

State Rehabilitation Council

[Quarterly Meeting Minutes](#)

NMDVR State Office

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Friday, September 15, 2017

Quarterly Meeting: 9:00 a.m. – 12:00 p.m.

Call to Order/Roll Call - Meeting called to order at 9:00 a.m. Roll call by Michael Wright, SRC Liason. Introductions were made. With four appointed members present, a quorum of four was established.

Members Present:

Bernadine Chavez - Chairperson

Sandy Sandoval - Vice-Chairperson

Hermila Ortega - DVR-Las Cruces

Rebecca Holland – Pueblo of Jemez, Voc. Rehab Program

Paula Seanez - Navajo Nations, Voc. Rehab Program

DVR Staff Present:

Joe D. Cordova - Director

Adrian Apodaca – RSU Deputy Director

Eileen Marrujo – ASU Deputy Director

Robert Alirez - CIO

Paulette L. Romero – Exec. Secretary

Michael Wright – DVR Liason

Pending Members Present:

Guy Surdi – Governor’s Commission on Disability - Governor Martinez will be making appointments in a couple of weeks.

Action Items

- A. Approval of Agenda – Motion to approve agenda by Rebecca Holland, second by Sandy Sandoval, motion passed.
- B. Approval of June 16, 2017 SRC Meeting minutes – Motion to approve minutes by Sandy Sandoval, second by Paula Saenz. Corrections to be made from (PETS) to (PRE ETS) Pre Employment Transition, Pg. 4. Treva Roanhorse, not a capital H, Pg. 5.
- C. Adoption of the Open Meetings Act Resolution – SRC Members have had a chance to review and will comply with Open Meetings Act. Bernadine Chavez mentioned someone from the Attorney General’s Office will be coming to orientation to explain the fines and penalties for violating the Open Meeting Acts. Orientation will need to be posted in public notice. Motion made by Rebecca Holland to approve, and seconded by Sandy Sandoval.

Director’s Report – Joe D. Cordova

Mr. Cordova mentioned his 1st year anniversary on serving in SRC. On the National Level there is nothing going on. Congress has not passed the Omnibus Spending Bill for 2018, if not passed in the next few weeks it will go into a continuing resolution. HB 670 Medicaid Funding bill just passed the House. That bill would eliminated about ten billion dollars. Advocates are not too happy about that, and there is a big push they will try to block it on the Senate.

On the local level Mr. Paul Aguilar, Sec. of Education announced his retirement. Mr. Aguilar will be retiring September 30, 2017. DVR may not know who Mr. Aguilar’s replacement will be until later on. There will be a meeting to discuss the transition next week.

Mr. Cordova introduced new SRC Liason, Michael Wright. Michael Wright expressed his appreciation in the opportunity, and will do his role as the SRC Liason to assist in any way possible.

HR consolidation is moving along, DVR has only two employees, but they may be moving to SPO later on.

Other DVR staff introduced themselves as Eileen Marrujo-ASU Deputy Director, Robert Alirez-CIO, and Adrian Apodaca-RSU Deputy Director. Mr. Cordova turned over the following report to Mr. Adrian Apodaca, RSU Deputy Director, and Paulette Romero, Executive Secretary.

Adrian Apodaca provided the indicator report up until September. Everything is looking good, 86 closures now. Very proud of application average days is forty-four, and are below the ninety day rule, IG is executed and operating throughout the state with Regional Educational Cooperatives. Thirty individuals were hired. PRE ETS will be fully compliant by end of FY 18 with 15% required. A teleconference with REC on where we are with PRE ETS was discussed this week, and DVR is satisfied, things moving along in the PRE ETS Program.

Joe shared a short personal story at what age he was asked on what his career plans were? Joe said he was asked when he was out of high school which he thought was a bit late, but he talked about the emphasis on transitioning students and planning careers at an early age, and today there are much greater opportunities, and expect greater outcomes from people with disabilities.

