



Interagency Employment First Advisory Committee

Meeting Minutes for January 21, 2021

Date: Thursday, January 21, 2021 **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/>



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Membership attendance in alphabetical order:

Name	Stakeholder Representative Appointment	Attended	Did Not Attend
Jon Alexander	Association of People Supporting Employment First (APSE)	✓	
Tim Dickie	Minnesota Organization for Habilitation and Rehabilitation (MOHR)	✓	
Jessica Eggert	People receiving services & their families or supports	✓	
John Filek	Deaf Blind service provider	✓	
April Ildvad – resigned Jan 2021	Broader stakeholder community (Mental health, brain injury specialist)		✓
Danielle Mahoney	University of Minnesota’s Institute on Community Integration	✓	
Alicia Munson	Advocacy organization for people with disabilities (The Arc Minnesota)	✓	
Jillian Nelson	Advocacy organization for people with disabilities (Autism Society of Minnesota / The Minnesota Governor’s Council on Developmental Disabilities)		✓
Julie Peterschick	VRS Community Partners Committee (CPC), formerly known as VRS Community Rehabilitation Program (CRP) Advisory Committee	✓	
Kristina Petronko	Client Assistance Project (CAP), Minnesota Disability Law Center	✓	
Yekaterna (Kate) Probert Fagundes	Minnesota Association of County Social Service Administrators (MACSSA) Metro Minnesota representative	✓	
Phyllis Reller	Minnesota Association of County Social Service Administrators (MACSSA) Greater Minnesota representative	✓	
Rita Wiersma	Association of Residential Resources in Minnesota (ARRM)	✓	
Barb Ziemke	People receiving services & their families or supports	✓	



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

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

Meeting Minutes for January 21, 2021

Meeting Objectives

Our objectives for the January 2021 Advisory Committee meeting are to:

1. Provide introductions, updates and input opportunities on several content areas that are being developed in preparation for the July 1, 2021 launch.
2. 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.

Agenda Topics

1. Introduction to Disability Hub Work Toolkit
2. Aligning Service Providers
3. E1 MN: More Seamless and Timely Employment Services
4. Introduction to Charting the Life Course

Welcome and Opening

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

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Discussion

Agenda Item #1: Introduction to Disability Hub Work Toolkit

15 minutes

Beth Grube

Beth introduced the committee to the Disability Hub Work Toolkit. The toolkit can be accessed at this address: <https://disabilityhubmn.org/for-professionals/work/> Designed for support professionals, the work toolkit provides information and tools to help people with disabilities make informed choices about employment, and to support them in planning and achieving their employment goals.

The [Work Toolkit](#) tab includes “pathways” for working with adults in the following three situations:

1. For adults who are not working but want to work
2. For adults who are not working and do not want to work
3. For adults currently working

Each pathway provides step-by-step guides to help people have conversations about employment, address barriers, coordinate services and experience employment success. The guides also provide links to helpful tools and resources support professionals can use along the way. Work is under way to develop pathways for youth. The committee suggested easy access to a glossary of terms would be useful for support professionals utilizing the toolkit. Beth noted that a helpful glossary is available on the DB101 site: <https://mn.db101.org/glossary.htm>

Agenda Item #2: Aligning Service Providers

45 minutes

Amanda Jensen Stahl

Amanda introduced the committee to a draft employment service provider dashboard. The dashboard is designed to provide information on the number, location, and types of service providers (dual waivers/VR, VR only, waiver only). The dashboard is generated from a combination of interagency data sources. A data validation process is in progress to analyze and ensure the dashboard’s data integrity.

While the initial dashboard is being developed to assist interagency professionals, the agencies sought feedback on a longer-term goal to develop an employment service provider dashboard that can be viewed and useful to other stakeholders including individuals and their families for informed decision making about service options.

The committee provided feedback on the draft dashboard information and format. They discussed the benefits and challenges of accurately gathering and depicting service and location combinations. The committee also discussed accessibility considerations for interagency support professionals as well as the broad range of external stakeholders.

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Agenda Item #3: E1 MN: More Seamless and Timely Employment Services

45 minutes

Ryan Merz

Ryan previewed a series of high-level visual tools showing the flow of anticipated interagency services, desired outcomes, and primary funding sources for those services for people on waivers who want to explore, plan, find and keep competitive integrated employment. The draft tools are designed for support professionals to create a clearer understanding of employment services and funding sources for both adults and students enrolled in high school or transition programming.

The next PIPEin stakeholder activity will be designed to gather reactions and input on the draft tools. Ryan asked the committee to reach out to their stakeholder communities and encourage participation.

The committee noted that providing greater clarity of funding sources for services will be a big benefit from this tool. They advised the interagency team to avoid professional jargon and use plain language whenever possible and to include specific service examples such as job coaching.

Agenda Item #4: Introduction to Charting the Life Course

30 minutes

Beth Grube

Beth introduced the committee to existing Charting the Life Course materials that can be used to support E1 MN employment services. The materials can be accessed at this address:

<https://disabilityhubmn.org/hub-tools/activities-and-guides/charting-the-lifecourse/>

Charting the Life tools were developed by and for people with disabilities using person-centered principles to help people move toward meaning work that builds upon their unique interests, strengths and talents. The tools are designed to keep people engaged in the process and reduce the number of times they must repeat their stories to different service professionals.

Beth encouraged interested committee members to look for a PIPEin feedback opportunity on the Charting the Life Course 'My Positive Summary' tool this spring. The committee expressed interest in the variety of tools and advised the interagency team to provide further clarification on which tools are best applied between the waiver employment exploration services and the employment development services .

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Meeting Recap

Topic 1: The advisory committee received an introduction to the Disability Hub Work toolkit which features information and tools designed to assist support professionals. The toolkit includes three ‘pathways’ for adults. Each pathway provides step-by-step guides to help people have conversations about employment, address barriers, coordinate services and experience employment success.

Topic 2: The committee reviewed a draft employment service provider dashboard that is in the process of being developed for interagency support professionals using a combination of interagency data sources. The committee provided input and suggested enhancements to the draft dashboard.

Topic 3: The committee reviewed a series of high-level visual tools depicting more seamless and effective interagency services and funding sources for people on waivers who want to explore, plan, find, and keep competitive integrated employment. The draft tools will be the subject of an upcoming PIPEin stakeholder activity.

Topic 4: The committee provided reaction and input on a collection of ‘Charting the Life Course’ tools that were developed by and for people with disabilities using person-centered principles. One of the tools, ‘My Positive Summary’, will be the subject of a PIPEin stakeholder activity this spring.

Next Steps

1. Progress updates on the MOU and E1 MN work are posted on the Disability HUB website: <https://disabilityhubmn.org/for-professionals/work/e1mn/>
2. Toolkits for support professionals working with adults can be accessed using this link: <https://disabilityhubmn.org/for-professionals/work/>
3. Charting the Life Course materials can be found using this link: <https://disabilityhubmn.org/hub-tools/activities-and-guides/charting-the-lifecourse/>
4. The next meeting of the Interagency Employment First Advisory Committee will be on March 18, 2021.

Meeting Adjourned

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

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