

N.J. Commission for the Blind & Visually Impaired
State Rehabilitation Council

Meeting Minutes – December 1, 2017
Joseph Kohn Training Center - 130 Livingston Avenue - New Brunswick, NJ

Voting Members Present: Gary Altman, Jennifer Armstrong, Rick Fox, Jonathan Goodman, Susan Head, Zoraida Krell, Fran Leibner, Pat McKenna, Kelly Reymann, William Robinson, Evangelia Stone, Fr. James Warnke

Absent: Lisa Killion-Smith, Joan Leonard, Dawn Monaco, Kris Tucker

Ex Officio Present: Dan Frye, Amanda Gerson, Danielle Licari-Scorzelli

Staff/Members of Public Present: John Walsh

The meeting was called to order at 9:30 a.m. by Fr. James Warnke, 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. Fr. Jim welcomed everyone to the meeting.

Approval of Meeting Minutes

The meeting minutes of October 6, 2017, were reviewed. Fran Leibner provided clarification on the section of the minutes under State/Federal Update (page 3), the Teacher's Symposium being held on October 18 & 19 was reported to be "required" under an MOU with the State Department of Education. She noted that the symposium, per say, is not required; it could be any kind of training. She explained that the MOU provides supplemental funding to CBVI's Teachers of the Visually Impaired. There are two aspects of training, one is that the instructors provide information and training to family members, teachers, child study teams, and other school personnel, and then the instructors themselves participate in professional development training to improve their own skills. She commented that the symposium is a wonderful piece developed by CBVI; an activity that can be done in many different ways. The Department of Education appreciates that there are a variety of activities that have been developed with the teachers for their own professional development skill training, and to provide information and technical assistance to the teachers in the schools.

A motion was made by Kelly Reyman, and seconded by Gary Altman, to approve these minutes. All were in favor. The minutes were accepted and will be put into the permanent record of the SRC.

Approval to schedule of 2018 SRC Meetings

The 2018 schedule of meetings was presented: February 2, April 20, June 1, October 5, and December 7. A motion was made by Zoraida Krell, and seconded by Jonathan Goodman, to approve these meeting dates. All were in favor.

SRC Appointments:

John Walsh announced that Governor Christi recently appointed some SRC members and re-appointed some of the existing members. The following list was reviewed to welcome and recognize these individuals:

Appointments:

- Public Member - Business, Industry and Labor Sectors Representative
Appoint William Robinson (Trenton, Mercer)
- Public Member - Parent/Relative Advocate
Appoint Joan Leonard (Edison, Middlesex)
- Public Member - Statewide Independent Living Council Representative
Appoint Lisa Killion-Smith (Cinnaminson, Burlington)
- State Workforce Investment Board Representative
Appoint Gary Altman (Fair Lawn, Bergen), State Employment & Training Commission
- Public Member - Current or Former Applicant/Recipient of CBVI Vocational Rehabilitation Services
Appoint Evangelia Stone (New Brunswick, Middlesex)
- Public Member - Community Rehabilitation Program Service Provider
Appoint Charles Pat McKenna (Highland Park, Middlesex)

Second-term re-appointments:

- Danielle Licari-Scorzelli - VR Counselor representative
- Rick Fox, vice-chair – Advocacy Blind/Disabled representative
- Chris Tucker - Business & Industry representative

Federal & State Update

Dan recognized the members of the SRC for their regular and active participation in the work of the Council. He pointed out that the Workforce Innovation and Opportunity Act (WIOA) requires each State Rehabilitation Agency to have an SRC, and over the last several years the Agency has been fortunate in having strong membership from each of the constituency groups. The Commission truly appreciates the assistance, council and advice, leadership, and the role played in helping to model the work of the agency. Dan also offered his best wishes for the upcoming holiday season.

