



CORE MINUTES

November 13, 2018

Present: Carol Anderson Margaret Alewine Eric Moore
 Rita Artemus George Pullie Darline Graham
 Jeanne Lisowski Jerry Neel Ramona Carr
 Mark Wade Kim Estes Denise Koon

Old Business/Action Items Follow Up

Temporary Signage

- Darline Graham advised of the temporary solution to provide signs that will be more visible and provide directions for the complex. The current sign posts are being repainted and the print shop is producing new laminate signs to cover the old ones.

Emergency Preparedness Update

- Jeanne Lisowski advised the emergency preparedness documents are being updated. Prior documents are being reviewed and information will be made accessible online by all staff. A business continuity planning meeting is to be held Monday, November 19. Notifications will be sent out when there is a threat of severe weather.
- Who is responsible for ensuring the agency vans are kept maintained should there be a crisis and vans are needed? Eric advised area office maintenance staff, Center Managers and Area Supervisors are responsible. Jerry added the Area Safety Coordinator is responsible for monthly safety checks
- Emergency preparedness information will be compiled and made available for everyone after the November 19 meeting.

Agency Change from Client to Consumer

- George advised the cultural shift from client to consumer continues to increase daily. Reports, planning documents, outreach items, etc. are updated as needed. Changing job titles will be ongoing to include changing core duties.

Action Item:

- Rita to meet with Kim Jones to confirm initiatives for making changes to core duties, etc. Will provide update at December meeting.

Responsible party: Rita

New Business:

I. Strategic Action Plan Update

- Margaret distributed current strategic action plan updates for review and discussion. Distributed information follows the initial planning meeting held in August and provides specific action plans to achieve results. As updates are received the action plan document will be updated and distributed.
- Current actions plans and strategies were presented and the owners of each strategy provided information, updates and next steps. This will be a recurring CORE agenda item.

Action Item:

- Updates will be made to report and distributed.

Responsible party: Margaret

II. Web Portal

- Darline presented on a website portal that would allow consumers to submit an application and request an appointment. Currently counselors spend approximately 30-45 minutes completing an application with consumer.
- Darline demonstrated the portal currently used by Ohio Opportunities for Ohioans with Disabilities as an example. Mark Gamble is working on an orientation video. The portal is still in exploration phase.

Action Item:

- Continue to research and meet with IT.

Responsible party: Darline

III. Budget Update

- Eric advised that the SFY2019 spending projections for recurring expenditures, using current fiscal year data through October, had increased by two million over the September projections. The recurring expenditure projection for the Agency, by the end of the state fiscal year is approximately 87.3 million. Even with this increase in the projection, the Agency is on pace to spend approximately 5.6 million less than last year. The \$87.3 million amount does not include capital projects. Eric also distributed a SFY2019 Spending Limit report for the bulk spending by office. The report showed the spending limit for each office and tracked the gross monthly expenditures (excluding capital assets) for each office. The purpose of the chart is to show whether each office's spending is on track to stay within the assigned spending limit.
- There was an increase in 10/16/18 payroll. Further research is needed to determine the cause of this increase.

- The budget process will begin as soon as possible and will be refined as needed.

Action Item:

- The Department presented 2020 budget requests to the Governor's Office staff on October 16, 2018, and is scheduled to present to the Senate budget subcommittee on November 28, 2018.

Responsible party: Eric

IV. JRT/Facilities Update

- Jerry advised a welding simulator is being requested that cost approximately \$55,000. Currently there are four center manager vacancies. The training centers are 65% self-sustaining. The Gaffney annex has moved into Freightliner.

V. Emergency Contact List

- Need to identify primary contact and backup contact for each office and training center to serve as the point of contact during an emergency situation.

Action Items:

- Identify contact list for appropriate office(s) and forward to Jeanne.

Responsible party: CORE

VI. CSAVR Update

- Overview information from the CSAVR General Sessions was distributed. Rita and George presented information from the New Director training. Darline shared information discussed at the Regional Luncheon Meeting. They also provided information from the different sessions they attended.

VII. Consumer Data Retention

- IT has recently completed a data dump and consumer data from 2017 was lost. What can we do to ensure this doesn't happen again? A list of exceptions is needed regarding a policy to ensure data retention is not compromised.

Action Items:

- Stop the purge of consumer records. Jeanne to brief the Commissioner.
- Develop Record Retention Guidelines.

Responsible party: Jeanne and George

VIII. Greenville Transition Needs

- A proposal developed by the committee revising the Transition Coach responsibilities to allow them to spend 90% of their time providing Pre ETS services to students was recently shared with David Turnipseed, Area Supervisor at the Greenville office for feedback. The proposal included changing the job title to Transition Specialist in order to differentiate from responsibilities required of Transition Coach.
- Rita distributed information received from David Turnipseed regarding transition needs.
- David presented (via conference call) suggestions and proposal to spend allowable funds on transition toward positions that can better benefit SCVRD. A proposal to hire Transition Specialist to assist Counselor that serves students that are consumers and potential consumers. This would allow Transition Counselor to receive a salary increase to compensate managing the Transition Specialist.
- Discussed what could be eliminated to allow additional Transition staff. Could any offices be combined?

Action Items:

- Change core duties of Transition Coach to Pre-Employment Specialist.
- Finalize Pre-Employment Specialist proposal and present recommendations to Commissioner by Friday, November 16, 2018.

Responsible party: Rita Artemus

IX. Transition Counselor Attrition

- Fill vacant positions, pay increases, reclassifications, however, will further discuss after Pre-Employment meeting scheduled for Tuesday, November 19, 2018.

X. December Agenda Items

- Strategic Plan Update
- Web Portal Update
- Budget Update
- Business Continuity Plan