

**CALIFORNIA STATE REHABILITATION COUNCIL (SRC)**

**EXECUTIVE PLANNING COMMITTEE (EPC)**

**MEETING NOTICE AND AGENDA**

**Wednesday, May 4, 2022**

**1:00 p.m. – 2:30 p.m.**

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**CALIFORNIA STATE REHABILITATION COUNCIL (SRC)**

**EXECUTIVE PLANNING COMMITTEE (EPC)**

# Meeting Notice and Agenda

**Wednesday, May 4, 2022**

**1:00 p.m. – 2:30 p.m.**

**Department of Rehabilitation (DOR)**

**721 Capitol Mall, Room 301**

**Sacramento, CA 95814**

**Video Conference Link**: Zoom: <https://tinyurl.com/SRC-EPC-May22>

* + Meeting ID: 885 9072 0039 and Passcode: v\*FW63nD

**Teleconference Number**: 1-408-638-0968 or 1-669-900-6833

* Meeting ID: 885 9072 0039 and Passcode: 41325086
* Phone controls for participants:
  + Mute/Unmute press \*6
  + Raise hand press \*9

**Email Your Comments**: [SRC@dor.ca.gov](mailto:SRC@dor.ca.gov)

**Meeting Agenda**

Please note: All times indicated and the order of business are approximate and subject to change. The SRC may act on any item listed in the agenda.

**1. Welcome and Introductions (1:00 – 1:05 p.m.)**

Theresa Comstock, SRC Chair

**2. Public Comment (1:05 – 1:10 p.m.)**

Members of the public will have the opportunity to comment on issues and concerns *not* included elsewhere on the agenda. Public comment relating to a specific agenda item will be taken at the end of the applicable agenda item or prior to a vote.

**3. Approval of the February 16, 2022 EPC Meeting Minutes (1:10 – 1:15 p.m.)**

Theresa Comstock, SRC Chair

**4. Recommendation Discussion (1:15 – 1:40 p.m.)**

The EPC will discuss potential recommendations.

**5. Bagley-Keene (1:40 – 1:50 p.m.)**

The Executive Officer will discuss the Bagley-Keene Open Meeting Act requirements.

**6. June 2022 SRC Quarterly Meeting (1:50 – 2:05 p.m.)**

The EPC will provide input on the June 8-9, 2022 SRC quarterly meeting time and agenda items.

**7. Recommendations for the SRC Nominating Committee (2:05 – 2:10 p.m.)**

The EPC will create the slate of candidates to be recommended as members of the SRC Nominating Committee.

**8. SRC Officers and Executive Officer Reports (2:10 – 2:30 p.m.)**

**9. Adjourn\* (2:30 p.m.)**

**PUBLIC COMMENTS**

Public comments on matters not on the agenda are taken at the beginning of the meeting. A speaker will have up to three minutes to make public comments and may not relinquish his or her time allotment to another speaker. Non-English speakers who utilize translators to make public comment will be allotted no more than six minutes unless they utilize simultaneous translation equipment. The SRC is precluded from discussing matters not on the agenda; however, SRC members may ask questions for clarification purposes.

**MEETING NOTICE AND AGENDA**

This meeting notice and agenda and supplemental meeting materials are posted on the [SRC webpage](https://dor.ca.gov/Home/SRC).

Interested members of the public may use the teleconference number or join virtually to listen to the meeting and/or provide public comment. The SRC is not responsible for unforeseen technical difficulties that may occur and is not obligated to postpone or delay its meeting in the event of unforeseen technical difficulties with the teleconference line or virtual meeting room.

\*The meeting will adjourn upon completion of the agenda.

**REASONABLE ACCOMMODATIONS**

If you require a disability-related accommodation, materials in alternate format or auxiliary aids/services, please call (916) 558-5897 or email [SRC@dor.ca.gov](mailto:SRC@dor.ca.gov) five days prior to the meeting.Any requests received after this date will be given consideration, but logistical constraints may not allow for their fulfillment.

**REMOTE IN-PERSON LOCATION OPTIONS AVAILABLE:**

* 3075 Adeline St, Berkeley, CA 94703
* DOR, San Diego District Office, 7575 Metropolitan Drive, Ste. 107,

San Diego, CA 92108

* 43230 Gadsden Avenue, Apt P295, Lancaster, CA. 93534.

**CONTACT PERSON**

Regina Cademarti, SRC Executive Officer, [SRC@dor.ca.gov](mailto:SRC@dor.ca.gov), (916) 558-5897.



**Agenda Item 3**

**Wednesday, May 4, 2022**

# Item Name: Approval of the February 16, 2022 EPC Meeting Minutes

**Item Type:** Action. EPC members will vote to approve the meeting minutes.

**Background:**

The SRC Executive Planning Committee (EPC) last met on February 16, 2022. The minutes from this meeting include notes taken of the discussions and decisions made.