Rebecca Holland asked who will cover the transition of students in native communities? Will they be going to the native communities? Will counselor only be going? How can they find out who will be going to the high schools? Who has been hired? Need the partnership to provide good consumer relations with the tribal vocational program who will cover Bernalillo, Cleveland, Rio Rancho High, Jemez Valley, as well as the Walatowa Charter School. Rebecca mentioned their tribal sons are limited in what tribal can do with their transition services because of Federal funding due to restrictions on spending funds in the direction of transitioning, and that is why the partnership is so viable to all of us to establish the need to connect. Funds are out of section 121 Rehab Act. Bernadine Chavez mentioned it seems that section 121 should have been identified. State can do some things with funds that they cannot do. Adrian Apodaca mentioned Maria Jaramillo is the contact person who can provide information to Rebecca Holland. Rebecca expressed when you have a state counselor coming out once every three to four months you cannot establish a relation with your consumers, it makes it difficult because there are cultural, and transportation barriers that have been an on-going issue for thirty years ever since tribal VR came on the scene. Paula Saenez mentioned DVR works well with Gallup, Ella and staff, and do a lot of dual cases with Crownpoint. Counselors are assigned to the communities because they are in our grant, but need to work on Farmington office. Ramah, Alamo, and Tohatchi have their own school boards, 638 contracts school through the Bureau of Indian Affairs, as well as counselor, which are in their grant. Rebecca Holland expressed the frustration on the limits on counselor coming out to Rio Rancho because of caseload issues, and turn over which causes the need to create another relationship. The need to establish trust from the community is, "you show us first, and then we will connect with you". Rebecca Holland emphasized on interaction to establish relationship. Adrian Apodaca expressed DVR is working in stabilizing Rio Rancho because of the change turnover in staff, and they are making an effort. Bernadine Chavez mentioned that SRC had received one complaint that there is no counselor at Alamo, but Adrian Apodaca advised there was a counselor at Socorro, which was the nearest office. Whom do they connect with at Socorro? Rebecca Holland will get a hold of Adrian Apodaca on contact information offline. Adrian Apodaca mentioned that DVR had lost a counselor there. Joe Cordova mentioned we lost our contracts (grants) position, and DVR has put in a request to fill the position. Joe Cordova talked about what impact will PRE ETS program have as far as requiring enough funding, and an appointment for a contract person is on hold, and apologized. No RFP at this point. DVR has a list of individuals who were nominated to serve on RFP committee. An update will be provided at the next SRC meeting. Adrian talked about consolidating, and dropping contract in order to fund PRE ETS and Adult Services. A brief order of selection is the only way DVR can deny services for a temporary basis is to close a category described, not enough staff, or money, but if we do have to close by priority and category we go by the least significant disability, most significant disability, and person with a disability. Everything will be done to not close categories. If, clients are already in a plan we do not cut off their services. In 2008, or 2010 we went into closing categories, and it caused a big backlog. It looks good now. (VOC) Veterans Outreach Contract, Native American Contract, and the traveling counselor contractor would not be funded. The Project Search goes towards students, Jackson has to continue because they are two major contracts. Other states have relinquished their funds. The governor may redistributed those funds to the states hit by hurricanes. Concerns under WIOA is infrastructure participation. Staff have moved into the Workforce Center, as well as moved some into the Las Cruces office. Adrian Apodaca emphasized with all the cuts the disability population are going to be severely impacted, and they will be looking to DVR looking for help, influx of people needing help, housing can be cut by

30% and it could have a big impact, but is not under our real. The good news is WIOA funds are not yet being cut. Rebecca mentioned if DVR is not able to go out and get a contract for a Native American Liason it is important to partner and share the funds. Possibility the contract may not come to fruit. Adrian Apodaca acknowledged the cultural reasons, but we need to find a balance. Rebecca Holland stressed that DVR counselors need to go in the community. Otherwise, the REC will be viewed as the bad guys, because we have not connected. There has to be a way to overcome the hurdles, we need to look outside the box, and a way to have the connection. Bernadine discussed how Laguna Acoma had the same concerns.