Federal:

Dan reported that he, John, and Amanda recently returned from the semi-annual meetings of the National Council of State Agencies for the Blind (NCSAB) and the Council of State Administrators of Vocational Rehabilitation (CSAVR) held in Greenville, South Carolina. There were a variety of valuable sessions held during both conferences. They learned a lot about the pre-employment transition rules under WIOA, and what

is required to move from the 5 required Pre-Employment Transition Services (Pre-ETS) training to the authorized Pre-ETS. They also had an opportunity to sit with representatives from the Government Accountability Office (GAO), a non-partisan entity that is an arm of the congress, to give them feedback from a state agency VR perspective on whether or not WIOA is proving effective in two particular areas. The obligation to engage with business and employers, and second, with respect to the administration and provision, and accountability for providing adequate amounts of pre-employment transition services. John and Dan participated in the Pre-ETS conversation, and Amanda represented CBVI at the employer relations meeting. A report from the GAO is anticipated in the spring, outlining the perspectives of all the constituents, from which they will have had a chance to interview and conduct their research. In addition to holding those focus groups, state rehab directors had a chance to complete a survey. They are also talking to education, to workforce boards, and other entities to get a fully rounded comprehensive perspective on the efficacy of WIOA. This report was requested by Senator Patty Murray from Washington State. Dan noted he is interested in seeing what the report says. Despite all the good intentions behind the development of WIOA, this report may help re-adjust some of the protocols, practices, and operating expectations under this program.

With regard to WIOA and adjusting, during the conference they heard from representatives from the Rehabilitation Services Administration (RSA), US Department of Education (ED), to talk about operations under WIOA at present, and specifically about a new obligation. As of July 1, 2017, the reporting of 911 demographic data; about cases we have now opened and closed that have to be submitted on a quarterly basis, 45 days after the end of the quarter. The first quarterly submission occurred with a deadline of November 15. VR agencies were expected to submit data to the ED. CBVI's data team was successful in submitting the data. Dan explained that approximately 393 distinct fields have to be filled out with respect to each consumer involved, and it has taken a lot of time for the agency's counselors to learn how to undertake this data management responsibility. The agency is working to find some strategies, possibly hiring some additional vocational assistance, to do some of the clerical work. No matter what strategies we adopt, this new quarterly reporting system will change the responsibilities of the counselors. Dan noted he has taken the time to acknowledge and thank the counselors for their willingness to evolve and adjust to the new WIOA reality. Dan reported that during the conference it was announced that New Jersey will be 1 of 12 states to be monitored by the RSA in 2018. At present, no date has been set for when the monitoring will begin; however, it is expected to occur during the first 6 months of the coming year. The Commission has not been monitored since 2010. Dan commented he looks forward to the monitoring as an opportunity to learn if we are doing anything wrong; to receive best practice advice from our federal partners who had occasion to work with other states that may be doing things different; and to also receive compliments for the programs we are doing well. Monitoring will consume a lot of our time; we will have to review files, facts, and make sure we are able to answer questions. It will, no doubt, have some impact on the administrative burden that the senior staff will have to manage this year. Dan promised that as soon as he has more detail, he will make sure the SRC is involved. Often times, the SRC is convened by the monitoring team to confirm their involvement is consistent with federal law. There is a monitoring guide now that focuses on 3 primary areas: fiscal, programmatic, and WIOA administration. Regarding the agencies that submitted their first quarterly reports, of the 80 that exist in VR, 53 submitted error free reports on November 15. Of the 27 that did not, 7 were agencies that specialize in blindness and vision impairment. Dan congratulated his senior team for their leadership in making sure New Jersey met our obligation. He thanked the counselors, as well as John, and Amanda for providing technical assistance, training, and data time for counselors to do that work.

