

State Rehabilitation Council (SRC)

Meeting Minutes – June 7, 2019

Joseph Kohn Training Center - 130 Livingston Avenue - New Brunswick, NJ

Voting Members Present: Gary Altman, Alice Eaddy, Rick Fox, Bill Freeman, Jonathan Goodman, Clarke King, Pat McKenna, William Robinson, Evangelia Stone, John Tkacz

Present (pending appointment): Kathleen Spata

Absent: Pamela Aasen, Jennifer Armstrong-Ekelmann, Ida Behreini, Susan Head, Lisa Killion-Smith, Kris Tucker

Ex Officio Present: Bernice Davis, Amanda Gerson, Danielle Licari-Scorzelli

Staff/Members of Public Present: Marilyn DiGiorolomo, Timothy Kyle, Margherita Mloni, Rebecca Martin, Susan Vanino

The meeting was called to order at 9:30 a.m. by Rick Fox, Chairperson. He announced that the meeting was being held in compliance with Section 105 of the Federal Rehabilitation Act 1973, as amended; also in compliance with the New Jersey Open Public Meeting Act, NJSA 10:4-6.

Approval of Meeting Minutes

The meeting minutes of April 5, 2019 were reviewed. There were no amendments, corrections, or additions recommended. All were in favor of approving the minutes; they will be put into the permanent record of the SRC.

Susan Vanino, Coordinator of Support Groups - ASPIRE Program (Assistive Support Programs for Independence, Renewal, and Education): Susan explained that the support groups are gathered up in a network, statewide, for people with vision loss. Currently, the groups are designed for 55+ year old, visually impaired or blind individuals. Support groups are a great benefit. Some have been around for a long time; some brought in from the Adjustment to Vision Loss Network (in existence since 1982). Susan noted that she coordinated the support groups for that network as well. When she came to work at the Commission, she brought those groups into the ASPIRE Network. It was in 2015 that she was hired to coordinate the support programs at CBVI. At that time, she identified 29 groups that were viable to bring into the ASPIRE Network, and after that a lot of other groups were started. Currently there are 58 groups; at least 1 in every county, with 3 groups waiting to start. Susan explained that the groups are all very different. There is a Spanish speaking group - they hold a

dinner meeting. There's a group that meets in Monmouth County weekly, where the woman running the group cooks lunch for approximately 20 people each meeting. That group owns their building; they applied for a block grant and bought an abandoned gas station and redid it. Groups are also held in a few assisted living facilities. There are also 4 veteran groups in the ASPIRE network.

Susan explained that in support group meeting you listen to speakers; topics are discussed. You get access to information that you might not get otherwise, particularly at an older age. Susan reported that she has a new employee starting under her, Brandon Scott; he has a social work degree; anticipating him to be extremely helpful. Will attempt getting younger groups going (25-55 age), which will be more challenging as there are not as many in this age group, and hopeful Brandon will give her a hand in the Independent Living (IL) facilities and senior communities to address some of those areas.

Susan noted that she recruits facilitators, getting leads from various sources. The Commission holds annual training sessions for facilitators; one session is held for the northern and central groups and another one is held in Cherry Hill for the southern groups. This year the Office on Aging came and talked about their services. One year Jim Warnke, former SRC Chairperson, presented. Also did a presentation on the emotional aspects of someone losing their vision, self-esteem. The Commission also issues an ipad to the facilitator for each group to use; it's there so people can see what it's like to use an ipad; a lot of older people don't get the concept of touch screens; they are usually shocked to realize they can use it. Sue commented that facilitators call her all the time; she is in her office whenever not visiting groups or doing presentations. They call her with problems/issues; they want advice on a speaker or a topic. Sue noted that she tends to encourage topics; thinks if you rely solely on speakers, you're going to run out quickly. A big part of her role is to be encouraging; show them they can do it. This program has been in existence for 4 years now; network has grown; will be up to 61 groups soon. It doesn't take many to start a group; have had 4 participants; like to have 6 or 7.

Clarke commented that he participates in several support groups; not every group is the same; you can get different things from different groups. Some tend to be more social verses others are more guest speaker, topic driven, organized discussion. Also, some tend to be older verses younger. If one doesn't seem to fit, try another one and see what works best. Susan agreed; she tries to encourage people that if they attend a group and don't like it, go a second time and also try another group in the area. You can get different things from different groups.

