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

**Meeting Minutes – March 2018**

Thursday, March 1, 2018 – 10:00 a.m. to 12:00 p.m.

ProAct, Inc.

3195 Neil Armstrong Blvd, Eagan, MN 55121

# Members Present

* Steve Ditschler, Chair
* Ann Feaman
* John Fisher (conference call)
* Allan Lunz
* Carol Pankow
* Kim Peck (conference call)
* Jayne, Spain (conference call)

**Guests Present**

* Karen Lilledahl, DEED, ODEO
* Elizabeth Norman, Citizen (conference call)

**Staff Present**

* Connie Ireland, Executive Director, GWDB
* Lisa Snyder, DEED Workforce System Coordination, GWDB Committee Staff

# Call to Order and Introductions

Chair Ditschler called the meeting to order at 10:03 a.m. Introductions of members in person and on the conference call were made. Connie Ireland noted modifications of the State Plan are due by March 15, 2018.

**Approval of Minutes**

January 25, 2018 meeting minutes were approved. Motion to approve the minutes were made by Jayne Spain and second by Ann Feaman.

**ODEO Presentation on Promising Practices and Discussion on Various Accessibility Concerns**

* Ann Feaman and Karen Lilledahl distributed and discussed a shortened version of *Best Practices in Providing Outreach to Individuals with Disabilities in WFC Programs and Activities* document. It is a living document in which ongoing best practices can be added to it and supports the new 188 WIOA regulations. It is used to train EO officers and for outreach purposes. ODEO gets involved with programs that touches any WIOA funding, and would like to coordinate with other agencies to reach out to businesses. The new 188 WIOA regulations include language on customer centered services, ensuring WFC staff serve customers with various needs, and marketing information welcomes individuals with challenges. Also points out that reading levels need to be considered. Chair Ditschler requested the longer version of the document. Jayne Spain volunteered to take over a few pieces listed on the document.
* ODEO is seeking a toolkit to help WFCs redesign their facilities to become more accommodating for people with disabilities. This is a policy concern.
* Focus on Ability videos were discussed. ODEO is currently assessing them to determine their use and value. They are not ADA online accessible, and WFC staff may find limit interest in them as hands-on assistive technology equipment is preferred. The videos may serve to compliment training.
* The Bloomington WFC was discussed for its self-serve model. The committee questioned how accommodating the WFC is for people with disabilities, lack of public transportation options, and disconnection with ABE. All LWAs are required to comply with Title ll – physical and programmatic accessibility. A review of the existing WFC checkoff list that ensures WFCs comply with the new 188 WIOA regulations was raised.
* The Disability Hub was mentioned as a resource.
* DHS is creating a dashboard for individuals in waivered services. Learning more about this regulation will help the committee understand the employment needs of this population.
* A comment was made that one of the WFCs didn’t have headphones available for a customer. This is an ongoing problem within WFCs because customers walk off with them. It was suggested that staff should take the customer’s ID and give it back upon the return of the headphones.
* To determine the needs of a WFC customer, the use of a common intake form was discussed. Due to data privacy and different program requirements, creating a uniform intake form has been difficult to produce. The committee made a recommendation that a uniform intake be created. This could be a WIOA innovation piece – an expectation and requirement that state and partners work together on this.
* The committee wants to know what DEED business strategist do and how they help employers connect with the disability community and learn about accommodations? Chair Ditschler stated he wants to check into this.
* The committee thought it would be helpful to know what “business service representatives” do relative to our goal one of the state combined plan. For example, how they help employers connect with the disability community and address accommodation questions that may arise. Chair Ditschler suggested we seek information from DEED.

**Including the Term Training Into the Committee Goal**

The committee discussed the differences and perception between the terms training and education. The term training could mean short-term or long-term training programs that could lead certification, whereas the term education could be intimidating, mean a long-term commitment and lead to a degree. Jayne Spain made a motion to include the term training back into the committee goal and Allan Lunz second the motion. The motion passed unanimously.

**WIOA Dashboard and Disability Population Data**

The WIOA Dashboard is not currently populated with disability data. The committee asked who is developing the data and how is the data being measured? The committee is interested in developing a strategy that focuses its work around VR categories 2, 3 and 4. Kim Peck will provide the committee with data by region, gender, ethnicity and type of disability.

**DEI Model**

The committee asked about the DEI Model training. Chair Ditschler requested that Beth Grube with the Disability Hub come to the next committee to review and discuss the online training modules. Based on ongoing discussions about the DEI Model, the committee is considering making a recommendation that a Disability Coordinator be stationed at each WFC.

**Action and Planning**

* + Review and Discuss DEI online training modules
	+ Tabled: Review and discuss committee charter and workplan
	+ Lisa Snyder to visit the three DEI sites (SW, CMJTS and Rural Cep) and report back findings and work on getting a Wikispace set up.

**Adjournment –** Meeting adjourned at 11:40 a.m.