

**NEVADA STATE REHABILITATION COUNCIL
MEETING MINUTES**

Department of Employment, Training & Rehabilitation
500 E. Third St., 1st Floor Auditorium (SAO)
Carson City, NV
and
Nevada JobConnect
3405 S. Maryland Parkway Conference Room
Las Vegas, NV
December 8, 2006

MEMBERS PRESENT:

Dr. Mick Coleman
Gary Cottino, Chair
Bonnie Dixon
Mary Evilsizer
Joel Feldman
Jill Godin
Brent King
Mandy LeBlanc
Denyse Lizer
Margaret Moroun
Jean Peyton
Chris Syverson

MEMBERS ABSENT:

Barbara Cegavske
Ed Guthrie
Brian Patchett
Ronnie Wilson
Dr. Tom Venardos

GUEST(S):

Anita Frantz, NDALC, Las Vegas

STAFF:

Robert Whitney, Deputy Attorney General
Cecilia Colling, Deputy Administrator,
Operations
Howard Castle, Rehabilitation Chief II
Bill Boster, Rehabilitation Manager II
Pamela June, Chief, ODEP
Donna Perrett, Vocational Rehabilitation
Counselor II
Melissa Blyveis, Rehabilitation Instructor II
Donna Sanders, AAIII
Beth Talcott, AAI

EXHIBITS:

- * NSRC Minutes of October 13, 2006
- * Annual Report
- * Proposed schedule(s) for 2007 Nevada State Rehabilitation Council meetings
- * Rehabilitation Division, Bureau of Vocational Rehabilitation, Revisions to Participant Policies and Procedure Manual
- * Section 12: Assessment of Eligibility/Certificate of Eligibility of Extension
- * Section 13: Assessment of Vocational Rehabilitation Needs
- * Section 18: Scope of Vocational Rehabilitation Services
- * Section 20: Self-Employment
- * Section 22: The Participant's Service Record

- * Section 23: Authorizations and Purchases
- * Section 27: Ticket to Work
- * Section 28: Life Skills Program – Bureau of Services the Blind and Visually Impaired
- * Section 30: Formal Case Review Process
- * Section 32: Equipment and Tool purchase, Retrieval and Inventory
- * Presentation on Older Blind, Life Skills, BSBVI Programs and Client Assessments
- * Statewide Independent Living Council Report(s)
- * Administrator's Report
- * Council's SFY 2007 Budget and Possible Adjustments

I. ROLL CALL AND CONFIRMATION OF QUORUM:

Chair Gary Cottino called the meeting to order at 11 a.m. Donna Sanders read the roll call and verified that a quorum was present.

II. VERIFICATION OF POSTING:

Donna Sanders verified that the posting was accomplished on time per requirements.

III. WELCOME AND INTRODUCTIONS:

Gary Cottino welcomed everyone to the meeting.

IV. DISCUSSION/POSSIBLE ACTION ON THE APPROVAL OF THE OCTOBER 13, 2006, MEETING MINUTES.

Jean Peyton moved to accept the minutes. Margaret Moroun seconded. The motion passed.

V. PRESENTATION/REVIEW ON REHABILITATION DIVISION, BUREAU OF VOCATIONAL REHABILITATION (BVR), ANNUAL REPORT TO U.S. DEPARTMENT OF EDUCATION, REHABILITATION SERVICES ADMINISTRATION

Pamela said that she put on the cover sheets the typographical errors that were fixed. (See Agenda Item "V" Cover sheet.)

Gary gave compliments on the report. He said that it was excellent, of a very high-quality, and very proud to support it.

Mick Coleman said that copies of the Nevada State Rehabilitation Council Annual Report would be sent to Karla McComb's daughter. That he would send a note with them so that they would be aware of how the NSRC honored Karla.

VI. DISCUSSION/POSSIBLE ACTION ON APPROVAL OF THE PROPOSED SCHEDULE FOR THE 2007 MEETINGS OF THE NSRC

Jean asked to have set time limit on these meetings so individuals would know when the meeting begins and ends.

Pamela said that the NSRC deputy attorney general recommended not having a closing on the posted agenda.

Gary entertained a motion on the proposed calendar for the 2007 NSRC meetings. Chris Syverson moved to approve. Mary Evilsizer seconded. The motion carried.

