

**State Rehabilitation Council (SRC)  
Program Review Committee Meeting Minutes  
July 26, 2018**

**Members Present**

Ana Nunez  
David Cheesman\*  
John Gutierrez\*  
Melissa Wojtak\*

**Members Absent**

Scott Lindbloom  
Sheri Carparelli

**Staff Present**

Lindsey Powers, Council Liaison  
\*Teleconferenced

**Guests Present**

Dan Martinez\*  
Brandi Coffland\*

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**Call to Order and Introductions**

Ana Nunez called the meeting to order at 9:20 am in the RSA Conference Room, Phoenix, AZ. Introductions were made and a quorum was present.

**Approval of June 14, 2018 Meeting Minutes**

David Cheesman moved to approve the minutes of the June 14, 2018 SRC Program Review meeting. Melissa Wojtak seconded the motion. The meeting minutes were approved by unanimous voice vote.

**VR Policy Manual/Pre-ETS Discussion**

Ana Nunez stated at the previous SRC Full Council meeting, Susan Voirol and Brandi Coffland provided a presentation regarding the Workforce Innovation and Opportunity Act (WIOA). Ana Nunez stated that she was unable to attend the SRC Full Council meeting and inquired regarding the topics that Ms. Voirol and Ms. Coffland discussed during that meeting. David Cheesman stated Susan Voirol and Brandi Coffland provided an overview of Pre-Employment Transition Services (Pre-ETS), which were available for students ages 18-22 as well as the five core services available. Ana Nunez inquired whether the presentation included discussion of Section 511. David Cheesman stated the presentation did include a brief discussion of Section 511 as well. Ana Nunez stated the committee had agreed to review the Pre-ETS section of the Vocational Rehabilitation (VR) Policy Manual and compare to the WIOA federal regulations. Ms. Nunez inquired whether the committee members were comfortable discussing the comparison between the two

documents. Melissa Wojtak stated she understood the components of WIOA versus the Pre-ETS policy, although further discussion would be helpful.

Ana Nunez stated the Pre-ETS Policy, Section A, included the five topics of Pre-ETS. Ana Nunez stated that Section 2b, did indicate that Pre-ETS would be made available statewide to all students, which was exact verbiage from the WIOA regulations. Ana Nunez noted that the state was not required to provide services but was required to make the services available and to educate the students, educators and parents. Ana Nunez stated that section indicated that students were “potentially eligible” for services even if the students were not current VR clients.

Ana Nunez inquired whether the committee members were familiar with the section in WIOA that discussed the Pre-ETS services. Brandi Coffland stated her understanding that Part Four of WIOA discussed Pre-ETS. Ana Nunez stated she would forward Section Four of WIOA to committee members to review. Brandi Coffland stated her recollection that section 361.48 addressed VR and Pre-ETS. Ana Nunez inquired whether any committee members were able to locate the WIOA verbiage that discussed Pre-ETS. Brandi Coffland stated that section 361.48 should offer definitions, although it might not discuss “potentially eligible”. Ms. Coffland noted that the Pre-ETS Policy aligned with the WIOA regulations and was developed with the guidance of WINTAC.

Ana Nunez suggested the committee members divide the sections of the Pre-ETS Policy and compare that section to Part Four of WIOA. Ana Nunez stated that John Gutierrez, Melissa Wojtak, and David Chessman could review Section A of the Pre-ETS Policy. Ana Nunez stated that she, Sheri Carparelli, and Scott Lindbloom could discuss Section B of the Pre-ETS Policy. Ana Nunez stated that committee members could compare the Pre-ETS Policy to the WIOA regulations and recommend any changes or additions to the policy. Ana Nunez added that committee members could also reference the pages they were discussing so the rest of the committee could follow along. John Gutierrez inquired regarding the pages that he was assigned to review. Ana Nunez stated John Gutierrez could review Section A in the Pre-ETS Policy and compare to the WIOA regulations. Ana Nunez stated she was not sure regarding the exact pages in WIOA that correlated to the Pre-ETS Policy. Lindsey Powers agreed to forward the Pre-ETS Policy and Part Four of WIOA to committee members for review and discussion at the next committee meeting.

Ana Nunez stated that committee members could discuss Section 511 after the committee had finished review of the Pre-ETS Policy.

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

The next meeting of the Program Review Committee will be on September 6, 2018, from 9:00 am to 10:30 am in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows: Agenda items are as follows:

- Pre-ETS Comparison to WIOA Regulations Discussion

## **Announcements**

Dan Martinez announced that there were some changes to the Open Meeting Law, which required all councils and committees to indicate how each member voted during meetings. Mr. Martinez stated the changes also gave the Attorney General the right to enforce the Open Meeting Law.

## **Public Comment**

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

## **Adjournment of Meeting**

John Gutierrez moved to adjourn the meeting; David Cheesman seconded the motion. The meeting stood adjourned at 10:03 am.