

New Mexico Division of Vocational Rehabilitation
State Rehabilitation Council

Regular Meeting Minutes

Friday, November 17, 2017,

Division of Vocational Rehabilitation
Albuquerque, NM 87106

I. Call to Order/Roll Call

Guy Surdi – Representing himself as an individual appointee. Even though employed by the Governor’s Commission on Disability Mr. Surdi is not representing Governor’s Commission on Disability, but will be a voting member.

Rebecca Roybal, Membership Status Pending

II. Action Items

A. Approval of Agenda

B. Approval of Minutes –

September 15, 2017 meeting

Corrections need to be made to last names for Guy Surdi and Paula Seanez.

Rebecca Holland requested that the SRC get the minutes closer to when the meeting is and that they be emailed.

Michael Wright explained at a minimum of two weeks they are posted on the website and can email them two weeks in advance.

Rebecca Holland, the paragraph where I am talking on Page 3, 4th sentence down where it says tribal sons are limited to I am not sure what is meant.

Adrian Apodaca responded, so what that means we are giving the Core Process of PRE-ETS that is in a group setting so we can give it to everybody in that room but if we have to pay for that individual to get to that training. Adrian, explained Pre-ETS and the rules of the 15% of funds. We cannot pay for individualized services with that 15%. The one thing we can pay under PRE-ETS is the stipends. There is not a lot of give to be creative with other services.

So, let’s say if student is going from Cuba to Rio Rancho to receive this training we have to bring that individual into Title 1 and make them eligible for VR and pay for them through Title 1 and not pay thru PRE-ETS. The law separates them

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completely and complicates how we do our job. That is what that paragraph is talking about there.

Paula Seanez on Page 4 that first paragraph Eileen covered 50 million covers our funding sources and does include general funds.

Adrian Apodaca replied Gen. Fund is about five million roughly, and I think our total budget is about twenty five or twenty nine million.

Sandy Sandoval so what I think needs to happen I think minutes need to be re-transcribed the numbers need to be filled in correctly, with that I stand with Rebecca Holland to table the minutes.

Rebecca Holland mentioned to Michael Wright for you Adrian to possibly provide input to Michael Wright on some of those areas.

Rebecca Holland asked to table minutes, Sandy Sandoval agreed. All in favor of tabling minutes until the next quarterly meeting.

Rebecca Holland made 1st motion, 2nd Motion by Paula Seanez.

C. Election of Sergeant at Arms By acclamation.

Rebecca Holland. 1st Motion 2nd Motion

D. Select Cover for annual report

Cover for Annual Report was passed around for selection. 1st - Plain Jane – Simple, 2nd one more graphic images, tables of contents, 3rd – Combination of a cover page and table of contents.

Preferred a light color palette. Tan is good on outside pages, or even teal, aqua. Lettering in black. Motion made to select a light color scheme, and color of font. Paula Seanez made 1st motion. Rebecca Holland 2nd the motion.

III. 121 Report-Paula and Rebecca

Paula Seanez mentioned, Treva Roanhorse – Director, Navajo Nations Department did retire at the end of fiscal year. We are advertising for a Director at this time. We do have our second year grant award notification, so we are good there and look forward to serving individuals that apply to our program.

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We do have MOU with NMDVR it might be good to look back at that and make sure we are partnering on that especially if DVR is planning on hiring a program supervisor for the Farmington and Gallup area.

Our (CANAR) Consortia of Administrators for Native American Rehabilitation those dates are set for Dec. 3-7 in Las Vegas, not New Mexico, Nevada. Looks like good presentations on Partnerships with States, and Services in Terms of Transition. We will be sending a team probably of about 3-4 individuals to that conference.

Rebecca Holland on a few of the things that Paula Seanez talked about are things that apply to the Jemez Pueblo VR program as well. First, of all I would love to see someone from State Vocational Rehabilitation to go with us at some point to the CANR Conf. This is the conference of all of the 121 programs across the nation. So eighty eight programs are there, and I would say a good more than a third of them bring more than half of them bring a representative from State Vocational Rehabilitation. It is a great opportunity to hear about Tribal Vocational Rehabilitation, but also to learn more about partnership and collaboration between Tribal Vocational Rehabilitation and State Vocational Rehabilitation.

Rebecca Holland - Our program right now is developing a 2018 Youth Transition Conference and it will be to pull together all of our transition students they will actually be the committee that plans this conference. We would love to be able to see collaboration with state VR in that conference

Rebecca Holland - We also were refunded for year two of our grant, all of our FY 17 goals and objectives were achieved as with what Paula presented I think it would be good for the 121 programs with DVR to come together and look over the MOU just to make sure it is just not written on paper.

Rebecca Holland, I had the opportunity to present at the rehab academy on what is tribal vocational rehabilitation how do we work, giving DVR Staff information.