The NCSAB registered their concern to congress about the potential implications of the tax cut bill. Although there is nothing in the bill that says VR will be eliminated, if the bill passes in its current form, and if it is objectively determined, it may result in significant deficits to the federal treasury. The pay-as-you-go provisions that were adopted in 2011 as part of the budget control act will require that certain mandatory programs be proportionately cut. There have been varying view points and pieces of erroneous information circulated about the potential consequence to the VR program. NCSAB sent a letter articulating this scenario

and affirming the importance of the VR program for our community in terms of helping people find competitive integrated employment. A number of other stakeholders that provide technical assistance, and consumer groups, are also registering their concern. Fr. Jim asked the SRC's consent for the policy sub-committee to review a similar letter, which they would then update and submit to the SRC for a vote of the SRC's position on this issue. A discussion took place and members working for the State questioned their involvement in this type of initiative. Fr. Jim pointed out that voting members could abstain from a vote, and also suggested that he would be happy to send this communication out over the chair and vice-chair signatures. Members agreed to this. Fr. Jim encouraged those who are not in any way constrained by state or federal regulations to get on the phone/email/appointment with their local state senators/congressmen to register their concern on these budgetary matters, and to hand deliver the annual report when it is issued this Spring. Fr. Jim commented that he thinks those that are not politically restrained need to be as actively engaged as possible.

In terms of federal financing of our program, CBVI relies approximately 80% on federal financing for the VR program and substantial federal financing for the IL and OB programs. We are facing the expiration of the continuing resolution on December 8. Dan noted there is a strong chance an agreement will be reached for an extension; hoping to achieve settlement on other issues, including the child healthcare insurance program, and with the aim of trying to pass a bill in January that will take the federal government to the end of the FFY next September; this is the best case scenario. However, if that is not agreed upon, we will face potential temporary closure at the end of next week.

State:

During the transition period to the new Governor, division directors of the Department of Human Services (DHS) and other departments are being told to adopt a cooperative and openness to the new incoming administration. Dan noted we are also being told that all decisions regarding the transition are to be held at the Commissioner and Governor level only; we are not to engage with any inquiries from the transition committee; we are to refer those to the Commissioner and Governor level for management.

Dan reported progress is being made with the Commission move to migrate from System 7 to Aware. A Logical Systems Request will be submitted to the Office of Information Technology (OIT). They will evaluate the work we've done, in concurrence with DHS, and will then give us permission to initiate the procurement of the new Aware system from the Alliance Enterprises Committee. With all things going according to plan, and recognizing things are fluid in state government, Dan noted he anticipates being able to initiate Stage 3, which is the actual migration work, in early to mid-February.

Vocational Rehabilitation (VR): important to acknowledge another good year for case closures. Dan commented that the Commission is also evaluating other measures (determined under WIOA) to be accountable for quantifying our successes.

Education: CBVI has adopted a new policy to make sure students and parents who want particular assistive or access technology are allowed to engage with their counselors, teachers, parents, and our tech staff, to identify the specific technology desired. For many years, because of resource limitations at the Commission, often times bulk purchases would be made and certain technology would simply be given out uniformly. The new policy is much more individualized, customized, and responsive to the interests of those seeking technology, and consistent with their specific needs and preferences. There is a substantial market place for access technology and we need to make sure our consumers can choose what they want to use, to maximize and enhance their productivity. Dan reported that the Commission has also adopted new security measures at the Meyer Center to make sure our responsibility for equipment is kept strong.

Independent Living (IL): a very successful senior retreat was held in September. Also, a relatively new hearing aid purchasing policy and our CCTV loaner policy. Also added steps to ensure we have adequate staffing in IL. Earlier this year we were short of staff as a result of a number of people simultaneously leaving for paternity and maternity leaves. In an effort to address the issue more systemically, reached out to central office and got permission to hire orientation and mobility instructors, using a different title, which still requires they be certified, but does not require the 2-year teaching experience. This will allow us to take recruits directly out of college and perhaps get access to talent a little earlier in the pipeline without compromising the quality of those we get. We've also reached out nationally to hire additional rehabilitation teachers and home instructors. Also hiring a field representative in our eye health services. Will likely have again seen over 35,000 people for eye screenings in New Jersey this year.

