was WIOA and the Pre-Ets documentation required. Beth thanked all staff for the work they do helping clients. Overall numbers have gone up from the previous year's staff survey.

Agency Goals – Beth Cunningham:

Goal 1: Continue to create partnerships with other agencies, associations, businesses and CRPs to put together work experiences and training programs for the provision of pre-employment transition services across the state.

- Explore curriculum, purchase interest inventories and provide training to staff
- Continue to present to school districts and regional partners
- Collaborate with businesses, universities, agencies and CRPs for program development
- Expand upon or duplicate current summer program in other areas of the state to be held at different times
- Offer ATC mobile services to provide services in the different regions
- Offer at least 2 Blindness 101 Seminars per year in the ATC for CRP's, teachers, school aides, VR Counselors, or anybody else who works with our clients, particularly pre-ETS clients.

Goal 2: To secure funding for the Independent Living program

- Research, identify and apply for grants and other funding sources for independent living services
- Be involved in the upcoming State Plan for Independent Living which the planning process and meetings will begin this summer.

Goal 3: Provide training and support to the IBMC to help promote and support business growth and success.

- Work toward productive and efficient communication between the SLA and IBMC and between IBMC members, as well as IBMEC members.
- Create a more cohesive and transparent program.
- Promote an environment for vendors and the SLA to grow professionally and personally.
- Continually explore new technologies and innovations to increase income potential.

Goal 4: Stay informed and provide training to staff on medical issues, vocational opportunities and assistive technology related to the advancement of individuals who are blind or visually impaired.

- Continue to encourage and support clients, students and members of the blind community to apply for openings for which they qualify at ICBVI.
- Provide quarterly all staff trainings on different eye diseases and issues impacting our clients.
- Increase the number of days that Dr. Hansen sees patients in Boise.
- Update the computers in the ATC computer lab.
- Hire a statewide assistive technologist
- Complete layout and create a new pre-employment time tracking.
- Get IL, OB and SR moved into the new case management system, Orion.

Priorities that came from the CSNA and are in the Combined State Plan:

- Increase outreach to rural areas of the state
- Educate employers on Blindness and Low vision
- Ensure access to training for clients
- Improve transition services for students

Survey Results of the use of NFB Newslines by citizens in Idaho – Raelene Thomas:

Mailed out 667 surveys

Received back with bad addresses – 138

Received back as deceased – 7

Received back as moved out of state and no forwarding – 9

Total completed surveys returned – 78

Total survey's indicating they use Newslines – 29

Total survey's indicating they do not access it at all - 49

Out of the 29 who are accessing Newslines, they access the local newspapers (some chose more than 1 answer):

23 – Idaho Statesman; 9 – Post Register; 5 – Spokesman Review

Out of the 29 who access Newslines, their primary interest in Newslines was to get local news information – 26 people indicated this, while 4 people were accessing it for TV Guide, 9 for Magazines, 8 for weather, 3 for obituaries and sports.

Out of the 29 who are accessing Newslines, 23 indicated it was easy to use, while 6 said it was not easy.

Out of the 29 who are accessing Newslines, the frequency of Newslines access is as follows:

Once a month – 6; Twice a month – 1; Once a week – 7; Twice a week – 2; Once a day – 7; More than once a day – 3 (this question was only answered by 26)

Out of the 78 responses returned, the most popular ways of getting the news are (most people chose more than 1):

51 – Television; 44 – Radio; 20 – Family Member; 20 – Newslines; 19 – Someone reads the paper to them; 17 – Computer; 15 – Use an App on I-phone or smart phone

Beth would like to take some time and educate staff on how to use Newslines so we can show clients how to use it. Some follow-up by staff might be necessary to help clients navigate the Newslines system after they receive their access codes. Beth knows that other states split the costs of the Newslines system between NFB state chapters, the Blind Agencies and the Talking Book, which might be something we need to consider.

Consumer Input:

Ramona Walhof commented on Newslines and indicated it takes time and training to learn to navigate the NFB Newslines system. She is aware that some folks who have moved to Idaho were

still accessing Newline using numbers from their prior home states. Raelene was going to check to see if we have a local number for people to access Newline, right now they are using a 1-888 #.