Jon pointed out that transportation for younger people in southern Jersey is difficult; he wondered how they get to the support groups there. Susan noted that Para Transit mostly drives them. She commented that she has a lot of experience dealing with the transportation companies; long-standing relationships with every county; there are some difficulties. Bergen and Gloucester counties can be difficult to work with, other than that, the rest are extremely nice and accommodating. She explained that she tries to make it as easy as possible, contacting them first to ask what a good time/day to drive us; work out times. Because of the relationships the Commission has built with the para transits, Susan commented that she thinks they will be more likely to drive for a young people group also.

Rick thanked Susan for the wonderful job she is doing at the Commission, and for the helpful and uplifting information she provided at today's meeting.

Bernice Davis – Executive Director's Report:

Bernice reported that the federal government is asking all states to sign onto a state wage sharing agreement. The Commission is very interested in having the agreement signed; don't know if CBVI will be allowed to sign as the front agency; may just ride the coat-tails of Labor; Labor is interested in signing this agreement. With the Workforce Innovation Opportunity Act (WIOA) mandate we need to get information regarding post-employment wages on our clients; this agreement would make meeting the mandate much easier.

With regard to workforce development Gary suggested that the Commission check with colleagues on the welfare side of Human Services; they may already have an agreement. The Department of Labor (DOL) has a series of agreements that already exist; this would be a renewal or an addition to give to the Commission regarding wage information. Gary explained that every state has a national hiring directory; it's a federal requirement, which has nothing to do with employment; has to do with if someone is not paying child support. You don't get too much detail; it's basic information; i.e. is someone working and did they earn something in that week you are looking at. It may give you a total amount, but won't tell you how many hours they worked. Amanda asked if that would potentially fulfill the total quarterly earnings requirement for WIOA. Gary said it would; that's what Labor uses.

Gary also noted that the Commission's former Director came to one of Labor's meetings with the local workforce directors, and he could schedule that again; Bernice thanked Gary.

Amanda is doing a lot of work around supported employment and working with Division of Developmental Disabilities (DDD). The current administration has been pushing for a lot of cross-training in regard to vision. DDD is coming to do some training for us; we for them. It's a great asset having this collaboration between DDD and us in regard to supported employment and getting our consumers enhanced services.

The Comprehensive Statewide Needs Assessment (CSNA) is looming, and our annual report is going to be due soon too. When the Rehabilitation Services Administration (RSA) did our audit last year, one of the things we want to do a better job with is our partnership and collaboration with the one-stops; that's something we're looking to do and DDD might be able to help us with that. Want to beef-up our partnership with the one-stops; something along the lines of a training; perhaps around assistive technology and something else. Certainly looking forward to enthusiastic participation from the SRC with the annual report and the CSNA.

There will be some changes to the Independent Living Older Blind (ILOB) report, which falls under Vocational Rehabilitation (VR). The submission date may be a little earlier, and we may need to make some changes to our case management program. The federal government is asking for more fiscal information; nuance to programming information. Will have more information at the next meeting.

Bernice reported that she attended the closing ceremony for CBVI's Senior Hands-On Retreat Experience (SHORE), and actually attended the dance/senior prom – great – lots of fun. Just hearing the testimonials of the consumers, as well as from their families and friends, is phenomenal. This program is held twice a year; she encouraged members to attend.

Unfortunately, there was a flood at Department of Human Services (DHS) headquarters, 222 S. Warren; the first floor was hit pretty hard. Business Enterprise of NJ (BENJ) has a site there, so we were called to move everything out right away; we had to store a lot of equipment. They are moving forward with repairs; no projection date on when the blind vendor will be able to start back up in the store. We were very fortunate as we had no equipment damage.