Adrian Apodaca at our statewide conference Yolanda from Workforce came out and presented on their programs. We are already Co-locating with the one stops centers in Albuquerque. We have plans to start co-locating in Las Cruces by July 2018. DVR is working to engage with all one-stops across the state.

Break

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IV. Director's Report

On the National Level of from what I understand, we are still on a continuing resolution. Joe mentioned that the federal reporting for 911 we are pretty much up to date. From what I understand from our Data Analyst according from the first submission of the 911 report we had fifty errors but Budget Analyst came in this week and re-did and we are down to zero errors. We are good on the federal 911 report. Adrian Apodaca clarified that it was 50,000 errors due to an aware upgrade, but all errors had been corrected by the time of the report.

On the state level Eileen Marrujo and I testified to the Legislative Finance Council (LFC) on Oct. 19, 2017. The biggest urgency for us is the implementation of the PRE-ETS program and meet the required 15% set aside in that program. DVR is on track to expend the 15% by the end of FFY 18.

On the HR side SPO positions is still moving forward on the HR consolidation, looking kind of questionable at this point but they are going to move forward on it. Some positions have already been transferred to various other agencies.

The State Auditors have been looking at our programs here for the last several weeks, and they tell us they hopefully will have some kind of finding here or at least a report if there are no findings in a couple of weeks.

Adrian clarified on the State Auditors report we actually do have two findings. One of the findings was the PRE-ETS which we knew about its just we did not spend 15%. Paula Seanez asked if those were preliminary findings or final. Adrian responded they are final, that the agency now is working on our response to the audit findings.

Adrian Apodaca on my part, we closed 205 people rehab this year, we saved 36 jobs post-employment services. We are currently looking at 418 who are employed and 444 who are in job ready status. So if all those come to be successful rehabilitations by July 1st that is almost 900 to 1000 closures for the year.

Yolanda Montoya- Cordova mentioned Workforce should be able to provide the council more information in regard to some wage information to those individuals. As, Adrian Apodaca indicated we are still in the process of trying to figure out. Workforce believes with the co-partners pull that report together because we are also going to have to collect data for adult education.

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Michael Wright explained under WIOA how it was measured under the first quarter, and third quarter, now it is being measured under the second and fourth quarter, and that is the difference in the metrics.

Eileen Marrujo FY 18 Budget (Refer to Attachment) Presented by Robert Alirez

Robert explained FY 18 Budget we are looking at a six million budget for next fiscal year. Admin. Services were at 5.5 million, Rehab Services 28.2 million.

Eileen Marrujo DVR's FY 18 HR Report (Refer to Attachment) Presented by Robert Alirez

Admin services we have 41 and 4 vacancies.

Rehab Services 159 we have 33 vacancies.

In Independent Living Program we have one FTE in that program.

In the DDS program 110 FTE's, and 40 vacancies but have to wait for SSA approval to hire.

Adrian Apodaca explained right now everybody in the state is having this issue. With Human Resources (HR) consolidation, State Personnel Office (SPO) ongoing process personnel actions are being delayed.

Michael Wright provided a hard copy of RSU's organization structure to the board.

V. SRC Chairpersons Report

A. Update on appointments from Governor's Office

B. Ongoing recruitment of SRC members

Sandy Sandoval, gave the director report. We had an executive committee meeting a few weeks ago, and met with Michael Wright, Bernadine and I worked on all the pieces we could work on. It has been difficult this year since the membership has really fallen off, so Bernadine Chavez has been working hard with the Office of The Governor, and I think to move through getting the appointment approved. Sandy Sandoval. Mariela Pijem was missing some items that needed to be turned, Guy Surdi status is sitting on the governor's desk for signature.

Paula Seanez stated, I am official.

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Sandy Sandoval mentioned we are still continuing trying to recruit membership I think we lack several business members. That is the chairperson's report.

VI. DVR Staff Updates

A. IT

Robert Alirez reported on the Aware Case Management. We did have 50,000 errors we were fixing, working with Adrian Apodaca and his staff, and shut down offices last week for a couple of days. Jana Gallegos who is the administrator of the Aware Case Management program worked hard to get all those resolved in a timely fashion. I am getting ready to hire another Quality Assurance Position to help Jana Gallegos with the Federal Reporting. I will also have another Business Operations Specialist that does a dual function to serve as my Administrator, and to be the Trainer for new releases for Aware.

Robert talked about looking into another case management system platform, and potentially moving away from AWARE.

Robert Alirez explained that if we do procure another case management platform that is would be easier to be integrated with Workforces case management platform.

Yolanda Cordova-Montoya we are currently working on a single sign on, we want to have one single sign on solution for everyone that is coming through the workforce system

Sandy Sandoval I think it is important to upgrade and I move forward and include technology, but from the budgetary prospective that the State of New Mexico is in when we can duck tail, and share resources across abroad sector.

