

MINUTES OF MEETING
BOARD OF GEORGIA VOCATIONAL REHABILITATION SERVICES
WEDNESDAY, November 9, 2016
1 p.m. – 3 p.m.

200 PIEDMONT AVENUE, SE
JAMES H. FLOYD BUILDING
WEST TOWER
20TH FLOOR, FLOYD ROOM
ATLANTA, GA 30334

BOARD MEMBERS PRESENT:

Sandy Adams
Jimmy DeFoor
Bob Green
Tom Wilson
Dianne Davis
Angela Mackey (telephonic)
Louise Hill
Jonathan Taylor (telephonic)

Jimmy DeFoor, Chairman, called the meeting to order at 1:06 p.m. He welcomed attendees and members. Mr. DeFoor introduced new Georgia Vocational Rehabilitation Agency (GVRA) Executive Director Sean Casey, calling him a great leader and a man of integrity. Mr. DeFoor passed the mic to Mr. Casey.

Mr. Casey thanked everyone for their attendance and thanked the employees for the slides they prepared to present. He stated he is excited and humbled to be a part of the GVRA agency. He shared professional history including roles at the Office of Planning and Budget (OPB), Office of the Governor, Department of Revenue (DOR) and Department of Administrative Services (DOAS). Mr. Casey again thanked employees for their support and service. He stated he has an open door policy and prefers to talk to individuals in person.

Approval of Minutes

Mr. DeFoor presented September 7th's GVRs board meeting minutes, which underwent a revision after the October 12, 2016, meeting. Tom Wilson made a motion to approve the minutes. Bob Green seconded the motion. GVRs board members approved the minutes unanimously.

He then presented October 12th's GVRs board meeting minutes and called for a motion to approve. Sandy Adams made a motion for approval. Dianne Davis made a second. There were no calls for revision. Members approved the minutes unanimously.

Mr. DeFoor also presented GVRS board telephonic meeting minutes from October 14, 2016. Louise Hill made a motion for approval. Bob Green seconded the motion. There were no calls for revision. Members approved the minutes unanimously.

Mr. DeFoor called for a ratification of the actions taken on October 14, 2016, to approve Sean Casey as GVRA Executive Director. Tom Wilson made a motion for ratification of the actions taken during the telephonic board meeting. Multiple members, including Sandy Adams and Louise Hill seconded the motion. The motion for ratification received unanimous approval.

Nomination of Officers

Mr. DeFoor opened the floor for the nomination of GVRS Board Officers. He stated that several nominations were submitted prior to the meeting. They included: Sandy Adams as Secretary, Tom Wilson as Vice Chair, and Jimmy DeFoor as Chair.

Mr. DeFoor called for a motion to approve the nomination. Members approved the nomination unanimously.

Mr. DeFoor called for a motion to open the floor for additional nominations of officers. Tom Wilson made motion. Sandy Adams seconded the motion. Members approved the motion to open the floor unanimously.

No further nominations were made.

Mr. DeFoor called for a motion to close the floor for additional nominations. Louise Hill made the motion. Dianne Davis seconded the motion. Members approved the motion to close the floor unanimously.

Mr. DeFoor called for a vote on the reelection of the current slate of officers. The board unanimously re-elected the three current officers. Officers will serve through June 2017. Mr. DeFoor encouraged other members to consider seeking office in the next year.

GVRS Board Bylaws

Mr. DeFoor called for a taskforce to review GVRS Board Bylaws. Louise Hill has already committed to serve on the taskforce, working in collaboration with GVRS Board Liaison Heather Breeden. Angela Mackey and Vincent Martin volunteered to serve on the taskforce.

GVRS Board and SRC Member Travel

Chief External Affairs Officer Kevin Harris addressed issues and concerns related to GVRS and State Rehabilitation Council (SRC) travel and payment of board member expenses. Mr. Harris stated that the administration of payments for expenses involves

federal regulations; state code; Department of Human Services (DHS) policies and procedures; the Office of Planning and Budget's (OPB) policies and procedures; and the Department of Administrative Services (DOAS) policies and procedures. GVRS Board members have responsibilities relating to personnel, budget, and policy. Currently, board members are paying out of pocket for travel. Other options, to avoid financial burden, include direct billing of hotel fees and airfare, while gas and per diem expenses would be reimbursed to the member. Mr. Harris noted if travel is filed in a timely fashion, members should be reimbursed within a week to three weeks. He noted that some board members have previously waited months for reimbursements. Mr. Harris recommended the creation of a GVRA policy writing in an exception for GVRS Board and SRC members and protocol surrounding travel reimbursement.

Mr. DeFoor asked for questions from board members. Mr. Bob Green asked how one would obtain assistance to fill out forms. Mr. Harris stated that Heather Breeden would be the appropriate contact. Mr. Wilson how reimbursements would function under the new proposed policy. Mr. Harris indicated that board members would be allowed to utilize an agency credit card or receive an advance check.

Mr. DeFoor called for a motion for GVRA policy staff to create a policy to be presented at December's meeting. Tom Wilson made the motion (transcription below). Louise Hill seconded the motion. There was no further question or discussion. Members approved the motion unanimously.

Motion for GVRS and SRC Travel Expense Policy Development

I would like to make a motion requesting that the GVRA policy staff research and develop a policy to be presented at our December 2016 meeting to allow members of the GVRS Board and the State Rehabilitation Council to receive travel advances and pre-payment of applicable fees related to events being in attended as part of their service to the state.

