

N.J. Commission for the Blind & Visually Impaired
State Rehabilitation Council
Meeting Minutes – October 7, 2016
Joseph Kohn Training Center - 130 Livingston Avenue - New Brunswick, NJ

Voting Members Present: Rick Fox, Jonathan Goodman, Zoraida Krell, Fran Leibner, Joan Leonard, Dawn Monaco, Fr. Jim Warnke

Voting Members Absent: Jennifer Armstrong, Susan Head, Kelly Reymann, Kris Tucker

Ex Officio Present: Dan Frye, Amanda Gerson

Staff/Members of Public Present: John Walsh

The meeting was called to order at 9:30 a.m., Fr. Jim Warnke, Chairperson, welcomed everyone and thanked them for attending. He announced that the meeting was being held in compliance with Section 105 of the Federal Rehabilitation Act 1973, as amended. It is also in compliance with the New Jersey Open Public Meeting Act, NJSA 10:4-6.

In the absence of a quorum a vote could not be taken on the:

- a) minutes from the 6/3/16 meeting;
- b) schedule for the 2017 meetings.

Discussion and voting will take place at the December 2 meeting.

Employment Development Guidance and Engagement (EDGE): Staff from the Family Resource Network (FRN), administrators of the EDGE Program, attended today's meeting to update the SRC on the accomplishments of this program over the past year and the goals for the coming year. Greg Makely, EDGE Director, introduced Patricia Ebel and Connor Mullin, Employment Coordinators. Pat McKenna, who was unable to join today's group, is the Manager of this program. Gregg explained that the goal of EDGE is employment. Everything done is geared towards students learning to become independent and learning how to advocate for themselves, which are two crucial pieces to later becoming employed. They are not only looking to help students with resumes and job interviewing, but concentrate on helping them learn how to network. Developing relationships with people who are behind the company doors is important; eyes/ears within that company can often lead to finding placement in jobs that are not yet posted in public. Greg reported that over the last year 12 students had work experiences and 4 had PT employment; all but one graduated; 4 have competitive employment. This year the effort is to increase the competitive employment. The 12 students that had work experiences were employed at different companies and paid a stipend out of the FRN budget. Work experiences and employment have included positions in museums, animal shelters, an on-line magazine, food and retail industry, public schools, and Independent Living programs. Greg reported they have 7 students currently anticipating work experiences this year; 3 are continuing from where they left off last year. He noted that Trisha and Connor have developed really cool opportunities. Thinking outside-of-the-box is stressed, and they also try to match interests and aptitude; trying to be a bit more creative in that way. Greg also noted that this year everyone is going to have a written employment plan whether or not they have elected to go to work yet. Our job is to motivate them to do that; some will just have different objectives to achieve; we want everyone to make progress, even if they haven't gotten into a work experience or competitive employment yet. A

part-time employment coordinator has been hired to concentrate on just that. The full-time coordinators are involved with the classwork and in between they are managing the mentors that are involved with the program. There are now 9 mentors; an increase from 6 last year. Still looking to fill another position to do additional employment related work. Greg noted he is very excited about the PT person he hired; he's from the corporate world and very well connected in that world as well. Looking for good things, a little out of the ordinary maybe. Gregg commented that both Trisha and Connor have made a wealth of connections; these relationships are vital to employment, and we are already seeing the fruit of that.

In answering questions that were raised, Greg reported that the program started in May of last year. Staff did a very good job of writing the curriculum and developing plans for a total of 36 students. This year the 2nd year curriculum had to be written and 38 students are currently enrolled; should be at 41 by the end of the month. Students can return for the duration of their high school experience. Another question was raised on how students are recommended to the program; Gregg noted that CBVI transition coordinators refer them to the program. Student meetings are held on Saturdays. Most students are partially sighted that participate in this program; however, some are totally blind. Gregg commented, that as one would expect, students are not always comfortable with where they are, or where they are headed in terms of vision; they tend to want to blend in with all the other high school students; not trying to call attention to their disability when they enter the program. Already, there have been several letters from students about what a great experience they've had.