**Attachment(s):**

Attachment 1: Draft Minutes for Approval

**Agenda Item 3, Attachment 1**

## Draft Minutes for Approval



**CALIFORNIA STATE REHABILITATION COUNCIL (SRC)**

**EXECUTIVE PLANNING COMMITTEE (EPC)**

Wednesday, February 16, 2022

1:00 p.m. – 2:30 p.m.   
Virtual meeting and teleconference

*Draft*

**Attendance**

|  |  |
| --- | --- |
| **EPC Members** | **DOR Staff** |
| Theresa Comstock – SRC Chair | Regina Cademarti |
| Nick Wavrin – SRC Vice-Chair | Jessica Grove |
| Benjamin Aviles – SRC Treasurer |  |
| Ivan Guillen – Chair, Unified State Plan Standing Committee | **Members of the Public**  Kecia Weller |
| Susan Henderson – Chair, Monitoring and Evaluation Standing Committee |  |

**Item 1: Welcome and Introductions**

SRC Chair Theresa Comstock called the meeting to order at 1:00 p.m. and welcomed all participants. The EPC members introduced themselves and a quorum was established.

**Item 2: Public Comment**

There were no public comments on issues and concerns not included elsewhere on the agenda.

**Item 3: Approval of the December 8, 2021 EPC Meeting Minutes**

Motion: It was moved/seconded (Guillen/Aviles) to approve the

December 8, 2021 EPC meeting minutes. Motion was approved 5-0-0.

(Yes – Aviles, Comstock, Guillen, Henderson, Wavrin), (No - 0)

(Abstain – 0)

**Item 4: March 2022 SRC Quarterly Meeting**

Executive Officer Cademarti reviewed the quarterly meeting potential agenda items and standing business items.

Presentations of interest to the SRC included:

* Self-Employment for DOR consumers
* Competitive Integrated Employment Blueprint with an employer panel discussion
* Mental health cooperative programs evidence-based practices
* Communication with DOR consumers
* Virtual outreach, recruitment, and engagement of DOR consumers
* Expedited individualized plan for employment
* Career Pathways grant

**Item 5: SRC Officers and Executive Officer Reports**

Chair Comstock thanked the EPC members for attending the meeting. Her second SRC term and position as SRC Chair will end on September 7, 2022.

Vice-Chair Wavrin stated the Bridge to the Future virtual conference will be held March 7-9, 2022. This is one of largest conferences in the State on secondary transition. The conference topics include youth leadership, community engagement, and work-based learning experiences.

Treasurer Aviles provided an update on the SRC budget. The budget continues to have savings in operating expenses due to no member travel during the pandemic.

Committee Chair Henderson stated the SRC Monitoring and Evaluation will meet on March 8, 2022. The presentation topics include the 2021 final Consumer Satisfaction Survey (CSS) report, the CSS dashboard, and an update on the 2022 CSS.

Committee Chair Guillen stated the public comment for the State Plan modification closed on February 14, 2022. The Unified State Plan will be submitted by March 15, 2022. The next SRC Unified State Plan committee meeting will be on May 17, 2022.

Executive Officer Cademarti provided a SRC membership update. Highlights included:

* Membership Update. SRC members Brisbane, Hasak, Henderson and Xavier are eligible for reappointment for a second term. Their first term expires September 7, 2022.
* The SRC is waiting for the governor appointments of new SRC members.
* Recruitment efforts have been made for the American Indian Vocational Rehabilitation; Business, Industry, and Labor positions; and California Workforce Development Board.

**Item 6: Adjourn**

The meeting adjourned at 1:47 p.m.



**Agenda Item 4**

**Wednesday, May 4, 2022**

# Item Name: Recommendation Discussion

**Item Type:** Discussion and Action.

**Background:**

During the March 23-24, 2022 SRC quarterly meeting, it was agreed the recommendation discussion would continue at today’s, May 4, 2022 EPC meeting.

**Attachment(s):**

Attachment 1: Recommendation Summary

**Agenda Item 4, Attachment 1**

## Recommendation Summary

**Discussion #1**

Adding DOR Contact Name to DOR Goods and Services Authorization Form

**Issue**

The current authorization form only has the VR counselor name, phone number, and email address. Contractors (vendors and service providers) may have questions about items on the form that the VR counselor cannot answer. The contractors need a direct phone number to DOR staff, such as the service coordinator, to ask questions.

**Draft Recommendation**

The DOR should ensure the DR 297B Authorization for Vocational Rehabilitation Services form clearly identifies the name(s) and contact information of DOR staff that the contractor (vendor or service provider) can contact with questions about the services or authorization.

