

August 13, 2008

## **Steering Committee Planning Retreat: Part II Moving Employment Forward**

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**Attendance:** Michael McAllister, Rosa McAllister, Shauna Roman, Michelle Sparling, Teresa Myers-Thompson, Len Kravitz, Todd Handler, Julia Barol, Jeff Orlin, Ann Marie Campbell, Kathy Sykes (by phone)

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### **Meeting Summary**

Michael convened the meeting and asked if there were any updates or ideas that the group wanted to share to get the day started.

#### **I. General Updates/Ideas**

A. **Video Project.** Julia began by updating the committee on the Employer Video: **Exemplary Employers: Making a Difference in Philadelphia** (working title). The five to ten minute film would highlight three employers chosen from the pool of Exemplary Employer Award Winners and winners of the Octavia Green Dream job Award from the past three years. It will be premiered at the Fourth Awards Luncheon at the May 2009 Employment Supports Symposium. One use for the video would be to show the video at Local Chambers of Commerce throughout Philadelphia. The film would then be re-edited to create a longer educational film to be distributed throughout the MRS community.

Further discussion over the video ensued. There was a suggestion that other employers such as state representatives could be approached to participate. Jeff mentioned that since we are concentrating on Philadelphia based jobs, that RiteAid, as a local company, might be considered. Rosa mentioned an individual she met that is on the Mayors Commission that wants to barter his film services for assistance in starting a nonprofit sector portion to his company. Rosa also suggested a Billboard that would salute the employer and thank them. Jeff mentioned that Lorraine Ballard-Spaher works for the Clear Channel Network and perhaps there is a way to include that organization in the video project.

A separate committee will be working on the Video Project. Video Committee members include Julia, Michael, AnnMarie, Jeff, and Susan Schonfeld from Community Integrated Services. The Committee met on August 6, 2008 with another meeting scheduled for September 23, 2008.

B. **Mayor's Task Force Application.** Jeff discussed the Mayor's Private Sector Task Force and the Private Sector Executive Loan Program. A brief project proposal needs to be submitted in order to request assistance. The general idea was to request the services of a private sector consultant to assist with Philadelphia Vision for Employment 2010. The group brainstormed some ideas that could be included in the application:

- Business Advisory Council – Help create enthusiasm in the business community
- Marketing/Planner – To assist with promoting Vision for Employment 2010

- Management Consultant - To identify and assess priorities for Vision For Employment 2010
- There was a suggestion to coordinate the application with Behavioral Health

Rosa suggested the person could promote hiring people with disabilities in the employer community. Jeff and Michael will meet after today's meeting to put the proposal together. Jeff will take responsibility for submitting the proposal.

**C. Who Wants to Work-Work Group.** Shauna provided an update on the activities of the Who Wants To Work-Work Group. Shauna reported that she met with the Consortium's Executive Director, Shirley Carroll, Unit Manager, Shana Wimmer and a number of supports coordinators. Shirley was very receptive to suggestions that were made. She noted that a "paradigm shift" was necessary to move the employment agenda forward at Consortium. She requested that Networks conduct a three hour training for the Consortium supports coordinators who have responsibility for the 17 individuals who identified that they wanted to work. Supports coordinator supervisors would also participate in the training. Shirley also requested that part of the training consist of showing the Partnership Family Perspectives video. Rosa suggested scheduling a Part II to the training that would include a Career Planning Workshop so that they can put what they learn into action.

Julia reported on a meeting with Eileen Keenan at Person Link. Eileen will follow up with an update from her supports coordinators by mid September. It was suggested that confirmation emails/letters be sent to the Supports Coordinators after meetings. The follow-up letter should be copied to the relevant MRS Program Analysts. Kathy Silvasi, Lynette Borum, Carrie Weiss are the three program analysts associated with the Supports Coordination Organizations. Supervisors are Elaine Blender and Connie Falcone should be copied to the e-mails as well. Shauna will send a follow-up e-mail letter to Eileen Keenan at Person Link .

Julia also provided information on a meeting with Quality Progressions (QP) that included Joel Goldberg, Executive Director and Randy Kester, Unit Manager. This meeting went quite well with a promise from Randy that we would have an update on each individual on their 'yes' list by the beginning of September.