Business Enterprise New Jersey (BENJ): A consultant is scheduled to work with us on the development of an operations manual. This outside consultant is nationally respected and promises to see that our new rules are maximized and our program is as rigorous as it can be. Toward the prospect of having more privatization in the Randolph Sheppard Program, we are entertaining a relationship with LA Fitness; working with our managers on an opportunity to operate some vending in that environment. Also trying to expand and have food service and vending at Liberty State Park. Also in the midst of arbitration against the Air Force at Fort Dix to try and regain access to food service we had for about 25 years, up until 2014. Rick asked what kind of help the Commission provides clients who want to run their own business/get a business plan going. Dan reported that we have a small business program protocol, which outlines what we do when presented with someone who wants to start his/her own business. At times they come asking for help to establish a business plan, and other times come to us with a plan. Deacon Truesdale, who manages the BEP, works with the individual to review the plan to make sure it is viable. For those without a plan, he assists by connecting them with one of the many community resources or small business development centers in the community colleges/4 year colleges. They are very helpful to our consumers that want to become entrepreneurs; they help them develop a plan. Rutgers, the Small Business Administration have been helpful, as well as the Senior Core of Retired Executives. It's all free assistance. It's a bit of a heavy lift to develop a good business plan; however, we do expect an entrepreneur to put in that effort. John explained that once the plan is completed it is submitted to CBVI's review committee. An objective review is completed from the standpoint of viability; does it meet the essential requirements of the section of the administrative code. John reported that we are looking to see what we can do to improve our program. He noted that there are a couple of gaps, especially with more micro-enterprise funding, as opposed to creating a full blown small business. We will start by surveying some best practices occurring in other states around small business development in VR agencies, so we can look to see what areas we can improve on.

Supported Employment: Dan acknowledged the work of John Walsh and staff, including partners at TCNJ, for creating a Blindness Learning Community. They reached out, through a solicitation of interest, to agencies that serve those who need customized employment and who require supported employment. We have some consumers who are blind/vision impaired and have intellectual or developmental disabilities, and need supported employment. 3 meetings were held in November with representatives from 5 rehab providers in the state who specialize in supported employment. We've now established a rapport with these agencies that are going to understand blindness better; we understand supported employment better. We will have a reciprocal relationship with these providers to respond to the needs of these consumers as effectively as we can.

JKTC: Two agency staff visited two centers around the country: New Mexico Commission for the Blind (a state agency) and Blind Incorporated (a private agency) to see how they are modeled. Then, the one staff member who does not work directly with the JKTC program observed our program, and objectively identified issues in collaboration with the JKTC manager. A 33-page report was developed, which Dan noted he is now synthesizing with John, and a number of recommendations to strengthen this program will be issued.

The Comprehensive Statewide Needs Assessment has been completed and will now be submitted. Dan commented that we've identified a number of areas where we can do better, which is why we created the Blindness Learning Community for supported employment. Also why we are entering into a 2-year training agreement with the targeted communities Technical Assistance Center, based at George Washington University, to give our counselors instruction on people who are blind and in communities that render them even more vulnerable – areas of poverty, addiction, and the like. They will be learning skills and strategies that will let them work with blind people who are in those sub-populations; so we can reach out to those previously not touched by our services.

