

**State Rehabilitation Council (SRC)  
Program Review Committee Meeting Minutes  
March 26, 2019**

**Members Present**

Ana Nunez  
Dave Cheesman  
Scott Lindbloom  
Melissa Wojtak  
John Gutierrez

**Members Absent**

**Staff Present**

Lindsey Powers

**Guests Present**

Lisa Adamu

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**Call to Order and Introductions**

Ana Nunez called the meeting to order at 11:05 am in the RSA Conference Room, Phoenix, AZ. Introductions were made and a quorum was present.

**Approval of January 16, 2019 Meeting Minutes**

Scott Lindbloom moved to approve the minutes of the January 16, 2019 SRC Program Review meeting. Dave Cheesman seconded the motion. The meeting minutes were approved by unanimous voice vote.

**Section 511 Discussion**

Ana Nunez stated the Program Review Committee members reviewed the Federal regulations regarding Section 511 and compared them to the Rehabilitation Services Administration (RSA) policy. Ms. Nunez stated that Dave Cheesman and John Gutierrez had been assigned to review sections 1-3 in the Procedures and inquired whether they had any feedback on those sections. Dave Cheesman stated that overall the RSA policy aligned with the Workforce Innovation and Opportunity Act (WIOA) regulations. Mr. Cheesman noted that Section B. Procedure 1 referred to the receipt of a referral for a youth seeking subminimum wage, which correlated to Section 397.10 in the regulations. Dave Cheesman stated that Procedure 2 also

correlated to 397.10, although he did not find any reference to the third-party payer. He noted that individuals with the most significant disabilities could receive long term support from RSA for a period of time under WIOA. Dave Cheesman stated Procedure 3 correlated to 397.20 in the regulations that referred to a youth completing the program. Ana Nunez inquired regarding the definition of "completing the program". Dave Cheesman stated a youth would complete the program if the individual graduated from high school. Ana Nunez inquired regarding the verbiage "complete Transition services" compared to graduated or exited the program. Ana Nunez suggested the RSA Policy define how an individual "completed the program". Dave Cheesman noted that an individual could age out of the program and would be considered as having completed Transition services. Dave Cheesman stated Procedure 4 discussed career counseling and information/referral services to individuals. Dave Cheesman stated that overall, the RSA Policy included all of the information in the Federal regulations, although the RSA Policy offered more concise information that would be useful to a counselor. Mr. Cheesman noted the Federal regulations indicated that youth should receive information in accessible formats and noted the RSA Policy did not include that requirement.

Melissa Wojtak stated that Procedure 4 referred to career counseling, which included providing information on potential services, exploring youth's interests, exploring labor markets, introduce the youth to DB 101, and potentially being referred to Vocational Rehabilitation (VR). Ms. Wojtak stated the RSA Policy did include more instruction for how a counselor should implement the Federal regulations. Melissa Wojtak stated the verbiage in Policy 2 was somewhat confusing. Dave Cheesman stated the Federal regulations indicated that a youth had to be informed that a refusal to participate in services required to receive subminimum wage employment would make the individual ineligible for subminimum wage employment. Melissa Wojtak stated the rest of Procedure 4 and 5 indicated the forms that were required and the timeline the forms should be completed. Dave Cheesman stated the youth were required to have the forms to enter a subminimum wage program. Ana Nunez stated that some forms were required within 45 days, which seemed like a long time to receive services. Dave Cheesman stated that staff would move services forward as soon as they received the required documents. Melissa Wojtak agreed and noted that some counselors and school staff would follow up with the students to move the process quickly.

Scott Lindbloom inquired whether Section 511 would address how an individual with a disability could obtain a CDL. Dave Cheesman stated that a truck driver would be considered as competitive integrated employment and would not be considered subminimum wage. He added that the state would

be responsible for identifying the guidelines for how an individual with a disability could obtain a CDL. Mr. Cheesman stated that subminimum wage programs typically included piece-rate for work such as landscaping or the production of rivets. Ana Nunez stated there was an overall move towards eliminating subminimum wage programs. Dave Cheesman stated that often a guardian was reluctant to allow their family member to obtain employment and noted the benefit to customized employment for some individuals. He noted that many 14C certificate holders were brining in enclaves that only offered competitive integrated wages, although many employers were unable to pay everyone minimum wage. Melissa Wojtak noted that many students were capable of competitive integrated employment and just needed the opportunity to do so.

Ana Nunez stated Procedure 6 referred to the procedures for an individual eligible for services in Priority 1, which did align with the Federal regulations. Dave Cheesman stated the Federal regulations did not address the Order of Selection (OOS) wait lists. Ana Nunez stated the RSA Policy verbiage only mentioned Priority 1 and inquired whether an individual placed in Priority 2 would receive services. Dave Cheesman stated an individual made eligible for services under Priority 2 would be placed on the OOS. Lisa Adamu stated the OOS served as a support to serve individuals with limited funds. Ana Nunez stated the RSA Policy only referred to Priority 1 and could refer to "an open category". Ana Nunez stated the rest of the section referred to supported employment and inquired whether that was a requirement or an option. Dave Cheesman stated there were different types of supported employment that were available for individuals that required those services, although individuals could choose not to receive supported employment. Lisa Adamu stated supported employment allowed an individual to receive extended services. Ana Nunez stated if an individual achieved an employment outcome, their case was closed. Ms. Nunez stated if an individual did not obtain an employment outcome, the individual was required to complete the necessary forms. Ana Nunez stated the RSA Policy referred to B (1) in Procedure 7 and inquired whether that was a correct reference. Ana Nunez inquired regarding the Policy Manual Chapter 10 on Closures. Dave Cheesman stated that a counselor would look under Chapter 10 of the Policy Manual on Closures.

Ana Nunez inquired whether there were any policies that would be released for review. Lisa Adamu stated the adaptable driving training and vehicle modifications policies would be available for review within the next quarter. Ana Nunez stated the committee could review those policies and meet to discuss any other potential topics at the next committee meeting.

### **Agenda and Date for Next Meeting**

The next meeting of the Program Review Committee will be on June 11, 2019, from 11:00 am to 12:00 pm in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows: Agenda items are as follows:

- Future Topic Discussion

### **Announcements**

There were no announcements.

### **Public Comment**

A call was made to the public with no responses forthcoming.

### **Adjournment of Meeting**

Melissa Wojtak moved to adjourn the meeting; Dave Cheesman seconded the motion. The meeting stood adjourned at 12:10 pm.