

Idaho Commission for the Blind and Visually Impaired

Board Meeting Minutes

June 9, 2023

Meeting was called to order at: 9:05 a.m. Mountain Time

Board Members in Attendance in Person: Al Schneider, BJ Stinger

Board Members in Attendance via Teams: Britt Raubenheimer, LeAnn Gelskey, Mark Watkins

ICBVI Staff in Attendance in Person: Beth Cunningham, Mike Walsh, Greg Metsker, Steve Achabal, Corey Bresina, Angela Starr, Justin Fish

ICBVI Staff in Attendance via Teams: Jackie Stallings, Linda Upton, Matt Queen, Alison Steve, Dawn Ristau, Jeff Weeks, Earl Hoover, Laurie Carlin, Shane Hyde

Guests in attendance: Dana Ard

Motion to amend today's agenda - Al Schneider, BJ Stinger

Motion to approve prior meeting minutes - LeAnn Gelskey, BJ Stinger

Administrator's Report

CEC – This year we were able to implement raises on April 16th and staff began receiving new rates on their check which came out on May 12th. Increases ranged from .80 to 1.40 determined by both comp-ratio range and annual review rating.

Based on information I recently received from the Department of Financial Management, DFM is working with DHR to try to provide more robust CEC recommendations for FY25 given the labor market challenges. Here at ICBVI we have zero vacancies.

Additional information provided indicates that although Idaho has a substantial surplus projected for FY23, it is not expected that there will be a surplus at the end of FY24. It is expected that revenue will begin to normalize to pre-pandemic levels.

NFB Resolution- in April I was asked to speak at the NFB Idaho Chapter's convention. I gave an update on things happening at ICBVI and all the summer activities that Alison and Bailie have planned. Afterwards, Dana read a really nice resolution that thanked ICBVI for our contributions for the Bell Camp. This was really nice to hear and I would like to read it to you.

23-02 COMMENDS ICBVI for Partnership with BELL and Beyond

Recognition of the Idaho Commission for the Blind and Visually Impaired for its continued support of the NFB of Idaho BELL and BELL and Beyond Programs

Whereas, the National Federation of the Blind of Idaho has been providing its Braille Enrichment for Literacy and Learning program for blind and visually impaired children since 2008; and

WHEREAS, this program has grown into a week-long camp for blind and visually impaired children and teens, (BELL and Beyond) beginning in 2022, and continuing in 2023: and

WHEREAS, the Idaho Commission for the Blind and Visually Impaired (ICBVI) has been a true partner in this program from its beginning, providing equipment, staff, and financial assistance: and

WHEREAS, the ICBVI has agreed to increase its financial assistance to the 2023 BELL and Beyond program to \$15000, an increase of \$4000 from the 2022 financial assistance:

NOW, THEREFORE, BE IT RESOLVED by the National Federation of the Blind of Idaho, in convention assembled this date April 28, 2023, in Boise Idaho, that this organization commend and thank the ICBVI for its on-going support of the BELL and Beyond program, and its continued partnership with this organization to help make a brighter future for blind and visually impaired children and teens in Idaho.

In-Service- We have been busy planning the next in-service which will be held in Boise at the Grove Hotel in late September. Our theme is still in the works but we are thinking of something along the lines of “Re-discovering your passion or Re-engaging with our clients”. We have a couple of the speakers lined up and are working on a couple more. We will have someone present on Autism as we are having more clients in ATC who have Autism.

ITS and Luma- we met with a team of about 6 including the new IT Director who came over here to talk to us about our goals with starting to work with them as our IT support beginning July 1st. We should be getting a new phone system soon. Tom is working with them on this. The state is also converting to a new financial and HR system called Luma. We have Janelle McDonald (DHR) who is helping with accessibility with timesheets. She will have a few visits with our staff to train on how to use screen readers with timesheets in Luma. She is our state ADA Coordinator. We are running into accessibility issues.