Ramona became a VR client in order to get some computer training. Although the need for computer training for the older blind is huge, she realizes it does not fit the VR Program, but should be part of the IL Programs. She is asking Beth to check the Murdock Foundation out of Oregon to see if we would qualify for some of their funding opportunities that they have. Since NFB is an advocacy group, they are always involved in some type of fundraising - the next fundraiser is a silent auction from April 16th to April 30th and that information will be on the chapter website.

Dana Ard is willing through the Idaho Chapter of the National Federation of the Blind to give \$2,000 a year towards the cost of Newline. If we do another survey about usage, Dana is willing to help us advertise it to members for their input. The Idaho Chapter NFB Convention is April 26, 2018 in Twin Falls at the Red Lion Hotel. Registration forms will be posted on the web site. They will also be applying for CRC accreditation for those ICBVI staff that need the continuing education credits. On Friday morning, the convention will be a general session; the afternoon of Friday will have Assistive Technology representatives who are bringing lots of new items to demonstrate. We will also talk about education of children, especially those that need access to Braille. We have 3 legislators that are attending, one of whom is Maxine Bell who is one of the chairs of the Joint Finance and Appropriations Committee (JFAC). We will be talking about how to get a bill through, and also about the HR620 Bill that would change the ADA and affect how businesses hire.

Jan Gawith – asked Commission Walker about their funding for the Talking Book Library, and she replied that if the federal funding is not there, then the State of Idaho will allocate \$200,000 to them. Jan suggested that maybe we could put a phone contact support group together to help with on the spot training. Greg Metsker suggested some pre-ets students can maybe get work experience by training Older Blind to use computers or Iphones and Ipads.

Klynn Hand – commented about her training in the ATC and indicated her hardest classes right now are the mobility and computer classes.

The ICBVI Board adjourned into Executive Session 74-206(b) at 12:10 p.m. The **MOTION** was made by Commissioner Payne and a roll call vote was required:

Commissioner Gibson – Yes

Commission Schneider – Yes

Commission Raubenheimer – Yes

Commissioner Payne – Yes

Commissioner Walker – Yes

The Executive Session ended at 1:40 p.m. regarding discussion on a performance review of the Administrator. There were no Motions made at this time.

Independent Living & Sight Restoration Programs – Nancy Wise

Sight Restoration – The VRA’s have served 49 individuals this SFY. Throughout the regions we currently have 57 people on our referral list. We have \$35,000 remaining. The priority on the waiting list has been:

- Needed for client to maintain employment
- Diagnosis affects both eyes
- Doctor indicates that vision loss is imminent
- All others

Citizenship is not a requirement for ICBVI Sight Restoration assistance. However, the individual must be present in the state, have resided in Idaho for at least 6 months, and not be just visiting the state to receive SR services. The individual must also be in the country legally and have a green card (registered alien), work permit or other documentation.

The VRA’s continue to provide support to the Vocational Rehabilitation Counselor (VRC), including helping track the provision of quarterly services, which are part of the new requirement for WIOA.

Independent Living Collaboration

A few things going on in East Idaho – Health and Job Fair season is underway. Dawn Scott deserves a lot of credit for facilitating the 1st in a series of workshops for Pre-ETS students in the Pocatello Area. Without her essential, behind the scenes involvement, the workshop would not have been nearly as meaningful or professional as it was. Dawn contacted a CRP for Journey’s and laid out guidelines for him to host, prepare workshop materials, transport, and present in partnership with ICBVI and IESDB. The central focus of the workshop emphasized Student Advocacy during school IEP meetings and vocational plans for employment.

April worked with IESDB to prepare braille and large print materials for participating students. Each student walked away with a copy of their own IEP and IPEs along with new goals for their school year organized in a binder (Dawn’s idea). Other chapters about Advocacy and IPE’s were added. Additional presentation topics included Cane Travel and Buffett Etiquette, as well as a presentation from Alison.

At the end of the workshops students reported that they had learned a lot of new ways to make their high school goals personal and meaningful. They were glad to have the training and said that it would be worth repeating for future students.

Heidi, IF’s RT presented a class on “Our Vision as We Age” to the Friends for Learning group in Idaho Falls. Many seniors and other interested people take these classes but this is the first time our agency has been represented. Since, for many, vision loss is such a difficulty in later years, participants will learn about low vision aids, adaptive equipment, technology and mobility.