**Discussion #2**

Working with Local Education Agencies to Train Teachers on DOR Services

**Issue**

Information on DOR services to students with disabilities should be shared with all teachers, not only teachers in Special Education. There are students with disabilities that may not qualify for Special Education, such as those with 504 plans, that could potentially utilize DOR services.

**Draft Recommendation**

To increase awareness that all students with disabilities, including those without an Individualized Education Plan, are eligible for vocational services, the DOR should partner with local education agencies to provide training and information to all teachers, administration, counselors, parents, and students.

**Discussion #3**

Expanding Partnerships between Vocational Rehabilitation and Behavioral Health Agencies

**Issue**

The local behavioral health boards and commissions could benefit from a partnership model like the Competitive Integrated Employment Blueprint. A formalized process such as local partnership agreements could help enhance services and increase opportunities for employment for individuals with behavioral health disabilities.

**Draft Recommendation**

In order to increase and sustain successful employment outcomes for individuals with mental illness, we recommend increasing communication, resources and training for agencies and organizations on the state and local levels by establishing a blueprint (similar to the Competitive Integrated Employment Blueprint) with a goal of increasing the provision of evidence-based vocational services (services that require an array of staff and multiple funding mechanisms in order to achieve fidelity and sustain employment.)



**Agenda Item 6**

**Wednesday, May 4, 2022**

# Item Name: June 2022 SRC Quarterly Meeting

**Item Type:** Discussion.

**Background:**

To help plan for the upcoming SRC quarterly meeting, a list is compiled of standing/business items, information updates, or presentations requested by the SRC. The EPC members will provide input on the next SRC quarterly meeting agenda items and time.

**Attachment(s):**

Attachment 1 – SRC Quarterly Meeting Potential Agenda Items

**Agenda Item 6, Attachment 1**

## SRC Quarterly Meeting Potential Agenda Items

**Meeting Dates:** Wed. June 8 and Thurs. June 9, 2022

**Meeting Time:** 9:00 a.m. to 4:00 p.m. (Total time = 14 hours or 840 min.)

**Format:** In-Person, Conference Call, and Virtual Meeting through Zoom

**Standing/Business Items** (Estimated Total 640 min.)

* 5 min. Identification of Future Agenda Items
* 5 min. Vote: Minutes Approval
* 5 min. Vote: Nominating Committee
* 10 min. Public Comment (5 min. per day)
* 10 min. New Member Welcome
* 20 min. Welcome and Introductions (10 min. each day)
* 45 min. Debrief and Recommendations Working Session
* 60 min. Member/SRC Officer/Executive Officer Reports
* 60 min. Adopt-a-Region Reports
* 60 min. Directorate’s Report
* 60 min. Break (Qty 2, 15 min. breaks each day)
* 90 min. Subcommittee meeting: Unified State Plan
* 90 min. Subcommittee meeting: Monitoring and Evaluation
* 120 min. Lunch (60 min. each day)

**Information Updates/Presentations** (Estimated total = 200 min.)

**Presentations Requested by DOR Staff to SRC Executive Officer**

* **The Intersection of Retention Plans and Order of Selection – 20 min.**

Presented by Jessica Grove

**Presentations Requested by SRC Members**

**1. Consumer Reimbursement of Goods and Services**

The SRC will learn about the process of consumer reimbursement of goods and services. The DOR fair hearing complaints were separated into categories, one category included the request for reimbursement for goods and services which were not previously authorized by the DOR. The SRC can learn of the possible factors that may lead up to those complaints.

**2. Independent Living**

The SRC members will learn about the work of the Independent Living Centers, the State Independent Living Council, and of any policy and system issues.

**3. Employers**

The panel discussion will allow the SRC to hear from the business, industry, and labor representatives. The SRC can help identify the topics they want to know more about. Some potential discussion areas can include:

* What are hiring mangers looking for when selecting an employee?
* What would be the best way for DOR to approach your company about hiring?
* What are some positive and/or negative experiences have you had while working with DOR?
* What fears do employers have the most about when hiring a person with a disability?
* What suggestions would you give DOR to help them develop long-term partnerships with employers?
* Are there ways to incentivize for and create employer demand to hire people with disabilities? Such as tax incentive?

**4. Career Pathways Grant**

Members will learn about the grant creating sector-based caseloads. This is a unique service delivery design by assigning, building and serving statewide caseloads based on the identified goal in the consumer’s Individualized Plan for Employment (IPE) rather than geography.

**5. Individual Service Providers (ISP)**

Members will receive an update on the DOR’s use of ISPs. ISPs are independent contractors who assist individuals with disabilities to participate in vocational rehabilitation services and to achieve and maintain an employment outcome. DOR did not discontinue authorizations for ISPs and their services by September 1, 2021, as previously communicated.

**6. Adult Work Experience**

Members will receive an update on the availability of Adult Work Experiences for DOR Consumers. Work experiences are intended to be temporary placements to gain experience in the workplace.