AWARE- we are in need of a new case management system. Right now, we are heavily relying on one person. If Tom were to leave, we would have no one to help manage Orion. It will cost approximately \$1.5 million to purchase the AWARE system that many other states use. We have met with them a few times recently. I presented the situation to our liaison at the Governor’s Office. It would be \$1.2 million in federal money and the rest in state match. IDVR has the money to give us for the one-time expense. We would need to ask the legislature for that match amount, which is close to \$300,000. Its roughly \$40 to \$60k ongoing costs. We are looking at that right now. We can’t ask for state money, which is why we made our two new positions federally funded. If it gets approved it will be next year and then it would be another year and half. The concern is working with this legacy software with one person knowing how to manage it.

Video on Summer Programs- As our summer programs begin to ramp up, I was thinking about how nice it would be to have a video on our website available for prospective students and parents to view when thinking about their student attending. In addition, we could show it to employers when we are trying to find employers to work with our students for the work experience aspect of the program. Angela and I met with and interviewed videographers in the Boise area and chose a videographer who

we feel will do a great job in highlighting each of our programs. This will include some interviews with Transition staff and students and footage of students working on ADL skills in the dorms, working on employment sites, possibly learning public transportation, and participating in recreational or social activities. We are excited to see the final product and think the guy that we chose is going to do an awesome job. If we don't have it to show at the next board meeting, then we will for the following one for sure. We did discuss audio description and also that this video needs to be informative and interesting for people who are listening to it as well as watching it.

RSA – Corrective action plan- We received a letter from RSA indicating that as a state we did not meet our 15% for FY 22. ICBVI met our 15% and IDVR found that they made a calculation error and therefore closed out the grant and began billing to the next grant prior to actually meeting the 15%. They would like to re-open their report and change the numbers and move the expenditures from the new grant back to the old one. They are all qualifying expenditures. We met with RSA and will have to put together a corrective action plan explaining the mistake and propose how to fix it. RSA is aware that this was a math error on the part of IDVR.

Strategic Planning and Performance Report

We are working on updating it this month and will have the new one ready at the next meeting.

Reader Driver update – Angela has added the responsibility of managing the reader/drivers for ICBVI. She has recently filled our open spot by hiring a new driver that started in May. And we just hired one for Coeur d'Alene.

Our temp agency Athena recently informed us that they can no longer support the R/D position. They will support us for existing staff, but not for filling vacant positions. We have secured an agreement with a local temp agency on an exception basis per DOP.

We are in the process of determining if we should continue with temp agencies and go through a solicitation process for a new temp agency or if we should make them state positions. After a few discussions it looks like the budget would not be affected too much either way but if we make the move to state positions, the goal would be to increase the hourly pay rate. We are still looking at budget line items to determine the most cost-effective routes. I commend Angela and Steve for their initiative in taking on the reader driver responsibilities to improve this situation and recruiting the staff needed for Boise.

I also want to commend Mike and Angela for their initiative in taking on the improvement of our website. I will let Mike talk about that but it was greatly needed and appreciated.

I want to thank Corey for the great job he and his team are doing with Luma

And finally, Alison and Bailie for the kickoff of the summer programs!

I thank the board for the feedback that you gave the Governor's office on me for my performance evaluation.

AI - can some of the BEP employers sponsor the summer programs video? Mike - it would have to be for VR. This video is 100% Pre-ETS.

Britt - Mayor McLean said she enjoyed the visit to ICBVI.

Vocational Rehabilitation Program: Mike Walsh

Federal Reporting:

The RSA 911 Q3 report was submitted on May 9, 2023.