On February 28th, IESDB and ICBVI will hold their monthly ACTIVE group, (Adaptive Daily Living, Community, Technology, Interdependence, Vocational, Education), Better Together. They plan to visit the Humanitarian Center in Idaho Falls to learn what they do and how we can help our fellow citizens. A food preparation lesson will be held back at the IESDB office and the snack will be enjoyed during their social time.

Deeann and Jack (Boise) attended the Valley View Health Fair. This was one of the busiest health fairs they have attended, talking to over 60 folks. Deeann scheduled six appointments. She had the pleasure of meeting one of residents at Valley View who spoke highly of ICBVI and the services he had received.

The RT's are always supporting each other. The Older Blind (OB) referral assistance Deeann is providing Brenda in her region has been wonderful. Referrals are passed on the Boise side of Twin (Gooding, Wendell, Hagerman, Bliss) and also those in Twin. Brenda keeps the referrals that are in the county of Twin and take Buhl, Hailey, Burley, Rupert, etc.

Jason has been assisting Brenda with O & M for an IL client in Gooding and simultaneously doing cross training with Brenda. It has been a boost to her skills and confidence with mobility, and of course helped the client.

Another worthy effort that has involved teamwork has been working with a Hispanic client that does not speak English, is deaf, mute and blind. The client knows sign language and has some usable vision to see others sign to him. His mother interprets the sign language to Spanish, and Rocio, Boise VRC has helped interpret Spanish to English. He has received service with getting a magnifier, cocoon sunglasses, braille lessons and he is schedule for a low vision eval.

Another example of communication and collaboration within the agency is in regards to the proposed changes for the intersection of Glenwood and State Street. None of the four final proposals that they are reviewing at this time are pedestrian friendly, especially for those who are blind, or with other disabilities. Steve and Kevin met and went over each proposal and discussed possible additions to the plans to make each proposal more engaging for pedestrians who are blind or visually impaired. Steve then relayed that information to his contact person at ITD.

Vocational Rehabilitation Program – Mike Walsh:

Federal Reporting: RSA 113 report was completed and submitted on January 16th. RSA 722 report was completed and submitted on November 8th. RSA 911 report was completed and submitted on February 14th.

Legislative Rules 2018: Our pending rule updates were approved by both the House and Senate Health and Welfare Committees. To summarize the changes:

- 1) Legal authority and Incorporation by Reference changes were made to reflect WIOA and the amendments to the Rehab Act;

- 2) Definitions – Legal definition of Most Significant Disability (MSD) was added;
- 3) Individual Plan for Employment – Added the new requirement of 90 days from eligibility to IPE;
- 4) Payment Policy:
 - a. Tuition – Changed 90% to 100%
 - b. Increased low vision follow up exam from \$65 to “Up to \$100”
 - c. Increased OJT fees from \$3000 to \$5000
- 5) Included Order of Selection Policy.

WIOA Update: We (the core partners) are working on revisions to the Combined State Plan. There is a link from our website, as well as Department of Labor web site, for comment. The public comment period opened up a couple of weeks. As sections of the plan are being updated weekly, they are being posted on the website for comment. This is only for the combined section of the plan.

As soon as Mike has our specific section ready for comment, we will send out notice. Submission of the revised Combined State Plan is due no later than March 15th, so the comment period for our portion will likely be 1-2 weeks, depending on when Mike gets it done.

Data Sharing / Common Performance Measures – There has been little progress on this front. Labor is still working on data security issues with admin. We have heard nothing from the SDE, despite our attempts to reach out. IDVR is in the same boat with us. Fortunately, we do not have to start reporting on the common performance measures until 2020; however we should have started collecting base-line data this past quarter (for our negotiations).

One Stop Systems – Cost sharing agreements are completed. For the two centers (Lewiston and Idaho Falls), our total annual cash contribution is about \$800. We will not have to contribute until PY 2019.

Orion: Tom is currently working on getting the 911 set up so that I can do that report. This will free up much of his time to attend to other things. He is also working on building Pre-ETS time tracking in to ORION.