Bernice reported that she attended the annual BENJ conference this year. It was good to meet and put faces to names/voices. One of the big issues is a concern regarding legislature privatizing vending machines at NJ rest stops; this is an ongoing conversation. The commission from these vending machines support the Commission's Project BEST (Better Eye-Health Services and Treatment). If we did not have these proceeds, it would definitely cut into our ability to get into the communities (rural/economic issue areas) to help people. Needless to say, we are not crazy about this legislation; we'd certainly like to keep the program as it is. Another concern at the conference was recruitment issues; many of the blind managers are aging out. Looking for more youth and women entrepreneurs to come on board; looking to ramp up in terms of PR for the program. Bernice commented that she has been speaking with DHS about the program; letting them know the history; telling them about the legislation; trying to give them a clear understanding of why it's so important for us to move forward with public and private partnerships. At several of the current businesses and sites under BENJ, we're seeing a decrease in the population using vending machines; of course that lowers monies; looking for opportunities to enhance service. Evangelia asked if there is anything the SRC could do to advocate for BENJ. Bernice commented that the SRC has every right to write letters/make phone calls to legislators. She noted that National Council of State Agencies for the Blind (NCSAB) is very much on the platform of advocating/educating on why this is not good for blindness agencies. William commented that he was in Washington recently, speaking about the commercialization of rest stops. He explained that at the present time it's not attached to a bill; last year it had been attached to an Infrastructure Bill; it is always in the air! He explained that we are not against infrastructure, but if that bill had passed, the commercialization of rest stops would have too. Along with the truckers' coalition and other groups, we managed to suppress it for now. The importance of going against the commercialization of rest stops is important to us; it would put operators around the country out of work. Also, when you get off the interstate to visit those rest stop areas, those small towns receive that tax money/revenue; if

it's on the interstate then it goes to the state and not those small communities. In those communities that tax money is usually how they pay for things like the police and fire departments, and such.

Addendum: Deacon Truesdale, BENJ Manager, will reach out to the National Association of Blind Merchants (NABM) about the specifics re the legislation on rest area commercialization.

Bernice noted that the annual Trenton Thunder – Blindness Awareness Night will be held on June 27; everyone is invited to attend; anyone that has not received a flyer was encouraged to reach out to Bernice or Amanda to get one. Very fun time. Ceremony to present scholarships to CBVI students.

In discussion with DHS – they want to create a disabilities mentoring day. There's a lot of different ideas they have about this day; the projected month is October. They are looking at it as what can we offer to division staff and community partners around employment issues and employing persons with disabilities. Also, what can we offer to students that have a disability that will be helpful to them. This is in the very early stages; something that will be happening in the fall.

Bernice reported that she gave a presentation re CBVI services yesterday at Mental Health and Addictions quarterly meeting. Certainly want our staff to have more information on mental health and addictions, so hopefully a presentation will be arranged for the Commission.

The Commission is looking to bring on a part-time community outreach person to assist us; being out there in the community, meeting people and handing out information.

Amanda Gerson, VR Update:

Amanda reported that an additional VR counsellor was hired in Newark recently to pilot the specialized supported employment caseload. This person will cover the entire northern service center, as well as fulfilling the requirements statewide for the 511 compliance. Our obligation is to provide career counseling information and referral to individuals working in sheltered workshops at subminimum wage; just to remind them they can pursue competitive integrated employment and apply for services at any time should they decide to. Also, facilitate Independent Living referrals or referrals to other entities as needed; to any blind, vision impaired, deaf blind consumers working there. Additional hiring: in the final stages of bringing on a new Deaf Blind Specialist. Caseloads are not huge compared to other VR caseloads; they are at about 80, but given the complex service needs of our deaf blind consumers, there's usually a wider range of services being provided. By doing this, we will bring caseloads from 80 to 50 per counselor, which will really help provide better services; more attention to a population that really needs it.

Amanda reported that Jennifer Joyce, who oversees the employment focus section at DDD, will be coming to CBVI 2 days next week to provide a refresher to VR counselors on DDD services; the application and eligibility process, and how their services compliment and support employment for individuals we serve with the most significant disabilities. The DDD program has greatly evolved. Amanda commented that she will be asking the transition counselors for their specific questions, so they can better support their students and the families in going through this process; helping it be a little more streamlined. Jennifer is also happy to come and do a more transition focused training for the transition counselors. Amanda and Jennifer are co-facilitating a webinar later this month that Jennifer is doing with all the support coordinators around DDD services for employment.

Amanda commented on another cross-collaboration within the Department. We have deaf blind consumers who want to receive training here at Joseph Kohn Training Center (JKTC). Very often, especially for consumers who use sign language as a primary means of communication, they will go to the Helen Keller National Center in Long Island, NY, it's another training center just like JKTC, although Helen Keller's focus is serving individuals who are deaf blind. Recognizing that not everyone can go out to Long Island, we made arrangements for a Program Specialist at Division of Deaf & Hard of Hearing (DDHH) to provide a presentation for the JKTC staff about working with individuals who are deaf blind; working with interpreters and Support Service Providers (SSP), so that services here can be more seamless. Want to tap into the resources and knowledge that our sister agencies can provide. Amanda will look into the details of the room capacity and get back to Kathy and Pat regarding their interest to attend this presentation on June 18.