Connor commented that in doing intakes he sees a range of comfort levels with vision impairment. Some students want to blend in and ignore it; some want to embrace it; some in the middle. If he sees someone struggling with coming to grips with their situation, he really tries to make it a genuine exchange and have a sit down conversation with them. He shares his situation and encourages them to believe there is no reason to think it is hopeless in any way for them. People have been very thankful when they see it is possible to reach their goals. He pointed out that this year there is an energized group of students, both returning and new. The track 2 curriculum is a natural extension of the track 1 curriculum. For example, with track 1 there is networking; with track 2, in addition to networking, weaving into workshops is added on a regular basis. Students are given opportunities to go on their own and practice the skills they have been taught. So they delve in throughout the entire year, the process of building their own networks/connections, they may not realize they had, and taking those connections and using those to either get informational interviews, which are so crucial, and something we really want to emphasize going forward, and also getting job interviews and job placements.

Patricia also commented on her connection with the students; she is able to relate, given her vision loss since high school. She noted that she has been with the EDGE program 3-4 weeks now, and it's been an awesome experience. In addition to the curriculum, workshops, and technology, they are also doing other voluntary activities on Saturdays with the students for vocational and independent living. For instance, a field trip is planned for 10/23 to the Paper Mill Playhouse to see the Producers. This particular show is an audio described show, and an hour before the show there is a seminar scheduled where the cast comes out and gives details on the costumes the actors will be wearing; the students will be able to feel the costumes. They will give an idea of what the scenery is all about; students will be able to touch the scenery, touch the props. The director will also come out and speak to the students about all the job opportunities available in the theater district; everything from the box office to actors and actresses. Another event planned for November is taking the train from New Brunswick to Manasquan, and back again; working on mobility. After that, another trip is planned to go to the Rockefeller Christmas tree on 12/28. They will take NJ transit into the city; walk from Penn station to Rockefeller center.

In 2017 trips to a mall, museum and airport are being planned. These are just examples of the fun learning experiences being planned for the students. Trisha also talked about some of the work experiences the students are taking part in.

Gregg pointed out that this program is also trying to make the distinction that you need to have a home-life and work-life; they need to be separate. Confidence and socialization is almost as important as everything else done with the students.

The program is statewide. The meetings take place at JKTC, but events are held in various places.

Amanda commented that the Commission was able to provide FRN with a small office at JKTC, which has helped a lot, allowing CBVI staff to have regular access to the EDGE staff, and really have a close working relationship.

John commented that the Commission is thrilled with this partnership. The attitude of how the work is approached is positive; always looking to do it a better way, a different way, a creative way! He noted that we have seen dividends in our students; they are more open now to participate in the summer programs; i.e. Bonner, Work Skills; more open to participate in O&M training. They are embracing the fact that they are blind or vision impaired, and more willing to use the proper tools and have positive solution based attitudes.

Fr. Jim commented that it is wonderful to hear the enthusiasm as well as the competence that comes through regarding this program. He thanked the team for sharing this information and offered assistance if there was anything the SRC could help them with.

Vocational Rehabilitation Unit Report

Amanda Gerson reported on the following transition programs:

- The Life 101 program was held again this summer (for the 4th year); it is very much our foundation program. This 2-week residential program is held at JKTC for freshman and sophomore students. 14 students participated this summer; successful as always. Students participated in discussions regarding careers, college, independent living, safe travel, and assistive technology. Everything is packaged in a very fun, hands-on kind of way.
- Work Skills Prep (WSP) (11th year): 20 students participated this year; two 2-week sessions where students lived at TCNJ and engaged in both half day work experience and half day functional academics. Evenings were reserved for community-based learning and IL skills. It is always so impactful to see what a difference this program makes; not only on students, but parents as well.
- YES Program (Youth Employment Solutions). Plans are being made for this new program. It will take alumni of WSP, who have exited the secondary education system, and take a customized employment approach to working with these young adults, who traditionally have not had positive employment outcomes and tend to fall through the cracks because of their additional disabilities and lack of engagement and/or lack of home support. We will be pulling in social work support, if needed, to help with DDD applications, SSI applications, and whatever else is needed around social services supports. We will also be working with supportive employment agencies, VR counselors, and families to go through a full discovery

process and come up with a customized employment solution and employment outcomes. This initiative is only a month or so underway, and we have our first success story - 1 student who already is placed in a position; he is working at Sodexo, TCNJ main cafeteria.

