

State of New Hampshire  
 Department of Health and Human Services



**Employment Leadership Committee**

**Meeting Purpose/Goals:**

*The mission of the Employment Leadership Committee is to advance inclusion of individuals with disabilities in the workforce through collaboration, education, and advocacy.*

**DATE:** 10/16/19

**TIME:** 2:00-4:00

**CONFERENCE LINE:** Not Available

**LOCATION:** Community Bridges

**70 Pembroke Rd. Concord, NH**

**Committee Members:** Debbie Bogle, Miranda Brown, Melissa Collins, Dirk Douglas, Tracey Frye, Karen Hatch, Lisa Hinson-Hatz, Keryn Bernard-Kriegl, Sheila Mahon, Rocky Morelli, Cris Philipson, Isadora Rodriguez-Legendre, Denise Roy-Innarelli, Jessica Smith, Terri Tedeschi, Wendy Robb, Lauren Walczuk and Lisa Hinson-Hatz.

**Guests:** Catrina French, Dan Frye, Jim Quinn, Maureen LeClair

**DHHS Staff:** Jo Moncher, Kerri Swenson, Jessica Kennedy

<b>Minutes</b>				
<i>Ground Rules: Please be present and actively engaged; please hibernate technology.</i>				
<i>Time</i>	<i>Topic</i>	<i>Category</i>	<i>Leader(s)</i>	<i>Key Takeaways &amp; Action Items</i>
2:00-2:10	<b>I. Welcome &amp; Introductions</b>	Information	Jo Moncher	
2:10-2:45	<b>II. ELC Updates &amp; Next Steps</b> <ul style="list-style-type: none"> <li>• See Attached Employment Update (10.03.19 Email)</li> <li>• Business Cultivation</li> <li>• BDS/Employment Webpage</li> <li>• Developmental Disabilities &amp; Mental Health Integration</li> <li>• Statewide Inclusion Ambassador Job Description</li> </ul>	Discussion	ELC members	<ul style="list-style-type: none"> <li>• September minutes approved</li> <li>• ELC presentation to NH Quality Council on 11/20</li> <li>• Cris has data available from National Core Indicator (NCI) surveys and will send to Jo</li> <li>• Boundary Spanning Leadership               <ul style="list-style-type: none"> <li>-Jo will be presenting to a group of 15-20 HR Directors from the Diversity Workforce Coalition on 11/5</li> <li>-State plan on aging</li> <li>-Mental Health</li> <li>-Recommendation to add VR</li> </ul> </li> <li>Business Cultivation               <ul style="list-style-type: none"> <li>• Sodexo-</li> <li>-Sodexo partnership formed</li> <li>-NH inclusion liaison has been named, Gary Symolon</li> <li>-Attending the Employment Leadership Awards</li> <li>-Presenting at next month's ELC meeting</li> </ul> </li> <li>• Omni-</li> </ul>

				<p>-Business Cultivation meeting on 9/19</p> <p>-Outcomes; Employer Partnership, Business inclusion job description, highlight in Stepping Stones next year</p> <p>-Terri and Tracey from VR did two training sessions for the management team</p> <ul style="list-style-type: none"> <li>• Webpage will be up by end of year</li> <li>-Review and provide feedback by 10/25</li> <li>• ELC Fact Sheet Review</li> <li>-Add CMHS &amp; Community Mental Health Partners to Regional Partners</li> <li>-Advocate will be changed to Self-Advocates under Local Partners</li> <li>-Approved with the two edits</li> </ul>
2:45-2:50	III. Memorandum of Understanding (MOU) - Introduction	Information	Lisa Hinson-Hatz	<ul style="list-style-type: none"> <li>• Increase collaboration and improve service coordination resulting in better outcomes for employment</li> <li>• Road show in the spring with Jo to work on collaboration with community partners, including CMHCs, vendors, Area Agency staff</li> </ul>
2:40-2:55	<p>V. Report Outs</p> <ul style="list-style-type: none"> <li>• Each Table Top Group will present a "report out" to everyone</li> </ul>	Discussion	Group	<p><b>Question # 4</b> - Identify at least 3-5 resources (i.e. transportation, training, etc.) that VR and DHHS can collaborate on to better maximize, promote and strengthen services. Provide specific examples on how to align this work.</p> <ol style="list-style-type: none"> <li>1. Transportation- DD &amp; MH need to work together to provide options and share resources</li> <li>2. Long Term Supports for long-term employment success. Create partnerships with businesses and employers</li> <li>3. Enhancing employer relations. More inclusiveness with current employers and bringing new employers on board, especially with the current workforce shortage, employers looking outside the box to find employees</li> </ol>