10:95 update: work continues on redoing this Administrative Code. Amanda reported that for the past couple of months she has been working closely with a lawyer in the DHS Office of Regulatory and Legal Affairs, who has been a great help; very dedicated to learning our law and regulations; really making sure from a legal and consumer focused perspective that we are hitting all the points we need to hit. In the final stages right now; hope by the next meeting to have a new code; at least in the comment period. Amanda promised to share the link, when it gets posted for comment. Everyone will be welcome to review, comment, and make recommendations.

Final arrangements being made for summer programs. As indicated at the last meeting, having problems with recruitment for this year's Workskills Prep program. Did not have enough students apply to the program to run 2 sessions this year; running 1 session. Looking into why this occurred; maybe just one of those fluke years; maybe some of our other services are meeting the needs and it wasn't what this group needed this year, or is there something we need to amend or improve upon to make sure we're getting the communication out to the families to ensure the applications come in. College Prep numbers are good; pretty standard for what we're serving for our college bound students. Life 101 - still working on getting some of those applications back, but there are 15-20 students who indicated interest; not expecting a problem.

With regard to transition, Gary commented, something to consider, when talking about the summer program, not being able to find enough young people, what are the implications of the low unemployment rate; are people finding jobs on their own that they may not have received before. That is finding its way into other areas as well, and the bad part about that is that as the economy goes up, also goes down, and what's there to catch people if something happens. In reaching out to young people with support programming, how do you get someone who had started a job to keep that job so you don't have to become involved in another way.

End of year celebration for EDGE program is taking place tomorrow; looking forward to seeing all the students together.

Amanda reviewed the reports the Agency is responsible for completing on a rolling basis.

1) The SRC's Annual report, which is submitted to RSA. This is a summary of everything the SRC and the Commission has done over the course of a year. 2) There is also an annual programmatic report we submit in collaboration with our sister agency, Division of Vocation Rehabilitation Services (DVRS), every October 1. 3) The Comprehensive Statewide Needs Assessment (CSNA), where we reach out to stakeholders, consumers, families, vendors, basically everyone we have a relationship with in the provision of our services, and ask for feedback and recommendations; identifying underserved and unserved populations. This is done on a 3-year cycle and is used to inform one of our other major reports – 4) the Combined State Plan, which is done on a 4-year cycle with modification at the mid-point. Typically due to be submitted to RSA and DOL (WIOA is made up of both parties) by March 31; to be finalized by July 1, 2020. So far, no new guidance or if there are any changes being made to the Combined State Plan.

Gary commented that they are going to start looking at the 2016 Plan, and maybe moving forward in that direction. He pointed out that it was a unified State Plan and now it's called a Combined State Plan. Amanda commented that there are a lot of different stakeholders submitting aspects of the plan, and does take a while to get all the pieces together; then it needs to be published for comment. Amanda noted that for the last 2 Combined State Plans the Commission held a statewide town hall meeting to obtain feedback. Bernice noted that the new administration is going to be very interested and involved in this process, and will also have some recommendations. They are interested in doing town halls and phone conferences as well. Rick shared his experience with the National Federation of the Blind (NFB) that when statewide conference calls are held, attendance triples. Bernice noted that we'll have about 6-9 months to get meaningful feedback from CSNA activities. So in addition to some of the town halls, some of the things we've done in the past are surveys. We commissioned the assistive technology study that Rutgers conducted for us. We utilized a consultant through San Diego State University, who helped facilitate a good number of focus groups, as well as additional surveys; they crunched all those numbers and gave us summaries. We also did a 1-year study of JKTC and came up with recommendations for improvement.

Amanda asked the members for suggestions on target areas, service areas they would recommend be looked at; what sort of activities would they recommend we engage in to obtain feedback from the community and stakeholders.

Evangelia agreed that using a mix of different data collections, methodology; smaller regional town halls sounded like a good idea. Also, heavily publicized call-in, town halls. Rick suggested consumer groups might be useful; they have a feeling of belonging to those groups; so perhaps using one of those consumer group meetings, conference calls, local meetings, or even a state convention. With regard to a venue, Gary suggested looking at the community colleges where they have not only large rooms, but technology, etc.. Bill suggested reaching out to the school districts, specifically the Director of Special Education in the schools where CBVI students are, to see if they can funnel the information directly to the students.