- College Prep Program (Bonner): This was our second year partnership with TCNJ. Junior and senior high as well as recently graduated students are eligible to apply for this program. This year there were 15 applicants with only 10 spots in the program. Since the 5 that did not make the program were also strong candidates, they were invited to participate in the 2-week pre-college/voc. orientation prep work that takes place prior to Bonner beginning. Amanda commented that she attended the graduation ceremony; it was great! Graduates presented on their research papers; one CBVI student introduced the entire class; and 4 students spoke about their experience in the program.
- Amanda commented that there is so much value in the peer learning relationships that occur beyond what we have in the curriculums and activities planned for the EDGE program. It really is the most valuable aspect - the degree of confidence they get out of this program, and all of these programs, is probably one of the greatest impetus for change. Jonathan commented that he is happy to see all of these programs to assist students with gaining employment. Dawn commented that all the summer programs sound amazing. She asked how the referral system works, when a parent has heard about one of the programs and wants to get their child involved. Amanda noted that current CBVI clients should be referred to their transition counselor to have the conversation of whether the student is appropriate for the program or not. If they are not a current client with the Commission, they can be directed to the WE team for assistance. Amanda commented that all programs are referral only, and not all of our programs meet all of our student needs. The Commission is always looking at who our programs serve and where is there a gap we can fill in to make sure we are serving everyone.

Amanda updated members on:

- The Welcome & Evaluation (WE) Team: This new intake unit completed its first month of work, helping open-up at least 50 new consumers for CBVI. (Phase I.) The team consists of 4 staff, which are the first point of contact for all individuals not currently open with the Commission, and are either looking for information, referrals, or services to open their case. Amanda commented that the WE Team is doing a great job in terms of getting the initial process going; getting the initial information provided to the consumers and facilitating a seamless referral to the service units. She noted that they will need to increase staff support soon. As with any pilot there are little tweaks and bumps, but nothing that hasn't been able to be resolved. Phase II, which is not expected to begin for another 2 months, will see team members going out and doing the initial visit with the person in their home; collecting all the info; moving them up through eligibility and getting them into every program they are eligible for; i.e. education, vocational rehabilitation, independent living; making it seamless for them on the front-end experience and have a consistent experience of learning about the Commission. John explained that Phase I was intended to find out some data in regard to the volume, and then look at what staffing needs are for the future and try to bring on additional staff to do this. John noted that the team is also covering every informational referral call and taking data on that too.
- The Business Relations Unit (BRU): is up and running, fully functional. The two staff that were hired for this unit have attended job fairs; have been networking with businesses. For Disability Employment Awareness Month they have a number of events scheduled. They will be participating in two events with Prudential. They will also be doing trainings with each of the regional offices; doing interview skills, resume building, benefits counseling, and work incentive counseling. FRN is going to partner with us for the Freehold training; we are also