CSPD and Staff Training: Mike has completed my annual reviews for the counselors. He has made the reviews more reflective of WIOA. Changes in the performance evaluation include:

- VRC responsibilities aligned with the requirements of WIOA
- Incorporation of case file audits as part of the review
- Production measures aligned with WIOA

We are currently working on revising our Pre-ETS time tracking, and once that is done, Mike will provide that training to staff.

Mike anticipates his travel to the regions to significantly increase this year to assist with Pre-ETS training to our staff, outreach, and collaboration efforts with our community partners.

Assistive Technologist: We will be interviewing for this position March 2nd and 5th. We have three very strong applicants for the position, and it looks to be another difficult hiring decision!

Transition students and pre-employment transition services: We currently are serving around 65 students across the state. Mike has completed our Pre-ETS justification for moving from the required to the authorized activities. This was added to our CSNA, and will also be included in the update in our state plan.

Mike is currently going across the state providing Pre-ETS related training to CRP's and IESDB regional TVI's. Alison, Shane and myself are looking into piloting a Leadership Program for select students this summer (Alison can speak more to this).

Transition Coordinator Report (Alison Steven): One of her goals over the past 5 months has been to connect with people and organizations involved with transitions. To that end, she has traveled to the different regions meeting Pre-ETS clients, CRPs, and Special Education Directors and Teachers, meeting with the Idaho Interagency Council on Secondary Transition, and collaborating with Department of Labor and IESDB. A continuing part of her role will be to network and provide training and education on the services ICBVI provides, as well as bringing awareness about blindness. It is planned to take this training to the other regions in our state in the near future.

She has already been able to present to educators in Twin Falls at Disability Mentoring Days and College GPS, and in Idaho Falls at an in-service for Special Education Teachers from District 93. Alison has developed a Transition PowerPoint to help communicate the services and value ICBVI provides. I participated in the Blindness 101 in Boise in December which allowed CRP's, special education teachers and Para educators and others to experience the tools and skills taught to the blind as well as engaging with some of the philosophy behind the approach to blindness at ICBVI.

Alison is working alongside our Counselors and Rehabilitation Teachers to implement one-day work-readiness workshops around the state. Events have taken place in Boise, Coeur d'Alene, Lewiston, Twin Falls and Pocatello. These workshops include activities such as grocery shopping, planning recipes and preparing meals (Activities of daily living), building candy dispensers in the shop (independence and advocacy skills), preparing workbooks with materials on self-led IEPs (Individualized Education Programs), and IPE's (Individual Plan for Employment), touring local recreation center and participating in a dance class (self-advocacy, work-readiness skills).

Planning is also moving apace for College Days (June 10 through 15) and Work Readiness Camp in collaboration with IESDB (June 10 through 13). Both these programs will be housed at BSU this year and will provide opportunities for peer mentoring. Alison plans to travel with Larry Henrie as he visits SWEP applicants in the spring and will be working closely with him to improve the continuum from Work Readiness Camp to SWEP to College Days.

She is working with the National Federation of the Blind to implement their Career Mentoring Program here in Idaho, which will involve us referring Pre-ETS clients to be mentees. They will be assigned to 2 or 3 mentors who will meet with them on a regular basis and provide job exploration

and/or college counseling; possible work-based learning experiences as well as role modeling self-advocacy and independent living skills. Mentors will be blind/visually-impaired successful professionals from career fields of interest to the mentees.

Also, in the works is a year-long Leadership Program for successful applicants from our Pre-ETS clients who will meet remotely once a month and gather as a group at the beginning, middle, and end of the program for a multi-day experience. We are looking into using outdoor program facilities for the multi-day portion of this program.

Alison has also had the opportunity to work one-on-one with a few Pre-ETS clients, and hopes to provide more individualized opportunities to students as time goes on, and as she gets to know the students, their interests, and their potential.

Commissioner Raubenheimer asked Alison if she thought there was any way to expand College Days to 4 or 5 weeks with students actually attending a summer class. Alison was not sure about that. Britt will send information to Alison on the University of Arizona's mentoring program.