Robert Alirez I am trying to be innovative and keep the costs down, partnering with other agencies and partnering with Workforce we have worked with DOIT, Workforce and us.

B. MOP Revision

Adrian Apodaca stated, I sent it to Bernadine last night a red draft copy, for the SRC to review and give comment.

Adrian Apodaca on the topic top of Policy of MOP, I did want to bring up one thing to look at in the MOP. Which is assistive technology. We made it more user friendly for the client to receive these services

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Guy Surdi, in the last meeting where you were talking about assistive technology it seems like there are avenues where more assistive technology can be provided. Can you explain that more?

Adrian Apodaca, the manual of operations procedures (MOP) governs the basic standards how we provides services. Participant's contributions is based on the federal poverty guidelines, and it goes up on how many people in the household. In this MOP we revised it to say that PFC does not apply to that version of technology. That is an improvement with people with disabilities.

C. State Plan Review

Reyes Gonzales did not cover by conference call. Postponed. SRC board expressed concern with not being able to review the State Plan at this meeting as scheduled. Yolanda Montoya- Cordova what I do recommend in what we will be doing with our State Workforce Development Board is looking at the state plan as it is written out

SRC expressed wanting to be more involved with the development of the state plan in the future. SRC and DVR discussed the current and past issues the state plan and MOP revisions

Adrian Apodaca, I am trying to establish that relationship, we want your advice and that is why we are giving you updates and bringing all the documentation. This has never been brought to SRC in my time.

D. DVR Organizational Chart – Covered in Director's Report

E. Transition Report

Adrian Apodaca, Pre-ETs we are looking at that for FY 16 we reported 5% roughly utilized, and then in FY 17 9-10 is the projection and we are still working on that, and by FY 18 we should be fully functional a full 15% and be in compliance The services have started state-wide Twenty Transition Specialist are hired. I just have added \$300,000 to it to add four more, and then one more for the consolidated schools. Where New Mexico is ahead of things is where we have a contract to do the consolidated schools as well. We are also providing

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the services in the correction facilities as well. We are receiving referrals from the high schools.

Hermilia Ortega, commented especially in the rural. I work Hatch and Anthony area. Nice seeing changes like in Hatch. The ladies will send me referrals for transition services.

Sandy Sandoval, on a high level you are working with the cooperatives, the Regional Cooperatives to fill the transition services needs for DVR. Adrian replies correct. Are we going to get hard numbers like we do on the consumer report that you give us every quarter? Adrian Apodaca replied yes.

Paula Seanez, so these twenty specialists are they assigned to certain schools? Will we get a listing?

Rebecca Holland I would like to know so we can make sure we are connected.

Paula Seanez, Laguna and Acoma probably need to know. We are not required to set aside 15% in our grants from our say. However, we have that as a priority with working with youth or working with students with disabilities. It would be helpful to know that so we can start building this partnership sooner than later. Adrian I will make a list.

Sandy Sandoval, I think this item is to have the on-going conversation.

Joe Cordova, asks did you all get the Fair Hearing Reports? SRC member respond no. Paula Seanez there is certain elements of that report that is supposed to be part of the director's report. Adrian Apodaca, fair hearings have dropped significantly, because we hired the Field Operation Directors. I think right now we have possibly one going to fair hearing.

Paula Seanez we have just been asking for a consistent format in the Director's Report, and again it is suggestions.

Rebecca Holland and mentions you have three withdrawals. That is good.

Guy Surdi, can you also say a little bit about working with PED in the schools?

Adrian Apodaca, we were really hoping we were going out to help the schools to provide assistive technology across the board with the 3 million. They said that assistive technology is not part of the 15%. Where it does come into play is when they hit that Jr. to Sr. year we get them in and start making them Title I

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eligible and we start working on their transition from the school system to our system to the Workforce system.

Sandy Sandoval, so the transitions services should be a part of their Individual Plan Eligibility under IDEA that transitions into DVR's plan at fourteen right?

Adrian Apodaca, yes. It is really important that they get the PRE-ETS first and then they get Title I.

Sandy Sandoval the next item is Report on MOU.

F. Report on MOU

Adrian Apodaca, we have different MOU's with all the school districts across the state.

Yolanda Montoya-Cordova, Our agency has one with PED which encompasses DVR so that is how we have the data sharing agreement between us.

Paula Seanez what is the one with UNM about?

Michael Wright answered Continuing Ed. Business Research

Tracy A, you also have a Memorandum of Understanding (MOU) with CAS program New Mexico no money attached.

Sandy Sandoval, I think that MOU is always in place with the Governor's Commission but they always did the evaluations for both Commission for The Blind and Division of Vocational Rehabilitation.