Data Dashboards

Program Summary

	PY22 Q2	Prior Quarter	Change
Total Participants Served	377	370	7
Quarterly Counts			
Applicants	25	16	9
New Eligibilities	17	15	2
New IPE's	19	16	3
Timeliness			
Eligibility	100%	100%	
IPE	100%	100%	
Total Exiting			
Attrition prior to IPE	25%	45%	-20%
Employment Rate	67%	27%	39.4%

Pre-Employment Transition Services (Pre-ETS)

Number of Students with Disabilities (SWD) Reported	95	
Number of students (SWD) who received Pre-ETS	29	
Applied and have IPE	90	
Potentially Eligible	7	
Pre-ETS by type provided	Count	Percent
Job Exploration Counseling	2	5%
Work Based Learning Experiences	4	10%
Counseling on Post-Secondary	9	22%
Workplace Readiness	12	29%
Instruction in Self-Advocacy	14	34%

Measurable Skill Gains (MSG)

Quarterly Measurable Skill Gains		
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Total number of participants	377	
Number of participants eligible for MSG	138	(this is the MSG denominator)
% of participants eligible for MSG	37%	
Number of participants who achieved MSG	21	(this is the MSG numerator)
MSG Rate for the Quarter	15.2%	= (/)
	36.7%	
Breakdown by MSG Type		
Education Functioning Level	Number	Percent
Secondary diploma or equivalent	0	0%
Transcript/Report card	20	95%
Training Milestone	1	5%
Skills Progression	0	0%
	0	0%

Competitive Integrated Employment (CIE)

SOC Title	Number of participants	Median Hourly Earnings	Median Hours Worked
Teachers/Instructors	1	\$50.00	17
Medical Technician	1	\$40.00	40
Customer Service	1	\$13.54	25
Agricultural Worker	1	\$12.98	40

Comprehensive Statewide Needs Assessment (CSNA)

The CSNA is completed, and we are awaiting the report from San Diego State University.

WIOA Combined State Plan

The WIOA Advisory Committee met last week to review the scripts for the listening sessions that will be held across the state. Some questions related to the pandemic were added.

Rulemaking Activity

The copy of the draft BEP rule was submitted to Jim McCarthy (RSA) on January 30, 2023. On May 30th, Jim replied that he had completed his review, and he has sent it to General Counsel for their approval.

Staff Training

In late April, a two-day VR training was held in Boise for counselors. Day one of the training largely focused on pre-employment transition services. Day two was a statewide One- Stop conference hosted by the Workforce development Council, held at the Chinden Campus.

Website

Our new website is up and running! Angela and I are the administrators of the site.

We have 2 new features on the website:

- A link for parents/teachers/students to reach out to us to request pre-employment transition services.
- A link for businesses to reach out to us. We had one employer reach out to us the other week.

Analytics:

April 30th - May 30th

- 532 users (distinct tracker users)
 - New users: 93%
 - Returning users: 7%
- Average time per session was 1 minute.
- Device breakdown
 - Desktop: 68%
 - Tablet: 4%
 - Mobile: 28%

Assistive Technologist and Business Consultant (Reported by Earl Hoover)

Assistive Technology

During this quarter of PY 2022, I provided AT support as needed and continued to provide Assistive Technology Assessments to counselors. I have also been working with Steve and the RT Staff to provide them with remote hardware and software training to update or refine AT skills. I have participated in regional AT and ICBVI staff meetings via Zoom and Microsoft Teams. I have also been working with Alison on developing a Pre-ETS Lending Library which will allow us to check out technology on a limited-time basis for Workplace Readiness Training and Pre-ETS programs as needed. This is still in development.

Business Engagement

During this Quarter, I participated in regional meetings remotely using Zoom. I have participated in Business spotlight virtual sessions which highlight a particular business each time. In efforts to continue our partnership with local community businesses and other VR partner agencies. I am also working with Alison and Bailie to develop worksite placements for our VISTA VIEW summer participants.

