

## Steering Committee Meeting

November 19, 2008

### Meeting Minutes

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**In Attendance:** Michael McAllister, Len Kravitz, Ann Marie Campbell, Shauna Roman, Julia Barol, Michelle Sparling, Kathy Sykes, Teresa Myers-Thompson

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Michael began the meeting by identifying the five organizations recommended to receive funding to support Mini-Grant Proposals submitted in the FY 2009 Improving Provider Practices Mini-Grant Competition.

#### **I. FY 2009 Mini-Grant RFP** (Grant Proposal Review Committee)

The Grant Proposal Review Committee recommended six proposals for funding. They were as follows:

Community Integrated Services (CIS) submitted two (2) Mini-Grants proposals. Both proposals were recommended for funding. One focuses on job development strategies and creates marketing/job development budgets for use by five (5) Job Developers to assist in facilitating relationships with key 'decision makers' within businesses. The goal is to develop 25 jobs. The second proposal focused on strategies for accessing Social Security Administration (SS) Ticket To Work funding for people with intellectual disabilities. They will develop protocol, training curriculum, and a Manual for CIS staff and other providers for future use. They will also identify 4 appropriate individuals to utilize the Ticket to Work funding.

St. John's will create a marketing brochure and use this tool in their job development efforts. The goal is to develop 10 new jobs. In addition, a financial incentive will be given for jobs found. St. John's will focus these efforts on individuals who have been waiting the longest for employment.

Ken Crest will restructure their approach to employment support utilizing a Self-Directed Team model. To initiate this change, Ken Crest will sub-contract with Career Track to provide a one day in-service training for all staff.

PATH will promote employment throughout their 450 member agency. They will conduct an agency-wide training about employment and then give cash bonuses to any staff person that passes on a job lead that results in a job.

SPIN will encourage and reward the development of natural supports in the workplace. The employed individual will be supported to create a network of natural supporters in the workplace. A variety of incentives will be offered to co-workers to support this process.

Michelle will follow up on the SPIN and PATH Mini-Grants. Julia will follow up with the other three agencies. Teresa will notify the Agency's Program Analysts of their agencies being chosen for the mini grants. A letter will be sent by the end of the week.

## **II. October 2, 2008 Meeting Update**

Due to lack of time we will continue this discussion at a future Steering Committee meeting.

### **3. FY 2009 ODP/Transition Initiative (Teresa)**

There was much discussion around the FY 2009 ODP/Transition Initiative. Identifying a location for Career Planning Workshops for those on the Initiative List was discussed. Shauna informed the group that we can accommodate 12 teams at the scheduled February 4, 2009 Career Planning Workshop. The location has been set Four Points at Sheraton at Grant Avenue and the Boulevard. Partnership For Community Supports (PFCS) will be holding Career Planning Workshops at this location. It was decided that if PFCS does not have enough teams we will add others from the Initiative List.

The Supports Coordination Organization's have not received confirmation whether the individuals they submitted for the FY 2009 Initiative are actually on the Initiative List. Once this happens we can then set dates for Career Planning Workshops with each of the SCO's. We can also have some individuals from the Who Wants To Work list or anyone else interested in working participate in the workshops.

We will work with each of the SCOs to tailor technical assistance. Michelle will work with Partnership, Julia will work with Quality Progressions, and Shauna will work with Consortium. February 4, 2009 is the date for the Partnership event. It was suggested that perhaps having a Provider Expo prior to that date for individuals to chose a provider would be a good idea. Teresa will check with Community College of Philadelphia for a larger room than last year. The idea is to hold the event at the end of January.

It was proposed to hold Career Planning Workshops with individuals identified by Consortium and Person Link in March 2009. The workshops will be half day sessions.

Kathy will speak with Connie about notifying Supports Coordinator Organizations. Once they have been notified Julia, Shauna, and Michelle will then contact SCOs.

### **4. CIE FY 2009 Monthly Data Reporting System (Len & Michael)**

Len and Michael created a draft of the quarterly reports to go out to CIE providers. CIE providers will be invited to a meeting on December 3, 2008 to review reporting issues and other details concerning the data reporting system. There are nineteen (19) agencies that are considered Community Integrated Employment providers and eight (8) that provide limited employment services only to individuals who receive residential services from them. These residential agencies will receive a separate report.

Michael distributed the quarterly data for review. Much discussion ensued around the interpretation of the data, the meaning of 'New People' and 'Total Numbers', and the limitations of the current data. There continues to be a need establish "a clean data set" so that analysis can be accurate and feedback reports more relevant for individual agencies and the system.

It was also suggested that it may be helpful to identify those individuals who are working without CIE supports. It is a question that needs to be asked of both providers and SCs. These individuals will not be reported in the current data collections system data.

It was decided that each month different CIE Provider data will be highlighted for review at the Steering Committee meeting. Teresa will choose a few to sample and the data will be looked at in detail. In December UCP, CIS, PDDC, SPIN and WES will be highlighted.

## **5. General Updates (Everyone)**

Michelle updated everyone on the Employment Hot Topics session conducted by Ellen Condon that focused on the "Discovery Process" and Customized Employment. She reported that 19 people attended and noted that many had not participated in recent employment related training. Tamara Geary from Virginia Commonwealth University will be conducting the next Hot Topics session which will focus on job carving and job creation strategies.

Kathy pointed out that at the Annual Mental Retardation Plan Hearing held earlier in the day that two individuals provided testimony related to the need for employment. One mother testified that there had limited customized employment options developed with her daughter. Michelle will follow-up with this parent since Networks has provided support to this family in the past. Networks will identify another staff person to help develop a job for her and work with a CIE provider to provide needed long term support.

A second woman testified directly concerning her interest in getting a job. She is interested in working but did not identify specific employment interests. She had participated in a Community College of Philadelphia training program. She receives supports coordination from Quality Progressions and is not receiving CIE services at this time. It was suggested that perhaps she can participate in a Career Planning Workshop. Julia will follow-up with her through a contact that was previously made by the SCO to provide benefits counseling to this person.

Teresa distributed QI Employment Committee meeting notes from 7/30/08, 11/4/08 and the State Employment Work Plan. Teresa and Len will attend the next meeting on December 10, 2008. It was agreed that we need to have ODP define what 'Employment First State' means. Current Supports Coordination Guidelines identify 15 minutes of discussion at the ISP meeting. This may not be enough time to adequately discuss the possibilities of employment.

There was discussion about the need for clarity concerning a definition of employment. The Employment Work Plan is a draft with no date yet specified for a final version. Teresa and Len will take samples of what we are collecting in both data and individual success stories to the meeting on December 10, 2008. There was much discussion around the impact of working and benefits. One idea was to offer an in-service training to all Supports Coordination Organizations on the topic of Working and SSA Benefits. This idea will be shared with SCO's at the next MRS sponsored meeting. Julia will conduct the in-service as a one-hour overview session.

The next meeting is December 17, 2008 at 2 PM at MRS.