**GWDB Disability Equity Committee to Address Disparities for Individuals with Disabilities in Education, Training and Employment**

**Meeting Minutes – May 2018**

Thursday, May 3, 2018 – 10:00 a.m. to 12:00 p.m.

ProAct, Inc.

3195 Neil Armstrong Blvd, Eagan, MN 55121

# Members Present

* Steve Ditschler, Chair
* Vance Boelter, Vice Chair
* John Fisher (conference call)
* Allan Lunz
* Kim Peck (conference call)
* Jovan Perry (conference call)

**Guests Present**

* Larry Eisenstadt, Youth Services (conference call)
* Karen Lilledahl, Office of Diversity and Equal Opportunity (conference call)

**Staff Present**

* Connie Ireland, Executive Director, GWDB
* Lisa Snyder, Committee Staff

# Call to Order and Introductions

Chair Ditschler called the meeting to order at 10:05 a.m. Introductions of members in person and on the conference call were made.

**Approval of Minutes**

April 5, 2018 meeting minutes were approved. Motion to approve the minutes were made by Chair Ditschler and second by Vance Boelter.

**Report on Disability Employment Initiative Model Implemented at Workforce Centers: Anoka, Monticello, and Montevideo**

* Lisa Snyder provided qualitative data from three WFCs site visits. The report captured key points, objectives and outcomes; funding options and WFC/sources; training, objectives and outcomes; and customer examples, scenario/challenges and outcomes. The committee identified two notable items that emerged from the report: 1) Professional development – the need for consistency and assurance of level of service and 2) The Disability Resource Coordinator (DRC) position – intentionally and dedication to provide service. The Vocational Rehabilitation (VR) Service’s waiting list was discussed – applicants in categories 2, 3 and 4 receive a letter and are referred to a DRC as an option. It was suggested that applicants on the waiting list receive a personal follow-up phone call that instructs them to go into a WFC for assistance.

**Discussion on Proposed Pilot Project**

* The committee decided that the navigator or DRC role is the critical component to ensuring people living with a disability receive the assistance needed at the WFCs. More information on how to help the disability community is not needed or a pilot program. It is also a matter of creating a priority and expectation in WFCs to assist the disability community and replicating what is working in addition to holding WFCs accountable. The DEI Model is an example of a service delivery model that is effective.

It was suggested to review the committee charter to see how the committee can make that happen and ensure there is a commitment to universal design. GWDB has the responsibility to execute professional development – train WFC staff, closing disparities gaps, provide guidance on what is written in law, and learn of best practices. The committee determined to write a white paper on best practices, people on the VR waiting list and support of the DRC role. Larry Eisenstadt volunteered to provide data from the DEI model. The GWDB Career Pathways Committee can provide a structure for the white paper.

**Toolkit Update and Discussion**

* The Office of Diversity and Equal Opportunity recently trained EO officers and will develop a check-off list. An asset map of all the disability related training would help ascertain a general baseline of who has received training and the types of training circulating around the state.

**Intake Form Discussion**

* Minnesota WFCs have difference intake forms and processes. Some of the committee members participated in a conference call from NGA, which discussed the intake process in the state of Virginia. Out of the 4 titles, 3 of them live in different agencies. Virginia received a DOL grant to develop an electronic intake form. Notable items from that initiative: technological connection, tickler piece – shows customers applicable programs, a common identifier – social security number is not used, and a backend evaluation component. The intake form initiative might be better suited for the GWDB Operations Committee.

**Committee Meeting Time Change and Summer Recess**

* Meeting time change is 10:30 a.m. effective June 7, 2018 meeting
* Recess: July meeting and possibly August meeting

**Adjournment –** Meeting adjourned at 11:45 a.m.