Pre-Employment Transition Services (Reported by Alison Steven)

Pre-ETS Curriculum

Bailie and Alison provided training on the content and use of the Pre-ETS curriculum to ICBVI Counselors and rehab teachers in two separate sessions. The curriculum provides direction and resources within the five required activities of WIOA (job exploration counseling, work-based learning experiences, counseling on post-secondary education, workplace readiness training, and instruction in self-advocacy). Counselors and teachers explored the curriculum and resources in order to familiarize themselves before working with the students. The curriculum is divided into age categories (14/15, 16/17 and 18

through 21). This curriculum is now available for counselors and RTs to use with students, enabling the students to fill knowledge gaps and round out their BVI skills.

Regional Activities

Alison traveled up to the Lewiston/Moscow region at the end of March to meet with students, teachers and special ed staff, and present at University of Idaho. One particularly encouraging meeting was with a Biology teacher from Moscow High School who wanted to get ahead knowing she would have a blind student in her class in the fall. She wanted to hear about all the ways that she could work with her student and provide the best resources. She was keen to get further training from our staff and maybe involve other general ed. teachers from the school.

Spring Program

Road to Success (April 3-May 23)

Eleven students participated in the road to success program this spring. Students met twice weekly on Monday and Tuesday evenings for eight weeks. The program included exploring interests and strengths, building resumes, doing informational interviews, and practicing interview skills. There was a great deal of learning and growth going on throughout the eight-week session. Cathy Hanson and Shane Buresh from the International School of Protocol were the instructors. Thank you also to Tyler Kuisti and Gayle Worthington who acted as mentors throughout the program. Five of these students are also participating in the VIEW Program and will submit their resumes created at the program as part of the interview process for their summer work experience.

Summer Programs

For College Days this year (June 18-23), we have six students signed up. Five of these students will stay on for the VIEW Program. We once again are bringing in blind instructors from out-of-state. In addition, we will have instructors from Boise State whose business, “Listen for a Change” teaches about the use of listening skills to become self-aware and to connect in social and professional situations.

The VIEW Program (June 25-July 27) will be a 5-week program this year. We have 23 students signed up and Bailie and Earl have been working diligently to develop employment sites and set up the work experiences for all of them. Students will have an orientation week focusing on social and resilience skills with a program called “Bounce Back Better” taught by Cathleen Hanson from the International School of Protocol. Alison and Bailie have been interviewing for temporary staff positions with almost all positions filled at the time of writing.

IESDB “Ready, Set, Go to Work” Work Readiness Camp (June 20 through 23) has 11 students participating. These students will have the opportunity to experience rock-climbing, scuba diving, team building games with NWAABA, as well as working with our ATC staff, and doing CPR training. The focus is on learning about all the different jobs that are available in different spheres and developing the skills necessary to participate in the workforce.

College of Eastern Idaho Workshops

Alison and Matt Queen have been working with Van Davis from CEI and Robert Price from IDVR to provide weeklong workshops for our Eastern Idaho students. Students from IDVR and ICBVI will participate together in a construction workshop and a 3-D printing workshop this June. It is exciting to be able to collaborate with local colleges to provide these opportunities. It is planned to develop more such workshops with different colleges in the regions in the future.

Independent Living & Sight Restoration Report: Steve Achabal

IL/ILOB Programs:

I am pleased to report that our Independent Living and Independent Living Older Blind programs are doing well at this time. Final State Fiscal Year (SFY) 2023 numbers for the programs will be available during the next Board report in September.

Clients are continued to be served in their homes, places of work and in their local communities by our seven Rehabilitation Teachers throughout the state.

Significant and needed changes will be taking place in the areas of IL and ILOB throughout the end of the 2023 calendar year. IL and ILOB Procedure Manuals are being updated since the last version of the manual is over six years old and is somewhat outdated.

The IL program database will be moved from IRIS to ORION. This will be very helpful for the programs as well as for the Rehabilitation Teachers in that they will only need to access and work in one database, instead of the two that they have been using. This change will also allow for much better reporting and a more vibrant system than what is currently being used for the IL program. The ILOB program was moved over to ORION back in 2021.

