

Finger Lakes Workforce Investment Board
INDIVIDUALS WITH DISABILITIES COMMITTEE MEETING MINUTES

Finger Lakes Workforce Investment Board, Conference Room B
41 Lewis Street, Geneva, NY 14456

Tuesday, December 5th, 2017 at 2:00 p.m.

ATTENDANCE: **Members:** Carol Kramer, Shannon Smith, Megan Ransiar, Kim Craig
Staff: Michael Woloson, Karen Springmeier

- I. **Welcome and Introductions**
- II. **Approval of Minutes**-Approved by K. Craig, 2nd S. Smith. All in Favor.
- III. **Review of Action Steps from November meeting:**
 - a. **TRAINING:** Carol spoke w/ Consortium regarding survey and it was decided no survey will be conducted. Carol is working on curriculum for career center staff that focuses on identification of barriers that career center customers may have. These barriers include disabilities but may also include other areas. Training will last about an hour and will start during the 1st quarter.
 - b. **ADAPTIVE EQUIPMENT:** Carol followed up w/ Consortium regarding adaptive equipment that is available at the career centers but may be obsolete. Three out of the four counties report that they had the following equipment:
TTYs, Adjustable Desk, Keyboard, IZOOM and JAWS software. Carol said that TTY's are obsolete and can be disposed of. There are other ways for center staff to communicate w/ deaf job-seekers using new technology available at no cost. Carol will add this information to Barrier training next quarter. **ACTION:** Mike will follow up w/ Consortium regarding the obsolete equipment. Carol also mentioned that she is following up w/ a staff person to see if she is ADA(American with Disabilities Act) certified to assess accessibility in career centers. Karen stated that each center need to go through a New York State Department of labor certification process that may include accessibility for job seekers w/ disabilities. **ACTION:** Carol will ask staff person and report back next meeting.
 - c. **OUTREACH:** Karen followed up w/ Greg Main of WFLBOCES and invited him to attend this meeting. He had a scheduling conflict but want to attend in the future. Mike followed up w/ a representative from Finger Lakes Health and is waiting for individual to call back. **ACTION:** Mike will follow up w/ Finger Lakes Health and Lakeview Mental Health to inquire as to the availability of a representative to join the committee. Karen will follow up w/ Cayuga Seneca ARC and Yates ARC.
 - d. **Work Matters presentation:** Mike, Carol, Karen and Kim attended Work Matters meeting on November 17, 11:30am at Ontario ARC. Presentation was made outlining services available to job seekers and how services can be used to support job seekers staff work with.
- IV. **Discussion of serving more customers:** Group discussed the FLWIB goal of increasing the number of people registered in the system by 20% and methods for reaching that goal
 - a. **Numbers:** Discussed what the actual goal of new registrants w/ disabilities is. Information will be available at next meeting. **ACTION:** Mike will also provide numbers for 1st 6 months of program year and break numbers down by age groups. It was also stated that FLWIB staff should start asking schools for demographic info pertaining to IEPs/504 plans when sponsoring career exploration events. Mike will ask staff to include this data on current forms used at events. Carol mention that ACCESS VR will be putting out a Request for Proposals to provide Career Exploration programs for school districts w/ the focus on middle schools. Carol will forward information to Karen when it becomes available.
 - b. **Schools:** Discussed the need for career center staff to interact w/ schools so students transitioning from high school are aware of services. Carol mentioned that there is Access VR staff assigned to each school and these staff are the same staff working w/ career center counselors. She added that students are made aware of services at career centers. Also discussed the need for a better understanding of Individual Education Plans (IEPs) TASC and CDOS credentialing. **ACTION:**Carol agreed to contact Jen Cacioppo from the RSE-TASC and ask if she would be interested in presenting at March's board meeting.
- V. **Schedule next meeting:** Tuesday, February 6th, 2018 2:00pm-3:30PM Conference Room B

Respectfully submitted,
Michael Woloson