



## Interagency Employment First Advisory Committee

### Meeting Minutes for November 19, 2020

**Date:** Thursday, November 19, 2020      **Time:** 9:00 am – 12:00pm

**Location:** Zoom Video Meeting

**Advisory Committee Co-Chairs in alphabetical order:**

- Natasha Jerde, Director, State Services for the Blind (DEED/SSB)
- Lesli Kerkhoff, Human Services Manager, Disability Services Division (DHS/DSD)
- Chris McVey, Director of Strategic Initiatives, Vocational Rehabilitation Services (DEED/VRS)

**Membership and Stakeholder Representation on pages 2-3**

**Facilitation and Documentation:** Holly Johnson, Lanterna Consulting, Inc. contracted through Management Analysis & Development, Minnesota Management and Budget

**Advisory Committee Overview:**

The **Interagency Employment First Advisory Committee** is a voluntary 14-member committee representing diverse stakeholders’ perspectives from around the state including individuals and their families, support professionals, and advocacy organizations. The committee is an important part of a state agency partnership to fulfill the interagency agreement between Minnesota’s Department of Employment and Economic Development and the Department of Human Services that was formalized in the September 2019 joint memorandum of understanding which can be read here:

<https://disabilityhubmn.org/media/hirdrm05/dhs-deed-mou.pdf>

The committee’s role is an advisory role established as part of the agreement to assist and inform the interagency partnership in the complex work of creating a more seamless and timely employment support system for people on HCBS waivers seeking competitive integrated employment.

The committee will meet bi-monthly over the next 18 months to assist the interagency work in preparation for replacement of the current interim guidance and implementation of enhanced interagency services in summer 2021.

Meetings will be hosted on Thursdays from 9:00am to 12:00pm on the following dates:

- |                          |                     |                      |
|--------------------------|---------------------|----------------------|
| • May 21, 2020 - Kickoff | • November 19, 2020 | • July 15, 2021      |
| • July 16, 2020          | • January 21, 2021  | • September 16, 2021 |
| • September 17, 2020     | • March 18, 2021    | • November 18, 2021  |
|                          | • May 20, 2021      |                      |

**Best Source of Information:** <https://disabilityhubmn.org/for-professionals/work/deed-dhs-mou/>



## Interagency Employment First Advisory Committee

**Membership attendance in alphabetical order:**

Name	Stakeholder Representative Appointment	Attended	Did Not Attend
<b>Jon Alexander</b>	Association of People Supporting Employment First (APSE)	✓	
<b>Tim Dickie</b>	Minnesota Organization for Habilitation and Rehabilitation (MOHR)	✓	
<b>Jessica Eggert</b>	People receiving services & their families or supports	✓	
<b>John Filek</b>	Deaf Blind service provider	✓	
<b>April Ildvad</b>	Broader stakeholder community (Mental health, brain injury specialist)		✓
<b>Danielle Mahoney</b>	University of Minnesota's Institute on Community Integration	✓	
<b>Alicia Munson</b>	Advocacy organization for people with disabilities (The Arc Minnesota)	✓	
<b>Jillian Nelson</b>	Advocacy organization for people with disabilities (Autism Society of Minnesota / The Minnesota Governor's Council on Developmental Disabilities)	✓	
<b>Julie Peterschick</b>	VRS Community Partners Committee (CPC), formerly known as VRS Community Rehabilitation Program (CRP) Advisory Committee	✓	
<b>Kristina Petronko</b>	Client Assistance Project (CAP), Minnesota Disability Law Center	✓	
<b>Yekaterna (Kate) Probert Fagundes</b>	Minnesota Association of County Social Service Administrators (MACSSA) Metro Minnesota representative		✓
<b>Phyllis Reller</b>	Minnesota Association of County Social Service Administrators (MACSSA) Greater Minnesota representative	✓	
<b>Rita Wiersma</b>	Association of Residential Resources in Minnesota (ARRM)	✓	
<b>Barb Ziemke</b>	People receiving services & their families or supports	✓	