As was discussed during our last Board meeting, we will be adding a new Rehabilitation Teacher to Region 3. This addition will be a great asset to the Boise office and is much needed.

Various rehab teachers have taken training throughout the state, and work with Earl on technology. Deeann is participating in Emerging Leaders currently. Larry Henrie has been appointed by the governor to be on the SILC. It will be nice to have someone on the council who knows our agency.

Sight Restoration:

The VRA's continue to do a great job assisting residents of the state of Idaho who have financial need and are requiring medical procedures to help maintain or increase their vision. They also conduct outreach efforts with their local eye care physicians and providers, to bolster referrals to the program.

VRA's are winding down with the Sight Restoration clients for this fiscal year with some surgeries taking place at the end of June. Final numbers for SFY 2023 will be assessed and evaluated after completion of this SFY.

Any new referrals who are found eligible for the program who are seeking services in the month of June will most likely be assisted with the cost of their needed services starting the next state fiscal year.

Low Vision Clinic and ICBVI Store:

The Low Vision Clinic has seen a recent influx of referrals as of late. All June clinic dates are filled as of when this report was written, and most of July's clinic times are also filled.

I am always encouraged by the many referral sources we receive our patients from. I think this is a testament to the work that Dr. Hansen and the Clinic staff have done over the years, providing quality customer care, and building relationships with these referring doctors and facilities.

Our ICBVI Stores have continued to serve customers and clients throughout the state. Our ICBVI Store Manager does a great job collaborating with our regional VRA's regarding inventory, following ICBVI store procedures, and assists those regional staff as needed.

We had a low vision clinic in Twin Falls that was very successful. We will have another one in Lewiston in August.

Assessment and Training Center: Greg Metsker

The last day of the ATC spring term is June 9th. We were able to add a week to the spring term this year because of the shortening of the VIEW program. That allowed the spring term to be 10 weeks long instead of the usual 9 weeks. Before the term started, we had 13 clients on the roster. By the end of the term, we had lost 3 students and added another, so we had 11 students finishing the term. The student who was added to the roster is a client who needs the training to retain their job. When that is the case, those clients move to the top of the waiting list, if we have one, so they can get training right away. It is so much easier to maintain a job than to try and find a new one. Since I mentioned priorities, the other situation that will move a client to the top of the list is if they are a pre-ETS client who will be starting college, or vocational training soon. We have that situation occurring this summer as well. We can go several years without enacting those priorities with respect to a waiting list, but this summer we are doing both. Once in a great while, we might ask the counselors to pick who gets in for a certain term, if we have one spot left and two or more VRC's want to get their client in for training. In those cases, I ask the VRC's to work with each other and let me know which client will fill the last spot. Our counselors are great about doing that. We had 6 clients tour the ATC this spring, so interest remains high. The waiting list for the fall term already has 6 clients on it. At this point I would guess that we will have at least 5 of our 12 summer term students complete their training in September, so based on those numbers it looks like the ATC will be a busy place through the end of the year at least. I also have several tours scheduled already for July, so the list for winter term will start taking shape soon. Kudos to the counselors for sending clients our way.

The ATC staff will be assisting with VIEW staff training the weeks of June 12th and 19th. We have been doing that since 1993 when SWEP first started. It's a tradition that I look forward to each summer. It is always a nice change of pace for instructors, and more than once we have had SWEP/VIEW staff who became so interested in blindness rehabilitation that they ended up going into that field, or a closely related field themselves. Kevin has also started planning for another Blindness 101 seminar this fall. We are hoping to have one in Twin Falls this time around, since it has been 4 or 5 years since we did one in

that region. Kevin has done a great job of planning and executing the last two seminars, so he is probably stuck with that responsibility for the time being at least.