Sandy Sandoval asked is there a time frame PRE ETS is a group setting, five core training courses, three million will be spent and set aside from Title 1 these are two separate funds. Transportation is not covered PRE ETS, it is covered under Title 1. There are restrictions placed on buying assistive technology equipment. Eileen clarified what the million covers our funding sources does include general fund, twenty million is covered in the general fund. PRE ETS is covered under Care & Support services.

Adrian Apodaca explained staff reconfiguration is one supervisor for seventeen people. On July 1st we got a reorganization approved to get two more Program Managers one in Las Cruces, and one in Farmington/Gallup, split the areas out, reorganized higher level positions, five (FOD) Field Office Directors, add ten supervisory counselors which will carry a fifty caseload. DVR will be requesting ten FTE's. In the next six months they will be reclassifying rehab secretaries to rehab technicians. Overhead staff four to five office positions to the field. Three rehabilitation training academies will be established. Sixty eight individuals have been recertified. Some program managers have been moved around, and the reason for that is standardized orientation, fiscal practices, and to provide better services. Bernadine will send Rebecca information on trainings as they come up.

Joe Cordova mentioned one of biggest desire is to have consistency, but at the same time you have to recognize individual needs, or nature for the client/program. Bernadine mentioned the program manager sets the tone. The consistency gives the client more opportunity. Bernadine Chavez commended DVR for having consistent policy. Adrian Apodaca expressed the program manager makes a decision across the board the same. We are working on attitudes on transitions. Overall DVR has made some significant changes in providing services for New Mexico. Robert Alirez expressed a great need for consolidating tracking. Robert Alirez reported role out on SHARE points on standardizing forms and documents. Application on line for clients to apply. Adrian Apodaca expressed part of the reorganization is hiring people with management skills as well as VR skills. One program manager was hired because of his good management skills. Looking for skills not just the experience. It is a positive change as well that is going to create better services. Many employees were terminated because of poor practices. Continue to find the jobs that the person matches. Would like to work with temporary staff hiring like the Blind for the Commission agency does. Joe Cordova expressed that rehab counselors come already trained in rehab but to get them trained in management that is a tough call, and we have to send them out for management training. The idea of hiring those who demonstrate management skills is a good idea. Because, we have consolidated DVR staff with the Workforce Center we will be getting them job ready. Workforce has the connection with employers, and they will streamline jobs, working particularly in the metro areas. No report on fair hearings.

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New Mexico Division of Vocational Rehabilitation
Performance Statistics**

Reporting Year: 7/1/2017 to 6/30/2018 Month: June Reporting Structure: RSU

Objective Tracking				Case Events				
Events	Obj *	YTD Accom	% of Obj *	Events on Open Cases:	MTD Accom	YTD Accom	% of Total	Other Calculations
Application	4,992	692	14%	Application	0	692		Avg Days in Status: 289
Eligible/Delayed	4,544	610	13%	Trial Work Experience	0	0		
Service	2,368	557	24%	Extended Evaluation	0	0		
Closed-Rehab	1,600	86	5%	Delayed	0	0		Avg Months in Status: 0.0
Open Case Profile	Number	% of Total		Eligible	0	610		Avg Months in Status: 11.8
By Status:				Service	0	557		Acceptance Rate: 92%
Application	494	8%		Job Ready	1	129		Avg Months in Status: 30.6
Trial Work Experience	0	0%		Employed	0	151		
Extended Evaluation	0	0%		PES	0	25		Avg Months in Status: 14.5
Delayed	0	0%		Closures:				
Eligible	690	11%		Closed Rehab	0	86		Rehab Rate: 17%
Service	3,968	66%		Competitively Employed	0	86	100%	Adjusted Rate: 28%
Job Ready	427	7%		Most Significant Disability	0	26	30%	
Employed	359	6%		Significant Disability	0	54	63%	
PES	89	1%		Closed-Other	0	485		
Total Open Caseload	6,027			From Application	0	52	11%	
By Disability Priority:				From Delayed	0	0	0%	
Most Significant Disability	2,337	39%		From Eligibility	0	215	44%	
Significant Disability	3,094	51%		From Service	0	215	44%	
No Significant Disability (Not Completed)	179	3%		From Employment	0	3	1%	
	417	7%		Total Closed Cases	0	571		
Total Served	Number	% of Total		Closed-PES	0	15		
Total Cases	6,610			Employment Maintained or Regained	0	9	60%	
Most Significant Disability	2,533	38%		Not Employed, no further services at this	0	3	20%	
Significant Disability	3,413	52%		Reopening VR Case	0	3	20%	
Transition	1,014	15%						
American Indian or Alaskan	508	8%						

