

# Minutes – February 2, 2017

## SRC Performance Review Committee

SRC Performance Review Committee			
Thursday, February 2, 2017	10:00 am – 12:00 pm	Waterbury State Office Complex – Oak Room HC 2 South 280 State Drive Waterbury VT 05671	
Meeting called by	Adam Leonard, Chair at 10:08 a.m.		
Members Present	Leslie Walker Mitchell (via phone), Jessalyn Gustin, Ashley Pulaski, Christopher Kane, Samantha Brennan and Julia Burakian		
Members Absent	Brian Smith		
SRC Liaison	James Smith, VR Budget and Policy Manager		
SRC Coordinator	Rebekah M. Stephens		
Interpreters	n/a		
Speakers/Presenters	n/a		
Facilitator	-----		
Guests	Alice Porter, VR Senior Analyst		
1. Today's Agenda			
2 minutes	Adam Leonard		
<b>Discussion</b>	Samantha Brennan moved to accept. Chris Kane 2 <sup>nd</sup> . No discussion.		
<b>Conclusions</b>	Today's agenda accepted.		
Action Items		Person Responsible	Deadline
None		n/a	n/a
2. Approval of Minutes – December 1, 2016 Committee Meeting			
3 minutes	Adam Leonard		
<b>Discussion</b>	Samantha Brennan moved to approve. Leslie Walker Mitchell 2 <sup>nd</sup> . No discussion.		
<b>Conclusions</b>	Minutes approved.		
Action Items		Person Responsible	Deadline
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens	2/10/2017
3. Update – VR Performance Measures: New Technical Guidance			
45 minutes	Alice Porter		
<b>Discussion</b>	VR received an RSA TAC (Rehabilitation Services Administration Technical Assistance Circular) this past month. The TAC provides a clear summary of how the RSA will be calculating the WIOA (Workforce Innovation and Opportunity Act) Common Performance Measures. When the WIOA Common Measures were introduced, Vermont VR had some concerns. In response, VR provided written comments to the RSA. The RSA answered in the RSA-TAC-17-01 December 19, 2016 and the RSA-PD-16-04 September 27, 2016, which contains the revised RSA 911 - Case Services Report Manual. Alice handed out a summary of the "WIOA Common Performance Measures & RSA-911 Reporting Policy Directive (PD)". One of the Common Performance Measures looks at the competitiveness of employment based on wage paid. VT has border states so, this effects minimum wage and unemployment income data of VT residents. VR asked RSA to consider this and RSA responded that place of employment and not state residence would be used when looking at whether employment is competitive. VR was concerned that only cases with valid social security numbers (SSN) would be allowed to be measured. This could potentially effect VR because of the large amount of Pre-ETS (Pre-Employment Transition Services) work and the timing of when SSNs are collected in that process. RSA agreed and determined that "SSNs are not required and the lack of SSN won't prevent case from counting in the measures." One of the biggest decisions was around what VR consumers should be included in the numerator for Common Performance Measures Employment Indicators "1. Percentage of participants in		