Recently I was reading the mid-term progress reports that our instructors write for each of our students, and I was struck by all the innovative methods they come up with to make the clients' training more relevant and customized for them. One such report was for a student that Scott has been working with in Computer class. This student's goal is to work as a 911 operator/dispatcher. Given that a job like that requires some serious computer skills, as well as listening skills and a myriad of other traits, Scott has managed to come up with some very clever ways to prepare the student for that sort of career. We have counseled the client that it might be difficult to step into a 911 operator role unless they have some previous call center/customer service experience, so we have encouraged the client to look at call center jobs as well so they can fine tune their listening and computer skills. To that end, Scott has set up Zoom calls with this client during computer class where he calls in and has the client act as an agent for an airline and they proceed to book a flight or flights that Scott pretends to want to take. Of course, Scott can make the call go as smoothly or as difficult as he would like, so that the student gets an idea what that sort of customer service is like. After doing this for a while, Scott began to play recorded 911 calls for the student and had them take notes during the call as if they were the 911 operator. Scott's wife used to be a 911 operator, so he has some insight into that job and what is required. The student has the current version of JAWS on their laptop computer, so they were able to practice these skills using the split audio feature of JAWS where they were able to listen to the caller with one ear and JAWS with the other. Some of you might recall the client who was working with Kevin in mobility, and that client wanted to get a job at an auto mechanic shop in west Boise. Kevin and the client decided to do mobility routes all around the auto shop at different times of the day. They worked out there for quite a while so that the manager of the shop could see the mobility skills this client possessed. In the end, that client got a job at that shop, in no small part because he and Kevin thought outside of the box and customized the training a bit. The ATC staff are very good at making the training fit the needs of the student.

We have another client assisting us in the ATC this summer, who is interested in getting into the blindness rehabilitation field as a teacher. This client is helping to teach ADL, Braille, and Computers several days a week, and is gaining valuable experience that will look good on a resume, or an application to a university that has Rehab Teaching or Mobility programs. This sort of arrangement is a win/win for all concerned, the client, our students, and our staff.

Finally, some of the goals our students are working towards this term are: "To have the Braille alphabet, numbers and punctuation fully memorized by the end of the term." "To complete my cutting board in Shop." "To take one bus trip in Mobility by the end of the term." "To independently use the stove and oven by the end of the term." "To learn how to use a smart phone."

Consumer Input:

Dana Ard - The venue at the Riverside hotel came with a cost. We had a luncheon for students and young adults. XX came and spoke about his career and accessibility, we had bocce ball, and other speakers. We had someone speak about the Able Act, and one on suicide prevention. We

are looking at a venue for next year. We had a request to go up North. But when we did that in 2016 it was very expensive. It might be hard to make that long of a drive. Right now, we are looking at the Best Western in Burley. We had six resolutions this year, including one that we did for ICBVI. We had an expo that was well attended. The convention was a success. We are indebted to Al for the wonderful job he does for Cycle for Independence. We had four scholarship winners. I will be at College Days to share about NRB Idaho. Our national convention is coming up in Houston. I will be teaching Bell and Beyond. Alison and Jackie are key in that. We have 12 students.

Al Schneider - Cycle for Independence this year had 353 riders. Well over half of the riders rode the 60 mile and paid \$50 to ride. We had nearly 70 volunteers. Lisa Baker was going to take care of the food, and had things set up with Fred Meyer but came under the weather. My son picked up the food but there was a mix-up where we got much more food than we needed. He found a food kitchen to donate the excess. A few days later I got a phone call asking about how much extra it cost, which was \$1500. He also asked about other expenses and wanted to write a \$5,000 check which pretty much covers the expenses for the event. Our profit is around \$24k. This is my eighth year running it with good weather. I appreciate all the people who donated help and money. We've been able to get all the volunteers we've needed. I quit riding when I started being the director.

Dana - we have a YouTube channel and are shooting some fun videos. A scholarship winner was interviewed. They are worth watching. It's called Idaho's Blind. Ramona Walhof has spearheaded this.

