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| Iowa Workforce Development Boards Logo | Region I Disability Access Committee Meeting  September 8, 2020 • Minutes |

# Tentative Agenda:

Member Present: Jeanne Helling, Nancy Steffensmeier, Jamie Phipps, Gisella Aitken-Shadle, Ron Axtell, Kayla Baxter, Lisa Curtin, Lisa Farley, Michelle Schmitt, James Sigwarth, Margee Woywood

Members Absent: Les Askelson, Kris Cote, Leah Dahlquist, Lynn Gallagher, Anna Stamat, Marla Loecke

Others Present: Kendra Kleve, Clerical Support

1. **Call to Order:** Jeanne called the meeting to order at 1:34 p.m. Roll was taken.
2. **Approval of Agenda:** Motion Nancy Steffensmeier, seconded Ron Axtell, to approve agenda as presented. Motion carried.
3. **Establish Quorum:** It was noted that a quorum was established.
4. **Action Item:** Approval of the minutes from the June 9, 2020, Region I Disability Access Committee meeting. Motion Ron Axtell, seconded Nancy Steffensmeier. Motion carried.
5. **WINTAC Report Review (Jeanne Helling)**

Jeanne noted that a variety of attachments were sent out prior to the meeting. At the last meeting in June, it was decided to complete a project (per David Mitchell, IVRS Administrator and team) to look at each region to determine where at with strategic service alignment and planning. A team was created in June and they reviewed steps, per David’s email, and decided on case management and business engagement as the focus areas to continue to look at. Answered some of David’s questions and looked at a plan for reassessment and new activities to identify as a team. (See handouts on Case Management and Business Engagement). Results were sent to David by September 1. Jeanne was asked to do a statewide report out on Sept 23rd with a focus on Case Management and others around the state will probably be talking about their pieces as well.

Jeanne wanted to make sure the information was communicated to the whole committee and to get input. Let her know if you have any questions or changes. Comments were made on the great job done by the team. Everyone’s effort is appreciated.

1. **WINTAC Next Steps (Jeanne Helling)**

Wording under Case Management – plans to “reassess” rather than “reaccess”- will be fixed.

Looking at Case Management next steps - Comments on keeping up connections with partners and clients, working on relationship building and communication as it has been challenging due to COVID and not being able to work face-to-face. Comments on need to know what other partner agencies do – what are their processes for Business Engagement and Case Management? Find a way to communicate basic information on services, etc. through short presentations at meetings and/or resources to share.

May want to have each agency put together a short, one-page summary to share and could be included in a welcome packet. Others agreed would be good to have a resource of services for all agencies. Can discuss expanding to a welcome packet.

Comments on having staff from each agency present at Wednesday morning meetings. It was noted that IWD has also had morning meetings on other days as well and perhaps could float the day of the meetings to be flexible with these presentations when return to normal schedules. May be best to have multiple presentations within a few weeks. Ron will talk with Marla about restarting these meetings and will let Jeanne know. Potentially look at starting presentations in January.

Agreed to start with a poll regarding what staff want to learn about each agency. Discussion was held on what the poll should look like. Maybe have a team of one person from each agency work together to develop the poll and bring a draft back to this team to review and discuss. Maybe do a poll every few months or after the presentations.

**Action - Send Jeanne an email with a short blurb of information on your agency to use for the poll. She will compile into one email to share with the whole group to discuss at the next meeting on October 13. Information may include summary of the agency’s mission, goal, scope, general services, clientele and counties served.**

At October meeting, will discuss next steps and date to start presentations. Will discuss a deadline for the poll. In November, can establish what will be done with the poll results to move forward with staff presentations.

1. **National Disability Employment Awareness Month - October (Jeanne Helling)**

Invites for statewide event have been sent out. Comments on what to do locally. Hoped to have a local event at NICC in October, but with COVID restrictions, probably not good idea. Comments on the following ideas: Maybe do a short video or recorded clip of presentation and info from last year. Maybe share clips from clients – Voc. Rehab. and Hills and Dales have videos to share. Comments on American Job Honors Awards videos to recognize individuals who have overcome barriers and employers who have seen beyond barriers and what is gained. Perhaps reach out to an Iowa contact for the American Job Honors Awards to see if they would be willing to share four videos – one per week of October – to show support. Maybe they would be willing to send a mass email to their lists? Are there employers from Decorah area with info to share in videos? Send to Jeanne.

Discussion was held on how to get the word out. Maybe send out weekly blasts to HR staff about disability awareness. Could put on agency websites and Facebook pages. Maybe ask Kristin D to put on their website. Discussions on email lists to use. Voc Rehab has an email list of employers. Comments on importance of sending emails to/from known contacts. Maybe have each agency send to their own lists and then share with reps from other agencies to share with their contacts, etc. Ron will talk with Marla about having Katie send all through IWD. Jeanne will talk with Jason. Need to get done in the next week or two to be ready to start October 1. She will let team know. Telegraph Herald will have article in Biz Times for the month of October.

1. **Adjourn**

Motion James Sigwarth, seconded Lisa Farley, to adjourn. Motion carried. Meeting adjourned at 2:57 p.m.

Submitted by: Kendra Kleve, NICC