John asked about staff surveys; Amanda noted that's always part of our CSNA; typically include staff at all levels; send something out to our community rehab providers and businesses we've worked with; we use Survey Monkey as it is accessible.

Amanda noted that topics for feedback always include transportation. Our deaf blind community is very vocal in their support needs. Actually, that's where SSP evolved out of; that sort of advocacy. Definitely supported employment and serving those with the most significant disabilities. Amanda noted that she thinks our Request For Information (RFI) is actually going to be one of the activities; that will serve a dual purpose in both getting us feedback to help us develop supported employment services, as well as serving as a key activity for our CSNA, clearly a large need.

Clarke suggested including some of the support groups in a survey. Amanda thought that would be a great idea. Susan noted that the ASPIRE groups are all listed on an agency database. Rick noted that the NFB's parents' group, which has been around for 30 years, has a large mailing list that can be used.

Amanda noted that survey questions typically centered around services and satisfaction in general. Last year the focus was on JKTC and assistive technology. Transition will definitely be included this year.

Evangelia suggested VR for the adult population; service gaps we might have for the 25-55 population. Someone else suggested a question regarding orientation and mobility. Amanda noted that we'll probably frame a couple of questions specifically around Independent Living services. Amanda noted that when we start writing some of the questions, she'll invite the SRC to help contribute in creating questions.

Rick suggested questions concerning education for blind children (K-8). Although the CSNA is specifically around VR services, Amanda agreed that pre-K to 8 education really feeds into success in high school, and then post-secondary pursuits. She explained that one of the reasons SHARP was developed was to back-up our supplemental services and supports/programs, so that by the time the student gets to high school they will have a solid foundation; by the time they graduate they are going to be even more prepared for what comes next, whether that's post-secondary education, employment, or even just community engagement. Amanda noted the questions could center on how can we better support our education consumers to adult transition. Amanda noted she will look to Bill for suggestions on how to phrase some of these questions. Rick commented that it would be good to figure out a way to strengthen the relationships with the parents; soft skills are usually learned, or not, at home. Amanda noted a key question; how can we better support and engage the parents in a way that's assisting them and not demanding more of them. We know that when parents are engaged, more often than

not, the students are successful, because we're able to communicate with them; able to talk to them about how to help with those soft skills, how to develop independence, promote self-advocacy. The other thing is recognizing that a lot of families are dual working parents or single parents, or there's language barriers, or they work on weekends. How can we best get that information out there; best engage our parents in giving them information; in getting them to the table both to receive and provide relevant information.

Gary commented that he and Bill were recently at a session for career and technical education; they have the same issue with parents. Engaging parents in programming is something that goes beyond in the organization; partnering with the community is a larger issue; maybe something to look at.

Alice commented on her experience with the original DOL system/process (one-stops); it was not helpful at all. Amanda noted that we are aware of the barriers with the one-stops and as mentioned earlier, one of our goals is to work more collaboratively with one-stops, where a lot of the other workforce systems come out of, so that when they're doing an interview skills workshop or a resume development workshop or various other programs, to promote employment for everybody, and ensure they are also accessible to our consumers. We understand that does not happen in a widespread manner, so that is why we do have to build those relationships so they have the resources and the education as a support to be able to make what they do accessible. In terms of our older adults, not transition age, all of those same services are available in terms of job development, job coaching, trial work, job sampling; however, we do recognize those services need to be expanded, which is why we are doing the RFI entirely around all of our supported employment services from transition all the way through adult services, for those who don't have any additional significant disabilities other than blindness or deaf blindness, all the way to those with the most significant complex disabilities who need a significant amount of support. Amanda agreed; that is a service area we need to expand; we are looking on how we can do that in a very intentional and meaningful way.

Old/New Business:

Further comments regarding the review of The Role of the SRC:

- Rick noted he was unaware of a section that noted the SRC should get copies of all fair hearing decisions (names deleted). He wondered if Bernice or Amanda knew if it ever had been done. Bernice commented that she has functionally been part of CBVI for almost 14 years and does not recall a decision that had been distributed to the SRC. As we know, sometimes the regulations, there's so much in it that it's just not at the forefront; she noted she's never even had a discussion of why/why not. Amanda noted that her experience with formal appeals process has been pretty limited. In her experience, thankfully, most appeals don't go that high; good relationship with Disability Rights NJ (DRNJ) and the Client Assistance Program (CAP). While there are definitely occasions of individuals going to CAP and asking for an appeal, it doesn't often escalate out of an informal mediation.

