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**MEETING MINUTES - DRAFT**

Tuesday, March 18, 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:** Kathleen Alonzo (Virtual), Stephanie Crist (Virtual), Jennifer Fischer (Virtual), Harrison Lane (Virtual), Tania Moraweic (Virtual), Sandee Nieves (Virtual), Michelle O’Camb (Virtual), Paula Tobler (Virtual), Sarah Turner (Virtual)

**Members of the public:** James Hill (Virtual), Kayla Prusia (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 February Meeting Minutes**

Motion/second (O’Camb/Nieves) to approve. Motion passed on an 8-0-1 vote. (Yes – 8: Alonzo, Crist, Fischer, Lane, Nieves, O’Camb, Tobler, Turner), (No – 0), (Abstain – 1: Moraweic)

1. **Job Coaching Best Practice Presentation**

Chair Harrison Lane introduced the following presenters who shared their best practices with job coaching.

* Joel “Curtis” John, Director of Supported Employment Programs, East Bay Innovations
* Kelly Johnson, Talent Outreach Program Manager, Lawrence Berkeley National Laboratory
* Janel Ortega, General Manager, Crunch Fitness

Presenters discussed highlights and challenges from their experiences. An emphasis was placed on the importance of clear communication and collaboration. Experiences showed improvements of the overall workplace culture and moral.

1. **Debrief of Employer Partner Meetings on Job Coaching**

Chair Lane introduced the item and shared overviews of the meetings he has helped to coordinate. Lane had Staff member Zak Ford provide overviews of other meetings.

Common themes across these meetings include the need for better communication between employers, job coaches, and agencies; clarity on expectations and roles; and concerns about legal matters when hiring individuals with disabilities. Employers expressed a desire for more direct lines of communication with job coaches and their managers, as well as better information about the support being provided to employees off-site. The importance of focusing on employer needs and having a clear fading process for job coaches was also highlighted.

1. **Discussion on Job Coaching Project**

Members and staff discussed next steps for the job coaching project.

More meetings with employers will be scheduled.

For the next subcommittee meeting, potential topic areas of focus within the broader issue of job coaching will be presented for discussion, based on what’s been raised by employers and members with job coaching experience. Throughout the development of the job coaching project, the topics may be consolidated or expanded and should be developed through the angle of providing employer support.

1. **Overview of Regional Investment Initiative Plans**

Chair Lane introduced the item and passed it to Ford to report out.

Ford discussed that the agenda item was primarily for informational purposes. Members received a document of plan summaries. The review document on the 13 regional plans concentrated on sectors, equity (specifically regarding disability), and primary strategies.

Member Nieves from the California Workforce Development Board provided a brief overview on potential alignment with the Workforce Innovation and Opportunity Act (WIOA).

1. **Update on Subcommittee Priorities**

Chair Lane introduced the agenda item and passed it on to Ford and Executive Officer Maria Aliferis-Gjerde to report out. Subcommittee members had an opportunity to report out on topics in “Member Roundtable Reports.”

* Master Plan for Developmental Services
  + The committee is meeting Wednesday, March 19, and there should have new information on the status afterwards. It is anticipated the plan will be released at month’s end.
* Master Plan for Career Education
  + There is no new update since the last meeting. CCEPD staff will monitor for when full plan will be released.
* Federal and State Updates
  + Still monitoring as changes are happening rapidly.
  + State workers will be coming into the office four days a week starting in July.
* Member Roundtable Reports
  + Members references challenges of finding federal resources, as well as the need to monitor the reauthorization of WIOA.

1. **Agenda Items for Future Meetings**

Other than the previously discussed items among prior agenda items, no new items were raised.

1. **Public Comment**

There were no public comments.

1. **Adjourn**

The meeting adjourned at 3:51 p.m.