Blindness Learning Community:

John provided some context around this program. Data was reviewed on individuals we serve who have additional disabilities, who may have intellectual or cognitive disabilities and probably need supports in a competitive integrated work environment. Generally, they would go into what we call supported employment services. Where we contract with a community rehabilitation program; they assign someone to be a job developer. When the job is located, a job coach trains that person at the job. It's a very different approach to employment; doesn't go to a job readiness model per say; it goes to a model of - we all have abilities and capabilities and if we put someone in the real environment and provide training and supports, we can make people successful. Statistics show that we are not achieving what we should for that particular sub-population we serve. We thought about what we could do to facilitate better outcomes. One of the concepts we came up with is developing a community of practice; we called it a Blindness Learning Community. We developed a budget that if an organization was chosen to be part of our Blindness Learning Community, we would give them a one-time grant of \$7500 dollars, which offsets the hourly rate for their staff to participate. We had 5 organizations that met our criteria, and attended this first cohort. When we organize the next cohort, we're going to make sure to publicize better, sending to the Boggs Center and various list serves, so that as many organizations who want to participate can. Kudos to Kelly Reymann, who put together this fantastic 3-day training; it was very labor intensive to put together a relevant training. TCNJ staff and Commission staff participated. Day 1 and 2 focused on the importance of learning about the individual and how we can make them successful; how can we do this better; what we are doing on the Commission end that's not helping the consumer to get a job. We had a nice discussion. John commented that he has been asking the counselors that participated in this training to be ambassadors; talk about how we can work better with our community partners. The bottom line, it was a nice engagement, and we walked away with next steps. We learned from one another; listening to them and telling them about blindness. There were a lot of gaps in their skill sets. Day 1 and 2 we learned about those gaps, and then day 3 specifically addressed what they needed. They want our Orientation & Mobility instructors to come in and talk about safe travel for clients that are blind/vision impaired. They wanted to learn more about access technology, so we had our technologists come in to do a presentation. They wanted to know about our VR system and how we can improve communication; leadership was there as well on that last day. We now have homework though of putting together our next steps. The biggest theme that came of it was building relationships with counselors and then businesses. General feedback was positive. The plan for 2018 will be to get a second cohort, bring in more agencies, and then get cohort 1 and 2 together. Hoping in the future to report better outcomes as a result. Would also like to link it with Kelly's group, with the youth employment solutions program, which is another level of support for our youth that need supported employment services; to get more job leads and more supports for them.

Strategic Planning:

John noted he was happy to report the majority of operation plans from the Strategic Planning of 3 years ago are largely completed. So it is time to cycle back to do another environmental scan and go through the process of what we want to do in the next 3-5 years. In 2018 we'll be involving the membership of the SRC, going through another process to determine where we want to go and what do we want to become in 3-5 years.

With regard to the comments made earlier in the meeting about needing to connect more with the clients and getting to know them better, Susan asked whether or not job counseling takes place with an individual who has a small business goal and is attending the JKTC program (example). Is an Individualized Plan for Employment (IPE) developed if agreement is reached on a goal prior to the end of a program? John noted that the individual maintains their primary VR counselor and is also assigned to a case manager, who manages their experience. They work with that individual on some testing, interest inventories, etc., giving the individual information on a good career track. Then, by the time they get ready to leave they have an IPE developed. John noted that we also encourage an action plan that is very specific, that talks about who does what by when. Amanda commented that if it's more of a unique goal, like a small business goal, and it's not clear from the 20-week program, and there are still additional questions/assessments that may want to be pursued related to that sort of goal, they may leave the JKTC program without a set IPE, but should leave with a clear plan on what still needs to be done to identify that goal, and create the IPE moving forward. Susan asked, if that individual has a small business goal, could technical assistance regarding the business plan be provided during the JKTC experience. John responded that this may be an area of development we have to undergo; we don't have a lot of staff that are experts in business plans. That's why we've been more interested in sending individuals out to the local colleges and community colleges. Theoretically, if someone was at JKTC and said they wanted to pursue something entrepreneurial, and class schedule would allow it for them, they could potentially go out to the local community college while they are at JKTC and meet with a small business development representative, and then bring that back and say – this is what I learned; can you help me process through that.

