# Item 4 Detail Sheet: SRC Quarterly Meeting Planning

## Background

To inform the February 15, 2024 SRC Executive Planning Committee (EPC) discussion to plan the March 6 – 7, 2024 SRC quarterly meeting, below are proposed agenda items for consideration. ***All proposed agenda items/topics are for discussion and planning purposes only and are not an official invitation, commitment, or notice.***

## Proposed Meeting Structure

Hybrid meeting format with in-person (DOR Central Office Sacramento, Room 301), conference call, and Zoom participation options.

## Day 1 – Wednesday, March 6, 2024

# Item 1: Welcome and Introductions (9:00 – 9:10 a.m.)

Ivan Guillen, SRC Chair, will welcome attendees to the meeting.

# Item 2: Public Comment (9:10 – 9:15 a.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.

# Item 3: Approval of the November 29 – 30, 2023 SRC Quarterly Meeting Minutes (9:15 – 9:20 a.m.)

Kate Bjerke, SRC Executive Officer

**Item 4: DOR Services for Individuals who are Justice-Involved**

**(9:20 – 10:00 a.m.)**

Shayn Anderson, Regional Director, DOR San Joaquin Valley District, will provide an overview of DOR services available to individuals with disabilities in correctional settings as they prepare for release and transition back into the community.

**Break (10:00 – 10:15 a.m.)**

**Item 5: DOR Consumer Application Process (10:15 – 11:00 a.m.)**

Nancy Wentling, Chief, and Michele Kaplan, Program Analyst, with DOR’s VR Policy and Resources Division (VRPRD) will provide an overview of DOR’s consumer application process, highlighting each step an individual needs to take to apply for services either in-person or online. A demonstration of the VR Connections online application experience will be provided. SRC members will have the opportunity to ask questions and engage in discussion.

**Item 6 – TBD (11:00 – 11:30 a.m.)**

# Lunch (11:30 – 1:00 p.m.)

# Item 7: Directorate Report (1:00 – 2:00 p.m.)

Joe Xavier, DOR Director, and Victor Duron, DOR Chief Deputy Director, will report on leadership and policy topics of interest. National, state, and departmental updates will be provided. SRC members will have the opportunity to ask questions and have an interactive discussion.

# Break (2:00 – 2:15 p.m.)

**Item 8: Administrative Law Judges (2:15 – 2:30 p.m.)**

Cruz Fresquez, Appeals Analyst, DOR Office of Legal Affairs, will present biographies of proposed Administrative Law Judges (ALJs) for the SRC’s consideration. The SRC will then vote to decide if the proposed ALJs are approved for conducting fair hearings and mediations for DOR consumers.

*Attachment: Proposed ALJ Biographies*

**Item 9: Fair Hearing and Mediation Statistics and Decision Summaries (2:30 – 3:00 p.m.)**

Cruz Fresquez, Appeals Analyst, DOR Office of Legal Affairs, will review fair hearing and mediation statistics and nature of issues and complaints, and will review legal decision summaries from Federal Fiscal year 2022-2023 (October 1, 2022 – September 30, 2023). Potential trends or recurring issues from the fair hearing decisions will be addressed.

*Attachment: FFY 2022-23 Fair Hearing Decision Summaries*

**Item 10: Client Assistance Program (CAP) Report Out (3:15 – 4:00 p.m.)**

Ivan Guillen, SRC Chair and CAP Senior Advocate with Disability Rights California, will provide an overview of CAP’s advocacy efforts, trends, outreach, training and other initiatives from Federal Fiscal year 2022-23 (October 1, 2022 – September 30, 2023).

# Recess (4:00 p.m.)

## Day 2 – Thursday, March 7, 2024

# Item 11: Reconvene, Welcome, and Introductions (9:00 – 9:05 a.m.)

Ivan Guillen, SRC Chair

# Item 12: Public Comment (9:05 – 9:10 a.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.

**Item 13: Monitoring and Evaluation Committee (9:10 – 10:10 a.m.)**

The DOR Planning Unit will present proposed changes to the 2024 Consumer Satisfaction Survey (CSS) based upon suggestions submitted by the SRC.

Attachments:

* *December 12, 2023 SRC Memo – Suggestions to Increase CSS Engagement*
* *2023 Consumer Satisfaction Survey*

**Break (10:10 – 10:25 a.m.)**

**Item 14: Unified State Plan Committee (10:25 – 11:00 a.m.)**

The DOR Planning Unit will provide a quarterly update on the Department’s progress in meeting the goals and objectives in the 2020 – 2024 VR Services Portion of the Unified State Plan.

**Item 15: TBD (11:00 – 11:30 a.m.)**

# Lunch (11:30 a.m. – 1:00 p.m.)

# Item 15: Adopt-a-Region Report Outs (1:00 – 1:40 p.m.)

SRC members will report out from recent discussions with their assigned DOR Regional Directors.

# Item 16: SRC Bylaws (1:40 – 2:00 p.m.)

An amendment to the SRC bylaws was introduced during the November 30, 2023 SRC quarterly meeting. As a next step, SRC members will vote upon the proposed amendment.

*Attachment: Proposed SRC Bylaw Amendment*

**Break (2:00 – 2:15 p.m.)**

**Item 17: Policy Committee Report Out (2:15 – 2:30 p.m.)**

Chanel Brisbane, SRC Vice-Chair and Policy Committee Chair, will report out from the February 2, 2024 SRC Policy Committee meeting during which questions and topics related to Administrative Law Judges were discussed.

# Item 18: Debrief and Recommendations Discussion (2:30 – 3:15 p.m.)

SRC members will debrief from the meeting discussions and potentially develop and/or adopt policy recommendations.

# Item 19: SRC Officers, Members, and Executive Officer Report Outs

**(3:15 – 3:45 p.m.)**

# Item 20: Future Agenda Items (3:45 – 4:00 p.m.)

# Adjourn (4:00 p.m.)