bringing in partners from the FAA and from Prudential to talk. Prudential will talk about requesting accommodations in the workplace. An event with Unilever is also planned. Partnering with FRN's business advisory council; attending their business open house. We are starting to network with talent networks, the target industry partnerships, and we've made connections with the Advanced Manufacturing Healthcare Financial Services, and retail hospitality and tourism. Hopefully all of this networking will both help us serve and connect with more businesses in NJ, and ultimately help open the doors for people with disabilities, blind and vision impaired, to get jobs. John noted that we are now looking at business as our secondary customer; looking to find ways to assist them. So, if it means being creative about looking at accommodations at a worksite, then we want to do that. We want to be a conduit for them. We want to introduce businesses to our large talent pool, and hopefully they will look at us as another source of recruitment. John noted that the BRU is also connected on a national level, with the Institute for Community Inclusion-Technical Assistance Center, funded by the US Department of Education; it's called the Job Driven Vocational Rehabilitation Technical Assistance Center. Based on a learning collaborative; based on other state VR agencies learning from one another, looking at evidence based practices and developing work plans to implement these programs. The thought is, we know there are other states out there that are further along with business relations, so let's learn what they are doing and bring it back to NJ and make it specific for NJ. The other piece is that we want to specifically focus to see how we connect with the larger workforce development system; that's what the talent networks are. 7 talent networks that look at the 7 growth industries in NJ – we want to make end roads there. Also, with our sister agency, DVRS, they are developing their own BRU; gross fertilization; then we also want to cross fertilize between our programs – so if the staff at FRN are developing relationships, we don't want to necessarily send our staff out and act like we don't know that FRN is already there. Looking to implement sales force, which is really a private sector tool, into the Agency so we keep that as a contact manager.

Strategic Plan Update

As previously discussed, the Agency embarked on a deliberative process to develop a 3-5 year strategic plan that focuses on improving 8 core areas: 1) service delivery system re-design; 2) quality education services for our students; 3) employment outcomes for our clients; 4) JKTC curriculum and program; 5) Business Enterprise of NJ (BENJ); 6) communications (both internal and external), public information & community outreach; 7) staff specific issues in Human Resources & Staff Development; 8) external partnerships, resources and alliances to support consumer services and outcomes. John pointed out that many of the topics discussed this morning (EDGE, WE, BRU, YES), all come out of the strategic plan. Staff have been assigned to be team leaders for each of these projects. Each leader has a work-plan and the status is monitored. Meetings are held on a quarterly basis to give an update on where we are and what we can do to move forward.

John noted that the Agency is working towards developing some robust outcome and performance indicator measures for each of these projects. This is part of our service delivery work-group; we want to develop these key indicators in all areas. Example: looking to measure, in education, how our services have had an impact on that child; where is the data. We have anecdotal data; we can talk to folks; we can do satisfaction surveys; we have information from teachers, but how do we demonstrate that we made a real change in that individual; measurable skill gains in certain areas. In VR we know we have measures, but we also want to look at the quality of the jobs we are getting for our clients. John noted that as we go through the process of developing indicators, we would

appreciate having a deliberative process with the SRC to obtain feedback. Over the next year those indicators will be defined; more to come on this initiative.

With regard to the communications/public relations project, John reported that the Agency presented a comprehensive plan to the Commissioner and the Head of Public Relations at the Department of Human Services. He noted that in principle the plan was approved. He noted that the Agency wants to move forward with having more of a footprint out there; let people know who we are and what we do; getting the word out about the Agency and the services we offer. Bernice Davis and Amanda Gerson are the co-leaders on this team. John explained that Bernice is running this PR project, and he suggested the SRC members may want to have her come to the next SRC meeting to present on the types of items we want to do in public relations. Everyone agreed; they thought this would be a good idea.

Education: John reported that the Agency just had the administrative code on education (10:92) approved with no amendments. As previously mentioned, the Agency ran up against timing issues where the code was about to expire; in order to hold a place in the administrative code it had to be adopted without amendments at that time. However, as previously discussed, it is the purpose of the Commission to re-submit 10:92 for additional amendments; significant changes will be made to the education program. John reported that SHARP (Student Hands on Alternative Reinforcement Program) completed its second year for students in grades 1-8. This year a slight modification was made to the program; we had 2 groups: 1st-4th grades were in one group and then 5th-8th grade were in a second group. This program was run almost entirely by Commission teachers, O&M instructors, and home instructors. Students went to each of the service centers and participated in a variety of activities. We had close to 90 students; another successful second year run of this program. John reported that Eva Scott is also developing a new advisory council in education; it will be called Parent Education Advisory Council for Excellence and Blindness Education (PEACE BE).