Vocational Rehabilitation Update:

Amanda commented on the 911 demographic data report submitted for the first quarter. She acknowledged the counselors and MIS staff for their patience and support navigating through this new process. She noted there will be a new quarterly report due at the end of this month. She will be reinforcing feedback she recently received from MIS with the counselors as to some of the common errors, misunderstandings, and glitches. She explained that this will be the first quarter of collecting post exit data. The quarter after the individual is closed, they are collecting employment data, credential attainments, and enrollment in educational and vocational training programs. Policies and procedures to be developed and finalized. Amanda reported she has been consulting with the WIOA Innovation Tech Assistance Center to get additional clarification. She'll be working with supervisors next week to make sure they are clear on the process. She noted that feedback from counselors this quarter has improved. She will continue to explore how to provide additional support to the counselors with regard to what they may need to better meet the requirements of reporting and to continue to deliver the high quality counseling and services our consumers are used to.

Gary offered to share the SETC's experience regarding the performance numbers with Amanda. She thanked him for this offer.

Upcoming trainings: Career Index Plus, a web based labor market information tool that basically pulls together all of the resources that are on 5 different web sites into 1 place. You can do resume development; explore career pathways; look up a whole range of labor market information from the Bureau of Labor Statistics; look at actual job postings and links directly to job postings. It is truly a one-stop shop; you can create interest inventories; generate reports about different professions; look at transferable skills in related professions. Presentation is next week; continuation of our initiative to give our counselors more information and resources on labor market information as a counseling tool.

Transition Program Update: Amanda noted that she received a great resource while at the CSAVR and NCSAB conferences from partners in Minnesota. They created what they call their pre-employment transition services blueprints; it includes all the information around their policies, procedures, programs, strategic planning and puts it into one document. They offered to share a template with us. Amanda explained that while we do have the basic requirements for what RSA is looking for in terms of what we provide, our policies, etc., we really need to do a little more with the fiscal forecasting, needs assessment, and a little bit more about the technical procedures. So this will be an opportunity for her to look at and reorganize everything into a single document. Also will be updating our transition handbook and related documents; she promised to share it with the SRC policy sub-committee when it is completed.

Referrals for summer TCNJ transition programs are just about in; numbers looking good; double the referrals. The agency is not serving more students, so that means by increasing the number of counselors we've increased the quality of the relationship; they know the students better; more counselors are able to make appropriate referrals. Most caseloads are hovering at about 100 or slightly over, as opposed to 200 and over. No major changes to Workskills Prep Program this year. Amanda noted that Kelly and Melissa, from TCNJ, are talking to those in the Bonner program and admissions office to re-incorporate a non-credit option for our college prep experience. Last year they did not offer one and we only did our own orientation program for those that did not have the competitive academic record and skills to continue on to the Bonner Program. This is really to make sure we are meeting the needs of our students and are able to serve more students.

EDGE is going great; meetings with the transitioning college counselors and staff. Approximately 55 students participating in EDGE 1 this year. EDGE 2, which is our transition to college program for underclassmen college students, we have 24, which is 4 above what we actually targeted. (Look to the SRC report for more information on that.) Time will be set aside for further discussion at our next SRC meeting.

Amanda apologized with regard to the Eagleton final report not coming out; apparently the files were too big to send outside of network. She promised to send the report from her personal email account.

Business Relations Unit: Amanda shared 2 successes. One student was selected to participate at a JP Morgan Chase Disability Mentoring Day, and was then offered a paid internship with them. Also, in our southern region, a disability mentoring day was organized with the Shop-Rite chain. 5 consumers participated by job-shadowing; they got to have 30-45 min in each of the different areas of the store. They learned about the way Shop-Rite works, philosophy, etc. They were all able to go through actual interviews and one of our consumers was hired to work in the bakery; now competitively employed at Shop-Rite as a result!

Sub-Committees

Evaluation, Policy, Resource, and Business Relations: Noted nothing new to report.

SRC Annual Report: Amanda reported she is in the process of putting together the report. She commented that there are amazing spotlight stories this year to highlight what we do. She is excited about this dynamic and different format, and thanked everyone that submitted articles this year.