* Objectives Calculation: Annual
Statewide Reports

Printed 9/8/2017

Guy Surdi from the Governor's Commission on Disability reported six to seven complaints have gone to the Governor's office in the last six months. DVR receive at least one complaint per month. Usually if a complaint goes to a Congressional Delegates SRC gets the call. SRC will explain to the Congressional Delegate on what the process is, and SRC supports DVR's decision.

Eileen Marrujo described the following DVR Fiscal Report (View Pg. 8) which describes the FY 18 budget approved, and implemented on July 1. It is at the revenue source roll up not broken up by funding source. We are in the process of calculating our FY 17 match, and we are on target to meet our match and maintenance effort. Our biggest project is converting all of our positions that become vacant through attrition from a permanent status what is known as STERM a Sponsored Term position, and the reason for that is because all our positions are funded majority by federal funds RSA positions are split, in October funds utilize all our care & support with 100% general funds. It will take a long time for all positions to convert to Sponsored Term Positions.

Independent Living is term position, because it is funded by general funds, it is the exception. Individuals, and staff will remain state employees and they will be renewed every July. Employees will still receive all their same benefits. DVR does not think there will be a risk of the RSA grant being reduced, because it is a blocked grant.

Total FTE positions 311 positions and 73 vacant positions. The positions are listed by program area, and number of vacancies. Overall, we have a 23% vacancy. Disability Determination Services (DDS) has the biggest vacancy rate. We cannot fill any positions until we receive authorization from SSA except internally we received approval from SSA to promote from within adjudicators 1-2 a total of 16 positions. We are in the process of that.

Rehab Services has the next vacancy rate increased by 20% due to the result of moving positions to the Workforce Center in the reorganization.

The Rapid Hire will be hosting a job fair this week by State Personnel Office (SPO) because of HR consolidation. As the result of consolidation statewide consolidation SPO has seen a huge loss of staff. It is taking a little bit longer to fill 30 positions, and everyone is struggling with It is taking HR longer to process any transaction weather it is hiring, posting, reclassification, reorganization etc. In July, the two remaining HR positions will move to SPO.

Administrative Service Unit has four vacant positions, and one is the contract manager. As Director, Joe Cordova mentioned the Contract received approval to post and fill. Position possibly fill by Oct. 6, 2017.

DVR also submitted the FY 19 appropriation request that is due September 1st along with that we submitted the IT plan and strategic plan in a draft format we plan to complete in a final version in the next couple of months and meet statutory deadline. With the request from the Governor's we will have a decrease in our other transfers. The Commission for the Deaf and Hard of Hearing will no longer be transferring the \$91,500 it will be decreasing by half each fiscal year. We do have an increase even though it is a net of \$85,400 listed in the bullets of the decrease.

DVR was identified as the Designated State Entity (DSE) for the Title B Grant. DVR will be receiving the total award, and will be transferring approximately 50,000 to the Commission for the Blind, and transfer over their portion of the match, which is \$6,100. Our federal revenue increased by \$700,000 that is the result of projecting out what we would carry over for our grant which is in the third year we will be spending, in the second year, and current year that we will be spending in FY 18.

As Adrian Apodaca mentioned DVR did get an authorization from the Governor's office additional ten FTE's from, nine will be in the RSU program as lead counselors, and one FTE position in the ASU, Accounts Payable Unit, that is the staff that needs the most help because of the additional amount of vouchers they process.