**7. Update on Blind Advisory Committee’s Taskforce on Allegations of Sexual Misconduct**

Members will receive an update on the progress of the taskforce and DOR’s response to the recommendations.

**8. Virtual Outreach, Recruitment, and Engagement of DOR Consumers.**

Members will learn about DOR’s strategies to outreach, recruit, and engage consumers in a virtual environment.

**9. Expedited Individualized Plan for Employment (IPE)**

Members will learn about the expedited IPE process purpose and goal.

**Items Not Ready Yet for a Presentation - Waiting for Updates**

**Financial Participation Implementation Documents**

The SRC will learn about the DOR materials (informational handouts to consumers, website content, staff resources and training) related to the financial participation and loaned property regulations. This is in support of the 2021 SRC recommendation that the materials are developed with clear language and with examples to ensure understanding by staff, consumers, and the public, reassuring that access to needed services will continue in an equitable and fair manner.

**Consumer Payment Card Update**

The SRC will learn more consumer payment card updates after a request to bid is awarded including the provider and objectives.

**Social Media**

The SRC will learn about how DOR engages with consumers and stakeholders through social media. How does the DOR respond to comments and questions from followers and keep followers/community informed, educated, and up to date? How do they choose what content to publish to attract attention from followers and encourage engagement?



**Agenda Item 7**

**Wednesday, May 4, 2022**

# Item Name: Recommendations for the SRC Nominating Committee

**Item Type:** Action

**Background:**

Today, the EPC members will recommend at least three (3) and not more than five (5) SRC members for the Nominating Committee.

This is in preparation for the SRC officer election at the August 31-

September 1, 2022 quarterly meeting,

**Attachment(s):**

Attachment 1 – Excerpt from SRC Bylaws

Attachment 2 – SRC Membership Roster and Appointment Chart

**Agenda Item 7, Attachment 1**

## Excerpt from SRC Bylaws

This excerpt from State Rehabilitation Council (SRC) Bylaws provides the guidelines for the Nominating Committee.

**CALIFORNIA STATE REHABILITATION COUNCIL**

**BYLAWS**

Revised August 15, 2018

**Article V Officers, Section A, Item (1) b.**

1. The SRC Officers shall be Chair, Vice-Chair and Treasurer, with duties and responsibilities as follows:

(1) The Chair shall:  
b. Select and appoint, from among the SRC membership, Chairs and members of all SRC Committees and taskforces, with the exception of the Nominating Committee;

**Article 7 Committees, Section A, Item 5**

5. Nominating Committee

The Nominating Committee shall make recommendations to the SRC relative to the annual election of SRC officers. The Nominating Committee shall:

* 1. Be composed of at least three (3) and not more than five (5) SRC members.
  2. Be elected by the SRC at the meeting preceding the meeting in which Officer elections are held, from a slate of candidates recommended by the EPC. The floor shall also be opened to additional nominations.
  3. Serve for one year. Should a mid-year vacancy occur in the office of vice-chair or treasurer, the Nominating Committee shall reconvene and recommend a candidate for vote at the next SRC meeting.

**Agenda Item 7, Attachment 2**

## SRC Membership Roster and Appointment Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member Name** | **Term** | **Appointment Date** | **End**  **Date** | **Member Type** |
| Theresa Comstock | Second | Sep 8 2019 | Sep 7 2022 | Disability Advocacy Group |
| Joe  Xavier | Third | Sep 8 2019 | Sep 7 2022 | State VR Director  (non-voting) |
| Chanel Brisbane | First  (Partial Term) | Sep 25 2020 | Sep 7 2022 | Community Rehab Program |
| Jonathan Hasak | First  (Partial Term) | Sep 25 2020 | Sep 7 2022 | Business, Industry, and Labor |
| Susan Henderson | First  (Partial Term) | Sep 25 2020 | Sep 7 2022 | Parent Training and Information |
| Lisa  Hayes | First  (Partial Term) | Mar 30, 2022 | Sep 7, 2022 | State Independent Living Council |
| Benjamin Aviles | Second | Sep 8 2020 | Sep 7 2023 | Applicant of or Recipient of VR Services |
| Nicholas Wavrin | Second | Sep 8 2020 | Sep 7 2023 | State Education Agency |
| Kecia  Weller | Second | Sep 8 2020 | Sep 7 2023 | Disability Advocacy Group |
| Ivan  Guillen | Second | Oct 11 2021 | Sep 7 2024 | Client Assistant Program |
| Sara  Abdrabou | First | Mar 30, 2022 | Sep 7. 2024 | Voc. Rehab Counselor  (non-voting) |
| Elizabeth Lewis | First | Mar 30, 2022 | Sep. 7, 2024 | Business, Industry, and Labor |