X. ADMINISTRATOR'S REPORT

Dr. Mick Coleman stated that currently the Division is on pace for the projected goal. The Bureau of Services to the Blind (BSB) will be 130, for Vocational Rehabilitation (VR) 1,017. The overall earnings are about these goals.

Mick also announced that the Deputy Administrator position had been filled. As of December 18, 2006 Ms. Deborah Braun will be joining the Division staff. He said that she would be present at the next council meeting.

VII. DISCUSSION/POSSIBLE ACTION ON REHABILITATION DIVISION, (BVR), AND BUREAU OF SERVICES TO THE BLIND AND VISUALLY IMPAIRED (BSBVI) REVISIONS TO PARTICIPANT POLICY AND PROCEDURES MANUAL

Cecilia Colling stated that in the last meeting some of the policies were not properly posted and having properly posted these items for the current meeting, a reaffirmation for approval was needed. The sections were 12,13,18, 22, 23, 27, 28, and 32.

Jean asked why individual in the 2006 Section 18 page 53 would not be evaluated for daily living skills and mobility that are mentioned in the 2004 Policy and Procedure manual.

Joel Feldman asked about Section 20's self-employment expenditures and reimbursements.

Cecilia answered that the council had voted on Section 20. Since it had been recently revised a discussion would take place after the voting on the sections to be reaffirmed.

Cecilia asked if the council could go back to Section 18 after the reaffirmation of Sections 12, 13, 22, 23, 27, 28 and 32.

Gary entertained a motion to accept revisions to sections 12,13, 22, 27, 28 and 32.

Mary Evilsizer moved to approve. Margaret Moroun seconded. The motion carried.

(Cecilia then directed going back to Jean and Section 18)

Jean said in the 2004 Section 18C on page 23 states that people will be evaluated for mobility and daily living skills (ADL) and 2006 page 44 it says that they will if it appears there is a hearing impairment. Jean requested to have the wording evaluation of mobility and daily living skills added back into the 2006 Policy and Procedure manual.

Cecilia asked the chairman for an approval of the policy with the recommended changes, so the council would not have to bring the policy back to the table again.

Anita Frantz (a member of the public) asked to have another portion of the 2004 procedure Section 18 added to the 2006 procedure Section 18 requiring the owner of the vehicle, that is being modified, to have proof of insurance.

Gary entertained a motion to accept Section 18 with the two amendments mentioned.

Mary Evilsizer motioned to accept Section 18 be approved with the two amendments. Margaret Moroun seconded. The motion carried.

Cecilia said the Division has added language to Section 20, which requires the anticipated income of a business, will solely support the individual, or it will significantly assist an individual monetarily, if the client has income from other sources. Cecilia said because of state regulations the Division needed to add the caveat in that it would significantly assist. She said the Division also added language that said the agency's ability to provide direct financial support for the start-up is limited, and should not be considered the primary funding source. Cecilia mentioned the Division would not use their funds for ongoing support of a business.

Cecilia called attention to the language regarding not selling or approving business plans that sell firearms, will not provide firearms for occupations that require a weapon, or sales of alcohol or tobacco products. This is in keeping with liability issues.

Cecilia stated the Division added a new section that discusses the cash reimbursement basis. She said the Division policy is that an individual wanting to start the business must have a commitment of it's own, and that will make it a much more viable operation, a better opportunity for success.

Cecilia said upon receipt of the pre-approval for the services rendered, the Division may pay the client or may pay the vendor, based on the circumstances. The only exception would be if there were extraordinary situations or situation that would warrant it. She said it would need to be taken to the administrative ordinance designee for overriding. Cecilia stated that a new section under additional business requirements has been added, which will only consider approval of businesses if it determines that there will be a reasonable business return on the investments.

Continuing, Cecilia remarked that under case closure, the new language has been added, as agreed to in the Individual Plan for Employment (IPE), services necessary to achieve the employment goal have been provided and if the client agrees with the decision to close the case, then it will be closed. Under summary of activities required, language has been revised to have the counselor prepare a written summary of the proposed business plan, including the strengths and weaknesses of the proposal. Cecilia stated the counselors are not people with business degrees, so they will provide a memo that includes a brief description of the proposed business venture, the projected cost to the division, the reason the business venture is anticipated to be successful, according to the participant, and whether the counselor supports it, or has reservations.

Joel asked about the cash reimbursement in reference to a certain tool or piece of equipment where money is needed to purchase the equipment rather than waiting for reimbursement, a need for cash up front.

