

**Department for Aging and Rehabilitative Services (DARS)  
State Rehabilitation Council Executive Committee (VIRTUAL)  
September 9, 2024  
Draft Meeting Minutes**

**The September 9, 2024 meeting of the State Rehabilitation Council was an all-virtual meeting held as permitted by the Virginia Freedom of Information Act (FOIA) and the Council's Electronic Participation and Meeting Policy.**

**Members Present:** Frederick Foard, Joliefawn Liddell, Madeline Nunnally, and Justin Spurlock.

**Members Absent:** None.

**Others Present:** Brandy Schantz, SRC; Nick Zweerink, SRC; Travis Staton, SRC; Marco Callender, SRC; Meghan Cox, DARS; Catherine Harrison, DARS; Cara Kaufman, DARS; David MacKenzie, DARS; Lisa Robertson, DARS; Wil Barber, DARS; Liz Leitch, ASL Interpreter; H. Hamid, ASL Interpreter.

**Call to Order:** The meeting was called to order at 9:00 a.m.

**Introduction of Members:** Spurlock called the meeting to order. All members and others present introduced themselves.

**Approval of meeting agenda:** No changes. Agenda approved by unanimous consensus.

**Approval of June meeting minutes:** No changes. Minutes approved by unanimous consensus.

**Matters of Public Comment:** There were no public comments received.

**Discussion:** Cox provided an update on current membership and full Council agenda items.

**Meeting Adjourned:** 9:14 a.m.

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**Meeting Handouts:**

1. Proposed Meeting Agenda
2. Draft Executive Committee Meeting Minutes from June 12, 2023

**Department for Aging and Rehabilitative Services (DARS)  
State Rehabilitation Council Nominating Committee (VIRTUAL)  
September 9, 2024  
Draft Meeting Minutes**

**The September 9, 2024 meeting of the State Rehabilitation Council was an all-virtual meeting held as permitted by the Virginia Freedom of Information Act (FOIA) and the Council's Electronic Participation and Meeting Policy.**

**Members Present:** Brandy Schantz and Travis Staton.

**Members Absent:** None.

**Others Present:** Nick Zweerink, SRC; Marco Callender, SRC; Frederick Foard, SRC; Joliefawn Liddell, SRC; Madeline Nunnally, SRC; Justin Spurlock, SRC; Meghan Cox, DARS; Catherine Harrison, DARS; Cara Kaufman, DARS; David MacKenzie, DARS; Lisa Robertson, DARS; Wil Barber, DARS; Liz Leitch, ASL Interpreter; H. Hamid, ASL Interpreter.

**Call to Order:** The meeting was called to order at 9:15 a.m.

**Matters of Public Comment:** There were no public comments received.

**Committee Representative:** Schantz agreed to be Nominating Committee representative at the full Council meeting.

**Approval of Chair/Vice-Chair slate:** Upon discussion, Schantz and Staton agree to include Schantz and Martin for Chair and Vice-Chair, respectively, on proposed slate.

**Approval of Members-at-Large slate:** Upon discussion, Schantz and Staton agree to include Liddell for Member-at-Large on proposed slate. Nominations for one additional Member-at-Large to be open to the floor at full Council meeting.

**Meeting Adjourned:** 9:28 a.m.

**Department for Aging and Rehabilitative Services (DARS)  
State Rehabilitation Council Quarterly Meeting (VIRTUAL)  
September 9, 2024  
Draft Meeting Minutes**

**The September 9, 2024 meeting of the State Rehabilitation Council was an all-virtual meeting held as permitted by the Virginia Freedom of Information Act (FOIA) and the Council's Electronic Participation and Meeting Policy.**

**Members Present:** Justin Spurlock, Madeline Nunnally, Frederick Foard, Brandy Schantz, Christopher Martin, Travis Staton, Joliefawn Liddell, Marco Callender, Nick Zweerink, Commissioner Kathy Hayfield, and Talisha McAuley-Davis.

**Members Absent:** Becky Alwood, Heidi Lawyer, Ken Jessup, and Ryan Mauzy.

**Others Present:** Meghan Cox, DARS; Catherine Harrison, DARS; Cara Kaufman, DARS; David MacKenzie, DARS; Lisa Robertson, DARS; Wil Barber, DARS; Dale Batten, DARS, Alison Shaner, DARS; Julie Jacobs, DARS; Barbara Burkett, DARS; Justin Bias, DARS; Liz Leitch, ASL Interpreter; H. Hamid, ASL Interpreter.