We should have our final audited numbers by December 2017. Currently the audit looks like potential to repeat findings. The way management it looks at the audit as a tool on how to improve our business practices.

Brief Description of Independent Living by Joe D. Cordova

Title 7 – Part B – Comes thru one State Agency (which means DSE-Designated State Entity). DVR has become the DSE effective October 1, 2017. Director Trapp met with DVR and decided DVR would be the best DSE.

Title 7 -Part C - Comes thru the Federal, funds go directly to the centers. By law DVR is no longer charged with the responsibility that Independent Living does not have to stay with DVR, they can go with SILC State Independent Living Centers that are throughout the State, but they they can stay with DVR or go to another State Agency. SILC gets \$50, 000. There is lot of movement in the SILC program to decide where SILC wants to be. No other state agency can supplement Independent Living, but DVR. So, SILC will be voting in the future if they want to go with another state agency. SILC now has a new Coordinator, Dr. Collins, who took the position in July. By law they are autonomous from us, we cannot do or force them to do certain things. It is a new provision in the WIOA law. Eileen explained what the \$1.55 million is made up of general funds, and 10% for the grant dollars. A revenue slot between Independent Living and RSC program in order to maximize our general fund to match more federal dollars. We rolled it forward for FY 18 to reduce our total general fund down in Independent Living to \$649,000, however, we supplemented to replace with Ticket To Work Social Security, so the \$1.5 million is made up three funding sources, 1) general fund, 2) Federal Funds Social Security Ticket to Work, and 3) Direct Grant for Independent Living, which does have a 10% match, which is Part C and Part B money. Part C is not reflected in the state budget because that goes directly to the centers. New Mexico is very unique in receiving general funds. Other states are not that lucky they do not get that amount of general funds. Robert Alirez reported still working on the progress of rolling out the SHARE POINT. Working to get SRC to collaborate with DVR. Standardized forms and documents. Looking at applications on line, DVR is still looking at that. Robert attended a conference in July, at Dallas. Aware sponsored the conference. Robert met with the CTO, Chief Technical Officer. Looking at buying Overall, the contract with Aware expires June 18, 2017. We are going to start looking on going to cloud base solutions. As long as there is an internet connection they can get data home rather than having content on servers, and train staff. A good report on what technical DOH is very interested in hosting meetings with other entities

SRC Meeting – September 2017

- **DVR's FY18 Fiscal Report**

- **Total Budget** \$50,092,000
 - Administrative Services \$ 5,550,000
 - Rehab Services \$28,279,400
 - Independent Living \$ 1,555,100
 - Disability Determination \$14,707,500
- DVR will be calculating the FFY17 General Fund Match and the Maintenance of Effort for the Basic Grant in October 2017.
- DVR is in the process of converting all vacant positions status from Permanent to Sponsored Term.

- **DVR's FY18 HR Report**

- FTE Report
 - Total FTE (Positions) 311.0 Vacant Positions 73.0
 - Administrative Services 41.0 4.0
 - Rehab Services 159.0 32.0
 - Independent Living 1.0 0.0
 - Disability Determination 110.0 37.0

- **DVR's FY19 Appropriations Request**

- DVR has submitted the agencies FY19 Appropriation Request
 - General Fund request remains flat at - \$5,647.6
 - Other Transfers decreased a net of \$85.4. DVR will no longer be receiving a transfer of \$91.5 from CDD
 - Federal Revenue was increased approximately \$700.0
 - DVR has requested an increase of 10 TERM FTE to support the Pre ETS requirements

SRC Chairperson's Report

No significant changes to WIOA Impact of Final Regulation on SRC. Meeting at the governor's office was very positive, and thanked Eileen and Michael for going to the meeting. Mr. Kyle Erickson is the contact person, and was very helpful. He is looking for other members, Mr. Erickson was trying to get everyone approved for this meeting, but there were a few glitches.