Human Resources & Staff Development plan: John noted that we are doing more to recruit nationally now; i.e. getting out information to the Association for Education Rehabilitation of Blind and Vision Impaired Job-Line; to University programs: Louisiana Tech, Hunter University, Salus University, Rutgers, Kutztown. We are letting them know that we are looking for staff. As a result, we are now attracting a larger talent pool when we have TVI positions or when we have O&M instructors. We've done quite a bit to increase our staff levels; up to 56-57 teachers. John also noted a lot of changes with VR counselors; new ones coming on-board; some going into administrative positions. He commented that it's been a year of transition, and nice to see these new, enthusiastic staff coming on board and bringing their talent to the Agency. John also reported that within the next few months the Agency is going to be implementing a more robust performance assessment system. This is how we evaluate our staff and their performance; it's about setting parameters of job expectation and then getting feedback to employees of how they are doing. John noted that the Agency has also talked about developing a leadership academy. For staff that want, and have aspirations, to move into leadership roles, we can give them some tools to develop their capacity to do that.

Employment outcomes for our clients: a career exploration center for our consumers has been set up in the Newark Office; to come in and get more on career information. Counselors are developing various sessions that are targeted around interviewing; informational interviews, etc.. It is a collaborative project with all of the counselors in that office.

External partnerships: John noted that a lot of activity around developing new Memorandums Of Understanding (MOU) will be taking place with various partners in the workforce development

system, with community colleges, and with 4-year colleges. John commented that he and Dan had a conversation yesterday with the directors of the Centers for Independent Living; looking to do more collaborative work with those organizations – more to come.

John reported that the Agency is also embarking this year on a comprehensive statewide needs assessment. Under the enabling legislation for VR state, VR agencies are required to do a needs assessment around the consumers served, and also the broader population of the state served to identify what populations are un-served or underserved. We are looking to connect with a university based program; in talks now with one particular program to assist us in developing a work plan over the year, to start doing some assessment activities. John noted that we will include the assistive technology survey as part of that assessment. Looking to have a town hall meeting as we did a few years ago; that was successful – large turnout; to do some information sharing and gathering of information; do some statistical analysis of population trends; do various focus groups and other assessment activities. More information to follow on this subject.

Business Enterprise: we are looking at opening our first location in a private sector location. Typically, locations are in state, county, or municipal buildings; those locations may be a small snack stand, all the way to a fully functional multi-employee cafeteria. The Bank of NY may be interested in partnering with us, where we can set up a location; so that could expand and create more opportunities for our consumers who want to run their own business, to partner with more private sector entities. We're really hopeful about this venture.

It's a SHORE Thing (Senior Hands on Retreat Experience)

This new program for consumers 55+ began last month in Atlantic City. It is a life-skills program for consumers who are not pursuing employment, but want to continue to grow/learn; how to travel more effectively; how to manage their home. This initial 5-day program was held at Resorts Casino; there were 12 participants. It is funded through the Independent Living Older Blind (ILOB) program. Participants were thrilled with what they accomplished. John attended the closing ceremony and noted that some told him they were nervous about doing some of the activities. They took a train ride from AC to Philadelphia; they went to the Italian Market and attended an audio described tour of the market. They did various things to try and stretch what the consumers are used to doing. This program will be promoted throughout the State and multiple senior retreats will be planned, so additional services can be provided for these consumers.

State Update

Dan reported on the following:

- Administrative Code NJAC 10:97, which will see substantial changes to the Agency's BENJ program, was submitted to the Department, as those rules expire in December. Dan noted he is hopeful something will be coming out in the NJ Register near the end of the year with regard to the changes, which SRC members will certainly be invited to offer comment about.
- The Agency is working closely with our Department to facilitate migration of our case management system. We were successful in securing a re-allotment of 2 million dollars from the federal government, which should enable us to afford to pay for this new case management system without compromising consumer services in any significant way.
- Fr. Jim had asked for the Executive Director to share more deliberative information on programs at SRC meetings. Dan pointed out that the SRC is a public council; therefore, when engaging in candid conversations about what might be changed or improved upon for the benefit of a program, or things that might adversely affect the public's understanding of what

we're doing if taken out of context, he suggested that time be made to do that in executive session; where it is simply noted in the minutes that the SRC was in executive session discussing different topics. Fr. Jim agreed.