Fiscal Update Report – Trina Ayres:

SFY18 expenditures as of February 14, 2018; 66.66% of the year has elapsed:

		Appropriation:	Expended:	Percentage:	
Personnel	-	General Fund	796,500	554,550.00	69.62%
		Federal Fund	2,106,800	1,163,141.86	55.20%
		Adaptive A & A	20,600	12,756.03	61.92%
Operating	-	General Fund	65,900	48,085.95	72.96%
		Randolph-Sheppard	27,600	8,809.58	31.91%
		Rehab Revenue (SSA)	34,300	-0-	-0-%
		Miscellaneous	28,100	3,097.05	11.02%
		Adaptive A & A	47,900	19,427.28	59.44%
		Federal Fund	620,000	338,987.25	54.67%
Trustee/Benefit	-	General Fund	599,200	403,516.92	67.34%
		Randolph-Sheppard	100,100	22,407.38	22.38%
		Rehab Revenue	13,000	-0-	-0-%
		Miscellaneous	56,300	36,084.91	64.09%
		Federal Fund	470,300	113,368.48	24.53%
Total	-		4,986,600		

Regarding the 15% reserve requirement for pre-employment transition services:

As of September 30, 2017, the FFY16 requirement of \$379,110 has been met. Of the FFY17 requirement of \$380,987, \$231,018 has been expended to date, leaving \$149,969 to be expended prior to September 30, 2018.

The entire FFY18 grant has not been received, but of what we have received, the 15% reserve requirement is now \$139,974. We are anticipating the full 15% reserve requirement to be

approximately \$392,000 based on a 3% inflationary increase over the FFY17 funding level; this amount needs to be completely expended by September 30, 2019. Mike has completed working on the guidance document for staff for ICBVI to move past the required activities. We are now capturing authorized and coordination activities.

The auditors are nearing completion of the single audit. The final piece they need to test is the allow ability of expenditures we have counted toward the 15% pre-employment transition services reserve requirement.

Assessment & Training Center – Greg Metsker:

We are currently finishing up week 8 of the 11-week winter term in the ATC. We have 10 students from all over Idaho, including Heyburn, Twin Falls, Moscow, Idaho Falls, Boise and Nampa. Five of the students are living in the dorms, the rest are commuting. We have students who are building incredibly complex spreadsheets in Computers, as well as trunks, bowls, coffee tables and cribbage boards in shop. This group of students is very motivated and capable.

Some of the personal goals that have been met already this term are:

- “using a chainsaw to create the beginnings of a bowl blank.”
- “To be able to read building signs (ie. Men’s restroom versus Ladies Restroom) by mid-term.”
- “To complete a mock interview in job readiness by January 18th.”
- “To complete a shaded trip to and from Winco”
- “To be able to get to the Flying M alone”.

On December 19th, we conducted the Blindness and Visual Impairment 101 seminar here in Boise in the conference room. We had 14 participants from many different organizations. We had 3 teachers, an IDVR Transition Counselor, two staff from the Department of Labor, one person from the Talking Book Services and a handful of Employment Specialists from a few different CRP’s in the Magic and Treasure valleys. The seminar consisted of sessions related to expectations for kids who are blind, types of eye diseases and their functional implications, ICBVI programs, a panel discussion with people who are employed and have visual impairments and a discussion about barriers to employment. The last part of the morning, and all of the afternoon were spent in the ATC classes learning the blindness skills and perspectives we teach. The seminar lasted until 4:30 and was very well received. We provided an evaluation form at the end of the day for participants to fill out, and on a scale of 1 to 5 they rated the seminar an average of 4.91 in terms of how beneficial it was, how it was planned and whether or not they would recommend it to co-workers. When asked what they would have liked to do more of, at least half of the participants said they would have liked to have more than just one day, as they would like to do more of the hands on stuff like crossing streets with the cane and shades, working in the shop and learning to read and write Braille. When asked if there should be some follow-up training, one participant answered yes, “Because it was awesome.” We will plan on doing another seminar this summer, or early fall and will probably offer an optional second day for participants who want to get more in depth practice and information on blindness skills and techniques.

We are currently planning the spring ATC Roadshow (for lack of a better name). We will be in Pocatello/Idaho Falls the week of March 19th to do some skills training for pre-ETS clients from that

region. The planning is still in the early stages, but we know that several of the ATC staff, along with Alison and the regional staff will be there, offering an introduction to ATC classes and skills. If there is interest, we may also be offering something similar to the Blindness 101 seminar for service providers in that area as well. The first order of business is to secure a facility where we can do the training. If it all works out, we should be able to provide training in ADL skills, mobility, shop, Braille and Computers.