- A. Ongoing Recruitment of SRC Member – Trying to meet fifteen members. But, we really need to meet our statutory requirements Governor's office will be sending out Tracy who will head up the IT who will be a good contribution to the council, Rebecca Roybal from CDD, Mariela Pijem, Barbara Ibanez, looking for someone from PED, someone from SILC, Michael will be looking at that. Bernadine will be sending out a listing of statutory requirements out to everyone, and wants us to think who they can recruit great members who do not necessarily need to be in the statutory requirements. Should have fifteen in this council. It is very difficult not to have a committee structure. It is important for us to meet Legislative committees, and helpful to have that contact and go to Legislature Hearings. It is very clear to have a transition committee to make sure DVR is meeting the requirements and providing quality service for kids that are transitioning. Educators have a different idea of transition, and DVR have different ideas that do not always mesh. Sandy Sandoval commented that the Commission for The Blind has been transitioning kids for years, because of the small community they know the kids, and the blind committee embraces them at a very young age, by the time they reach college age the transition services, and is amazing what they have accomplished. Having worked with DVR is not that far along as the blind community services. Bernadine commented on the STEP student who has been with them for three years. A very good job is amazing and terrific, and when he graduates from high school he should not have a problem transitioning into a career. Work skills, motivation, quality, they have done a very good job.
- B. Annual Report is due at the end of December. SRC will be tracking the recommendations made by the council, and they will be looking at past meetings for the recommendations. Bernadine suggested we do different formats. No committee this year for awards, and we can look at the SRC awards in the spring. These are the SRC Awards. DVR awards were presented a few weeks ago. SRC may call on DVR to send Annual Report to the RSA, Secretary of Education, and Governor's Office. Bernadine thought a joint orientation with the Commission for the Blind, and their SRC councils because they both share the same requirements, although they have a full council and SRC does not. Part of the requirements will be changes under WIOA, roles of members, rule of the agency, having someone from the Attorney General's office to discuss the Open Meetings Act. SRC member are a bit confused on the per diem act, and have concerns on a tax form provided at the end of year. Orientation will consider having the orientation in the spring.

Update on Transition – MOU (Memorandum of Understanding)

Paula Saenez asked if MOP has been updated, and as soon as it is finalized, a projected date is October, DVR will give the opportunity to do a changes, make comments, edit, changes, or amend, to work collaborative. SRC requested to get the draft at least two- three weeks to make our comments. This is something SRC is requesting before the report goes to Public Hearing before it is publicized. SRC members should be participating and attending the Public Hearing in order for the SRC to be a full partner they need to be part of the process. Policies, hearing officers come thru the SRC. Bernadine mentioned there are very specific things that are mandated for SRC to do. Not just reviewing the draft. Michael Wright assured SRC would get the draft, and when a Public Hearing is scheduled, the draft would not go into Public Hearing unless SRC has had a buy in. Rebecca Holland mentioned whenever SRC makes a request not to be lightly heard, and then it is dismissed is should be taken to heart. When we come to an SRC meeting and frequently there are things not provided in writing. It should be prepared, and provided at the meetings in writing, for those who are not as auditory as visual. Michael Wright, SRC Liason apologized, and assured whatever happened in the past we can move forward, follow thru, and be proactive. Draft minutes can go to Bernadine and Sandy as chair and vice chair for comments, and not the council because that can cause problems with rolling forum. Bernadine requested some kind of report from DVR on what kind of MOU's does DVR have with Commission for the Blind, Veterans Affairs, SIPI, all tribal VR programs, it would be helpful. SRC would like to hear from REC 5 directly to report MOU's, contract, programs on transition at every SRC quarterly meeting. REC 5 report was requested to be added to every SRC agenda, and to provide an organizational chart.

Comments from Audience

No Public Forum.

Other Business

Next SRC quarterly meeting will be on Friday, November 17, 2017, 9:00 a.m. – 3:00 p.m. Location tentative. Bernadine will be contacting members. Sandy Sandoval will be checking for location. In February possibly the next quarterly meeting in Santa Fe, and then attend the Disability Rights Awareness Day at the Capitol.

Adjournment

Motion to adjourn meeting at 11:50 a.m. First motion made by Bernadine Chavez, second motion by Sandy Sandoval.