Financial Report

Minerva Nixon, Financial Accountability and Compliance Director, introduced a short YouTube video animation explaining federal match and carryover. Mr. DeFoor asked Ms. Nixon to explain the animation step-by-step as an accommodation and also for the benefit of board members on the phone.

Ms. Nixon defined federal match and Section 110 and explained the Federal Match breakdown. She and Crystal Barkley, Director of Budget Administration, presented a carryover and fiscal deficit timeline spanning FFY 2013 – FFY 2016.

Ms. Diane Davis asked how the decision was made to terminate GVRA's contract with the Georgia Department of Education (GaDOE) to provide services. Ronnesia Barker,

Provider Services Director, stated that there were no equivalent funds so GVRA forfeited that portion of the federal match.

E3 Update

Ms. Charlotte Young, Career Pathways Specialist, gave an update on progress with the E3 program. The grant-funded E3 program is a pilot in six school districts to help transition-age youth with career readiness. Ms. Young described the Jobs for the Future collaboration with Harvard University. The collaboration will begin asset mapping in districts across Georgia. The E3 team is also working with High School High Tech (HSHT) on various technology-focused vocational projects.

Audit Response

Mr. Ken Hise, Director of Field Services East, presented an update on the GVRA performance audit. He stated his belief that the audit findings affirm Project Horizon is appropriately-directed to address issues. He explained the structure of the three original design teams that made up Project Horizon and stated that all three teams originally worked in isolation. He said that, upon sharing the design between teams, findings and proposals were similar. Mr. Hise shared his belief that the new process design better supports the client and removes administrative burdens from Certified Rehabilitation Counselors (CRCs).

Mr. Wilson stated he is interested in how Project Horizon impacts programmatic elements of service delivery and asked if school systems and individuals will no longer have one-on-one contact with a dedicated counselor. Ms. Charlotte Young replied that funding options were being explored to put a counselor at every school.

Mr. Hise noted that the Project Horizon's team concept projects 350 clients per team.

Ms. Hill asked about the client experience with the team concept. Mr. Hise replied that teams enabled VR to provide services anytime the client has a need. She asked how an adequate transfer of knowledge throughout teams will be ensured. He stated that information-sharing is contingent upon team meetings.

Mr. DeFoor stated that there is a need for a board workshop dedicated to Project Horizon.

Organizational Charts

Chief Human Resources Officer Marya Calhoun began her presentation of organizational charts with the top five agency levels as they existed in 2012. All available organizational charts were provided to the GVRS Board in their personal manila take-home folders. The second set of charts reflected agency structure as of June 2015. This chart reflected four Executive Leadership Team (ELT) members.

The final set of charts reflected agency structure as of October 2016. This chart reflected eight Executive Leadership Team (ELT) members. Chart showing direct reports to the agency's director; Client Management structure; Outreach and Intake structure; and Capabilities Development structure were also presented to the board.

During the presentation, Mr. Wilson noted accessibility issues at GVRA's administrative building at 200 Piedmont. He asked if there would be an AWT professional at the state level. The current chart indicates that there is not. Rajesh Pagadala expressed concern.

Provider Management

Postponed for future meetings.

Old Business

No old business.

New Business

No new business.

SRC Comments

Kip Slade, State Rehabilitation Council (SRC) Chair, welcomed Mr. Casey as Executive Director. Mr. Slade stated the SRC has a full-time staff member shared with GVRA (Dana Skelton-Sanders, SRC Liaison and Director of Advocacy and Compliance) and a part-time staff member shared with GVRA (Jacqueline Gregory). He raised concerns over the current \$10K to \$15K budget and requested an expansion to around \$275K to include three full-time staff members. He also raised concerns that no clients or SRC members were involved in the Project Horizon development and design process.

Mr. DeFoor called for a motion requesting the establishment of a formal budget for the SRC. Mr. Wilson made the motion (transcription below). Ms. Hill and Ms. Adams seconded the motion. The motion was approved unanimously.

Motion Related to the SRC Budget

I would like to make a motion requesting that the GVRS Board formally express its support of the State Vocational Rehabilitation Council developing a formal budget with the full cooperation of the Georgia Vocational Rehabilitation Agency as well as expressing our support of the SRC receiving an appropriate amount of agency funds in order to fully function and fulfill its nine federal mandates.

SILC Comments

Shelley Simmons, Statewide Independent Living Council (SILC) Executive Director, described the purpose and mission of the organization as well as its philosophy and core services. She invited Mr. Casey to visit one of SILC's nine facilities. Additionally, she invited the GVRB Board to participate in SILC's upcoming legislative advocacy days.

Ms. Simmons also presented SILC's legislative agenda, including PeachWorks. She stated SILC is seeking an independent care waiver program which would allow a provision for personal care assistants without loss of benefits. SILC is also seeking to expand to serve more counties. Ms. Simmons stated 59 counties are currently unserved by the SILC.

Public Comment

Vashaun Jones stated that he represents the 10 or 15 percent of consumers who want to work. He requested a meeting with Mr. Casey, stating he is a "product of the Georgia Vocational Rehabilitation system". He stated that his experience with GVRA was negative and problematic, citing a lack of support for customized employment and individualization of services.

Adjournment

Mr. DeFoor adjourned the board meeting at 3:38 p.m.