			<p>4. Training. Create a package on training for interested employers</p> <p>5. Develop policies that make our services more accessible, refer to no wrong door act</p> <p><b>Question # 1</b> - Using the attached VR Flowchart, review, edit or add info (including Area Agencies and other info that is needed) to better represent the process flow and partners involved.</p> <ul style="list-style-type: none"> <li>• The current flow chart is confusing to understand for anyone outside of VR.</li> <li>• Categorize and bullet to make it more clear</li> <li>• Do we need a flow chart or can we use the step-by-step process that some agencies already use as a narrative?</li> </ul> <p><b>Question # 2</b> - Recognizing that it might be challenging to create one data system that is inclusive of VR, DD and MH data, what elements of the data system could we possibly share and for what purpose?</p> <ul style="list-style-type: none"> <li>• Need to find ways to share information between DD &amp; MH</li> <li>• What kinds of information can be shared? <ul style="list-style-type: none"> <li>○ Examples; Do they have services? What is diagnosis? What is their package? Do they have a referral?</li> </ul> </li> <li>• Background on individuals is important for placement <ul style="list-style-type: none"> <li>○ Criminal background checks could be tracked in a database</li> <li>○ If referred to VR, there is employment history data kept on client.</li> <li>○ Historical data is important so the work isn't overlapped ( also cost efficient)</li> </ul> </li> </ul> <p><b>Question # 3</b> - VR does not always have approval or knowledge of the long-term support plan of a customer or client. How can Area Agencies and VR partner together on</p>
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				<p>ensuring the individual is receiving long-term Medicaid waived services? (Please address pre 21 years of age and post 21 years of age).</p> <ul style="list-style-type: none"> <li>• Long term support may fit into the data category as well</li> <li>• Everyone has an authorized representative that can answer if their Medicaid is open and are they on the wait list</li> <li>• We should be asking if they are working with other agencies and what services are they receiving, Need to figure out the language</li> <li>• Can this be weaved into the referral process?</li> <li>• Need to figure out how to access the information from vendors if someone expresses an interest in working</li> <li>• Conflict free case management may change the process</li> <li>• Create a questionnaire document as part of the referral piece</li> </ul> <p><b>Question # 5</b> - Using the attached two VR Referral Forms (for DD and MH), consolidate these 2 forms into 1 form. In creating one form, please consider other possible referral sources (such as individuals in recovery, older adults and others).</p> <ul style="list-style-type: none"> <li>• Use generic terms</li> <li>• Removed the redundant processes and removed specific language, applied generic terms</li> <li>• Schedule monthly meetings with CMHCs</li> <li>• Check in on individuals that you are covering, stay up-to-date on cases</li> <li>• Some eligibility forms can't be released or shared between DD &amp; NH per HIPAA (3<sup>rd</sup> party)</li> </ul>
3:50-4:00	<p><b>Closing &amp; Next Steps</b></p> <ul style="list-style-type: none"> <li>• MOU Next Steps....</li> </ul>	Information	Jo Moncher	<ul style="list-style-type: none"> <li>• Employment Leadership Award event 10/17, 80-100 attendees expected</li> </ul>

	<p>-Goal is for Draft of MOU to be completed by December 2019.</p> <p>-Lisa and Jo will present highlights (“NH Road Show”) to NH Regions in the Spring or Summer of 2020</p> <p>-Next TWO Committee Meetings Hosted by Community Bridges 70 Pembroke Rd. Concord, NH</p> <p>-Wednesday, November 20<sup>th</sup> 2-4 pm</p> <p>-Wednesday, December 18<sup>th</sup> 2-4 pm</p>			<ul style="list-style-type: none"> <li>○ Continue nominating employers and encourage others to do so as well. This event is a large highlight of partner companies</li> </ul> <p><b><u>ACTION ITEMS</u></b></p> <ul style="list-style-type: none"> <li>● Webpage will be up by next meeting (or end of year the latest) <ul style="list-style-type: none"> <li>○ Review and provide feedback by 10/25</li> </ul> </li> <li>● Edit Fact Sheet with approved changes</li> </ul>
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