BEP Report (Reported by Justin Fish)

Jan-Mar 2nd Quarter FFY 2023

Our goal is to provide great food service to government employees, have our vendors be successful in their business and assure the success of the program.

Overall sales are up from the 1st quarter. We continue to evaluate the sales to respond to market fluctuations in the best manner possible to assure the success of the program. The current workplace is a multifaceted equation that has forced us to make many changes around the State to compensate.

Financial Snapshot

FFY 2023	OCT-DEC (Q1)	JAN-MAR (Q2)	APRIL-JUNE (Q3)	JULY- SEPT (Q4)		Total
Gross Sales	\$345,716.11	\$436,383.03				\$759,000.45

Total Net Income	\$93,275.35	\$154,720.02				\$231,666.94
Set Aside Collected	\$9,429.00	\$15,472.00				\$23,268.16
Average income %	32.85%	44.54%				38.48%

FFY 2022	OCT-DEC (Q1)	JAN-MAR (Q2)	APRIL-JUNE (Q3)	JULY- SEPT (Q4)		Total
Gross Income	\$379,040.06	\$472,618.07	\$499,564.80	\$498,364.39		\$1,851,598.71
Total Net Income	\$51,318.22	\$125,208.08	\$128,690.93	\$91,727.36		\$398,955.98
Set Aside Collected	\$5,318.22	\$12,735.20	\$12,869.09	\$10,198.48		\$44,056.83
Average income %	29.48%	32.19%	33.82%	32.24%		31.98%

BEP UPDATES

Locations surveyed:

- Chinden campus cafeteria: We have been in discussion with DOA for a several months. Idaho Department of administration is claiming that we do not have priority over the cafeteria, and we disagree. We have been working with our Deputy Attorney General to dispute the claim. The administrator at DOA has retired, and Lory Wolff has been named Interim Director. We have contacted her to remind her of our agreement for an official opinion by July 2023.
- Chinden Campus Cafeteria Micro Market: DOA contacted us to do a micro market in the dining room of the cafeteria. We accepted the facility.
- Corrections Department Administration office Boise, Micro Market: We have accepted and are waiting for them to finish a remodel.
- GSA 380 Parkcenter Blvd., Vending: We turned it down, too small of a location.
- Market Building Boise, vending: We turned it down, too small of a location.

Locations set up:

- Chinden Campus Cafeteria: Our vendor at the campus has contracted with Treasure Valley Vending for the micro market. It is installed and up and running.

Location changes:

- INL: We reduced MFC location by two machines and are awaiting approval to install credit card readers on the equipment. We moved some equipment around NRF to better

accommodate the location, also awaiting approval to accept credit cards. AMWTP will be next on our radar to make some changes.

- Gowen Field: The temporary cafeteria has been extended for another six months due to construction delays on the remodel.
- Job Corps: Department of Labor has contracted the location to a private party. We are hoping this means they will be adding many more students.
- Pulled the equipment out of USPS Pocatello.

General Updates:

- We have crossed the six-month mark at ISP, and they couldn't be happier with how things are going. They love the teaming partner model.
- We continue working on getting our contracted service technician badged for access into our secured locations across the State. He now has access to the INL, USPS, and Chinden Campus. This will help serve the needs of the SLA, Vendors, and the locations around the State.
- We are working to create cohesion among our program guidelines by updating our internal controls and operating agreements, and assuring they are in alignment with the CFRs and IDAPA. Arianah and a committee representative are heading up this project and are working on getting things updated in a manner that satisfies RSA. The rule changes are still in review at RSA.
- We meet with the vendor committee monthly to address issues around the State. We are currently working on vendor benefits, internal controls, and vendor agreements.