- As previously discussed, the Commission is embarking on a survey initiative. The Eagleton at Rutgers has agreed to take on this work. Dan explained that a first draft was received this morning; however, it came back in such a fashion that we aren't prepared to share it with the Evaluation sub-committee at this time. Dan noted that we will reach back out to Eagleton and clarify our expectations and define the project much more prescriptively. They assumed we were interested in evaluating the entirety of the agency service, which at some stage we may want to do, but this initiative was intended to specifically target assistive technology and the instruction provided through Advancing Opportunities. As soon as we get a first draft with which we are reasonably satisfied, we then will want this sub-committee and Council to help us with refining it. Dan commented he is optimistic in the next month or so to have something to share.
- The Agency is working to open a new office in Atlantic City; the Hammonton Office is going to be moving there. This will make our southern service centers much more accessible to blind people in an area where they can get true access to public transportation.
- Dr. Edward Bell of Louisiana Tech came to NJ to talk to the Agency about the concept of structured discovery in the context of dealing with O&M, and the value of hiring blind O&M instructors. Our hiring certification says we will hire people with NOMC or academy certification, but we've never really done it. Dan commented that he wanted management staff to understand about the fact that a blind person can be an effective travel teacher.
- On November 3 we are all gathering as a community at the Commission to have our second statewide staff development seminar. 250-270 employees will be assembled at a facility in New Brunswick. We will focus on the objectives of our Agency on our strategic plan; how we are operating in a more team fashion. The morning key note speaker is an internationally recognized blind broadcaster, assistive technology executive, and political pundit and podcaster, Jonathan Mosen. He will be coming from New Zealand to speak to our staff about his story and the strategies he employed to be successful. Fr. Jim will be giving the closing 15 minute address. Dan noted he is optimistic that the seminar will be another mechanism to encourage a sense of urgent dynamism within the Agency.
- John, Amanda, and Dan, assuming authorizations are approved, will be representing the Commission at the National Council of State Agencies for the Blind & The Council of State Administrators of Vocational Rehabilitation at their fall meetings in November. CBVI has been selected to profile EDGE and SHARP in the transition portion of the NCSAB national conference.

Federal Update

- Federal regulations finalized – announced on 8/19, rendered effective 9/19, and a few portions of the regulations on 10/19. Most of the federal regulations are now out and in effect. There are a variety of changes that result from the new Workforce Innovation Opportunity Act (WIOA) re-authorization. Specifically, as inferred from a lot of our programs, one of the big obligations that are new is that we pay a lot more attention to providing pre-employment transition services to youth. We are obligated to invest 15% of our federal grant on those types of services. Similarly, in the youth vein, we are obligated to spend 50% of our resources in supported employment supporting youth. We are also obligated to no longer support, as a vocational outcome, a homemaker as a job. However, we are investing a lot more in our IL programs, so

the needs of homemakers that might have been served under VR are going to be managed under IL. There are a lot of other changes in WIOA. Dan reported that he and John went to Washington, DC on August 9, to an orientation from the rehab services administration inside the Department of Education (DOE) to be given a general sense of what's happening under WIOA; Fr. Jim was unable to attend to represent the SRC. There are changes which relate to people who are being paid subminimum wages. Fortunately, CBVI has had a practice of not engaging in that practice very much, so those rules are likely not to affect us too much. Many of the changes, which we are digesting, will be reflected in a refresh of NJAC 10:95; we will be modifying our state rules to mirror and parallel those rules. Dan commented that he will get together with Fr. Jim and Rick to talk about these changes in a private meeting so that they have a better understanding. Dan asked that if anyone has heard in the press things about WIOA that they want answers for, he would be happy to answer or make inquiries and share them at future meetings.

