

**State Rehabilitation Council (SRC)  
Program Review Committee Meeting Minutes  
September 21, 2021**

**Members Present**

Lisa Livesay  
Paula Seanez  
Jill Pleasant  
Linda Fischer

**Members Absent**

**Staff Present**

Lindsey Powers

**Guests Present**

---

**Call to Order and Introductions**

Lisa Livesay called the meeting to order at 9:06 am. Introductions were made, and a quorum was present.

**Approval of May 10, 2020 Meeting Minutes**

Lisa Livesay moved to approve the minutes of the May 10, 2020 SRC Program Review meeting. Linda Fischer seconded the motion. The meeting minutes were approved by unanimous voice vote.

**Committee Activities Discussion**

Lisa Livesay stated that in reviewing the previous meeting minutes of the Program Review Committee, the committee focused on policies for Rehabilitation Technology, Vehicle Modification and Adaptive Driving, Home Modifications and Client Equipment. Linda Fischer stated that Rehabilitation Services Administration (RSA) held public meetings where individuals could provide feedback regarding those policies, which had been updated and were in the current Vocational Rehabilitation (VR) Manual. Jill Pleasant stated the Institute for Human Development (IHD) was in talks with RSA regarding providing general AT services to clients, and she wanted to ensure that would not be a conflict of interest when discussing AT. Linda Fischer stated the policy surrounding AT services did not discuss vendors but outlined the process for counselors and clients.

Jill Pleasant stated that at the previous Full Council meeting, there was some discussion regarding whether any of the required 15% of Pre-ETS funds could be spent on AT. Linda Fischer stated the definition of Pre-ETS did not specifically identify rehabilitation technology, although many clients would require AT in order to complete school. Lisa Livesay stated the committee could potentially invite RSA staff such as the Policy Manager to offer an update regarding the Pre-ETS policy. Linda Fischer stated that CAP received feedback from clients regarding issues that clients were having, which could be discussed. Ms. Fischer noted that some clients, for example, were not told that they could be reimbursed for meals on campus or mileage to travel to school. Lisa Livesay agreed and noted the policy language would need to be shifted to include hybrid and virtual services for Pre-ETS.

Paula Seanez suggested the committee review the Section 105, which outlined the activities and goals of the SRC, which could assist the committee in identifying appropriate areas to focus on. Ms. Seanez stated the council could provide feedback on the scope of VR such as eligibility determination, Order of Selection (OOS), or any policies that address those areas. Paula Seanez inquired whether there were any areas the committee should be focusing on. Lindsey Powers stated the general description of the Program Review Committee was to focus on issues related to the competitive integrated employment of individuals with disabilities and the Rehabilitation Services Administration/Vocational Rehabilitation Program (RSA/VR): Youth and Transition services, the VR section of the Arizona State Workforce Development Plan, Client Satisfaction Survey data, the RSA Comprehensive System of Personnel Development, and RSA employee satisfaction.

Paula Seanez stated that RSA provided reports during the Full Council meetings on items such as Fair Hearings and the committee could provide feedback regarding any trends, or areas of client complaints. Paula Seanez agreed that the committee could review policies surrounding virtual services and noted that individuals in rural areas relied on those methods for receiving services. Lisa Livesay stated that in preparation for the next committee meeting, she would review Section 105 and whether the policies included hybrid services or any areas that would hinder services. Paula Seanez stated the committee could also request a presentation about Transition services and how they were providing virtual services. Lisa Livesay stated the committee could request an update from the Transition Coordinator at the next Full Council meeting. Paula Seanez stated her understanding that Transition Counselors worked with the schools and the vendors, which provided services in 5 different areas. Ms. Seanez stated that Transition staff could provide a presentation on that process and how services were offered. Lisa Livesay stated the Full Council could receive a

presentation regarding Transition services and could inquire whether the committee could assist in any of the processes or provide any feedback. Ms. Livesay stated the committee could also inquire whether the 15% Pre-ETS funds could be used towards the purchase of AT equipment. Paula Seanez stated the Program Review Committee had also provided feedback regarding the VR State Plan and inquired whether the committee should focus on that also. Lindsey Powers stated the Executive Committee had reviewed the previous SRC Input and Recommendations for the VR State Plan and had agreed to keep the same recommendations. Paula Seanez stated the council received reports regarding OOS and Fair Hearings but could request additional information regarding any trends. Lisa Livesay agreed and noted the council could receive an update regarding the CSPD. Paula Seanez stated that in the past, counselors were required to have Masters' degrees, although RSA was now accepting counselors with Bachelor's degrees. Lisa Livesay stated her understanding that RSA was ensuring that staff were qualified, although the council could request an update on staff qualifications. Paula Seanez noted that counselors would need to be appropriately trained to perform their jobs, and the council could potentially provide guidance regarding that topic.

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

The next meeting of the Program Review Committee is TBD.

- Committee Activities Discussion

### **Announcements**

There were no announcements.

### **Public Comment**

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

### **Adjournment of Meeting**

The meeting stood adjourned at 9:58 am.