



**Summary Minutes
 November 15, 2004**

In Attendance: Diane Cook, Aleatha Dickerson, Steve Florio, Tim Flynn, Elaina Goldstein, Steve Kitchin, Anne LeClerc, Thomas Martin, Arthur Plitt, Christine Rancourt, Lorna Ricci, Susan Shapiro, David Sienko, Lauren Slocum, Michael Spoerri,
Guests: Cheryl Collins and Sue Donovan
Staff: Kate McCarthy-Barnett, Natanya Szendro, Nancy Wooten

Topic	Discussion	Action / Lead Person	Target Date
Welcome and Approval of Minutes	<ul style="list-style-type: none"> The minutes from the 9/20 meeting were approved. Guests representing the RI Parent Information Network (RIPIN) - Cheryl Collins and Sue Donovan - were introduced and welcomed. 	Steve Kitchin	
Current Workgroup Updates	<p><u>Youth In Transition</u></p> <ul style="list-style-type: none"> The Workgroup has accomplished significant objectives this year. A year ago, the Workgroup completed an environmental scan to identify gaps and barriers for youths in transition. The completion of the Train-the-Trainer and post-secondary education training packets is a significant strategic product resulting from that assessment. David indicated that the progress of the Workgroup and the training packets were due to the good work of RIPIN's Cheryl Collins and Sue Donovan as well as staff member Kate McCarthy-Barnet and Co-Chair Michael Spoerri. Elaina said that she is working with DHS' Transition Council (looking at transition-related gaps and barriers) and 	David Sienko and Michael Spoerri	

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	<p>participants of that entity are interested in seeing the health care gaps table that has been completed by Nancy Wooten in draft form. Although it is a draft, it still has valuable information and requires only a little “tweaking”. As the next Council meeting is on November 17th, she asked if there was any objection to sharing this draft table with the Council. There were no objections. Elaina will be participating in the Wednesday meeting via phone, as she will be at the APHSA Conference in Washington D.C. on that day.</p> <p><u>Housing</u></p> <ul style="list-style-type: none"> The Workgroup met in October and approved its goals and priorities for 2005. There will be no meeting in November; the next meeting is scheduled for early December. <p><u>Employee Retention Workgroup</u></p> <ul style="list-style-type: none"> As the Business Leadership Network (BLN) and Employee Retention Workgroup tasks are overlapping, the Employee Retention Workgroup will no longer meet and its focus and activities will be undertaken solely through the BLN. The last BLN breakfast meeting had speakers focusing on both workers’ comp. and “disability management” (ways to retain employment for working people who become disabled), which is a central focus of Rhodes to Independence and the Employee Retention Workgroup. There are plans to provide a “disability management” workshop for RI employers. The next breakfast meeting is scheduled for December 14th in conjunction with the RI SHRM. Rhodes to Independence has committed to providing some program support for BLN development in its 2005 MIG grant. It is hoped that an employer active in the BLN will be willing to sit on the RTI Steering Committee. 	<p>Kate McCarthy-Barnett</p> <p>Elaina Goldstein</p>	<p>ASAP</p>

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<p>Youth in Transition “Train the Trainer” Manual Presentation</p>	<p><u>Transportation</u></p> <ul style="list-style-type: none"> The Workgroup has met; Anne will email minutes of the last meeting to the Steering Committee. <p><u>Youth in Transition “Train the Trainer” Manual Presentation</u></p> <ul style="list-style-type: none"> Two PowerPoint presentations were made to the Steering Committee on the training manuals developed to train agencies and school personnel to have consistent information and knowledge concerning resources. The manuals cover “pathways to employment” and “pathways to higher education” as young adults transition from high school. These manuals are seen as a “tool belt” for relevant professionals. In addition to the four separate training modules, there is also a notebook of resources for students and their families. Next steps – the training manual will be piloted with agencies and incorporate feedback. In addition, partnerships will be utilized for development of the project. After the manual has been piloted and is finalized, it will be on the RTI website. Steve said it would be helpful to connect employers with this tool and that in the Higher Education module employers should be included. David said there was a connection with employers in the WIA School to Work project and this may be adapted to the higher education module. It was agreed that the background colors in the higher education PowerPoint were too dark and it was difficult to read. Regarding the higher education module, it was suggested it should be made clear that in college it is the student – and not the teachers – who are responsible for arranging special needs such as an interpreter. Also in terms of the higher education module, it was 	<p>Anne LeClerc</p> <p>Sue Donovan, Cheryl Collins, Kate McCarthy-Barnett</p> <p>Suggested changes to the higher education module / PowerPoint will be made by Kate.</p>	<p>12/31/04</p>

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<p>Other Business/ Next Steps</p>	<p>suggested that there be a component dealing with the importance of community integration – elements such as transportation, etc.</p> <ul style="list-style-type: none"> • It was pointed out that cultural differences and languages need to be reflected in all of the modules. Elaina said the manual will be translated into Spanish; there is no current funding for additional translations. • Though the Buy-In has been passed, work needs to be done before it becomes operational in 2006. The most immediate tasks are crafting the State Plan Amendment and changing the language of the legislation dealing with employers to include a “pay or play” option. Elaina said that input from employers is needed very soon. It was suggested that Lauren Slocum is a good resource; four or five employers in addition to Bob Cooper would be ideal to get the appropriate language. • Anne announced that the transportation Blue Ribbon Commission will be holding four hearings and are looking for people in the business community who can participate as “witnesses” in the hearings. • Steering Committee member Susan Shapiro received DHS’ highest award two weeks ago. Steering Committee members congratulated Susan for this achievement. • Elaina and Steve are receiving awards on 11/17 at the State House in recognition of their work and dedication toward passage of the Medicaid Buy-In. Steering Committee members congratulated them on receiving this honor. • The next Steering Committee meeting will be held on December 20th 8:30 – 10:00, Department of Labor and Training, Building #73, 1st Floor Conference Room. 	<p>Steve Kitchin and Elaina Goldstein</p> <p>Organization of a small group of employers to discuss changes to language of MBI legislation / Elaina, Lauren</p>	<p>ASAP</p>