

## Idaho State Board of Education

# GOVERNING POLICIES AND PROCEDURES

## SECTION: IV. ORGANIZATION SPECIFIC POLICIES AND PROCEDURES

### Subsection: G. Idaho State Rehabilitation Council

June 2012

The Idaho State Rehabilitation Council (SRC) endeavors to provide consumers, service providers and others the opportunity to participate in constructive dialogue and public input to continually improve the quality of vocational rehabilitation services to residents of Idaho. The SRC makes recommendations to the Idaho Division of Vocational Rehabilitation (IDVR) concerning eligibility, the scope and effectiveness of services provided and function performed that affect the ability of individuals with disabilities to achieve rehabilitation goals.

1. The SRC in collaboration with IDVR, after consulting with the State Workforce Development Council shall:
  - a. Review, analyze, and advise IDVR regarding the performance of IDVR's responsibility related to:
    - i. Eligibility, including order of selection;
    - ii. The extent, scope, and effectiveness of services provided; and
    - iii. Functions performed by State agencies that affect or potentially affect the ability of individuals with disability in achieving employment outcomes.
  - b. In partnership with IDVR –
    - i. Develop, agree to, and review State goals and priorities in accordance with 34 CFR §361.29(c); and
    - ii. Evaluate the effectiveness of the vocational rehabilitation program and submit reports of progress to the Secretary in accordance with 34 CFR §361.29(e);
  - c. Advise IDVR regarding activities and assist in the preparation of the State plan and amendments to the plan, applications, reports, needs assessments, and evaluations required under 34 CFR §361.17;
  - d. To the extent feasible, in collaboration with IDVR conduct a review and analysis of the effectiveness of, and consumer satisfaction with—
    - i. The vocational rehabilitation services provided by State agencies and other public and private entities responsible for providing vocational rehabilitation services to individuals with disabilities un the Act; and
    - ii. The employment outcomes achieved by eligible individuals receiving services under 34 CFR §361.17, including the availability of health and other employment benefits in connection with those employment outcomes.
  - e. In collaboration with IDVR prepare and submit to the Governor and to the Board no later than 90 days after the end of the Federal fiscal year an annual report on the status of vocational rehabilitation programs operated within the State and make the report available to the public through appropriate modes of communication.
  - f. To avoid duplication of efforts and enhance the number of individuals served, in collaboration with IDVR coordinate activities with the activities of other councils within the State, include the Statewide Independent Living Council established under 34 CFR part 364, the advisory panel established under section 612(a)(21) of the Individuals with Disabilities Education Act, the State Developmental Disabilities Assistance and Bill of Rights Act, the State mental health planning

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- council established under section 1914(a) of the Public Health Service Act, and the State Workforce Development Council;
- g. In collaboration with IDVR provide for coordination and the establishment of working relationships between IDVR and the Statewide Independent Living Council and centers for independent living within the State.
2. The SRC members shall be appointed by the Board as provided for in 34 CFR §361.17.
- a. The SRC shall be composed of at least 15 members, including:
- i. The chairperson or other designee of the Statewide Independent Living Council;
  - ii. At least one representative of a parent training and information center established pursuant to the Individuals with Disabilities Education Act;
  - iii. The Director of or other individual recommended by the Client Assistance Program;
  - iv. At least one qualified vocational rehabilitation counselor with knowledge of and experience with vocational rehabilitation programs who serves as an ex officio, nonvoting member of the SRC if employed by the Division of Vocational Rehabilitation;
  - v. At least one representative of a community rehabilitation program service provider;
  - vi. Four representatives of business, industry, and labor;
  - vii. At least one representative of disability groups that include a cross section of:
    - 1) Individuals with physical, cognitive, sensory, and mental disabilities; and
    - 2) Representatives of individuals with disabilities who have difficulty representing themselves or are unable due to their disabilities to represent themselves;
  - viii. A current or former applicant for, or recipient of, vocational rehabilitation services;
  - ix. At least one representative of the Department of Education;
  - x. At least one representative of the State Workforce Development SRC;
  - xi. At least one representative of the directors of the Idaho Native American tribal VR; and
  - xii. The Administrator of the Idaho Division of Vocational Rehabilitation as an ex officio, nonvoting member.

### 3. Board Appointment Procedures:

The SRC shall nominate candidates for SRC membership for consideration by the Board. The list of candidates shall be forwarded to the Board for consideration not less than sixty (60) days prior to the expiration of the term of the SRC member, or within thirty (30) days after any vacancy.

a. Incumbent Reappointment

In the event that the incumbent candidate has served only one term and is interested in reappointment, the SRC shall forward a recommendation to the Board, along with a letter of interest and statement of qualifications for the incumbent. The Board may choose to reappoint the incumbent without soliciting other candidates, thus completing the appointment procedures. If there is no incumbent seeking reappointment, or if the Board chooses not to reappoint an incumbent, the procedures are as outlined in item (2).

b. Open Appointment

i. The SRC, on behalf of the State Board of Education, shall solicit recommendations from representatives of organizations representing a broad range of individuals with disabilities and organizations interested in individuals with disabilities, including the advertisement of vacancies in appropriate state, regional or local publications. In selecting members, the Board will consider, to the greatest extent practicable, the extent to which minority populations are represented on the SRC.

ii. Each applicant must provide a written statement expressing his or her interest in becoming a member of the SRC. Each applicant must also provide evidence of his or her qualifications, and must identify his or her primary residence.

iii. The SRC will review all applications for the vacant position and conduct interviews as deemed necessary. The purpose of the review of applications is to identify the most qualified candidates for Board consideration.

iv. The SRC will forward only the most highly qualified applicants, in order of preference, to the Board for consideration. The Board may provide for interviews of the applicants if needed, or may make the appointment based on the recommendation of the SRC.

The Board may, after review of the candidates nominated by the SRC pursuant to the process described herein, consider other candidates for committee membership identified by the Board or its staff.

4. Terms of Appointment

a. Each member of the SRC shall be appointed for a term of three (3) years and may serve for no more than two (2) consecutive full terms.

b. Appointments to fill a vacancy occurring prior to the end of the term for which the predecessor was appointed shall be appointed for the remainder of the predecessor's term.

c. Appointments shall be staggered to ensure that no more than one-third (1/3) of the appointments will become vacant in any given year.

5. Operating Procedures

The SRC shall meet at least four (4) times annually in accordance with Idaho Code §67-2340 through 67-2347. Additional meeting may be called by the chair or by request of three (3) or more committee members. Officers will be nominated and elected by a vote of the SRC.

6. Conflict of Interest.

No member of the SRC shall cast a vote on any matter that would provide direct financial benefit to the member or the member's organization or otherwise give the appearance of a conflict of interest under State law.

7. Annual Report

The SRC shall prepare and submit an annual report to the Board and the Governor no later than 90 days after the end of the Federal fiscal year on the status of vocational rehabilitation programs operated within the state.