EXHIBITS
1. Meeting agenda
2. Minutes of February 9, 2001 meeting
3. Resumes of candidates for Council membership
4. Vocational Rehabilitation Programs Client Services Policy & Procedures Manual (draft)

CALL TO ORDER & ROLL CALL
Kathy Olson, Council Chair, called the meeting to order at 10:10 am and took the roll of members.

MINUTES
Ed Guthrie moved approval of the minutes, seconded by Karla McComb, and they were approved unanimously.
CHAIRPERSON REPORT
Kathy Olson presented certificates of appreciation from Governor Guinn, for six years of service on the Council, to Cruz Bonilla and Toni Caruso. Ms. Olson also appointed a nominating committee, for officers to be elected at the June 8 meeting, consisting of Kathy Olson, Bill Bauer, Ed Guthrie, Mike Stubblefield, and Pat Williams.

COMMITTEE REPORTS
A. Marketing and Advocacy.
1. Legislation subcommittee. Lorraine Marshall submitted a report, suggesting that Margaret Roberts speak at the next VRC meeting. She is a consultant who works with insurance companies that help newly disabled individuals secure medical coverage. The presentation is informational, not destined toward legislative action nor necessarily toward vocational rehabilitation (VR). Representatives from independent living and other organizations should be encouraged to attend when she speaks and offer their insights about insurance and the disabled.

2. Videotape subcommittee. The group wants to produce a CD rather than a videotape. The Governor’s Committee on Employment of People with Disabilities will be a partner and commit up to $5,000 for production. A CD is cheaper to produce and more easily reproduced than a video, is easier to edit and update, and will be accessible via websites. Bob White and Kitti Barth have met with Ron Frank, of Global Studio in Reno, on the CD. On the motion of Ed Guthrie, seconded by Bill Bauer, the Council unanimously approved $5,000 in Council funds for the subcommittee to proceed with scripting and production of the CD. Before the next Council meeting the subcommittee will send Council members an outline for review and input.

3. Brochure subcommittee. Kathy Olson presented a new draft of the Council’s proposed brochure on the VR programs. The committee wants artwork of an antique key for the front panel. Comments on the brochure included: substitution of “we have the keys” on the front of the brochure; spelling errors; changed wording under ADA Assistance on the front page; the addition of large print for alternate forms in which the brochure is available; and Libby Jones discussed adding a “branding” (logo) on the brochure to reflect the Council’s partnership with the VR programs and the Workforce Investment Act.

4. Membership & Recruitment subcommittee. On the recommendation of this subcommittee, Ed Guthrie moved, and Toni Caruso seconded, that the following names for Council membership be submitted to Governor Guinn: Denise Pursel & Charlott Serline (replacing Toni Caruso and Cruz Bonilla); Mike Stubblefield, Marcia de Braga, Lorraine Marshall and Ralph Baker (to continue with a new 3-year term on the Council). The motion was unanimously approved. Bill Bauer mentioned that he has had contact with a number of business and rural individuals for future Council consideration.

5. Parents Forum. Gillian Wells asked for Northern Nevada assistance on this project. Kathy Olson, Toni Caruso and Bill Bauer volunteered. The subcommittee will seek input on the kinds of assistance parents think they need yet will talk to parents about what the subcommittee thinks parents need to know.

6. Website subcommittee. Lorraine Marshall and Karla McComb will meet to discuss the feasibility of a statewide website that focuses on programs and services in Nevada and will ask
if one of the independent living centers can do the work, setup cost, maintenance cost, etc. Alternatively, website developers will be asked. Lorraine and Karla may develop an RFP to bid on the project. The desire is for direct access to a website, rather than through another website. There should be links to the website from other websites, links to employment-related sites, and other sites associated with disabilities. Karla referred to a low cost website under construction: www.raisingnevada.org

B. Oversight.

1. Comprehensive needs assessment/satisfaction survey. Bill Hamilton reported that Council members had reviewed the questions to be asked of job developers, employers and consumers of VR services. An inter-local agreement with the University of Nevada, Las Vegas, Cannon Center for Survey Research, was sent to the DETR Director’s Office in time to be presented to the State of Nevada Board of Examiners meeting on May 8th. If approved, work could begin immediately thereafter, ensuring that survey data would reach the Rehabilitation Division by the end of June.

2. Vocational Rehabilitation Programs and Supported Employment Client Services Policy and Procedures Manual. Barbara Legier reviewed with the Council proposed changes that resulted from a team effort, including input from Gillian Wells and Bill Bauer. Some changes include:
   • Addenda are moved into the body of the manual;
   • Throughout the document, more detail to accommodate field staff requests for more guidance, or direction;
   • In the document, changes necessitated by federal laws and the State of Nevada Administrative Manual;
   • Improvements in the section on residency and the explanation of informed choice, including that the individualized plan for employment (IPE) was mutually agreed upon by consumer and counselor;
   • Rehabilitation counselor will be substituted for rehabilitation coordinator;
   • A Council member recommendation, included in Section 11, is that a plan rationale, written by the counselor, should be provided in the Assessment of Vocational Rehabilitation Needs. It explains what the counselor thinks the client needs;
   • Many small changes were made in association with the IPE, including a running account of expenditures to help the counselor monitor the case;
   • Interpreting services for Spanish-speaking people are now included;
   • A lot is added with respect to self-employment plans. Lengthy discussion by the Council focused on the method of assessing the viability of such plans and on entities that could be of help (e.g., Small Business Administration);
   • Following an observation by Ed Guthrie, Randolph-Sheppard Vending Facility Programs was removed from item 3 on page 39, as the program pertains to individuals, not groups of individuals with disabilities;
   • Substance abuse disorders section was rewritten;
• On the Job Training. In response to Pat Williams, Barbara Legier said that, with regard to any insurance forms, there should be some in the manual, and Mike Pozarski is the person pulling forms together;
• Home modification policies. Mike Becker and Libby Jones asked if issues involving indemnification, a contractor’s lien, and permits were included in the section or on the forms pages;
• Required closure summaries when cases are closed;
• Standardization of how case files will be organized and content in them;
• Authorization of services and requirements for payment of products and services;
• Financial Participation Assessment Form. At Gillian Wells’ suggestion, there was clarification in regard to the directions regarding income data and dependency or non-dependency status of clients. However, a lengthy discussion took place as to people adjudicated incompetent and their independence or dependency status, and the consequence this has for family income and financial participation. Council members were encouraged to re-read Section 21 (Financial Need and Determination…) and to call Barbara Legier with observations or recommendations.