**Call to Order:** The meeting was called to order at 9:31 a.m.

**Introduction of Members:** Spurlock called the meeting to order. All members and others present introduced themselves.

**Approval of meeting agenda:** No changes. Agenda approved by unanimous consensus.

**Approval of June meeting minutes:** No changes. Meeting approved by unanimous consensus.

**Matters of Public Comment:** There were no public comments received.

**Chairperson's Report:** The Chair provided a report from the Executive Committee meeting and presented the Council with proposed meeting dates for 2025. Motion to approve the initial proposed meeting dates presented by Schantz, seconded by Martin, and passed by voice vote.

The approved meeting dates for 2025 are:

Monday, March 10, 2025

Monday, June 9, 2025

Monday, August 11, 2025

Wednesday, November 12, 2025 (Council Retreat)

Thursday, November 13, 2025

Liddell reported out on the Consumer Satisfaction Survey Subcommittee meeting held on July 18. Nunnally reported out on the Annual Report Subcommittee meeting held on August 22.

Cox presented the proposed SRC Electronic Meeting Policy for discussion and consideration. Motion to approve the proposed SRC Electronic Meeting Policy presented by Liddell, seconded by Schantz, and passed by voice vote.

Cox presented an amendment to the SRC Bylaws that would eliminate the SRC Executive Committee and the elected positions of Member-at-Large. Motion to table the proposed amendment presented by Schantz, seconded by Liddell, and passed by voice vote.

### **Commissioner's Report**

- Commissioner Hayfield provided an introduction to members and an agency overview. Hayfield spoke about resources provided by CSAVR (Council of State Administrators of Vocational Rehabilitation) that particularly address funding. Commissioner Hayfield also recognized two members of the Council completing the second of their three-year terms of service and rotating off of the Council at the end of September (Spurlock and Nunnally).

### **DRS Division Reports**

DRS Deputy Commissioner Dale Batten and Alison Shaner (Wilson Workforce and Rehabilitation Center) delivered a presentation that included Field Rehabilitation Services (FRS) Updates, WIOA Performance Updates, and WWRC Updates. The presentation is included in the meeting materials.

### **Hearing Officer Contract Update**

Cara Kaufman, VR Appeals Coordinator, provided an update on DARS Appeals: RSA-722: Covering: Federal Fiscal Year 2023 (October 1, 2023 to September 30, 2024)

- DARS received zero (0) requests for Mediation.
- DARS received one (1) hearing request in August.
- DARS received zero (0) requests for review of impartial Hearing Officer Decisions.
- DARS was party to zero (0) civil actions.
- For the one (1) hearing request, the issues included: related to the termination of services or service record closure.

### **Hearing Officer Contracts**

All of the hearing officer contracts will be renewed as previously voted. Contracts will go out to them for signature this week. The new IFB is under review and will go out as soon as possible.

### **Policy Division Update**

Lisa Robertson, Policy Analyst with the Division of Policy and Legislative Affairs, provided a brief overview of the WIOA State Plan:

- The WIOA CSP has been approved, to include the VR Program section and the SCSEP section. We are working on the submission of the Plan to the Office of Regulatory Management (ORM) to include the plan on the Town Hall. The Plan will also be posted to the DARS website.

Wil Barber, Policy Analyst, delivered a presentation with an update on the Consumer Satisfaction Survey with proposed changes for the Council's consideration. The presentation is

included in the meeting materials. Proposed changes to the Consumer Satisfaction Survey recommended by DARS presented by Schantz, seconded by Callender, and passed by voice vote.

### **SRC Recommendations from 2023**

Cox provided the Council with the SRC recommendations from the 2023 SRC Annual Report and asked that members keep these recommendations in mind as they consider recommendations to include in the 2024 Annual Report.

### **Nominations Committee Presents Slate of Officers for FFY24**

Schantz, on behalf of herself and Staton, presented the following Slate of Officers:

Chair: Brandy Schantz

Vice Chair: Christopher Martin

Members-at-Large: Joliefawn Liddell and Nick Zweerink

All have agreed to be nominated and no nominations from the floor were received. Foard motioned to accept the slate as presented. Staton seconded and the motion passed by voice vote.

**Matters of Public Comment:** There were no public comments received.

Having no further business, the meeting was adjourned at 11:34 p.m.

The next meetings of the full Council will take place on November 6 and 7, 2024 at DARS Headquarters, 8004 Franklin Farms Drive, Henrico, VA.

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### **Meeting Handouts:**

1. September 9, 2024 Draft Meeting Agenda
2. Draft Meeting Minutes from June Business Meeting
3. 2025 SRC Proposed Meeting Schedule
4. Proposed SRC Electronic Meeting Policy
5. Proposed Amendment to SRC Bylaws
6. DRS Presentation Materials
7. Consumer Satisfaction Survey Presentation Materials
8. SRC Recommendations from 2023