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<p>unsubsidized employment in the second quarter after exit from the program and 2. Percentage of participants in unsubsidized employment in the fourth quarter after exit from the program.” VR feels that “all participants should be included in numerator for performance measures 1 and 2, not just those exiting with an employment outcome rehab. (The original guidance from RSA suggested all participants with plan services initiated would count in denominator, but 28 closures (unsuccessful) would be excluded from the numerator, regardless of positive UI (unemployment income) earnings evidence.” RSA reviewed this guidance and has concluded that 28 closures can count in the numerator also. This is a big factor when using percentages to measure success under the current Common Performance Measures and target goal system. The question was asked if VR has set target goals for this year yet? Alice explained that under the Common Performance Measures, DOL (Department of Labor), AOE (Agency of Education) and VR are being measured together and separately. Each agency is expected to set target goals for achievement/success. The percentage achieved of each target goal is how success is measured. The Common Performance Measures are more in line with how DOL and AOE have measured their past success. However, VR’s past measurement of success was done differently. DOL and AOE could set target goals in the Unified State Plan because they had baseline data available. VR does not have any baseline data, and is therefore in a baseline period and target goals have not yet been set. The Unified State Plan is done on a 4-year cycle with an update to the plan allowed after 2 years. VR is planning to set its first goals at the 2-year update. VR will need to negotiate the target goals with the RSA and the Governor. VR still has some concerns around the use of Common Performance Measures. For example, a state with a \$50 million budget serving 2000 consumers is measured the same as a state with a \$20 million budget serving 2000 consumers. The Common Measures may be the first step in the attempt to move VR under DOL. VR is still waiting for the RSA to comment on documentation standards and whether there will be validation standards for data that is acceptable.</p>		
<b>Conclusions</b>	Excellent work! Thank you, Alice!	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>4. Update – New WIOA Regulations: Pre-ETS</b>		
40 minutes	James Smith	
<b>Discussion</b>	Discussion on “VR Performance Measures – New Technical Guidance” ran long. This agenda item to be carried forward to April 6, 2017 PR Committee meeting.	
<b>Conclusions</b>	Include this agenda item on April 6, 2017 PR Committee meeting agenda.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include “Update – New WIOA Regulations: Pre-ETS” on April 6, 2017 PR Committee meeting agenda	Rebekah Stephens	3/24/2017
<b>5. Discussion – “Planning – Transition Counselor Panel”</b>		
20 minutes	Committee members	
<b>Discussion</b>	Julia Burakian shared with the committee that conversations on the Transition Counselor (TC) Performance Matrix have been put on pause due to the WIOA. It is expected that by 2018, 75% of TCs’ caseloads will be in “OO” status. If a case is in “OO” status, a TC may only do Pre-ETS services. “OO” status has different rules and involves a lot less paperwork. Tara Howe, VR Transition Program Director, is working on coordinating how VR TCs and VABIR (Vermont Association of Business Industry and Rehabilitation) Youth Employment Specialists (YESs) are reporting information on Pre-ETS work. The hope is to get everyone on the same page for reporting. This will help with having consistent benchmarks across the two agencies. There are informal implications on how TCs are being measured but no solid guidance. VR developed a “Transition Work Tool Kit” that breaks down the goals of the work and defines Pre-ETS work. Samantha	

