

**CALIFORNIA STATE REHABILITATION COUNCIL (SRC)**

**EXECUTIVE PLANNING COMMITTEE (EPC)**

**MEETING NOTICE AND AGENDA**

**Wednesday, February 16, 2022**

**1:00 p.m. – 2:00 p.m.**

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**EXECUTIVE PLANNING COMMITTEE (EPC)**

# Meeting Notice and Agenda

**Wednesday, February 16, 2022**

**1:00 p.m. – 2:00 p.m.**

**Public Participation Options**

* **Video Conference Link**: Zoom: <https://tinyurl.com/EPCFEB22>
  + Meeting ID: 895 8877 9858 and Passcode: HMJ5FN=z
* **Teleconference Number**: 1-408-638-0968 or 1-669-900-6833
* Meeting ID: 895 8877 9858 and Passcode: 46073311
* 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 December 8, 2021 EPC Meeting Minutes (1:10 – 1:15 p.m.)**

Theresa Comstock, SRC Chair

**4. March 2022 SRC Quarterly Meeting (1:15 – 1:40 p.m.)**

The EPC will provide input on the March 23-24, 2022 SRC quarterly meeting time and agenda items.

**5. SRC Officers and Executive Officer Reports (1:40 – 2:00 p.m.)**

**6. Adjourn\* (2:00 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.

**CONTACT PERSON**

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



**Agenda Item 3**

**Wednesday, February 16, 2022**

# Item Name: Approval of the December 8, 2021 SRC Meeting Minutes

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

**Background:**

The SRC Executive Planning Committee (EPC) last met on December 8, 2021. The minutes from this meeting include notes taken of the discussions and decisions made.

**Attachment(s):**

Attachment 1: December 8, 2021 Draft EPC Meeting Minutes

**Agenda Item 3, Attachment 1**

## December 8, 2021 Draft EPC Meeting Minutes



**CALIFORNIA STATE REHABILITATION COUNCIL (SRC)**

**EXECUTIVE PLANNING COMMITTEE (EPC)**

Wednesday, December 8, 2021

10:30 a.m. – 12:00 p.m.   
Virtual meeting and teleconference

*Draft*

**Attendance**

|  |  |
| --- | --- |
| **EPC Members** | **DOR Staff** |
| Theresa Comstock – SRC Chair | Regina Cademarti |
| Benjamin Aviles – SRC Treasurer |  |
| Ivan Guillen – Chair, Unified State Plan Standing Committee | **Members of the Public**  Aaron Espinoza |
| Susan Henderson – Chair, Monitoring and Evaluation Standing Committee |  |

**Item 1: Welcome and Introductions**

SRC Chair Theresa Comstock called the meeting to order at 10:30 a.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 August 8, 2021 EPC Minutes**

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

August 8, 2021 meeting minutes. Motion was approved 3-0-1.

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

**Item 4: SRC Bylaws Annual Review**

SRC Bylaws, Article VIII, Item 1 state the bylaws shall be reviewed annually by the EPC.

Cademarti reviewed the staff suggested edits to the bylaws including:

* Under Article IV Membership. Section B.
  + Updating the membership to match the Federal regulations 34 CFR § 361.17 - Requirements for a State Rehabilitation Council.
  + Minor wording update from “with the exception” to “except for”
  + Updating pronouns to gender neutral pronouns
* Under Article VI Procedures, B. Voting, (3)
  + Correcting the word “anytime” to “any time”

The EPC members did not have any additional edits.

Next steps:

* January 12-13, 2022 SRC quarterly meeting: The bylaw amendments will be introduced in writing. SRC members will have the opportunity to review and suggest additional edits.
* March 23-24, 2022 SRC quarterly meeting: vote on the bylaw amendments.

**Item 5: Review and Approval of 2021 SRC Annual Report**

EPC members reviewed the final version 2021SRC Annual Report. The term of the report is October 1, 2020 - September 30, 2021. The report includes:

* + Introductory letters from the current SRC chair and DOR Director. Background information on the Rehabilitation Act and an overview of the SRC.
* Highlights of the SRC’s accomplishments from the term including collaboration, quarterly meeting topics, and recommendations sent to the DOR.
* Features the SRC’s partnership with DOR on the Consumer Satisfaction Survey and the State Plan.
* Provides information on the SRC’s membership and an outreach message encouraging interested individuals to apply for membership.
* Concludes with a brief overview of DOR

Motion: It was moved/seconded (Aviles/Guillen) to approve the 2021 SRC Annual Report. Motion was approved 4-0-0. (Yes – Aviles, Comstock, Guillen, Henderson), (No - 0) (Abstain – 0)

Next steps:

By 12.30.2021: Submit the 2021 SRC annual report to the Governor and Rehabilitation Services Administration.

**Item 6: January 2022 SRC Quarterly Meeting Agenda**

Executive Officer Cademarti reviewed the standing business items and presentation items.