## Interagency Employment First Advisory Committee

### DEED VRS/SSB and DHS staff attendance in alphabetical order:

Name	Agency and Responsibility	Attended	Did Not Attend
<b>Beth Grube</b>	Benefits Planning Coordinator for Disability Services Division (DHS)	✓	
<b>Amanda Jensen-Stahl</b>	Program Specialist for Vocational Rehabilitation Services (DEED)	✓	
<b>Natasha Jerde</b>	Director of State Services for the Blind (DEED)	✓	
<b>Leslie Kerkhoff</b>	Human Services Manager, Disability Services Division (DHS)	✓	
<b>Chris McVey</b>	Director of Strategic Initiatives for Vocational Rehabilitation Services (DEED)		✓
<b>Ryan Merz</b>	Employment Planning and Resource Coordinator for Disability Services Division (DHS)	✓	

### Meeting Minutes for November 19, 2020

#### Meeting Objectives

As 2020 draws to a close, interagency efforts are shifting from planning and co-design work to preparations for launch including development and delivery of products, tools, resources, and training to support process changes for improved interagency services on July 1, 2021. Objectives for the November Advisory Committee meeting are to:

1. Update the committee on the administrative approach to aligning waiver employment services and get your feedback on the proposed direction.
2. Begin to develop a clear picture of the important changes you will see for individuals, their families, advocates, and service delivery professionals on July 1, 2021.
3. Walk through the proposed suite of desk aids and handouts for support professionals that the interagency partnership is planning to develop and get committee feedback on the proposed tools.
4. Engage the committee in an open, respectful forum to answer questions on the important changes and to gather insights and advice to inform and improve launch preparations over the coming months.

## Interagency Employment First Advisory Committee

### Agenda Topics

1. Interagency Employment First Partnership Updates and Plans
2. Aligning Waiver Services Strategy
3. Setting the Stage for Launch in 2021
4. Introduction to Professional Tools for Launch

### Welcome and Opening

The meeting was called to order at 9:00am by facilitator Holly Johnson who provided an overview of the meeting agenda.

### Discussion

#### Agenda Item #1: Interagency Employment First Partnership Updates and Plans

15 minutes

Amanda Jensen Stahl

Amanda provided an overview of updates since the last committee meeting and indicated that interagency efforts are poised to shift from 2020's intense focus on design work to creating and delivering the supporting products, training, and communication for implementation in 2021.

The website tracking the MOU / E1 MN interagency partnership efforts has been enhanced. It includes monthly progress updates, results of stakeholder engagement activities, content of the MOU, and ways to get involved. The link to the enhanced website is at <https://disabilityhubmn.org/professionals/work/deed-dhs-mou/>

There are new resources on the Professionals' tab of the Disability Hub MN website that include links to four toolkits:

- a. Informed Choice Toolkit
- b. Benefits Planning Toolkit
- c. Work Toolkit
- d. Housing Toolkit

The [Work Toolkit](#) tab specifically provides a good grounding for support professionals and includes "pathways" for working with adults/youth depending on where they are at with employment (want to work, don't want to work, already working).

## Interagency Employment First Advisory Committee

### Agenda Item #2: Aligning Waiver Services Strategy

45 minutes

Ryan Merz

Ryan introduced the committee to a pivot in strategy to align waiver employment services with the interagency partnership work of E1 MN. This strategy entails aligning services to an “explore, plan, find, keep” framework. The original strategy involved expanding employment exploration services. The revised strategy entails separating employment development services into a “plan” and “find” phase.

The committee provided feedback on the pivot strategy as part of the larger preparation for launch of MOU agreements anticipated in July 2021.