Hermilia Ortega, mentioned she remembers an MOU with Bernalillo Department of Motor Vehicle.

Adrian Apodaca, the important ones are in place. Which is PED, Workforce and Transitional Schools are in place

Rebecca Holland mentioned all those have to run through the attorney's and Division of Finance Administration (DFA)? Adrian replied yes.

G. Update on Native American Outreach Project

Joe Cordova what we are struggling right now with is do we have enough funds, talking about the 15% funds set aside for the Native American Outreach.

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Adrian Apodaca let me clarify a little bit it is not just the Native American funding but all the discretionary items with the DVR budget. May be going away July 1st. I spent all of my budget in the field last year. We spent 9.5 million on people with disabilities, which is doubled of what we spent before I took over at four million. We are now predicting to meet our three million dollars. We have done everything we can so we are fully matching our full award from the federal government utilizing our money more efficiently. Come May - June we are going to see where we are going to be. It is going to be that peak point. So we may have to make that decision with all discretionary contract services go away and then we focus purely on DVR and purely on PRE-ETS. That as a whole it is what the decision is. Not just about the Native American Outreach. It is all discretionary contracts maybe taken out July 1st.

Paula Seanez, how many other discretionary contracts? What are they?

Adrian Apodaca, you have the Veteran Outreach Coordinator, Native American that we are looking on re-doing again, you have our contracted counselor, are the three main ones that are easily cut out.

Paula Seanez, again the background on this is there is no Native American Outreach right now. Released on an RFP and so some folks got off the council because they were looking to applying for it. We just want the updates. Is it going to be released? What is it going to look like?

Joe Cordova unfortunately not at this point, but we will be looking at that.

Adrian Apodaca, my point was that I did not want people to think it wasn't only Native American it makes it look biased it is actually about discretionary funding. We are doing some changes, one of them is to utilize Workforce Development to utilize their system but also using private job resources we call them the cube. That will cut down on those expenditures. When we looked at our data we are spending a lot of money on job development and not getting return. So we are partnering more with pushing our staff like it used to be, and then Workforce partnering and then using private job developers as our last resort means.

Rebecca Holland, so how are you going to determine who gets which of the funding?

Adrian Apodaca right now we have a guideline. It is based on how many barriers to employment or disabilities they have. So, basically the severity of their case detects that.

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Rebecca Holland, Is that going to be reflected in the MOP?

Adrian Apodaca I don't think that is in the MOP.

Rebecca Holland that is a very significant change.

Adrian Apodaca, but that is the way vocational rehabilitation used to be

Yolanda Montoya-Cordova In full disclosure I had to do that. I was a VR counselor. I had to do my own job development within our system. Adrian is correct. We have like this gigantic, business developer unit for everything. We have a number of employees who do nothing but go out and develop business, knock on the doors, identify business, identify jobs, so through the partnership what is happening is a lot of their clients are jumping on line to our system so we are actually recruiting for them and we are matching jobs for them. Our first task with our business outreach unit is to do that.

Rebecca Holland, I was concerned on that there was going to be an additional load on rehab techs and counselors to do something they had not been doing.

Hermila Ortega, we usually do not have job developers in Anthony. I only do my own job development. I only use job developer for the most significant disabled, and acute and it is working for me. So, I don't see how the other ones can't do the same.

Adrian Apodaca, the most successful offices are the ones that have community relationship and I am going to have to force this issue back into VR.

Rebecca Holland commented that is a big change. I am kind of surprised we did not hear that.

Hermilia Ortega It is not a change it has always been there.

Sandy Sandoval suggest a break for lunch. Council agreed to continue through lunch.

VII. Old Business

A. Review of layout for annual report

Michael Wright Reviewed last year's Annual Report documents with SRC council members. Documents to Keep. List of Members, Letters of Membership, DVR Success Stories and DVR At A Glance

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VIII. New Business

A. Discussion of Public Forums

Disability Awareness Day (DRAD) is set for January. DRAD day is confirmed January 25, and 26.

B. Review of By-laws

Sandy Sandoval next item is review of By-Laws. Sandy Sandoval I don't think the intent was to have all of them reviewed today and make final decisions.

Rebecca Holland I would like to suggest that since the Sargent of Arms is in charge of the By-Laws that might be for me to present something at the next meeting. Sandy Sandoval, I think we should send out our input to you, you compile it and then at the next meeting come up with a recommendation based on our feedback.

Sandy so we are done with the By-Law for today.

IX. Comments from Audience

No public comment.

X. Other Business

XI. Next Meeting

January 26th if we want it to be in conjunction with the Disability Awareness Day. Sandy Sandoval, commits himself he we will find a place.

XII. Adjournment – Meeting adjourned at: