

Philadelphia Vision for Employment  
Steering Committee Meeting

May 18, 2007

**Attendance:** George Callaway, Ann Marie Campbell, Andrea Glazer, Todd Handler, Karen Kenny, Leonard Kravitz, Michael McAllister, Marianne Roche, Michelle Sparling, Kathy Sykes,

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### **Meeting Summary**

The meeting revolved around the following topics:

#### **I. Who Wants to Work – Work Group Survey Update**

A questionnaire was sent to approximately 15 agencies that provide adult day and sheltered and employment services. The intent of the survey was to find out how many people who currently receive adult day and sheltered employment services were interested in working. There was a general discussion about the survey and Kathy distributed the responses from the seven providers (SPIN, NE, JEVS, Interac, UCP, APS, and COMHAR) that completed and returned the questionnaires.

The next steps include getting a complete count of the individuals who are interested in working, identify the appropriate supports coordinator, and have supports coordinators follow-up with individuals. Kathy will resend the letter that was used to distribute the survey to the providers that have not yet responded. Kathy also requested that Todd follow up with PDDC about their response to the survey.

Michelle will bring the current information back to the Who Wants to Work – Work Group. The current data will be reviewed and summarized as starting a point for planning next steps. In addition, Kathy briefly discussed the need for a simpler method for reviewing the results of the survey. Michael suggested putting the survey results into an excel spreadsheet and have it sorted by Agency and Support Coordinator.

#### **II. Capacity Building and Data**

There was a general discussion about the number of staff working in Vocational and Employment Services and the number of people working in FY 2007 (1<sup>st</sup> six months). Len distributed three spreadsheets, each updating the current status of the following:

- The FY 2006 total number of individuals employed/total earnings and the number of total and Direct Full Time Equivalency (FTE) staff.
- The total number of individuals employed in FY 2006, their annual earnings, and the total number of CIE Non-Earners.
- The total number of individuals employed in FY 2007, their earnings for the 1<sup>st</sup> six months, and the total number of CIE Non- Earners.

At this point, 18 of the 33 agencies have reported the employment data requested. Len will continue to work with providers to get data about the 2007 fiscal year.

### **III. General Discussion**

Marianne provided feedback on several issues that have been discussed at Supports Coordination Work Group meetings. She shared concerns about how CIE providers invoice and get paid for services as well as how family members get information about employment. Marianne suggested looking at the way OVR structures the invoice and payment process. Marianne also discussed the need for feedback from CIE providers to supports coordinators. Marianne shared that supports coordinators want something that is simple and explains services provided, the cost, and expectations.

There was a general discussion about the monitoring of CIE services. Michael expressed the importance of not monitoring CIE services from a “program” framework. There was a discussion on the significance of provider selection and the idea that if the selected provider is not successful in finding employment that a new provider can be chosen. There was agreement that CIE providers should be clear with individuals and families about the types of services and supports that they provide.

Michael raised the topic of reviewing Work Group goals, objectives, and activities. There may be a need to develop new goals and activities or possibly combine Work Groups when there are overlapping Goals and Objectives. This topic will be a focus of upcoming Steering Committee meetings.

### **IV. Review of Printed Materials**

There was a brief discussion about the development of a Brochure focusing on employment in Philadelphia. Len and Michael have produced a first draft which is modeled after the Commonwealth brochure on employment. Michael shared ideas and changes that have been made. The group suggested some edits and the goal is to have it completed for distribution at the Employment Supports Symposium (June 5, 2007).

Kathy passed around a draft of a booklet of employment success stories. Jeff Orlin is working on pulling this project together with a goal of having it completed for distribution at the Employment Supports Symposium (June 5, 2007). Karen has been taking photographs of people on the job and they have been included in the booklet.

Marianne distributed a revised version of her latest handouts and explained that the goal is to reach out to families and talk up employment. Marianne mentioned that the Advisory Committee of each Support Coordination Provider will get together and discuss employment and Parent Support groups will devote one of their sessions to the topic of employment.

### **V. Employment Supports Symposium General Update**

There was a general discussion about the Conference planned for June 5 and June 6, 2007. Michael provided a brief update on conference planning and registration. There was also a discussion about ways to increase registration. Kathy requested that each Work Group put

together a one-page document that lists/bullets each Work Groups of accomplishments and display it at the Meet-n-Greet session during the conference. Andrea Glazer will work with each Work Group to assist with materials for the tables. The Advisory Committee will meet at a separate session from 10:00 am -12: 00 pm on Wednesday June 6, 2007 at the DoubleTree Hotel.

The next Steering Committee Meeting is scheduled for June 20, 2007, 2:00 pm at MRS.

Summary Completed by:

Michael McAllister, Ph. D.