### Agenda Item #3: Setting the Stage for Launch in 2021

30 minutes

Lesli Kerkhoff and Natasha Jerde

Committee co-chairs Natasha and Lesli reviewed the high-level vision for more seamless and effective interagency services for people on waivers who want to explore, plan, find and keep competitive integrated employment. Together on behalf of DEED and DHS, they described an overview of the changes being implemented in July 2021 to fulfill the Memorandum of Understanding. They also provided a high-level overview of the anticipated impacts for waiver case managers, VRS/SSB staff, and employment service providers (VRS/SSB community partners such as CRPs, LUVs, and CILs).

#### **People receiving waiver services and their families/supports will:**

- Continue to be able to receive needed employment supports
- Services to explore and maintain employment stay the same (waiver employment exploration)
- Services to plan for employment are better defined with supporting tools (waiver employment development)
- Services to find employment are provided by VRS/SSB.
  - People currently receiving waiver employment development services will continue to receive job search supports through waiver employment development until authorization change (reassessment, renewal, or change in circumstances).
- Transitions between VRS/SSB and waiver services are more seamless, but will occur more frequently
- People and families begin using the Vault as a critical tool to share information across employment team

## Interagency Employment First Advisory Committee

**In 2021, the focus will be on preparing to launch through:**

- Advancing our state-agency partnership, branded as E1 MN, and led by DEED-VRS/SSB, MDE, and DHS-DSD, to effectively organize and deliver services that support people with disabilities in Minnesota in securing and retaining competitive, integrated employment.
- Developing and delivering training and communication for key audiences on the MOU changes and impacts as part of initial roll-out and ongoing implementation.
- Increasing provider capacity by encouraging a greater level of dually enrolled providers with both 245D licensed waiver employment services and VRS/SSB professional and technical employment services contracts. The drivers for this dual enrollment are more seamless transition between programs and increasing statewide service availability and options for the full range of disability employment services.

### Agenda Item #4: Introduction to Professional Tools for Launch

45 minutes

Beth Grube

Beth introduced the committee to a proposed collection of professional tools including desk aids and other resources that DEED and DHS are developing in preparation for the MOU launch.

Intended audiences for the tools include:

- waiver case managers
- VRS/SSB counselors and other staff
- DHS response team
- people with disabilities on waivers and their families
- waiver exploration service providers
- VRS/SSB job search service providers
- school staff including special education teachers and case managers

The committee expressed positive interest in the variety of tools and suggested the addition of a ‘one-pager’ concept designed especially for people with disabilities and their families/support team to provide a concise overview of the full array of services and person-centered team approach.

Given resource constraints, the Steering Team is currently prioritizing tools for development by contracted vendor partners in 2021.



## Interagency Employment First Advisory Committee

### Meeting Recap

**Topic 1:** The advisory committee received an update on the interagency staff workgroups and stakeholder engagement activities on the PIPEin platform. Updates are posted and distributed monthly to communicate progress toward E1 MN state agency partnership commitments and objectives.

**Topic 2:** The committee received an update on a pivot in waiver employment services strategy from expansion of exploration services to greater clarity and emphasis in the use of waiver employment development services. The committee provided input and reactions to the strategy changes.

**Topic 3:** Committee co-chairs reviewed the high-level vision for more seamless and effective interagency services for people on waivers who want to explore, plan, find, and keep competitive integrated employment. The committee received an overview of the changes being implemented in July 2021 to fulfill the Memorandum of Understanding between DEED and DHS as well as a high-level overview of the anticipated impacts for key audiences.

**Topic 4:** The committee provided reaction and input on a proposed collection of professional tools including desk aids and other resources that DEED and DHS are developing in preparation for the MOU launch.

### Next Steps

1. Progress updates on the MOU work are posted on the Disability HUB website: <https://disabilityhubmn.org/for-professionals/work/deed-dhs-mou/>
2. Toolkits for support professionals working with adults/youth depending can be accessed using this link: [Work Toolkit](#)
3. The next meeting of the Interagency Employment First Advisory Committee will be on January 21, 2021.

### Meeting Adjourned

The meeting was adjourned at 12:00p.m.

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