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Brennan suggested the PR Committee take a look at the “Transition Work Tool Kit”. James Smith feels it would beneficial to wait for the draft TC Performance Matrix to be completed. PR could review it at that time and provide feedback to VR before the Matrix is finalized.		
<b>Conclusions</b>	Committee members agree to wait until draft TC Performance Matrix is completed. Review, discussion and feedback of draft Matrix will be scheduled at that time.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include “Review, Discussion and Feedback – Draft TC Performance Matrix” on future PR Committee meeting agenda	Rebekah Stephens	TBD
<b>6. Review – 2017 PR Committee Goals from 9<sup>th</sup> Annual SRC Retreat: Pulse Check</b>		
10 minutes	Adam Leonard	
<b>Discussion</b>	During the 2016 Annual SRC Retreat, the PR Committee set several Priorities/Goals for 2017. Adam gave a quick recap of the 2017 goals. The Committee members would like to look at the results of the youth focused portion of the upcoming Needs Assessment. The 10-question online survey was just released. There will be 6 listening sessions with parents, guardians and students over the next couple months. The online survey and listening sessions are expected to be completed by the end of March 2017. The Committee members discussed the goal of “Adding a student(s) to Committee”. The object is to get feedback from youth. What would having a youth as a member of the Council and PR Committee look like? Are there considerations to account for when working with minors? The June 2017 full SRC meeting will be youth focused and will include a panel of TCs and/or youth. The suggestion was made to ask one of the participating students on the June panel to join the SRC. The Committee members discussed ideas for the June panel. Members suggested having two separate panels in June. One panel would consist of 3 to 5 Pre-ETS students with at least 2 attending high school, 1 recent graduate of high school who is now attending college and 1 DDS (Developmental Disability Services) student. The second panel would be a 3-person panel consisting of 1 TC, 1 YES and 1 school case manager. Both panels would be scheduled during the June full SRC meeting. James Smith shared that a draft of the full 2017 Needs Assessment may be ready for review by PR at the June meeting. Ashley Pulaski wanted to know about transitioning students in corrections and what would PR want to look at around this topic. Julia Burakian believes this is an underserved population. VR language is very clear that student/youth are individuals from 14 to 22 years of age. Ashley shared that corrections states students are individuals under age 23 without a high school diploma and participating in an educational program. James thinks that looking at the data around this population would be a good place to start. It was shared that VR used to have VABIR staff that specialized in re-entry of this population. It was funded by Medicaid grant money and Leahy earmarked funds. VABIR staff were embedded in probation and parole offices around the state. It was successful in about ½ of the offices. VR was hoping to sustain the program with SNAP (Supplemental Nutrition Assistance Program) funds. However, the Department of Corrections (DOC) would have had to self-monitor the program. They, unfortunately, did not have the staff so the initiative diminished. VR has some counselors who have been committed to assisting offenders. It may be a good idea to bring 1 or 2 counselors in to speak on the topic in October. October PR meeting could focus on this topic – looking at the data and getting input from the VR counselors. Committee members agreed that discussion on Consumer Satisfaction Survey is complete.	
<b>Conclusions</b>	Results of youth 10-question survey and 6 listening sessions will be reviewed at the April 6, 2017 PR Committee Meeting. Once PR has reviewed the results, it will be determined if discussion of results should be included on June 2017 full SRC meeting agenda. Include review of the full draft 2017 Needs Assessment on June 1, 2017 PR Committee meeting agenda. Include discussion on transitioning students in corrections on October 5, 2017 PR Committee meeting agenda. Committee members agree that the PR Committee is on track for addressing the 2017 goals.	

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Action Items		Person Responsible	Deadline
Include “Review & Discussion – 2017 Needs Assessment: Youth 10-Question Survey and 6 Listening Sessions Results” on April 6, 2017 PR Committee meeting agenda		Rebekah Stephens	3/24/2017
Include “Presentation – New Consumer Orientation” on April 6, 2017 PR Committee meeting agenda		Rebekah Stephens	3/24/2017
Include “Review and Discussion – full draft 2017 Needs Assessment” on June 1, 2017 PR Committee meeting agenda		Rebekah Stephens	5/19/2017
Include “Discussion – Transitioning Students in Corrections” on October 5, 2017 PR Committee meeting agenda		Rebekah Stephens	9/22/2017
<b>7. Other Business</b>			
10 minutes	Committee members		
<b>Discussion</b>	Samantha Brennan asked if the PR Committee should consider inviting an RSA rep to a future meeting. Committee members are not sure it is necessary. The only interaction that VR has with the RSA are more formal in nature. At one time, there were regional offices that promoted more of a relational interaction with RSA. However, with only a centralized office, those interactions are now more formal. Adam Leonard asked if there is any individual in RSA right now that understands the VR environment? James Smith responded that since the last audit, contact with RSA has been limited to the monitoring of measures. He added that he is only familiar with what is going on in the New England states. Contact with RSA is limited.		
<b>Conclusions</b>	No action necessary, at this time.		
Action Items		Person Responsible	Deadline
None		n/a	n/a
<b>8. Adjournment</b>			
<b>Discussion</b>	Leslie Walker Mitchell moved to adjourn. Samantha Brennan 2 <sup>nd</sup> .		
<b>Conclusions</b>	Adjourned at 12:00 p.m.		
Action Items		Person Responsible	Deadline
Draft minutes respectfully submitted for approval		Rebekah Stephens	3/3/2017
Draft minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens	3/3/2017
Draft minutes emailed to Committee members		Rebekah Stephens	3/3/2017
Minutes approved		Committee Members	4/6/2017
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens	4/14/2017