



## **CORE MINUTES**

### **September 10, 2018**

Present: Carol Anderson Margaret Alewine Eric Moore  
Rita Artemus Denise Koon George Pullie  
Darline Graham Jeanne Lisowski Jerry Neel

#### **Old Business/Action Items Follow Up**

##### **General Counselor and ACSM Core Duties**

- Rita advised upcoming meeting scheduled to review General Counselor and ACSM core job duties.
- Transition Counselor core duties have been input into the EPMS and Area Supervisors are uploading as needed.

##### **Action Items:**

- Meeting on September 19, 2018.

Responsible party: Rita, Margaret, Carol and George

##### **Strategic Planning Follow Up & Assignments**

- Margaret distributed minutes and action items from Strategic Planning Retreat. Reviewed list of action items, responsible party and timelines. Revisions were made as needed.

##### **Action Item:**

- Teams will meet to craft action plans and provide updates at October meeting.

Responsible party: CORE

##### **New Business:**

##### **I. Personnel Activity Reports (PARS)**

- Laura Spears discussed continued tracking of Personnel Activity Reports and the need to separate true transition counselors who should achieve an average of 80% of their time providing Pre-Employment Transition Services (Pre-ETS) from staff who are providing Pre-ETS less often.

##### **II. Contracting services (15% set aside)**

- Laura Spears demonstrated the Non-VR student Pre-ETS Tracking System. This will allow transition staff to enter students who are not receiving VR services but are receiving Pre-ETS. This will assist us in capturing data for larger events such as Disability Mentoring Day and one on one with students who may be unsure if they are seeking competitive integrated employment.

### III. UBS Changes

- Jason Colson presented background of Universal Business System. Have been creating an employer database since 2014. Phase I is to automate the process/version. Webinar to demo the new version to be September 11, 2018.
- Project to go live next week in the Lexington Area Office.

### IV. BDS Job Duties

- Darline distributed WIOA Effectiveness in Serving Employers Data Elements and current Business Development Specialist job duties.

#### Action Items:

- Darline will work with BDS to begin updating job duties.

Responsible party: Darline

### V. WIOA Data Collection

- Margaret distributed RSA dashboard of PY2017 data.
- Reports distributed by RSA have discrepancies with internal data. Margaret will meet with IT to identify discrepancies and report back to RSA. (Completed)
- Revisions to RSA-911 will be made in 2019. Data elements needing adjustments are being revised.

### VI. Preparing for RSA Monitoring

- Margaret advised the current monitoring cycle runs from 2017-2021. Announcement of who will be monitored will be announced at the fall CSAVR conference. Last monitoring report for VR was 2010. Margaret will send out report link to the last report as well as the monitoring guide.
- Written Policy and Procedures that document internal controls are required to be in place and in use. RSA 911 data is pulled to look for trends of consumers served, wages, disabilities, etc.
- A list of focus areas to be reviewed were shared to include the state plan and comprehensive statewide needs assessment, agreements, supported employment program, etc.
- Mark shared results and needed actions from prior monitoring that were reported.

#### Action Items:

- Review guide and previous report from 2010. Schedule meetings to organize groups to review the guide and prior report, identify areas of responsibility and concern.

Responsible party: Margaret

## VII. Quality Assurance Update

- Carol presented results from review of 15 closed cases. Cases were missing documentation and training and advised we are not utilizing ACEs. Training and vocational assessments are not being completed before case goes to VO.
- Carol and George to meet with Robbie Truesdale and develop more efficient completion of Vocational Assessments, C&G, and training, etc.

Action Items:

- Develop measures for QA.

Responsible party: Carol

## VIII. Area Office Budget Presentations/2019 Spending Plans

- Eric presented feedback from visits to Area Offices. Visits were to advise of spending limits for FY 2019; provide template that includes spending categories (i.e. salaries); and introduce budgeting process. Will visit again to discuss budget for FY 2020.
- Ultimate goal is to get ahead with projection in order to provide budget to the Governor's Committee and VR Board.
- Advising of the changes regarding the WTC financials and working through the details to fine tune budgets and provide assessment data.
- Denise reviews financial reports, PARS and the Consumer Services budget with Area Offices.

Action Items:

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Responsible party:

## IX: October 8 Agenda

- Discussed agenda topics for the October meeting to include:

### Old Business:

Transition Contract Services Follow Up BDS Job Duties

General Counselor and ACSM Core Duties

### New Business:

WIOA Data Collection (Outline of Procedures)

Consumer Services Policy Updates

LDP Pilot Update