SWEP, College Days and Work Readiness Camp planning is starting to ramp up. We received our first SWEP application on February 22nd, from a client in the Idaho Falls region. Greg hopes it is the first of many. To date we have 22 staff from last year's SWEP who would like to return this summer, and we have 3 or 4 more people who have expressed interest in working with us this summer as well. At this rate we may not even have to advertise for staff positions at all. The WRC planning is underway also. There will be a change of venue this year, as we will be conducting the camp at BSU instead of at the IESDB campus. That should open up some new possibilities in terms of activities and things that the kids can do to learn about the world of work. Kevin Jernigan is the ATC representative on that committee. Scott Pearl is our representative on the College Days committee again this year and he looks forward to hearing about what they have in mind for the program this time around.

Business Enterprise Program – Corey Bresina:

Financial Snapshot

2018	OCT-DEC (Q1)	JAN-MAR (Q2)	APRIL-JUNE (Q3)	JULY- SEPT (Q4)		Total
Total Sales	\$ 502,225.65					
Total Net Income	\$ 116,236.34					
Set Aside Collected	\$ 7,620.32					
Average income %	20.49%					

2017	OCT-DEC (Q1)	JAN-MAR (Q2)	APRIL-JUNE (Q3)	JULY- SEPT (Q4)		Total
Total Sales	\$517,817.96	\$686,229.69	\$669,902.02	\$685,624.22		\$2,559,573.89
Total Net Income	\$105,778.18	\$165,348.34	\$166,232.60	\$212,936.83		\$650,295.95
Set Aside Collected	\$12,107.52	\$16,534.83	\$16,623.26	\$21,515.43		\$66,781.04

Average income %	24.87%	29.64%	29.83%	32.53%		29.22%
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Location Updates: The BEP staff has been very busy in the last quarter with many different aspects of the Program. Most notably, we were able to help orchestrate a successful relaunch for one BEP Operator and we have an additional relaunch currently underway. There were some performance related issues and consequences involved in both of these cases; however, I am confident that positive outcomes are very realistic.

BEP Vendor Meeting & Training: The 2018 annual IBMC meeting will be held here in Boise at the agency on March 9th and 10th. Unfortunately, a couple of vendors are unable to attend. The agenda for vendor meeting is still being finalized by the IBMC. The SLA sponsored training will focus on the fundamental requirements and the processes involved with the recent trial audit (financial review) that was done for a BEP Operator.

Legislative Services Office: As part of our agreement with the LSO, BEP has been taking steps to recover initial inventory costs from each vendor as per IDAPA Title 67 chapter 69 “.... The vendor shall account for the value of the initial stock when the operation is concluded.” We have been able to come up with an accurate initial inventory balance for each vendor. Initial inventory balances have been sent out to each vendor along with backup documentation regarding the amount.

Periodic Audit/Financial Reviews: The ICBVI partnered with a local CPA firm to complete this necessary review because the SLA is responsible to...” Periodically audit, or cause to be audited, the vendor’s records and financial data to verify the accuracy of the set aside report”. Last fall we had decided to use Nichols Accounting to perform this work. Theresia Hout volunteered to go first and the goals for the review are:

Perform high level review of gross revenue reported on vendor set aside reports

Perform review of expense records to check for validity of expenses on vendor’s set aside reports.

Review computation of required performance standards, both before and after any found adjustments.

We were able to satisfy their document requests from Theresia and will continue working with each vendor regarding future vendor audits. Nichols Accounting plans to begin the next review shortly after tax season is over.

There has been a request for an ICBVI Board Member to attend the Idaho Blind Merchant Committee meetings twice a year.

MOTION: Nominate Commissioner Walker to attend these meetings this twice a year, made by Commissioner Payne, seconded by Commissioner Gibson, all were in favor.

New Business: The next ICBVI Board Meeting will be held in Idaho Falls on May 30th from 8 am to 2 pm. Staff and clients in this region will be invited to attend. Details and location will be made and sent to the ICBVI Board and staff.

Minutes were respectfully submitted by Raelene Thomas on April 4, 2018