Howard Castle answered that the Division would be in touch with the vendor to explain their authorization process, and although it is not a contract, it is an agreement to reimburse. He said that if a situation like this cannot be resolved, it would become an exception to take to the Administrator. Howard said that it is written on page 81, under exceptions.

Joel asked if services can be provided in support of development of the business plan, or related to the business plan for medical treatment or other types of services, before the development of the plan.

Margaret Moroun said that type of assistance would have to be employment related.

Howard stated the Division probably would have a finished business plan that would be part of the IPE. He said treatment would also be part of the IPE prior to the provision of medical assistance; otherwise it would be on a case-to-case basis.

Gary entertained a motion to accept Section 20. Mary Evilsizer made a motion to accept. Margaret Moroun seconded. The motion carried.

Jean Peyton asked about the number of clients involved in the program right now.

Cecilia replied the Division reports to the Federal government as to the number of people in self-employment plans and the success rates. She said that she would provide it to her in a separate e-mail.

VIII. PRESENTATION ON OLDER BLIND, LIFE SKILLS, BSBVI PROGRAMS AND CLIENT ASSESSMENTS

Donna Perrett gave an overview of the Older Blind Client. See attachment entitled Older Blind.

Margaret Moroun said the only problem or concern is the program was deleted due to the budget limitation.

Donna replied the program is doing well at this time.

Melissa Blyveis said that their program does not have a waiting list at this time.

Melissa gave an overview of the Life Skills Program. See attachment entitled Bureau of Services to the Blind and Visually Impaired Life Skills Program. Melissa said it is all similar to the Older Blind Program as far as services that are provided, and the eligibility is the same.

Jean asked what they do when they go into a blind person's home for their initial visit.

Melissa said daily living services will include anything a client may encounter in their home from the time they wake up to the time they go to bed.

IX. OTHER REPORTS

Mary Evilsizer stated the Southern Nevada Center for Independent Living (SNCIL) has requested an additional \$1.3 million in client services, and two additional full-time staff to carry out different functions to keep up with growth. She said SNCIL is hoping Governor-elect Gibbons will include these items in the budget.

Mandy LeBlanc asked if it was possible to receive money for the benefit funding and outreach assistance program.

Mary said the deadline is December 15th to reapply for that particular pocket of funding. She said the program will work with the consumer, and do benefits analysis, for example; what effect going to work will have on a clients' Social Security check, what effect it will have on their subsidized housing, what effect it will have on their food stamps.

Mary stated it is very important to help consumers make an informed decision, based on getting a full-time job versus a part-time job.

Margaret asked if SNCIL was still able to handle the individuals that are referred to them through some of their other programs, when they have those types of questions.

Mary replied we have memo out to the staff, we continue to handle the questions for the new consumers. Social Security sent out a memo, saying all people that had an open plan are being referred to Imagine Enterprises, which was actually the Social Security trainer and a liaison. Mary said her staff right now is answering basic questions and directing more technical questions to Social Security.

XI. DISCUSSION/POSSIBLE ACTION ON THE COUNCIL'S STATE FISCAL YEAR'S 2007 BUDGET AND SUGGESTED ADJUSTMENTS

Cecilia gave an overview of the attached budget.

Gary asked if the meeting packets could be sent electronically rather than via mail to help save on postage costs.

Pamela informed Gary that large packets sent electronically would result in multiple e-mails as the attachments sent in one e-mail would bog down one's computer, and may not even open. Pamela said when the Council has small packets electronic mailings are feasible. When sending outside vendor information it is not feasible to scan everything.

Chris Syverson said that she would like to receive the packets electronically, but when sending items like the Annual Report it is nice to have a hard copy.

Gary asked Cecilia if an action was needed on the budget report.

Cecilia said that it was a status report and no recommendations for changes were made.

XII. PUBLIC COMMENTS

No comment in the North or South.

XIII. ADJOURNMENT.

Gary thanked everyone for their participation, wished everyone a Happy Holiday, Merry Christmas and a New Year that will be good for everyone. Gary adjourned the meeting at 11:52 a.m.

Page Eight
NSRC Meeting Minutes
December 8, 2006

Recorded By:

Captions Unlimited

Edited By:

Pamela June, Chief, ODEP

Approved By:

Gary Cottino, Chair