Following additional discussion regarding President Bush’s suspension of the Rule on the VR programs and how this would impact successful vocational rehabilitation closures as presented in the manual, Ed Guthrie moved, and Bill Bauer seconded, Council approval of the draft manual, with changes noted in the record and any necessary changes that might occur when the Final Rule takes effect. Such changes will be returned to the Council at its next regular meeting for discussion and approval. The motion passed unanimously.

ADMINISTRATOR’S REPORT
Barbara Legier said that, if Council members want to know the status of legislation, call Shelley Fleming, who works with Maynard Yasmer, Administrator.
Libby Jones said that Mr. Yasmer did a very good job presenting the Rehabilitation Division budgets, and that they were well received at the State Legislature.

UPDATE ON TRAINING OPPORTUNITIES
Barbara Legier had nothing new to report. Ed Guthrie said there will be a National Industries for the Severely Handicapped conference at John Ascuaga’s Nugget, in Sparks, from April 22-24. Those interested in the meeting can contact Ed at his workplace.

REPORTS FROM OTHER ENTITIES AND COUNCILS
A. State Workforce Investment Board. Karla McComb introduced Richard Blue, Board Manager of the Southern Nevada Workforce Investment Board (SNWIB). He discussed the purpose of the Workforce Investment Act, the SNWIB, the partnerships in workforce development, and the nature of one-stop facilities, such as the one in which the Council meeting took place. Following his presentation, Lesley Salomon, coordinator of the one-stop, provided a tour.
B. State Department of Education. Marsha Lakes said there is an Assembly bill, involving diploma options available to youth with disabilities, which is being heard April 9. A national education
conference will be held in mid October in Denver, Colorado. Because it includes topics on transition, it would be useful for vocational rehabilitation personnel. She also commented on the Nevada Successful Transitions through Action Research and Technology grant that she wrote and hopes will be funded, with the Rehabilitation Division as a partner.


D. State Independent Living Council. Ralph Baker reported that the SILC, in conjunction with the Developmental Disabilities Council, held public hearings on the proposed Office of Disability Resources. A lot of opposition was expressed, such as where, in state government, the office would be located. And there was input about what services would occur within such an office. The SILC also has advocated in support of Senate Bill 207, the Medicaid buy-in. It would help ensure health care insurance to people with severe disabilities who are not working but want to work. People could purchase the insurance through the Medicaid program if it was not available to them in the workplace. SILC also has supported Senate Bill 174, which proposes an assessment of the need for personal assistance services in the State of Nevada and funding requirements. SILC also is developing its State Plan.

E. Mental Health Planning Council. No report.

REPORT FROM VOCATIONAL REHABILITATION PROGRAMS
Mr. Becker was unable to make a report because he had to leave early to catch a flight. Ms. Jones reported that there had been many case reviews to help improve the quality of services.

COUNCIL LOG
Ms. Olson urged members to bring to the Council the names of employers for potential membership on the Council. And she suggested that at the June meeting there be a report on what legislative action was taken in regard to people with disabilities. Ed Guthrie talked briefly about Senate Bill 175, which provides a purchase exception for certain agencies to negotiate contracts with state, local and municipal agencies. There is a privilege exception that helps to provide jobs for people with severe disabilities.

COUNSELOR ISSUES
Pat Williams stated that, although she has approached counselors, they have not brought anything to her attention.

EMPLOYMENT OPPORTUNITIES FOR PEOPLE WITH DISABILITIES
Ed Guthrie said that Opportunity Village would hire out 100 people at Nellis Air Force base as of May 1, 2001. Some of this number will be able bodied, who will be temporary, but over the next year an increasing number of people will have severe disabilities. Gillian Wells said that, in Southern Nevada, Nevada PEP has information and referral specialist and family specialist position openings, the latter working with families and children with emotional disturbances.

PUBLIC COMMENT: None
NEXT MEETING DATE AND AGENDA ITEMS
June 8 is the target date, via video teleconference. The agenda will include the State Plan, any changes to the Policy and Procedures Manual, perhaps a speaker on insurance and the disabled, summary of legislative bills and the disabled, plus election of officers. Ms. Jones suggested that the Council may want the DETR Director to speak about an overview of the State Legislature and Department of Employment, Training and Rehabilitation Programs.

ADJOURNMENT
Bill Bauer moved, and Toni Caruso seconded, adjournment at 2:02 pm.

Recorded by:

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Denise Phipps, Sierra Nevada Reporters

Edited by:

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William Hamilton, Rehabilitation Division

Approved by:

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Kathleen Olson, Chair