Fiscal Report: Corey Bresina

SFY23 appropriation and expenditures: As of 5/31/2023

			<i>Appropriation</i>		Expenditures	Yr. Elapsed	Expended %
Federal - 34800	PC	4000	<i>\$2,417,000.00</i>		\$2,273,457.68	91.51%	94.06%
(Grant)	OE	5000	<i>\$593,900.00</i>		\$570,999.39	91.51%	96.14%
	T/B	7000	<i>\$520,918.22</i>		\$308,708.06	91.51%	59.26%
General - 10000	PC	4000	<i>\$911,100.00</i>		\$777,172.97	91.51%	85.30%
(State)	OE	5000	<i>\$71,700.00</i>		\$63,819.20	91.51%	89.01%
	T/B	7000	<i>\$606,034.06</i>		\$449,465.99	91.51%	74.17%
Aids & Appl - 42600	PC	4000	<i>\$23,600.00</i>		\$20,864.14	91.51%	88.41%
(Store)	OE	5000	<i>\$62,900.00</i>		\$51,876.86	91.51%	82.48%
BEP - 21000	OE	5000	<i>\$27,600.00</i>		\$12,379.39	91.51%	44.85%
(Set-Aside)	T/B	7000	<i>\$100,100.00</i>		\$27,543.22	91.51%	27.52%
VR Svc Misc. Rev - 34900	OE	5000	<i>\$28,100.00</i>		\$6,768.80	91.51%	24.09%

(Donation)	T/B	7000	\$56,300.00		\$6,486.88	91.51%	11.52%
Rehab Rev & Refund - 28800	OE	5000	\$34,300.00		\$15,093.80	91.51%	44.01%
(SSA)	T/B	7000	\$13,000.00		\$12,999.06	91.51%	99.99%
			\$5,466,552.28		\$4,597,635.44	91.51%	84.10%
		FFY22	FFY23				
Pre-ETS obligation		\$443,109.15	486,965.25			4000 - PC	91.64%
Pre-ETS draws 100%		(\$443,109.15)	(137,367.30)			5000 - O/E	88.08%
Balance of FFY21 15%		\$0.00	349,597.95			7000 - T/B	62.11%

We are now in the final month of the State fiscal year. We will likely expend all our O/E appropriation in the Federal and General funds. There will be T&B appropriation that will not get spent. SFY 2023 ends June 30th and 2024 begins on July 1st. The total appropriation for SFY24 is 5,829,600 (\$363,048 more than 2023). The last draw for the BS22 grant happened on March 14th. With this draw we received the remaining funds from the award amount of \$2,954,061. The MOE of \$835,260 for 2022 was met. As of 5/31/23 we have drawn \$711,922 of the award amount (which is 22%). We are still currently meeting the \$968,661 MOE for the BS23 grant. The Pre-ETS reserve requirement is \$486,965. Currently we have spent \$137,367 of this requirement (which is 28%). SFY 2025 budgets will be worked on shortly and are due to DFM by September 1st.

In the home stretch of going to Luma. Lots of communication is going on. Hopefully the training we have available will give us enough information to be able to use the new system. It will be a struggle for a few weeks or months. The payroll portion is going live on 6/20.

What were the salary savings from? Replacing the person who retired - the pay rate was lower for the new person. It's about \$10k in savings with our personnel budget of \$3 million dollars. We should be able to transfer that to operating. Other savings were used for early CEC raises for staff.

New Business

Beth - I suggest going to Twin Falls for the next meeting. 9/13 with travel on 9/12 and drive back after the meeting. Mark can't make it on Wednesdays. Changed to travel on 9/11, with meeting on Tuesday 9/12 and come back Tuesday 9/12. Angela will send out a meeting invite asap and send the Teams info separately.

Board Elections

Britt nominates Al Schneider as chair. Leann seconds. No other nominations. Everyone in favor - Aye. No one opposed. Nominations for vice chair - Al nominates BJ with Leann and Britt seconding. Everyone in favor - Aye. No one opposed. This will take effect immediately.