## **II. Review 5-23-08 Moving Employment Forward Session Notes**

Michael began by matching up the facilitators from each of the five groups. Each pair received summary notes to review. The task was to identify the 3 major ideas/themes discussed in their groups. Each pair reported out:

### **A. Job Development** (Michelle & Julia)

- 1) Collaboration with Business in order to increase employment outcomes:

Customized Employment, Assistive Technology, Professionalism, Chamber of Commerce connections, Networking

- 2) Helping Parents and Support Staff overcome fears and real/perceived barriers  
Benefits counseling, Parent network, Sharing success stories, TA to families
- 3) Improve Discovery/Assessment practices that will lead to better job matching and job retention  
Training for employment support staff

**B. How to get a job and keep the job of their choosing** (Todd & Wanda)

- 1) Better individualized assessment process
- 2) Help all team members (family members, Supports Coordinators etc) see that dream or vision of that individual.
- 3) Continue to focus and refocus on the initial dream

**C. Assessment Strategies** (Shauna and Ann Marie)

- 1) General tool to gather passions/dreams (pre-assessment) who is the person?
- 2) Communication support and AT
- 3) Use of community exploration, Job Tryouts, situational assessments

**D. Data Collection** (Mike, Len and Teresa)

- 1) CIE Data Collection
- 2) Supports Coordination monitoring of employment
- 3) Create a survey of provider practices

Rosa agreed to summarize the general discussion that occurred after each pair reported out and provide a synopsis of the main points (see attached).

**III. Provider Data Collection**

A meeting was held with CIE Providers on August 6, 2008 to introduce the new Excel-based data reporting system. Some changes were made to the Reporting Form based on the feedback that occurred at the meeting. A new Excel file that included the changes was e-mailed to all CIE providers on 8-8-08. The requested due date for July 2008 data was changed to September 3, 2008 to allow more time for providers to complete the form.

There was significant resistance to the request that all CIE providers submit the data on a monthly basis. There was also quite a bit of questioning about the relevance of this type of data collection. Also, some providers believed that the reporting they made to HCSIS was sufficient and could be utilized to collect system-wide data. Providers also were focused on concerns with the change to fee for service funding. The discussion resulted in a commitment that Kathy Sykes

would meet with representatives from the Alliance and Coalition to discuss general issues concerning CIE. A meeting will be scheduled in September.

AHEDD was the first agency to submit data for the month of July. A follow-up data collection meeting was scheduled for August 20, 2008 to discuss issues or problems that CIE providers may be having in completing and submitting the new data reporting form.

#### **IV. October 2, 2008 Stakeholder's Meeting Discussion**

There was much discussion concerning the Stakeholders Meeting to be held October 2, 2008. One idea was to develop a questionnaire to assess provider practices. Len and Michael will work together in creating the questionnaire using the 1998 Guidelines for Best Practices document as a starting point. Len will put a rough draft together using the Guidelines for Best Practices document. The goal is to try to survey provider practices using the questionnaire prior to the October 2, 2008 meeting. That way the results of the survey could be presented at the October 2, 2008 meeting. It was agreed that Steering Committee members would conduct the interviews. A list of CIE providers was reviewed and Steering Committee members volunteered to conduct several interviews.

The group brainstormed a number of potential Agenda items for the meeting. Ideas included the following:

- Focus on the Idea of “Partnering for Employment”
- Reporting FY 2008 data
- Discussion of the new Excel-based data system
- Review of the discussion that took place on 5/23/08 at the Employment Supports Symposium
- Presenting the Mini-Grant Focus for FY 2009
- Reporting the results from the Provider Practices Survey
- The Employer Video
- The Mayors Private Sector Task Force Application

Much discussion ensued around the idea of improving provider practices and of ways to promote and create a partnership with providers in this effort. Kathy pointed out there needs to be improvements in provider practices before we can hope to make any additional headway in employment.

Rosa will create an initial icebreaker activity to begin the October 2, 2008 meeting.

The next Steering Committee meeting is: September 26, 1:30 at MRS.