Old/New Business:

Rick reported he met with some of the SRC members to further discuss plans for a statewide resource event, which was discussed at the last meeting. The idea is to get vendors and non-profits together in one place to have the consumers and other stakeholders be able to talk to them on a relatively intimate basis. They would have a table and be able to show the individuals what they were offering, either for sale or for service. Also interested in having some speakers or demos of things that consumers and other stakeholders might not know about, or might want to hear in more detail about. Also, we might be able to get speakers in to talk about what is available in the theater/arts, fine arts, and in the movies. The enthusiasm is quite strong for a program. It can be as simple or complicated as we want. Venue is up in the air, until we work out details. Interested in a venue with the possibility of an exhibit type room where vendors could set up and be open all day. Also in a place where to accommodate speakers. At least half the day would be spent in technology and the other half might be something else. Afford opportunity for people to have something to eat. Rick noted that everyone would have to pitch in, i.e., sending letters to vendors; getting RSVPs, many things. It is estimated that 4-6 months would be needed to get vendors and news out to people, so they can save the date and begin to RSVP.

The following questions/comments were shared:

- A guesstimate of 100 people attending was made.
- This type of event was likened to a resource fair, where people come and go, walking around to the different tables; learning about the product or service. A 2 hour stay for attendees was estimated.
- Suggestion made to make it informal; to invite some of the people that wouldn't regularly attend a conference; a less intimidating environment – more of an open house.
- Teachers and community providers could also participate.
- Can't underestimate all the work that goes into the logistics.
- Might be more appealing if offered during the week/year and not the summer when people are on vacations.
- Would need to be able to consult with CBVI staff to have technical assistance, logistics and public relations assistance.
- May need a 6-9 month timeframe to plan this out.
- Committee may want to consider having one statewide event, or one in the south and one in the north.
- Consideration to having event during Disability Awareness Month.
- Need DHS approval.
- Possibility of securing the Student Center at TCNJ was discussed; Kelly will investigate.
- Susan provided Rick with a good resource at DRNJ, who is in charge of an assistive technology event that takes place each September. John noted the Abilities Expo held in May each year is also a similar event.

Dan commented he thinks this is a partnership that could be led by the council, and supported by the Commission. He will take care of DHS approval, and look into some resourcing for finances that might accommodate food and transportation. Dan noted we'd have to prepare a request and have it be considered in

that fashion. Dan commented he is encouraged by the desire to add value to the NJ community and will want to be involved where it will represent the Commission in a fairly public light.

Rick proposed a motion that the SRC moves forward in the planning and implementation of a resource fair/event to occur at a date/time we chose after planning. It would involve as many community resources as we can get together, plus some workshops. Fr. Jim suggested that the SRC would, therefore, create and empower a new subcommittee, chaired by Rick, to make this operational. This sub-committee would report back at the next SRC meeting. William Robinson made the motion; it was seconded by Rick Fox; all were in favor of the motion.

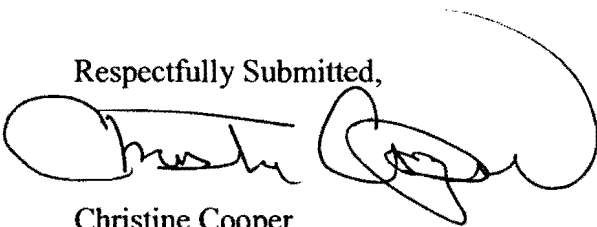
Fr. Jim thanked everyone for all the work they do in between meetings. He also thanked Commission staff for all they do for our consumers.

Adjournment

A motion was made by Jonathan Goodman, and seconded by William Robinson, 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, February 2, 2018.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Christine Cooper', with a large, sweeping flourish extending upwards and to the right.

Christine Cooper
CBVI – Administrative Assistant