Very rarely do our consumers have to go through that fair hearing process. Amanda recalls only 1 that went through an ALJ (Administrative Law Judge) in the past 6 years. She noted that one of the major revisions occurring in CBVI's Administrative Code is a revision of the appeals process; not because anything significantly changed, but because that section was confusingly written; cleaning and clarifying that process to make sure it's clear to everyone.

Rick suggested a collaborative presentation on the CAP – VR case process; how it starts; who does what in a given situation; how it should happen; some of the things that might happen as a result of a client not doing their part or the agency not doing theirs. This would give the SRC a better understanding of what goes into a VR counseling case. This will be added to an upcoming agenda.

- Rick commented that in several places under the “roles and responsibilities” it mentions that the Commission and SRC need to collaborate on goals and objectives. He wanted to know, if there are goals and objectives set, on a yearly basis, i.e. how many caseloads we hope to close; how many people we hope to get in various programs. Amanda noted that the part Rick was referencing speaks specifically to the goals and objectives in the state plan that come as a result of the CSNA. Informal performance goals are set, internally as an agency, to talk about what we want to address and what we want to improve. In terms of the more informal things, this occurs on an ongoing regular process, both from the administrative level, looking at the agency/units on what things we need to address; and really looking at the way the regional service centers are run and what kind of performance goals they would like to see. Whether that's setting successful closure numbers, which I shy away from because it really pushes people being closed too quickly, and then they just get re-opened. There are other goals we're focusing on right now, like compliance; looking at how we can improve some of our fiscal compliance cases; how we can improve some of the attendance status compliance things. A lot of the things we expect to come out of our monitoring report we're looking at those, but in my experience we have not done an annual review and setting of goals; it's our state plan and the evolving nature of self-reflecting. Bernice noted, to her knowledge, there has not been a yearly meeting about goals that involved the SRC. In terms of having yearly goals, currently done in a loose way, not at the beginning of the year. Goals we have for our VR program center around how we can serve the needs of our consumers better.
- Bernice noted the importance of reviewing the Role of the SRC. There are many aspects of the VR program and although the program does have an integral role in our other programs, it's very important to stay focused on the SRC role, which is to make sure the vocational program is maximized and administered, so that we are delivering optimal vocational services.

Amanda noted that the time to work on the SRC annual report is coming very quickly, and she'd like to see the SRC take a larger role in this annual project. In the past few years the SRC's role has been slightly advisory and editing. The report generally contains information about the agency; statistics for the year; the different program areas. Amanda explained that we have expanded it to include our other service areas; it has been used as an agency information document. There are always success stories. In the past few years that has been expanded to using success stories to describe our programs; showing the impact. However, Amanda noted, we don't have to use that format again. Some states have gone a little non-traditional; have the same content, but put it into a calendar instead of a book.

Jonathan offered to co-chair a committee for this project. Evangelia, Kathleen, and Gary offered to assist on the committee too. Amanda thanked these members, and noted that if anyone else is interested, they should email her. Assistance is needed with writing; helping guide what we want; an interviewer – anyone who likes the journalism perspective; writing up stories. Amanda noted she will set up a phone conference to flush out ideas. She encouraged all members to contribute ideas of ways to do this report - ideas are always welcome!

Rick asked members to e-mail him any recommendations for future presentations.

Kris Tucker will be added to the next agenda for an update on the Access Link system.

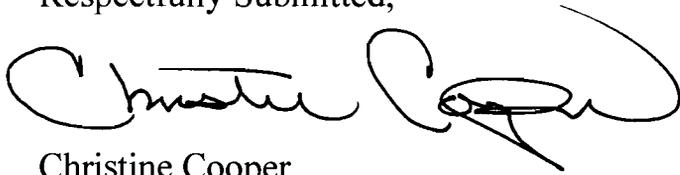
Adjournment

Rick thanked everyone for attending today's meeting.

A motion was made by Evangelia Stone, and seconded by Alice Eaddy, to adjourn the meeting; all were in favor. The meeting was adjourned at 12:00 p.m.

The next SRC meeting is scheduled for Friday, October 4, 2019.

Respectfully Submitted,



Christine Cooper
CBVI – Administrative Assistant