****

**MEETING MINUTES - DRAFT**

Tuesday, April 15, 2025

*Meeting held through Zoom and in person at the Department of Rehabilitation’s Central Office.*

*This meeting was being held via teleconference within the meaning of Government Code Section 11123.5.*

**Subcommittee Members:** Stephanie Crist (Virtual), Jennifer Fischer (Virtual), Harrison Lane (Virtual), Tania Morawiec (In person), Sandee Nieves (Virtual), Michelle O’Camb (Virtual), Kayla Prusia (Virtual), Paula Tobler (Virtual)

1. **Welcome and Introductions**

Chair Harrison Lane called the meeting to order at 2:04 p.m. and a quorum was established.

1. **Approval of March Meeting Minutes**

Motion/second (Tobler/Crist) to approve. Motion passed on an 8-0-0 vote. (Yes – 8: Crist, Fischer, Lane, Morawiec, Nieves, O’Camb, Prusia, Tobler), (No – 0), (Abstain – 0)

1. **Discussion on Job Coaching Project and Topic Areas of Focus**

Chair Lane gave a brief review of the job coaching project and led discussion on potential topic areas of focus.

There are currently nine topic areas within the broader issue of job coaching that have been raised by employers and members with job coaching experience.

A document was provided with high-level information covering the following nine topic areas:

* Clear understanding and agreement of program expectations from all partners
* Pre-employment meetings
* Clear communication structure
* Support line
* Schedule of job coach
* Clear role for job coach
* Change in job coaches
* Phasing out of job coach
* Off boarding of employee

Members were asked for feedback and if some topics should be consolidated and/or others added. Members provided the input below:

* There should be references to different programs, as job coaching expectations vary from program to program.
* There should be more on pre-employment and onboarding.
* Currently much of it reads like direction towards service provider rather than language for an employer’s understanding.
* There should be a general overview of job coaching and the roles of job coaches higher on the list.
1. **Discussion on Master Plan for Developmental Services**

Executive Officer Maria Aliferis-Gjerde provided an overview of the Master Plan for Development Services as it relates to CCEPD interests in the following three areas:

* Benefits and Support Services
* Technology (That people have the technology and skills needed)
* Employment and Workforce

Members provided the following input:

* Housing is another important need.
* The CCEPD should stay involved in implementation efforts.
1. **Update on Subcommittee Priorities**

Staff member Zak Ford and Executive Officer Aliferis-Gjerde shared the updates below.

* Federal and State Updates
	+ Continue to monitor, changes are happening daily and weekly.
	+ As reported previously, state workers will be coming into the office four days a week starting in July and details for various departments are currently being finalized.
	+ The Master Plan for Career Education was released a couple weeks ago. The CCEPD is reviewing it and will continue to monitor budgetary requests and discussions.
* Member Roundtable Reports
	+ SILC has been involved with outreach and educations on the State Plan for Independent Living (SPIL).
	+ A new DDS website is being developed.
	+ The Federal Secretary of Labor was confirmed and supported by both Republicans and Democrats.
1. **Agenda Items for Future Meetings**

While no new subcommittee agenda items were raised, the following was raised about future meetings:

* CCEPD Full Committee meetings will be hybrid. However, August’s meeting will be a fully in-person meeting.
* There is current legislation in the California legislative process relating to Bagley-Keene that will be monitored.
1. **Public Comment**

Brent Mikulski from UCP indicated he’s willing to assist with the job coaching project.

1. **Adjourn**

The meeting adjourned at 3:18 p.m.