The EPC decided the meeting time will be reduced from three hours a day to two and a half hours each day. Presentations of interest include:

* Demand Side Employer Initiative Grant
* Fair Hearing and Mediation Statistics and Overview of Hearing Summaries
* Revisions to forms: DR 222 Vocational Rehabilitation Services application and DR 222A Supplemental Personal Information forms and application regulations package update
* Request for Joint Approval of Impartial Hearing Officers to Conduct Mediations and Fair Hearings
* Update on DOR’s Regulation Projects

**Item 7: SRC Officers and Executive Officer Reports**

Chair Comstock thanked all members for attending the meeting.

Treasurer Aviles stated SRC budget personnel costs had a small increase due to the wage cut for state workers ending on June 30, 2021. There continued to be operating expense savings due to no member and staff travel.

Committee Chair Guillen stated the Unified State Plan committee met on

November 16, 2021. The committee received an update from DOR on the modification to the State Plan including the minor changes to the objectives. The objectives will now measure change by percentage increase instead of by numbers.

Committee Chair Henderson stated the Monitoring and Evaluation met on August 26, 2021 to discuss the Consumer Satisfaction Survey qualitative comments focused on communication to consumers and transportation reimbursements. SRC members are encouraged to talk to their Regional Director about their communication practices.

Chair Comstock suggested the SRC may want to consider a recommendation for transportation or strategize on whether the SRC wants more research presented to the committee on policies around transportation.

Executive Officer Cademarti provided a report on SRC membership.

* Ivan Guillen representing Client Assistant Programs, was reappointed in October to the SRC for his second term.
* Currently there are seven vacant positions on the SRC

Business, Industry, and Labor (3 vacant positions)

State Independent Living Center (1 vacant position)

California Workforce Development Board (1 vacant position)

American Indian Vocational Rehabilitation Program Representative

(1 vacant position)

Vocational Rehabilitation Counselor (1 vacant position)

* In 2022, there are four members up for reappointment

Jonathan Hasak representing Business, Industry, and Labor

Chanel Brisbane representing Community Rehabilitation Programs

Susan Henderson representing Parent Training and Information Centers

Joe Xavier representing DOR Director

* One member will be terming out on September 7, 2022

Theresa Comstock, representing Disability Advocacy Groups

**Item 7: Adjourn**

The meeting adjourned at 11:07 a.m.



**Agenda Item 4**

**Wednesday, February 16, 2022**

# Item Name: March 2022 SRC Quarterly Meeting

**Item Type:** Discussion. The EPC members will provide input on the

next SRC quarterly meeting agenda items and time.

**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.

**Attachment(s):**

Attachment 1 – SRC Quarterly Meeting Potential Agenda Items

**Agenda Item 4, Attachment 1**

## SRC Quarterly Meeting Potential Agenda Items

**Meeting Dates:** Wednesday March 23 and Thursday March 24, 2022

**Meeting Time:** 10:00 a.m. to 12:30 p.m. (300 minutes total or 2.5 hrs. each day)

**Standing/Business Items** (190 minutes)

* 5 min: Identification of Future Agenda Items
* 5 min: Vote: Minutes Approval
* 5 min: Vote: Bylaw Amendments
* 10 min: Public Comment (5 min. per day)
* 10 min: Welcome and Introductions (5 min. per day)
* 20 min: Breaks (5 minutes at each hour)
* 25 min: Debrief and Recommendations Working Session
* 25 min: Member/SRC Officer/Executive Officer Reports (approx. 3 min. per member/staff)
* 40 min: Adopt-a-Region Reports (5 min. per member)
* 45 min: Directorate’s Report

**Presentation Items:** (110 minutes)

**Future Information Updates/Presentations**

**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. Self-Employment Program**

The SRC will learn about the DOR process and guidelines to become employed in a self-employment setting. The concept of a "Self-Employment Setting" allows the individual to choose a vocational goal/occupation such as graphic artist, barber, accountant, etc., as an employment outcome in a setting where the individual can work as self-employed instead of as an employee.

**3. 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.

**4. 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?

**5. Competitive Integrated Employment (CIE)**

The SRC members will learn about CIE opportunities for individuals with intellectual disabilities and developmental disabilities (ID/DD). The CA Department of Education, DOR, and Dept. of Developmental Services have worked together to create a proactive interagency plan utilizing available resources[[1]](#endnote-1) to increase opportunities for individuals with ID/DD to prepare for and engage in CIE, and to reduce reliance upon subminimum wage jobs and segregated work settings

**6. 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.

**7. 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.

**8. 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.

**9. 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.

**10. Mental Health Cooperative Programs Evidence-Based Practices**

Members will learn about the DOR cooperative programs work to increase evidence-based practices for individuals with psychiatric disabilities

**11. 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.

**12. Communication to DOR Consumers**

Members will learn about how DOR keeps connected to their consumers.

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

Members will learn about the expedited IPE process.

**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 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?

1. [↑](#endnote-ref-1)