

## Steering Committee Meeting

January 28, 2009

### Meeting Minutes

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

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#### **I. Work Group Updates**

##### **A. Who Wants to Work Sub-Committee**

Shauna began the meeting with an update about the most recent meeting of the Who Wants to Work Sub Committee of the Capacity Building Work Group. She explained that the meeting was a brainstorming session that discussed Career Planning Workshops and the Employment Provider Expo. Shauna provided information on an upcoming Career Planning Workshop scheduled with Partnership for Community Supports (PFCS) on February 4, 2009 at the Four Points Sheraton. She noted that there is space availability for 10 teams. Partnership has a total of six (6) teams scheduled to participate. There is still room for four (4) more teams. Michelle, Shauna and Wanda will be involved in facilitating the Workshop.

Shauna has spoken to both Shirley Carroll at Consortium and Joel Goldberg at Quality Progressions about identifying an additional four (4) teams. It was decided that anyone could participate and take advantage of this opportunity. Kathy suggested sending out another reminder to the Supports Coordination Organizations (SCOs) about the available spaces. The sessions are not solely for transition aged youth and anyone interested in “jump starting” the employment process can participate.

##### **B. Transition Work Group**

Julia and Todd updated the group on the recent joint Transition Work Group and Supports Coordination Work Group meeting. One topic discussed was creating a joint effort to facilitate outreach to teens aged 16-21 that are already registered with Philadelphia MRS. The hope is that each of the SCO's will participate and invite those individuals they support to a community event that would provide information on transition, CIE Providers, and the IEP process. All attending the joint meeting felt it was a good idea to begin this process. It

was decided that the Supports Coordination Work Group would meet to begin to discuss and plan the specifics of these events.

## **II. Employment Provider Practices Questionnaire**

A final draft of the Employment Provider Practices Questionnaire is ready for Steering Committee members to use to conduct interviews with Community Integrated Employment (CIE) providers. Michelle discussed the three (3) pilot interviews she conducted and shared her experience with the Steering Committee. It was reiterated that we will not be sending a copy of the questionnaire to providers prior to meeting with them. It was recommended that each interviewer bring an extra copy for the interviewee. Michelle noted that there were many clarification questions asked during the interviews she conducted. The final copy of the Questionnaire contains a Glossary of Terms which can be used to assist the interviewer and the interviewee in completed the questionnaire.

Michael went over the Glossary of Terms with the group and asked if there were any specific questions about the terms. There was also a general review of Questionnaire items so that interviewers would be comfortable with replying to questions interviewees may have about the meaning of terms used. The goal is to complete the surveys prior to February 18, 2009 so that preliminary results could be discussed at the next Provider Practices Work Group meeting.

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

Teresa updated the group on the list of June 2008 graduates. There are a total of 75 now on the list. A Provider Expo is scheduled for February 11, 2009. Seventeen (17) Employment Providers are scheduled to participate. All 75 graduates received a letter from Teresa inviting them to attend the Expo. At this time, ten people have responded that they will be attending the event. Teresa stressed that the Expo is open to anyone interested in working. Teresa will e-mail the Steering Committee the updated Provider Directory.

## **IV. CIE FY 2009 Monthly Data Reporting System**

There was a general discussion about employment provider data submission for the second quarter. There are several agencies that have not submitted all of their second quarter data. This has held up the creation of a second quarter / half year system-wide report. Len will be contacting agencies that have not submitted and assistance will offered if needed to help providers with submitting their data.

Len distributed first quarter data for AHEDD, COMHAR, KenCrest, and PEP for review and general discussion. The data discussed included the number of support units provided, the

age and gender of participants, and the types of jobs reported were discussed. Teresa added to the discussion by identifying the unit costs for each of the four providers.

At the February Steering Committee meeting Elwyn, Interac and TAIG data will be reviewed.

## **V. Other Employment Related Updates**

### **A. Interac Workshop**

The possibility that Interac may be closing its Sheltered Workshop at the end of the day Friday, January 30, 2009 was identified as a topic to be discussed. There was a general discussion concerning what will happen to the 42 individuals that attend the Workshop when it has closed. Several scenarios were discussed: Individuals would transfer to other workshops or Adult Day Programs; Individuals would be referred to Community Integrated Employment (CIE) programs ; Or individuals would receive other types of services from Interac such as CIE or Adult Day services.

Several other concerns were expressed including questions about whether Critical Revisions to Individual Support Plans (ISP's) had been completed by supports coordinators for each individual affected by the change. The Steering Committee considered the importance of promoting employment as a viable service option for all of the individuals affected by the Workshop closure and brainstormed some ideas.

It was noted that a first step may be to look at the list of individuals submitted by Interac as part of the Who Wants To Work survey. One idea discussed was to identify individuals who have expressed an interest in community integrated employment and provide them with information about the possibilities of employment services or invite them to participate in a Career Planning Workshop. Another suggestion was to create a letter that could be given to Workshop participants identifying employment services as an option for them when the Workshop closes.

Teresa will investigate the particulars of the situation with Interac. Shauna agreed to draft a letter to be given to those who currently attend the workshop to offer an assistance they may need or want if they are interested in community integrated employment. The draft letter will be forwarded to Teresa for distribution. Marianne will contact Supports Coordination Organizations and make sure that the relevant supports coordinator is aware of the situation and is copied to the letter. Teresa will coordinate these activities.

### **B. Video Update**

Jeff and Julia updated the Steering Committee on the progress of the Video. Crossbow Studios is the video company being used for production. The Video work group is in the

process of reviewing the second draft of the script and will distribute the script to the Steering Committee prior to finalization. Shooting is scheduled to begin in March, 2009.

Jeff and Ann Marie requested more employment stories for the new 2009 success stories on employment book.

The next meeting is Wednesday, February 25, 2009 at MRS at 2 pm.