- On September 1st the State Employment and Training Commission (SETC) submitted final amendments to NJ's Combined State Plan. This document is now required under WIOA to be submitted every 4 years; it outlines what agencies in the broader workforce system will do during that period. The general workforce system includes VR in title IV of WIOA, but it also includes adult literacy, employment and labor services, and the one-stop centers. Dan commented that he sits on the SETC and has participated actively in making sure that CBVI has our information outlined in the VR section of the Combined State Plan. The SETC is going to be relying on this council and the council for DVRS to serve as its policy advisory committee. The Agency did get notice from DOE and Labor that our Plan has been substantially approved and is likely to be fully approved between now and the first of October. It is going to require that we have partnerships beyond what conventional VR has. We are going to be working to train the One-Stops so they can adequately respond to people who are blind, vision impaired and deaf blind. We will be working with community colleges and other higher education organizations to share our knowledge about blindness, and they theoretically will share their resources that we can make available to our consumers. The theory behind requiring that the entire workforce system collaborates is that it will have a dramatic impact on employment of people who are disabled and otherwise disadvantages or disenfranchised. Dan noted that Kirk Lew from SETC, who has been a member of the SRC (federal law requires we do have someone), resigned and has taken a position with the US Department of Labor in Washington. The Agency is in conversation with the executive director of SETC to determine who he is going to serve on our SRC. News to follow on this appointment. Dan noted that the executive director of the SETC is now Gary Altman; Cheryl has resumed her position as deputy director. Dan suggested that perhaps, at some point in the next year, we should invite Gary to come and meet with the SRC. Everyone thought this was a good idea.

Subcommittee Reports

Resource: no report submitted.

Evaluations: Rick Fox noted this committee has nothing to report; still waiting for the opportunity to evaluate the survey draft.

SRC Annual Report: Amanda reported that she met with John Walsh and Chris Cooper to review and discuss the various sections of last year's annual report, and any additions to include in this year's annual report. She noted that she will be sending emails out to all the different individuals within the Agency and the SRC to update their sections or any new sections. Each SRC sub-committee will be asked to write a paragraph about their committee and what they've done this year. Deadlines will be the end of October. Amanda acknowledged Fran's help in editing last year's report; and asked for her help again this year. Fran said she would help in this regard.

Business Relations: Amanda reported for Kelly Reymann. A conference call meeting has been arranged for the beginning of November; to discuss feedback about upcoming marketing materials that we are going to embark on working on, as it pertains to business outreach and also seek committee feedback on that. Business Relations specialists will be on that call so we will be able to meet them and get an update on what they are doing.

Policy Committee: Fr. Jim noted he had nothing to report from this sub-committee.

New Business

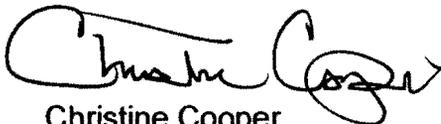
SRC meeting dates for next year: February 3, April 7, June 2, October 6, and December 1, 2017. Members were asked to look over their calendars, and provide feedback now, or by email to Chris Cooper if they have a problem with any of the dates. Once the dates are agreed upon (December 2), the meeting dates will be published. John pointed out that attendance for the October meeting historically seems to be a problem (may be due to Columbus Day holiday); so members were asked to look at that date specifically and if they want to change that date for 2017, to please let Chris know. Dan also noted the SRC may want to discuss a change in location, consider moving the meeting around. In terms of transparency, moving from one end of the state to another; may be a good idea. He invited feedback on this issue. Jim commented that his experience has been that if meetings migrate, attendance diminishes. However, obviously no one from the public has attended SRC meetings that anyone was aware of, so there might be a tradeoff there; worth considering. Will be discussed further at the next SRC meeting.

Adjournment

A motion was made and seconded, to adjourn the meeting. All were in favor, and the meeting was adjourned at 12:00 p.m.

The next SRC meeting is scheduled for Friday, December 2, 2016, at JKTC.

Respectfully Submitted,



Christine Cooper
CBVI – Administrative Assistant